

# **BAPTIST HEALTH COLLEGE LITTLE ROCK**

## **STUDENT SERVICES**

### **ACADEMIC APPEAL PROCEDURE**

<b>Policy Number: 604</b>	<b>Effective Date: November 1, 2008</b>
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**PURPOSE:** To provide students with a thorough academic appeal procedure.

#### **POLICY:**

BHCLR recognizes that both students and college officials have rights and responsibilities throughout the educational process. The college sets forth the following academic appeal procedure for enrolled students. An academic appeal is defined by the college as an official statement of complaint over something believed to be wrong or unfair; or a request for relief based upon significant extenuating circumstances outside the student's control and communicated in accordance with College policies/procedures/guidelines.

The academic appeal process is grounded in the concepts of responsibility and fairness to the student, faculty, classmates, the respective school of enrollment and Baptist Health as a whole, while also considering public protection and the interests of future employers. The goal of the Academic Appeal Procedure is to resolve issues in a fair and expeditious manner at the lowest level of authority.

If an enrolled student perceives that they have reason for an academic appeal, as defined by BHCLR, they should initiate the following procedure:

1. Step 1–The Academic Appeal Procedure must be initiated by the enrolled student on the Academic Appeal Request. After completing the form, the student should discuss the concern openly and directly with the Course/Semester Leader within the Nursing programs and faculty within Allied Health programs. The form should be submitted within five (5) business days of the incident for which the appeal is being filed or within five (5) business days of posting of the grade in question. Many concerns can be clarified and resolved at this level. Allied Health students who meet with an Associate Dean in Step 1 will move to Step 3.
2. Step 2–If a satisfactory resolution is not reached in Step 1, the student must schedule a meeting with the appropriate Associate Dean overseeing their program of study. The Associate Dean may choose to meet with the student and faculty or call a meeting with involved individuals. The Associate Dean will render a decision within 10 business days.
3. Step 3–If the student desires to appeal the decision of the Associate Dean, the appeal may be submitted to the Dean who oversees the student's program of study. The Dean may choose to meet with the student and faculty or call a meeting with involved individuals. The Dean will render a decision within 10 business days.
4. Step 4–If the student desires to appeal the decision of the Dean, the appeal may be submitted to the President who will convene an academic appeals committee. The committee, composed of BHCLR faculty and staff, will gather appropriate information, including interviews with involved

individuals. Within 10 business days, the committee will render a decision which is final and concludes the academic appeals process.

\*\*For the School of Radiography, all Panel members will be external to the Radiography program.