

UNR Faculty Senate 2008-09 Academic Standards Committee Supplemental Information

Members

Maureen Cronin, Associate Registrar
Mary Groves, Managerial Sciences
Christopher Herald, Mathematics and Statistics
Stephen Lafer, Curriculum, Teaching and Learning
Frank Lucash, Philosophy
Nancy Markee, Advising Center
Patrick Ragains, Libraries
Banmali Rawat, Electrical and Biomedical Engineering
David Sanders, Civil and Environmental Engineering (Committee Chair)
Gini Vogel, Art
Peter Weisberg, Natural Resources and Environmental Sciences

March 12, 2009

Academic Standards Committee Supplemental Information

The following information is background information for the recommendations of the 2008-2009 Academic Standards Committee. The information includes the data collected from other university concerning their academic probation/dismissal policies (see Table 1). The second set is information connected from other universities on grade appeals.

Table 1: Comparisons of Academic Probation and Dismissal Policies

INSTITUTION	CATEGORIES	RAMIFICATIONS	READMITTANCE
-Arizona State University	<p>Probation – if don't maintain the minimum GPA standard set by the university or by your college. University standards: 24 or fewer credits- below 1.6 25-55 credits – below 1.75 56 or more – below 2.0</p> <p>Ineligible – become ineligible following one if after one semester on probation you do not meet GPA set by your college (but still O.K. in terms of university stds. Can change major if another college will accept you.</p>	<p>Subject to disqualification by your college after one semester on probation; notified by dean of college. If you have registered for classes, you will be withdrawn and paid tuition refunded. Can not attend as a non-degree student. May be eligible to attend summer school/winter session to raise GPA Must have 2.0 GPA to transfer from one college/school w/in the university.</p>	<p>Must apply for readmission and reinstatement; application fee applies. Requires statement as to reasons you should be considered for reinstatement</p>
Utah State University	<p>Academic Warning – freshman who does not have a semester and/or university GPA of 2.0</p> <p>Probation – happens to freshmen after one semester on warning if next semester GPA is less than 2.0 or when class standing changes to sophomore and cum GPA is less than 2.0</p> <p>Suspension – happens at end of any semester in which a student who is on probation does not have a semester GPA of 2.0</p>	<p>Notified by dean of college. Hold on registration; must meet with an advisor. Notation on transcript.</p> <p>When on probation must meet with advisor by 5th week of semester and sign statement acknowledging terms of probation.</p> <p>Immediately dropped from any classes for which the student has registered.</p>	<p>Students suspended once may apply for readmission after 2-semester layout. If suspended two times, layout is one full calendar year.</p> <p>Students who become subject to suspension for a 3rd time may apply for readmission following a layout of five or more years.</p>
Colorado State	Probation 1 – when cumulative	Sent letter.	

<p>University</p>	<p>GPA falls below a 2.0</p> <p>Probation 2 – GPA remains below a 2.0 at the end of first probation semester.</p> <p>Dismissal – at end of 2 consecutive semesters on probation and still has cum GPA below 2.0.</p>	<p>Registration hold placed on student. During the semester the student is sent 3 letters and an e-mail notifying them of their academic status</p> <p>Dismissal letter mailed. Class registration canceled. Students on dismissal can appeal. If granted, have one additional semester to bring cum GPA above 2.0 Must explain why grades have fallen, steps they will take to improve performance, plan to return to good status.</p>	
<p>Oregon State University (quarter system)</p>	<p>Academic Warning – students with term GPA below 2.0</p> <p>Academic Probation – students who have completed two or more terms at OSU and have a cum OSU GPA below 2.0</p> <p>Suspension – students on academic probation who have a subsequent term GPA below 2.0</p>	<p>Denied all privileges of the university. There is an Academic Standing Committee to whom suspended students can request an exception to the suspension.</p>	<p>Suspended students can be reinstated after 2 years or after completing 24 transferable quarter credits with a 2.5 GPA or higher</p>
<p>Washington State University</p>	<p>Academically deficient – student who at the end of any one semester has failed to maintain a 2.0 semester or cumulative GPA</p> <p>Dismissal – a student who at the end of any two semesters at WSU has failed to maintain a 2.0 semester or cumulative GPA will be dismissed from the university</p>	<p>Must complete an application and an interview through the Student Advising and Learning Center for reinstatement. May be removed from academic major.</p>	<p>Students who are dismissed are required to remain out for a least one academic year. Students seeking reinstatement must provide as part of application for readmission, documentation that demonstrates improved academic performance at the college level or a readiness for academic success.</p> <p>Students who are reinstated will be on academic probation. Conditions of enrollment will be dermined by the Review Board.</p>

