

POLICY:  <b>Student Appeals Policy</b>		POLICY NUMBER: <b>AM-002-A2</b>
		PREVIOUS/REPLACES: <b>Student Manual</b>
APPROVED BY: <b>Executive Committee</b>	EFFECTIVE DATE AS OF: <b>November 1, 2021</b>	PRIOR VERSIONS: <b>August 2020</b>

## 1. Policy Statement

Herzing College endeavors to ensure its students are given the right and a defined process to appeal an action or inaction of the College or to pursue a complaint against the College or one of its staff or faculty members.

## 2. Scope

This policy applies to all Herzing College staff, faculty members, and students unless otherwise noted.

## 3. Procedure

1. Complaints from students are handled under the Student Complaint Policy. Refer to AM-003-A2 Student Complaint Policy.
2. Appeals are handled by one of two policies based on whether the appeal is related to grades/Satisfactory Academic Progress or related to actions of the college based on non-academic reasons.
  - a. Appeals Related to Grades or Satisfactory Academic Progress: Refer to “AC-002-A2 Academic Standards Policy.”
  - b. Appeals related to Actions of the College for Non-Academic Reasons. Refer to “AM-003-A2 Student Complaint Policy.”

## 4. Administration

The Campus President and the Chief Operations Officer are jointly responsible to oversee the administration and enforcement of this policy.

## 5. Review

This policy will be reviewed as required by the Executive Committee in 2024.

## 6. Reference

- Herzing College Student Manual

- AM-003-A2 Student Complaint Policy.docx
- AC-002-A2 Academic Standards Policy.docx

## 7. Definitions

**Appeal** - An appeal is a formal process to try to reverse a decision of the College or one of its employees.

**Complaint** - A complaint can relate to actions or inactions of the College or one of its employees or any policy of the College.