

# Academic Policies and Procedures

## Governing Catalog

The college catalog is the official document which describes the policies, academic programs, and requirements for students attending Valencia Community College. (In this catalog “you” means “the student.”) You are held responsible for knowing and adhering to the policies and requirements which affect you.

Your governing catalog is the Valencia Community College Catalog in effect at the time of your initial enrollment in credit courses at Valencia. A Valencia Catalog is valid for five academic years. You may follow the policies and graduation requirements in your governing catalog for the five academic years except when changed by law or by the District Board of Trustees. You may officially declare any subsequent catalog as your governing catalog and follow its requirements for your initial degree or certificate program until that catalog expires; however, if you change your degree or certificate program, you are required to choose from the current degree and certificate program offerings and follow the graduation requirements of the current catalog. If your governing catalog has expired, your new governing catalog will be the catalog in effect in your next term of enrollment.

The official version of this catalog is the online version at <http://valenciacc.edu/catalog>. It is expected that the only changes from the print version to the online version will be the correction of errors and the inclusion of new courses and programs approved for offering mid-year.

## Academic Course Load

Your decision about the best course load for you in any given term depends on the amount of time you have to complete your academic work in addition to the other responsibilities in your life, such as the hours you work, travel time, and family responsibilities. College course work requires more of you than just the time to attend class. You also need to

allow time for reading, studying, assignments, library research, and group projects. For an estimate, plan to devote two hours outside of class for every hour that the course meets. It is better to take fewer courses and do well academically than to enroll in more courses than you can manage. Overloading your schedule can result in your withdrawing from one or more courses and/or your not achieving academic success. A Student Services staff member can assist you in determining the appropriate academic course load.

A full-time academic course load during Fall, Spring or Summer Terms ranges from a minimum of 12 credits to a maximum of 19 credits.

Any request for exception to an academic course load maximum must be evaluated by the Dean of Students on your campus. In exceptional circumstances, the Dean of Students may grant you special permission to exceed the course load maximums.

Valencia reserves the right to limit the number of credits in which you can enroll if your academic record indicates the need for college-preparatory course work or if you are placed on academic warning, probation or suspension.

## Class Attendance

(College Policy: 6Hx28: 10-02 Attendance)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

You are expected to attend all class meetings of all courses for which you are registered. Regular attendance and regular class participation are significant factors which promote success in college. In the event of absence, you should contact your professor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated on the course syllabus, your professor will contact you, indicating that further absence may result in your withdrawal from the course. (See entry on Withdrawal in this catalog section.) Your professor can withdraw you from a course for excessive absences without your permission.

### “NO SHOW” STATUS

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.

## Academic Honors

### Term Honors

Valencia publishes both President’s and Dean’s Honor Lists each term in recognition of high scholastic achievement. Academic honors are earned at the end of each term if you have completed successfully at least 6 college credits (including college-preparatory courses) and have no grades of F, I, M, W, WF, WP, or WW. To qualify for the President’s List, you must earn between a 3.75 and 4.00 grade point average. To qualify for the Dean’s List, you must earn between a 3.50 and 3.74 grade point average.

The President’s and Dean’s Lists are posted on the Valencia Web site: <http://valenciacc.edu>.

Questions pertaining to inclusion of names on the President’s or Dean’s Honor Lists should be referred to the Associate Director of Records/Graduation.

## Graduation Honors

Academic honors for graduation are based on a student's overall grade point average (GPA) for all grades earned prior to the graduation term.

If you earn a 3.75 or higher overall GPA, you will graduate "with Honors."

Criteria for the awarding of an Honors Degree and an Honors Certificate are included in the Honors and Interdisciplinary Programs section of this catalog.

## Final Examinations

(College Policy: 6Hx28: 05-12 Final Examinations)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

To receive credit for a course for which you are registered, you must take the final examination. It is your responsibility to know when and where the final examination is scheduled and to be present and on time. Final examination schedules are available online at <http://valenciacc.edu/calendar/finalexam.asp>. You may be absent from a final examination or deviate from the examination schedule only with approval by the professor and the appropriate campus Provost. If you do not attend the final examination and do not have an approved absence, you will receive a WF for the course. (See entry on Withdrawal in this catalog section.)

