

POLICY: Student Appeals Policy		POLICY NUMBER: AM-002-A2
		PREVIOUS/REPLACES: Updated October 8, 2021
APPROVED BY: Executive Committee	EFFECTIVE DATE AS OF: November 1, 2021	PRIOR VERSIONS: July 9, 2021

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.