



Addendum to

Academic Bulletin

for Undergraduate and Graduate Studies

2020-21

Winter 2021

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Changes in this Addendum

1. **Academic Appeals:** The new policy for Academic Appeals, adopted in December 2020, was added to the bulletin.
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Page 48: The information was added to the Academic Policies section:

STUDENT ACADEMIC APPEALS

Academic decisions, including grade assignments made by instructors, are considered to be final unless a student demonstrates that a mistake was made in calculating the grade; a relevant course or academic policy was interpreted or applied incorrectly or in a discriminatory manner; or some exceptional information or circumstance warrants exceptional consideration. Students are encouraged to seek resolution on these questions informally with a course instructor and/or program chair. The procedure for formally appealing an academic decision is available in the office of the academic dean or on the college web site. A student who wishes to appeal an academic decision formally must do so within fifteen school days after the decision is posted.

GRIEVANCE POLICY

The grievance policy provides a process for any person - faculty, staff, or student - who feels that anyone acting for Kettering College has treated them in an unfair, unethical, or discriminatory manner, to present their grievances for redress without fear of censure or reprisal. The full version of the grievance policy and procedure is available on the college web site and in the office of the college president.

This REPLACES:

ACADEMIC APPEALS AND GRIEVANCES

~~If a student feels that a judgment, policy, or process is mistaken or unfair, the student has several ways to request that the College modify its decision.~~

~~The simplest way is to approach the professor or official most directly involved with making the decision. Often, issues can be resolved on that level. If the nature of the issue gives a student reason to be afraid to approach that person, the student may go to that person's program chair or director, and so on all the way up to the dean or the president. Kettering College is committed to supporting students' learning experiences and growth, and even when~~

the person the student approaches is obliged to send him or her to someone else, the student should find that the faculty, staff, and administration all want to be supportive and to help students with their issues. Students may contact the College diversity office in situations involving perceived discrimination.

For some issues, however, more formal channels are useful. The appeals process can be used to request adjustments to or exceptions from school policies and their applications. The grievance process can be used to request relief from what a student considers an unjust or inappropriate action. For a complete description of the appeals and grievance processes, please refer to the College website at www.kc.edu.