

## Faculty Senate Action Item

No: 10-14

### APPEAL TO GRADE APPEAL COMMITTEE

If, after mediation with the Dean, as provided above, the student is still dissatisfied with the result, he/she may file a notice of appeal with the Dean, which shall specify the grade requested and provide a written summary of the grounds for appeal to the Grade Appeal Committee. Such notification must be received by the Dean within 10 working days of the day on which the student faculty member consultation was completed. The process shall be terminated if notification is not received within the 10 working days. Upon receipt of the notice of appeal, the Dean shall forward it-all materials submitted by the faculty member and student during the mediation process, and a copy of the letter submitted to the student outlining the reasons why the appeal was not granted to the Vice President for Academic Affairs, the faculty member, and the student. The Vice President for Academic Affairs, upon receipt of the notice and materials, shall appoint and convene a committee of five persons comprised of three faculty members, (at least one and not more than two members from the department/discipline from which the grade appeal originated and a minimum of one from other departments/disciplines) and two students from departments/disciplines outside the originating college/school to serve as the Grade Appeal Committee. The Vice President for Academic Affairs may request names of potential discipline-based committee members from the appropriate Dean and/or Department Chair. The awarding of grades that are fair and equitable is taken seriously by the University. Therefore, faculty members are urged to view a request to serve on a grade appeal committee as an important obligation and a service to the University which should be refused only under extraordinary circumstances. At its first meeting, the Grade Appeal Committee shall select its chairperson, set the date, time and place for the appeal to be heard, and review appeal materials from the Vice President for Academic Affairs. . The committee shall advise the student and the faculty member of the hearing date. The Grade Appeal Committee may only request clarifying information related to the original documents of the appeal packet. Clarifying information requested from the student/faculty member by the committee should be requested through the Vice President for Academic Affairs. Any clarifying information gathered by the Vice President for Academic Affairs will also be shared with the student and/or faculty member.

### Hearing

The hearing will take place before the entire committee. The burden of proof rests with the student who shall, during the course of the hearing on the contested grade, be responsible for presenting evidence to support the claim. The hearing will be informal and the formal rules of evidence shall not be applicable. Oral testimony of witnesses may be presented but is not required. If either the student or the faculty member presents witnesses, he/she must provide a written summary of the testimony expected of the witness(es) to the Vice President of Academic Affairs not later than five business days prior to the date of the hearing. The Vice President for Academic Affairs will then disseminate such information to the Committee and each party within 3 business days. The student or the faculty member may be accompanied by an advisor whose only role in the course of the hearing will be to

render advice to the student/ faculty member. The student is required to attend the hearing. It is recommended that the faculty member attend the hearing. Should both the student and faculty member attend, they will meet with the committee jointly. The amount of time allotted to each party will be left to the discretion of the Committee. The hearing will not be audio or video taped.

### **Decision**

At the close of the hearing the Committee shall meet and determine, by a vote of four out of five of the members, whether the student has proved the relief (grade) sought should be awarded for the reasons stated in his/her notice of appeal and the student's grade be changed. The Committee shall report its decision in writing to the Vice President for Academic Affairs who will then disseminate the decision to the student, faculty member, Dean, and Department Chair. The decision of the committee shall be final. If it is the judgment of the committee that the grade be changed, then the Vice President for Academic Affairs shall notify the Registrar, who will enter the changed grade.

Date: April 12, 2010

Proposed by: Academic Affairs

Approved by Faculty Senate April 12, 2010