			Dismissed students who have not enrolled for four years+ may request at time of reinstatement that all previous WSU work be disregarded (credits and GPA). After completion of 15 credits with cum GPA of 2.0 they may petition to restore credits earned in courses with grades of C or higher.
University of Oregon (quarter system)	<p>Academic Warning – term GOA is lower than 2.0 but cumulative UO GPA is 2.0 or higher.</p> <p>Academic Probation – cumulative UO GPA is lower than 2.0</p> <p>Disqualification – student has a term GPA of less than 2.0 and is already on probation.</p>	<p>Not recorded on transcript</p> <p>Recorded on transcript; if student has 45 or more cumulative credits, subject to disqualification the following term if cum GPA remains below a 2.0. Students with less than 45 credits are allowed two terms of probation before being disqualified. Limited to 15 credits when on probation</p> <p>Not eligible to enroll for future terms unless Scholastic Review Committee allows student to remain on probationary status for additional term or reinstates the student</p>	
University of California, Davis (quarter system)	<p>Probation – student whose GPA at the end of any quarter is less than 2.0 but not less than 1.5 for the quarter and GPA is less than 2.0 for all courses taken within the UC system</p> <p>Subject to Disqualification – if at the end of any quarter the student’s GPA is less than 1.5 for the quarter or the student’s GOA is less than 1.5 for all courses taken within the UC system or the student has spent two consecutive quarters on academic probation</p>	<p>Official transcript will state “not in good standing”</p> <p>A student who is “subject to disqualification” at the end of two consecutive quarters of enrollment shall be disqualified</p>	Should a former UC Davis student wish to be readmitted, the authority to do so rests with the dean of the college from which the student was dismissed.

	Dismissal – based on the decision of the dean	Dismissal is from the UC system, not simply the college or the UC Davis campus. Removed from classes; receives a full refund.	
University of Arizona	<p>Probation – not meeting standards of normal progress (defined as having a cumulative GPA for all work attempted at UofA not less than 2.0)</p> <p>Disqualification – two types; from a particular college or from the university. A student may be disqualified only after two consecutive regular semesters of not meeting the standards for normal progress. Can transfer to another college in the university. If can't secure approval to transfer to another college, tantamount to university disqualification.</p>	<p>Subject to such restrictions with respect to courses and extracurricular activities as may be imposed by the deal of the college in which the student is enrolled</p> <p>A student recommended for disqualification from a particular college may seek immediate admission to another college. Ordinarily permission will be granted only if the student plans to pursue a modified program and/or has demonstrated ability warranting such action. Will automatically be on probation</p> <p>University disqualification – student may not attend the university as a non-degree student. Restricted from registering at UofA. Additionally, students may be granted college disqualification only one in their academic career. Any later disqualification is considered university disqualification</p>	<p>May return to the university only on the basis of evidence that underlying conditions have materially improved and that student is now capable of academic success. Must receive approval from the deal of the college student wishes to enter prior to readmission.</p>

Grade Appeal Information from Different Universities

University of Nevada, Reno

Appealing a Final Grade: Students may appeal a final grade by filing an Intent to Appeal a Grade Form with the appropriate department chair within 10 days after instruction begins the following semester. Students who do not file the proper forms within the specified deadlines forfeit the right to appeal that grade. Appeal forms and specific regulations for this policy are available upon request in the Office of Admissions and Records.

Appealing Grades Received for Improper Withdrawal: Under certain circumstances, students who do not withdraw from the university in accordance with official procedures may appeal the grades they have received that semester. The appeal procedure applies only to emergency or hardship situations, defined as follows:

Personal illness or accident involving extended hospitalization.

Sudden and unexpected departure from the area resulting in the student's inability to return to the university, e.g., death in the immediate family, induction to military service.

The appeal must be made for all course work in the semester in question. It is the student's responsibility to support the appeal with written, documented evidence, such as an official hospital record, to substantiate the claimed hardship.

Students who meet the specified criteria and elect to file an appeal must submit a written statement with supporting documentation to the registrar.

