



GENERAL INSTITUTIONAL APPEAL PROCESS
Institutional Procedure 4.01.001.004

At the Community College of Beaver County, students have the right to appeal decisions made or policies applied where they feel errors have occurred or policies are inadequate. Student appeals are settled at the lowest possible administrative level having the authority to decide. Recognizing that no single appeals process can serve the full range of potential complaints, different departments within the college have developed specific appeals processes. This procedure mandates that students follow specific appeals procedures whenever available (See student handbook under types of appeals). All students have the right to make appeals without fear of coercion, harassment, intimidation, or reprisal from the college or its employees. Confidentiality shall be maintained, where applicable, in all appeal proceedings in accordance with FERPA.

The following appeals process must be followed:

1. The students must meet with the college employee or department to discuss the problem and attempt to arrive at a solution. The student and employee may each have an observer present if desired. This initial meeting must be initiated no later than 14 calendar days after the occurrence.
2. If the student wants to appeal the decision of the college employee or department, they must initiate within 14 calendar days of the meeting in step one, a written request of appeal to the next level Supervisor, as required. The students should include the following information with their documentation:
 - i. Student name, CCBC ID number, email address, and phone number
 - ii. Reason for appeal
 - iii. A brief statement explaining the nature of the appeal, including any supporting evidence and the college employee in step one.

An informal meeting should be scheduled to candidly discuss the concern, step one non-resolution, and attempt to arrive at a solution. The student and employee may each have an observer present if desired. In all cases, the student is encouraged to speak for themselves both written and orally.

Step two, administrator may render a decision at the close of the meeting or decide within 14 calendar days.

1. If the student wants to appeal against the decision of the college administrator, they must provide additional supporting evidence. Supporting evidence is defined as anything that was

unavailable during the original hearing or investigation that could substantially impact the original findings or sanctions. A summary of this supporting and/or new evidence, as well as an explanation for why it was not available at the time of the original appeal, must be included with the appeal. Appeal must be sent within 14 calendar days and will be addressed by the Dean of Students.

2. If the student wants to appeal against the decision of the Dean of Students, they must provide additional supporting evidence within 14 calendar days. At this time, the appeal will be addressed by the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs. The decision will be communicated to the student within 14 calendar days. All decisions by the Vice President of People, Culture, and Compliance Resources or the Vice President of Student Affairs are final.

Appeals can only be escalated to the College President if new supporting evidence can be provided that provide a new, compelling argument against the final decision. The College President will examine the new evidence and within 14 days will determine if the final decision should be upheld or reversed.