## Grades

You should learn and understand the evaluation system used in your courses (as outlined in each course syllabus) and you should meet with your professors during the term to discuss your academic progress. The evaluation of your course work will be reflected in a final letter grade assigned by the professor at the end of each term:

Grade Rating	Quality Points (per credit)
A Excellent	4
B Good	3
C Average	2
D Passing Below Average	1
F Failure	0
* I Incomplete	0
* W	
* WP Withdrawn-Passing	0
WF Withdrawn-Failing	0
* X Audit	0
* AR Administrative Refund	0
* M No Grade Submitted	0

\* These grades do not affect GPA.

If you believe you have been assigned an incorrect grade, you must resolve the grade issue with your professor within two terms from the date the original grade was posted.

## (GPA) Grade Point Average

A GPA is a calculation of your credits earned and grades received. GPAs range from 4.0 downward.

To calculate a GPA, you divide your total number of quality points by your total GPA credits. For example, assume that you have taken the following illustrated schedule, made the grades indicated and want to calculate your GPA.

Course Number	Credits	Earned Grade	GPA Credits	Credits Earned	Quality Points
ENC 1101	3	A	3	3	12
POS 2041	3	B	3	3	9
CHM 1025C	4	C	4	4	8
MAC 1105	3	F	3	0	0
HUM 1020	3	W	0	0	0
PSY 1012	3	WF	3	0	0
			19	16	29

Although you signed up for six courses (19 semester credits), you withdrew from HUM 1020 prior to the withdrawal deadline, so you don't count that course at all. Sixteen credits will be computed in your GPA even though you passed only ten credits because you do have to count both the course you completed but failed

and the course from which you withdrew failing. Now look at the preceding quality-point list and multiply the number of credits you completed in each course by the number of quality points assigned for each grade. You have earned a total of 29 quality points for your final grades in 16 credits. Divide your 29 quality points by the 16 credits used for your GPA to arrive at your GPA of 1.81.

The types of GPAs calculated at Valencia are: Term GPA (all course work for a given term), Institutional GPA (all course work at Valencia), Transfer GPA (all course work from other institutions), Overall GPA (all course work—including college-preparatory) and Program GPA (only course work applied toward program requirements). These are the GPAs that will appear on your Valencia transcript.

Your program GPA will appear on your transcript only after the degree or certificate designated in your official Valencia record has been awarded; however, you may find your Program GPA at any time by obtaining a degree audit through your Atlas account.

## Degree Audit

Your degree audit identifies the courses you have completed toward the fulfillment of your program requirements and shows your Program GPA (courses, grades and quality points included in the program). A degree audit excludes all college-preparatory course work and courses not counted in the program.

You may obtain a degree audit through your Atlas account. It is recommended that you run your degree audit at least once per term, after grades have been processed, to check your progression to degree in order to update your education plan.

If you are considering changing your program, you may run a "what if analysis" degree audit for any degree or technical certificate to help you determine the courses you would need to complete the program.

## Incompletes

(College Policy: 6Hx28: 05-13  
Grades - Final)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

An Incomplete may be assigned if you are progressing satisfactorily and, for valid reasons (emergencies such as serious illness or death of a family member), cannot complete the work of a course within the term. You also may receive an Incomplete if you progressed with a grade of "C" or better throughout ENC 0012, ENC 0012C, REA 0002, REA 0002C, EAP 1620, or EAP 1640 but failed the Basic Skills Exit Test. It is your responsibility to consult with your professor to determine if you qualify for an Incomplete.

If you are awarded an I (Incomplete) and you complete the required course work during the following term, the professor will change your grade from I to the appropriate grade (A - F). If you receive an I, you may withdraw from the course during the term following the one for which the I was assigned. If you withdraw, the professor will change your grade from I to WP (Withdrawn Passing) or WF (Withdrawn Failing) based upon your completed course work.

If you receive an I (Incomplete) and do not complete the required course work or withdraw during the following term, you will receive an F.

## Transfer Credits

Through Valencia's Award of Credit evaluation procedures, you will receive credit for course work taken at regionally-accredited colleges and universities throughout the U.S. Transfer credit may apply toward program requirements and it may apply as elective credits. Valencia awards semester credits, and quarter credits are converted to semester credits; one quarter credit equals two-thirds of a semester credit.

Transfer course work must be on a level normally included within the first two years of college and a grade of D or better must have been earned except in college-

preparatory courses, English for Academic Purposes courses, and Gordon Rule courses which require a grade of C or better. In addition, minimum grades of C are required in certain courses for graduation in some programs.