Appealing Grade Received for Improper Withdrawal from an Individual Course: Under extraordinary conditions a student who does not withdraw from an individual course in accordance with official procedures may appeal the grade received in that course. The appeal procedure applies only to emergency or hardship situations. Specifically, the appeal must be supported by documented evidence that explains the extenuating circumstances and states the reasons the student is applying for a withdrawal from only one course. A student who meets the specified criteria and elects to file an appeal must submit a written statement, official documentation, and a departmental memorandum of support signed by the instructor of the course, the chair of the department, and the dean of the college. The appeal and supporting documents should be submitted to the registrar. All properly documented cases that satisfy the above criteria will be forwarded to the Student Appeals Board for final review and recommendation. This appeal procedure is not meant to relieve the student of grades received simply for poor performance in the class at issue. Students may not apply for improper withdrawal from courses in which they receive a sanction for academic dishonesty.

University of Arizona, (Policy revised 11/5/07: clarification on the basis for filing an appeal)

The basis for filing a grade appeal in an undergraduate course is limited to fundamental fairness in treatment of the student by the instructor, as specified by a syllabus conforming to the Undergraduate Course Syllabus Policy (<http://web.arizona.edu/~policy/syllabus.shtml>) that is supplied to students at the beginning of the semester, and in light of grading of the student by the instructor relative to other students in the same course and section. Issues that do not meet these criteria are not appropriate for an undergraduate grade appeal. Since graduate courses are not subject to a course syllabus policy, grades given in graduate courses may be appealed on the basis of fundamental fairness.

A graduate or undergraduate student may appeal a grade by using the following procedures. Where mentioned, the words college, dean, and department head are the department or college in which the course being appealed is offered. All timelines refer to the first regular (16-week) semester after the semester or summer term in which the grade was awarded. Grade appeals are not processed during the summer sessions unless the dean determines a case warrants immediate review.

Written verification of each step below is critical. Steps three, five, and seven require the student to submit a written appeal. Therefore, either mail the appeal via return receipt or deliver it to the appropriate office and have a staff member verify the date and time of delivery. The dean's decision on whether or not the deadlines have been met is final. The dean has authority to extend the deadlines, but only in extraordinary circumstances shall the appeal extend beyond the first regular semester.

Step 1: Within the first five weeks of the regular semester after the semester in which the grade was awarded, or sooner if possible, the student should discuss the concerns with the course instructor, stating the reasons for questioning the grade. If the instructor is a teaching assistant/associate and this interview does not resolve the difficulty, the student shall discuss the problem with the person in charge of the course.

Step 2: Within the first five weeks of the regular semester after the semester in which the grade was awarded, or sooner if possible, the student shall go to the college dean's office to obtain any requisite forms and to review directions. The student must attest in writing that s/he has informed the instructor s/he intends to file a grade appeal.

Step 3: Within the first five weeks of the regular semester after the semester in which the grade was awarded, or sooner if possible, the student shall carefully formulate an appeal in writing, and submit it to the instructor with a copy to the department head.

Step 4: Within two weeks from the date of receipt of the student's written statement, the instructor shall respond to the student in writing. The instructor should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement.

Step 5: If the instructor is not available or does not resolve the matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the department head.

Step 6: The department head has two weeks to consider the student's written statement, the instructor's written statement, and confer with each. The department head may not change the grade, but shall inform the instructor and the student in writing of his/her recommendation. If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor shall notify the department head and the student in writing of his/her decision.

Step 7: If the department head does not act on or resolve this matter to the student's satisfaction within a two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the dean.

Step 8: The dean shall review the student's appeal and take appropriate action. If the basis of the appeal is the fundamental fairness of treatment of the student by the instructor, the dean should convene a committee to review the case. Valid reasons for convening an appeal committee include, but are not limited to: a violation of University policy, a failure to follow published course policies, a lack of consistency within the student's course section, or a dispute over the factual accuracy of graded work.

The following are NOT reasons that should be brought to a committee: a disagreement with published course policies, differences in classroom policies or grading schemes in different courses or between different sections of the same course, or a grade's impact on a student's academic progress, athletic eligibility, or eligibility for veteran's benefits.

Step 9: When appropriate, the dean shall convene a committee to review the case. The committee consists of five members. Faculty representatives include one from the department of the instructor concerned, and two from closely related departments or colleges. The student council of the college provides two student representatives. Student representatives shall be full-time upper-division undergraduate students for appeals by undergraduate students or full-time graduate students for appeals by graduate students. If the college does not have an appropriate student council, the ASUA or GPSC shall appoint the student members. All student members must be in good academic standing in that college.

