

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 4015

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PROCEDURE TITLE: Guidelines for Appeal of the Standards of Academic Progress

STATUTORY REFERENCE: FLORIDA STATUTE 1006.50

BASED ON POLICY: IV-5 Student Rights and Responsibilities

EFFECTIVE DATE: July 2, 1979

LAST REVISION DATE: January 13, 2004

LAST REVIEW DATE: January 13, 2004

I. PURPOSE

To establish a procedure for review and consideration regarding adjustment to the Standards of Academic Progress (SOAP) as outlined in College Procedure 4010 relating to suspension or dismissal.

II. PROCEDURE


The College has established appeal procedures for a student who has been suspended or dismissed under the Standards of Academic Progress (SOAP). They are as follows:

Students must appeal at the Campus Advisement Office. The student will be required to complete an appeal form and present evidence/supporting documentation that reflects a change in circumstances. Appeals will be reviewed by a SOAP Appeal Team Member(s) prior to the start of classes.

The student will be required to meet with a member of the SOAP Appeals Team. The Appeals Team may be comprised of faculty, administrators and Academic Advisors/Intervention Specialists. The student will be informed of the College's decision in a timely manner.

- A. Decisions Regarding Appeal: The student may appeal the team member(s') decision to the Student Dean. The decision of the Dean is final on behalf of the College.
- B. Record of the Appeal: A written record/form will be maintained as a result of any appeal action.

The College cannot change the student's academic record under this appeal. The College may consider allowing a student to continue to enroll on a term-by-term basis under the category of academic probation. A student's request for a change in their official records must be pursued through existing procedures; i.e., petitions committee, grade appeal process, transfer evaluation process.

	1/13/04
PRESIDENT	DATE