Valencia will award credit for your course work taken at foreign educational institutions upon receipt of an official evaluation from an agency recognized by Valencia to evaluate foreign credentials. (See Appendix D at the back of this catalog for recognized agencies.)

If you have transfer course work that is evaluated as "not equivalent to a Valencia course," you may appeal for reconsideration of equivalency through Valencia's Award of Credit procedures. Course work taken at non-regionally-accredited institutions generally is not accepted at Valencia; however, you may appeal the acceptance of such credit through Valencia's Award of Credit procedures. A detailed Award of Credit packet is available online or from Student Services on each campus. It is your responsibility to submit the completed packet with documentation to the Dean of Students' Office. The evaluation appeal will be reviewed by a committee of academic deans and their decision is final.

Regardless of the number of credits transferred to Valencia, you must complete at Valencia at least 25% of the college-level credits required for the Valencia degree.

If, after the evaluation of your transfer course work, your initial placement in English, mathematics and/or reading courses cannot be determined, you may be required to complete entry testing in one or more disciplines to determine your course placement(s).

## Substitute Admission and Graduation Requirements for Students with Disabilities

(College Policy: 6Hx28: 02-07  
Substitute Admission and Graduation Requirements for Students with Disabilities)

*This complete policy can be found at <http://valenciacc.edu/policies>.*

The Board of Trustees of Valencia Community College, in accordance with State Board of Education Rule 6A-10.041, has established policies and procedures for reasonable substitutions of admission and graduation requirements for eligible students (6Hx28:02-07, available online). Students seeking substitution must provide appropriate documentation of a disability from a qualified professional that verifies the existence of and the extent to which the disability affects the student's ability to function in a postsecondary academic environment. The requested substitution must not fundamentally alter essential requirements of the student's academic program. In order to request a course substitution, students will need to meet with an advisor in the Office for Students with Disabilities. Upon determination of eligibility, the advisor will provide the course substitution packet and assist the student through the process. Final decision regarding the substitution request is determined by the Collegewide Course Substitution Committee.

## Course Attempts, Course Withdrawal, Course Repeats, and Grade Forgiveness

### Course Attempts/Course Withdrawal

Agencies and organizations which provide financial assistance/scholarships (federal and state government, businesses, etc.) may have requirements relative to withdrawal, course repeats and grade forgiveness which are more stringent than those described below. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance.

According to State Rule 6A-14.0301, you may attempt the same course only three times at Valencia including the original grade, repeat grades and withdrawals at any point in the term. The same course usually means the subject prefix and course number are the same when posted on a Valencia transcript.

Being enrolled in a course for credit beyond the Drop/Refund Deadline counts as an attempt. The Drop/Refund Deadline for each term is listed in the Academic Calendar in the online official catalog.

Auditing a course is not to count as an attempt. Should your auditing of a course be counted in your attempts in that course, you may need to see the dean of students

### **Notice to Students Seeking to Withdraw from a Course(s)**

**Before you withdraw from a course, you should be aware that course withdrawals:**

- May affect your financial aid status
- May affect your transfer grade point average
- May result in your having to pay the full cost of instruction fee to retake the course
- May affect your anticipated graduation date
- May result in your being denied access to limited access programs
- May affect your eligibility for the Honors Program
- May affect your immigration status if you are attending Valencia on a nonimmigrant visa
- Will increase the cost of your education

To withdraw from a course(s) you must access registration on Atlas. Each term Valencia has two Withdrawal Deadlines: the Withdrawal Deadline for a Grade of W and the Final Withdrawal Deadline. The Withdrawal Deadlines for each term are published in the Academic Calendar in the online official catalog. All requests for withdrawals must be submitted by 11:59 p.m. on the Withdrawal Deadline date. The grade that you receive in a course once you request to withdraw will be determined as described in the following paragraphs.

**Before you withdraw:**

- Talk with your professor to discuss your progress in the course
- See a Student Services staff member to discuss how a withdrawal will affect your career and education plans and/or the status of your financial aid

### **Conditions That Apply to a First or Second Course Attempt**

**On or Before the Withdrawal Deadline for a Grade of W:**

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, on or before the Withdrawal Deadline for a Grade of W, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor's approval, continue to attend the course for the remainder of the term.