Within the structure provided by the dean, the committee shall design its own rules of operation and select a chair other than the faculty representative from the department concerned. The student and instructor shall represent themselves. The committee may, or may not meet separately with the student, the instructor, and the department head request each party to submit a brief written summary statement of the issues, and/or interview other persons who have relevant information.

If feasible, the committee should meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation. The committee shall make a written report with recommendations and provide copies to the student, the instructor, the department head, and the dean.

Step 10: The dean shall make a final decision after full consideration of the committee's recommendation and within four weeks of receiving the student's appeal. The dean has the authority to change the grade to a different credit-bearing grade, which includes regular grades (A, B, C, D, E), alternative grades (S, P), or optional grades (P, F), depending on the course grading system and the system chosen by the student at registration. The registrar shall accept the dean's decision. The department head, the instructor, and the student shall be notified in writing of the dean's decision.

Grade Appeal Time Table

Prior to:	Complete steps:	Responsibility of:
Week 5	1, 2, and 3	Student
Week 7	4	Instructor
Week 8	5	Student
Week 10	6	Department Head/ Instructor
Week 11	7	Student
Week 15	8, 9, and 10	Dean

University of California-Davis

Grades may not be changed once they have been submitted to the

Office of the University Registrar unless (1) a clerical error has been made (e.g., a homework score is missing) or (2) a procedural error has affected the student's grade (e.g., misapplication of grading procedures, arbitrary treatment or prohibited discrimination).

Students who believe they received an incorrect grade due to a clerical or procedural error should ask their instructor to file a grade change form with the Office of the University Registrar. If the instructor does not agree, the student may request a change of grade by filing a grade change petition with the Office of the University Registrar. Requests must be made by the fifth week of the following quarter; see the Class Schedule and Registration Guide (CSRG).

The Academic Senate Committee on Grade Changes reviews requests for grade changes and has no authority to reevaluate student work, but can change the grade if it finds a documented clerical or procedural error. If the alleged procedural error involves arbitrary treatment or prohibited discrimination, the Grade

Change Committee, may inform the student of his/her right to file a complaint under campus grievance procedures (see nondiscrimination policy). For more information, students may contact the Office of Student Judicial Affairs (530) 752-1128.

Retroactive Grade Changes

All grades except I and IP are final when filed by an instructor at the end of the quarter. No final grade except I may be revised by examination or the submission of additional work after the close of the quarter.

If a clerical or procedural error in the reporting of a grade by the instructor can be documented, you may request a change of grade with a petition available from department offices. The request must be made by the fifth week of the following quarter.

Grade changes for “clerical” errors (such as incorrect addition of points), upon documentation, are automatically granted. Requests to interchange P, NP, S or U grades with normal letter grades based upon student need (such as to allow graduation or to meet entrance requirements for professional school) do not involve clerical or procedural errors and are automatically denied. Thus, students should exercise the Passed/Not Passed or Satisfactory/Unsatisfactory grading options with caution.

Students are reminded of their responsibility to be aware of the procedures and regulations contained in the General Catalog and the Class Schedule and Registration Guide (CSRG), to verify their class schedules, and to familiarize themselves with the expectations of their instructors. No changes, except completion of an I grade as noted above, can be made to the student’s record once he or she has graduated.

University of Colorado-Boulder (No university level policy. Below find samples of a few college-level policies.)

Policy on Grade Appeals

The following shall be the official policy of the School of Journalism and Mass Communication regarding grade appeals.

When a student believes that a grade has been improperly assigned, and discussions between the instructor and the student have not led to any resolution of the problem, then:

1. The student shall have the option of making a formal written appeal to the assistant dean of the SJMC. The appeal must specify the remedy desired by the student, and it must be submitted within 45 days of the end of the academic term in which the course was taken.
2. The assistant dean will meet with the student and with the faculty member who taught the course. The instructor will be asked to submit a formal, written response to the student’s written appeal. If the assistant dean is unable to broker a solution mutually acceptable to both student and instructor, then:
 - a. The dean shall appoint an ad hoc Student Ethics committee, which will review the dispute. The committee shall consist of two impartial faculty members competent in the subject matter of the course in question. The assistant dean will chair the committee and provide the committee with the student’s written appeal and the written response from the faculty member.
3. Within 45 days, the committee will submit a report and recommendation to the dean, and the dean will recommend to the instructor either 1) that the originally assigned grade stand; or 2) that a new grade be assigned.
4. In cases where a change of grade is recommended and the instructor does not wish to accept the recommendation of his/her colleagues, the dean shall make the final decision.

