



## I. Introduction: Student Appeal

A student may appeal a university decision based on grounds outlined in this policy.

A student appealing a class or assignment grade follows [Policy 1211 Grade Appeal](#).

A student appealing a decision following a Title IX investigation or hearing contacts the Title IX Coordinator, Elena Howells, at [ehowells@uws.edu](mailto:ehowells@uws.edu) to determine the appeal process.

## II. Grounds for an Appeal

An appeal of a university decision or action is limited to allegations that the decision was inconsistent with expected UWS standards. To that end, an appeal may be filed when:

- (a) A procedural error affected the decision,
- (b) New evidence is provided that could affect the outcome or decision, and/or
- (c) The decision-maker had a conflict of interest or bias that affected the decision.

## III. Appeal Process

A student may initiate an appeal in accordance with the following steps.

### A. Step 1: Written Appeal

A written appeal must be filed within five (5) business days of the date of receipt of the university decision. The appeal includes the following information:

1. Name(s) and contact information of the individual(s) filing the appeal.
2. Date the appeal is submitted.
3. Grounds for the appeal.
4. Details that explain or justify an exception to policy or an alternative decision or action (see Section II of this policy for further guidance).
5. Copy of the written decision or action being appealed. Any other evidence, documentation, and/or information relevant to the situation should be attached.
6. The written appeal is submitted to the designated vice president as described below.

Appeal an **academic decision** including dismissal from a program, readmission denial, etc. or a **non-academic decision** including student conduct actions or sanctions.

**Dana Sims** Vice President for Academic Affairs  
503-847-2597 [dsims@uws.edu](mailto:dsims@uws.edu)

If the incident involves alleged misconduct by the vice president for academic affairs, reports are made to the UWS director of human resources, Cindy Leger, at [cleger@uws.edu](mailto:cleger@uws.edu).

If the incident involves alleged misconduct by the university president, reports are made directly to the chief human resources officer of The Community Solution Education System, Brian Powell, at [bpowell2@tcsedsystem.edu](mailto:bpowell2@tcsedsystem.edu).

### Policy 9009 Student Appeal of a University Decision

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## **B. Step 2: Administrative Review**

If the appeal alleges the decision was inconsistent with expected UWS standards or provides new evidence (not restatement of existing evidence) was not known at the time of the initial decision, the vice president of academic affairs may reopen the issue for review and deliberation. The vice president of academic affairs may access the student's academic and/or disciplinary records to gain a holistic understanding of the student's performance and progress at the university and/or request a meeting with the appealing student.

Without evidence of errors in the decision-making process or substantive new evidence, the vice president upholds the original decision. The vice president of academic affairs renders a final decision on the appeal within ten (10) business days.

## **IV. Student Rights**

### **A. Right to Consult Legal Counsel**

Students have a right to consult legal counsel. Students assume all costs for legal counsel.

### **B. Right to Consult Higher Education Coordinating Commission.**

Students have a right to appeal the final decision to Oregon Higher Education Coordinating Commission (HECC).

## **V. Policy Definitions**

**A. Student:** A student is defined as an individual who is fully accepted to the institution and has satisfied the deposit requirement prior to starting their academic program, or is an individual who is enrolled and fully matriculated into an academic program or course.

**Related Policies:** [Policy 1004 Nondiscrimination and Anti-harassment](#)  
[Policy 1211 Grade Appeal](#)  
[Policy 9001 Student Conduct](#)

**Key Words:** appeal, complaint, conduct, conflict, decision, discipline, discrimination, dismissal, grievance, harassment, issue, misconduct, professionalism