**After the Withdrawal Deadline for a Grade of W:**

During a first or second attempt in the same course at Valencia, if you request to withdraw, or if you are withdrawn by the professor, after the Withdrawal Deadline for a Grade of W, your professor will assign you a withdrawal grade based upon your academic achievement in the class as of your last date of attendance, as follows:

WP: If you are passing as of your last date of attendance, you will receive a WP (Withdrawn Passing). You will not receive credit for the course and the WP will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

WF: If you are not passing as of your last date of attendance, you will receive a WF (Withdrawn Failing). The WF will be calculated as an F (Failing) in your grade point average; and the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor's approval, continue to attend the course for the remainder of the term.

If you do not withdraw prior to the Final Withdrawal Deadline and fail to take the required final examination, the professor will assign you a WF (Withdrawn Failing).

### **Conditions That Apply to a Third Attempt in a Course**

You may have only three (3) attempts at Valencia per course including the original grade, repeat grades, and withdrawals at any point in the term beyond the Drop/Refund Deadline. Upon the third attempt, you will be charged the full cost of instruction fee; you will not be permitted to withdraw; and you will receive a grade of A, B, C, D, F or I (Incomplete).

If you receive an I (Incomplete) and complete the required course work during the following term, the professor will change your grade from I to the appropriate grade (A - F). If you receive an I and do not complete the required course work during the following term, you will receive an F.

### **Conditions that Apply to a Fourth Attempt in a Course**

#### **College-Level or Vocational Course**

Permission to register for a fourth or subsequent attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be processed by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog. All conditions applicable to a third attempt also will apply to any subsequent attempt for which you receive approval through the academic appeals process. A grade of A, B or C from a fourth or subsequent attempt will forgive grades from previous attempts.

Further information about this appeal process is available in Student Services on each campus.

#### **College-Preparatory Course**

If you are unsuccessful in three attempts in the same college-preparatory course:

- you will be advised to contact public and/or private providers of college-preparatory instruction to gain the required skills;
- you will not be permitted to register for a fourth attempt in the course, but, after seeing a Student Services staff member, you may be permitted to

register for another course(s) as determined by the Student Services staff member; and

- after you have gained the skills, you will be required to retake an entry test and score out of the course in which you have been unsuccessful.
- Permission to register for a fourth or subsequent attempt, based on major extenuating circumstances, may be requested through an academic appeals process. This appeal must be processed by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog. All conditions applicable to a third attempt also will apply to any subsequent attempt for which you receive approval through the academic appeals process. A grade of A, B or C from a fourth or subsequent attempt will forgive grades from previous attempts.

Further information about this appeal process is available in Student Services on each campus.

## Administrative Withdrawal

(College Policy: 6Hx28: 06-14 Student Fees and Fines)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

You may be administratively withdrawn without your permission for failure to satisfy financial obligations to Valencia or for non-compliance with Florida statutes and rules or Valencia policies and procedures related to student behavior and conduct. If you are administratively withdrawn, your records will be placed on hold and you will receive a grade of W for all course work attempted.

## Repeated Courses/Grade Forgiveness

State Rule 6A-14.0301 addresses repeated courses and grade forgiveness. You may not repeat a course for credit if you have earned an A, B or C in the course or if you have had three attempts in the course at Valencia. You may appeal to register for a

fourth or subsequent attempt through an academic appeals process based on major extenuating circumstances. This appeal must be submitted to Student Services by the Fourth Attempt Deadline established by Valencia and listed in the Academic Calendar in the online official catalog.

You cannot be given multiple credits for the same course unless the catalog course description indicates the course is a "multiple credit course." These courses such as band, choir, selected topics, internships, etc. may be repeated for credit; repeats of these courses will not count as attempts for the full cost of instruction fee or for withdrawal; and grade forgiveness cannot be applied.

You may not take for credit a course for which you have earned College Level Examination Program (CLEP) credit.

In a limited enrollment, selective admission A.S. Degree program you are not guaranteed the opportunity to repeat any course(s) even a second time. For specific information, consult with the appropriate academic dean or program director.

Grade forgiveness means that a more recent grade in a course replaces a previous grade in the same course when certain conditions are met. The same course means that the course is officially determined by Valencia to be the same course and, usually, the subject prefix and course number are the same when posted on a Valencia transcript. **Conditions of grade forgiveness:**

- Grade forgiveness is applied automatically to your Valencia courses when the conditions for grade forgiveness are satisfied.
- There is no limit on the number of different courses in which grade forgiveness is applied at Valencia.
- Forgiven grades, and the courses in which you earned them, will always appear on your transcript.
- "Multiple credit courses" may be repeated for credit, but grade forgiveness cannot be applied.

