

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

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Subject: Academic Appeals

Students are expected to adhere to all regulations of the college. However, unusual and extenuating circumstances may warrant a modification of certain regulations.

Students should not request a waiver of any regulations without very strong evidence to justify the waiver. Requests for waivers are made by completing an Academic Appeals Petition available in the Academic Standards Office.

The Assistant to the Dean for Academic Standards, University College, makes decisions on requests for waivers that do not relate to a student's major after consulting with the Academic Appeals Committee. The Assistant to the Dean's decision is final. A minimum of one month is necessary to process academic appeals.

Decisions on requests for a waiver related to a student's major are made by the appropriate department chair in accordance with procedures established by the department or area faculty. Requests for application of A.P. and/or transfer credit should be taken directly to the Admissions Office; these requests do not require an Academic Appeals Petition.

Student Complaints Regarding Discrimination

If the complaint involves alleged harassment or discrimination based on race, sex, ethnicity, national origin, sexual orientation, religion, age, disability, or marital or veteran status, the student should use procedures administered through the Equity and Campus Diversity Office. Acts of discrimination should be reported immediately to this office for confidential discussion of the alleged acts. Students have 90 days from the alleged act of discrimination or 90 days after receipt of a grade to file a complaint. A copy of the procedures may be obtained from the Equity and Campus Diversity Office.

Student Complaints Regarding Nonacademic Issues

If the complaint involves nonacademic issues, the student should deal with procedures administered by the Dean of Students Office. However, students are encouraged to seek resolution of the perceived problem directly in the unit in question before initiating processes that are more formal.

Student Complaints Regarding Academic Issues

Students who feel aggrieved regarding any aspect of the academic program have a right to request a resolution by bringing the matter to the attention of the appropriate college personnel. The academic appeals process regarding a waiver of academic regulations is outlined above. If the perceived problem pertains to a grade or the conduct of a particular course, students should follow the Student Academic Grievance Procedures.

Complaints to State Education Department

Any individual who continues to feel aggrieved after pursuing the options outlined, is unable to resolve the problems, or believes the institution has not properly addressed the concerns may file a written complaint with the State Education Department within three years of the alleged incident.

The complainant may telephone the Postsecondary Complaint Registry to request a complaint form or write to the New York State Education Department, Postsecondary Complaint Registry.

***Additional information regarding the Academic Appeals Policy for graduate students may be found in the Academic Policies section of the current Graduate Catalog.**