- You may not repeat a course for grade forgiveness for which you previously have earned a grade of A, B or C.
- Grade forgiveness does not apply to grades of D or lower until you achieve a grade of A, B or C for the first time. At that time, the grade of A, B or C will forgive all previous lower grades obtained in the same course.

In a course in which a grade of D is acceptable for graduation, a minimum grade of C is not required for grade forgiveness to be applied. The most recent grade in the course will be used in your GPA calculation.

- Applying the above-stated conditions of grade forgiveness, you may use an Honors section and a non-Honors section of the same course interchangeably for grade forgiveness; however, if grade forgiveness is applied to an Honors section due to your successful completion of a non-Honors section of the same course, no Honors credit will be awarded for your successful completion of the non-Honors section.
- You may not use Advanced Placement, College Level Examination Program, Credit by Examination (Local), DANTES, Correspondence and Extension Course Credits, Experiential Learning or Internships to forgive the grade in a course in which you have earned an A, B or C.
- You will not receive grade forgiveness for any course that counts toward your degree and is repeated after you have been awarded the degree from Valencia.

There is not consistency among colleges and universities with respect to forgiveness of grades and the way in which repeated courses are computed in a student's grade point average. Limited access programs at Florida universities and private institutions might consider the extent to which a student has used grade forgiveness and the effect on the student's GPA when selecting students for admission. Some institutions have a limit on the number of times grade forgiveness can be used. It is the student's responsibility to contact the transfer

institution in order to be certain of its forgiveness policy.

## Academic Standards, Warning, Probation, Suspension

(College Policy: 6Hx28: 10-00  
Academic Standards of Satisfactory Progress)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

### Academic Standards

To maintain satisfactory academic progress at Valencia, you must achieve a minimum term grade point average (GPA) of 2.0 each term. Successful completion of a course is defined as a grade of A, B, C or D except for those specific courses which require a grade of C or better for successful completion.

### Mid-Term Warning

If you are making a grade lower than C at or about mid-term, you will be notified by your professor. If you receive a "below C notice," you should meet without delay with the professor. Your not receiving a "below C notice" at mid-term does not guarantee that you will pass the course.

### Academic Warning

If your term GPA falls below 2.0, you will be put on academic warning. To be removed from academic warning at the end of the next term, you must achieve a minimum cumulative overall GPA of 2.0. When you are placed on academic warning, it is strongly recommended that you talk with a Student Services staff member to discuss your education plan and Valencia's academic support services before your next registration.

### Academic Probation

If your term GPA falls below 2.0 for two successive terms, you will be placed on academic probation.

Under this status you must obtain a Student Services staff member's approval of your proposed course schedule before

registering for the next term. It is strongly recommended that you also meet with a Student Services staff member to discuss your education plan and Valencia's academic support services.

To be removed from probation, you must achieve a minimum cumulative overall GPA of 2.0.

### Academic Suspension

If while on probation, you have two terms in which you earn less than a 2.0 GPA, you will be placed on academic suspension for the following term (Fall, Spring or Summer).

#### Under Academic Suspension you:

1. are officially prohibited from enrolling in credit courses at Valencia for one term (Fall, Spring or Summer).
2. may register only for continuing education courses at Valencia.
3. must submit a letter requesting readmission to the Dean of Students of the appropriate campus by the Suspension Readmission Deadline established by Valencia and listed in the Academic Calendar in the online official catalog.
4. if permitted to return, will be readmitted on academic probation. Under this status, you must meet with an assigned Student Services staff member to complete a success plan and obtain the staff member's approval of your proposed course schedule before registering for the next term.
5. must achieve a minimum 2.0 GPA for each term. If you do not achieve a term GPA of 2.0 while on probation following a suspension, you again will be placed on Academic Suspension.
6. will return to Good Academic Standing when your cumulative overall GPA is at least 2.0.

### Appeal of Academic Suspension

You have the right to appeal an academic suspension decision.

To appeal a suspension decision, you must first discuss your concerns with the provost or designee of the appropriate campus, who may reverse a suspension decision. If dissatisfied with the decision of the provost, you may appeal in writing to the Student Administrative Appeals Committee within ten (10) working days of the written notification of the suspension decision.

### Discipline Policy

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

The President of Valencia or a designee shall have the authority to suspend or expel a student who shall be found to have committed any of the acts listed in College Policy 6Hx28: 10-03 (Student Conduct) or in violation of other Valencia policies after notice to the student of the charges and an opportunity to be heard at a hearing. Hearings shall be conducted by the appropriate provost or a designee. College Policy 6Hx28: 10-04 (Student Disciplinary Action) describes the policy and procedure related to these proceedings. The full text of these policies is printed in the student handbook and in the College Policy Manual.

Violations of college regulations or other forms of student misconduct will be investigated by the appropriate provost or designee. The provost shall have original jurisdiction to take action relative to student misconduct and may take the following degrees of disciplinary action: warning, censure, disciplinary probation, and/or restitution.

Nothing in Valencia's discipline policy shall be construed as preventing the provost or a designee from taking any immediate action which may be deemed necessary.

### Expected Student Conduct

Valencia is dedicated not only to the advancement of knowledge and learning but also to the development of responsible personal and social conduct. As a registered student, you assume the responsibility for learning and abiding by the general rules of good conduct listed in the current Valencia student handbook.

(College Policies: 6Hx28: 10-03; 6Hx28: 10-18; 6Hx28: 04-41)

## Misconduct Hearings

Hearings shall be conducted by the provost or designee, which may be a committee. At such hearings, you shall have the right to counsel or a representative of your choice. Determination of your guilt or innocence in the commission of the act of misconduct will be made after the hearing by the provost or designee. Based on the findings of the hearing, a recommendation will be made to the President for appropriate action.

Being convicted in a court of law for a criminal offense involving personal misconduct may constitute sufficient grounds for suspension or expulsion from the college.

## Appeal of Administrative Decisions

(College Policy: 6Hx28: 10-15 Student Rights of Appeal of Administrative Decisions)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

You have the right to appeal administrative decisions which adversely affect you. It is recommended that you first seek to resolve your dispute through the administrative channels of the department that supervises the area with which you have concerns.

If your working through normal administrative channels to the level of the appropriate college vice president or campus provost results in a decision that you believe to be adverse to you, you may appeal to the Student Administrative Appeals Committee.

College policy stipulates specific time limits in the appeals process for both you and the involved college representatives.

Within 10 working days of your receipt of the vice president's or provost's decision, you may appeal in writing to the Student Administrative Appeals Committee any administrative action that is not excluded

from this policy. (Civil rights discrimination, student disciplinary action, and student academic grievances are addressed specifically in other college policies). The Student Administrative Appeals Committee will hold a hearing; you and the president will be informed of the committee's recommendation on the matter; and you then will have the opportunity to forward a memorandum to the president. The president will carefully evaluate the information provided and make the final decision in the matter.

For further information on these procedures, review the complete policy at <http://valenciacc.edu/policies> and/or contact a campus Office of the Provost.

## Academic Grievance Process

(College Policy: 6Hx28: 10-13 Student Academic Grievances)

*This policy presently is under revision; the most current version can be found at <http://valenciacc.edu/policies>.*

### Final Grades

If you feel that your final course grade is not representative of your performance according to the evaluation system defined and used by your professor, you have recourse through the student academic grievance process to seek a change of grade.

Here are the steps you must take in the grievance process:

1. Meet with the professor to learn how the grade was determined and to examine the evidence.
2. If your concern is not resolved, you should meet with the professor's academic dean or other immediate supervisor of the professor.
3. If your concern still is not resolved, you should meet with the provost or appropriate campus official.
4. If your concern still is not resolved, the matter may be referred to the Student Academic Grievance Committee, composed of faculty and students. For

the Student Academic Grievance Committee, these guidelines must be followed:

- a. Only final course grades may be grieved.
- b. W, WP, WF and I grades cannot be grieved.
- c. You must fill out an official form requesting that the Student Academic Grievance Committee review your case. The form is available in the provost's office on each campus.
- d. To request a hearing, you must file the completed grievance form in the appropriate provost's office within 30 days after receiving the final grade in the course.

## Grievance Hearing

A hearing will be conducted by the Student Academic Grievance Committee within 30 days after receipt of your grievance form. The hearing will provide you an opportunity to present your position and supporting facts. You will be required to provide the Committee an advance copy of the major issues, documents to be included, and names of persons you expect to attend the hearing. The Committee is the final judge of what and who are to be included and excluded in the hearing and has the right to adjourn and reconvene at a later time if this is necessary to complete the hearing. After the hearing, the Committee will make a recommendation to the president of the College, who will notify you in writing as to the resolution of the grievance.