College of Music Policy on Grade Appeals

When a student believes that a grade has been improperly assigned and discussions between the instructor and the student have not led to a resolution of the problem, the student shall proceed as outlined below in order to appeal the grade:

1. The student must submit a formal written appeal to the Associate Dean. This appeal must be submitted no later than 60 days after the conclusion of the semester in which the final grade was assigned by the instructor.
2. The Associate Dean will meet with the student and the instructor (either together or individually) and try to reach a mutually acceptable solution to the problem.
3. If a solution cannot be reached, the Associate Dean will refer the appeal to an ad hoc Grade Appeals Committee. This Committee will consist of a Chair and at least two other tenured faculty members as appointed by the Dean. The Associate Dean will provide the Committee with the student's appeal and a written response from the instructor. Within a 6-week period, the Committee Chair will submit a formal recommendation to the Associate Dean, and the Associate Dean will convey the recommendation to the instructor that (1) the originally assigned grade stand or (2) that a new grade be assigned.

4. When the Committee recommends a change in the original assigned grade, and the instructor of the class does not accept the recommendation of the Committee, the

Associate Dean will forward the written materials associated with the appeal to the Dean of the College of Music for final adjudication.

Note: Neither the Grade Appeals Committee nor the Dean can change a properly assigned grade. Properly assigned grades are those that have not been miscalculated, assigned in an arbitrary or capricious manner, improperly influenced by prejudice or emotion, or otherwise handled in an unprofessional manner.

APPROVED BY UNDERGRADUATE AND GRADUATE EDUCATION COUNCILS

APPROVED BY ADMINISTRATIVE COUNCIL ON DECEMBER 11, 2006

Date: December 11, 2006

To: College of Engineering and Applied Science

From: Robert H. Davis, Dean

Re: College Policy on Grade Appeals

One of the fundamental responsibilities of every faculty member in the College is to evaluate the academic performance of our students fairly, consistently and conscientiously. The grades that our students earn form part of their permanent academic records, and can have far-reaching impacts on their future endeavors. As individual faculty members, and collectively as a college, it is our duty to ensure that these grades represent an accurate assessment of performance.

I take the prerogative of faculty members to assign grades very seriously, and I am extremely reluctant to interfere in this basic aspect of our academic lives. At the same time, both the courts and the American Association of University Professors (AAUP) have recognized the need for a well-designed appeals process to provide remedies on those rare occasions when a student appeals a final grade, asserting that this final grade was assigned in an unprofessional manner, or that grading may have been improperly influenced by prejudice or other inappropriate factors. This process, reviewed by the Undergraduate and Graduate Education

Councils, and the Administrative Council, is provided below.

College of Engineering and Applied Science Department/Program Grade Appeal Process

The following shall be the official policy of the academic units of the College, unless an academic unit submits an alternative procedure to the Dean for approval. This policy shall apply to all grade appeals, whether at the graduate or undergraduate level. The Graduate School Academic Grievance Policy specifically excludes individual grade challenges to the Graduate School regarding graduate courses, so such appeals are heard by the College.

1) Individual faculty members have primary authority and responsibility in all aspects of evaluating student course performance and assigning grades, and are charged with carrying out these responsibilities in a professional manner. The Dean's office has the authority and responsibility to deal with changes of grades in special and unusual cases such as those that might involve unprofessional faculty conduct in assigning the grade.

Students should be aware, however, that neither Chairs nor Deans can require an instructor to change a properly assigned course grade. Issues of disagreement about whether, for example, a given assignment was worth a B or an A are decided solely by the individual instructor in charge.

2) When a student believes that a course grade has been improperly or unprofessionally assigned, and discussions between the instructor and the student have not led to a resolution, the student shall have the option of making a formal written appeal to the Department Chair (or Program Director) for the instructor's unit. The appeal must detail the basis for the appeal, and should state the specific remedy desired by the student. Any relevant written documentation should be included with the appeal. The appeal must be submitted within 60 days of the end of the academic term in which the course was taken.

The instructor will be provided the opportunity to respond in writing to the student's appeal. In exceptional circumstances, such as a student or instructor being out of touch for an entire summer, the 60 day deadline may be extended, at the discretion of the Department Chair or Program Director.

3) In cases where the Department Chair or Program Director is also the involved instructor, the Chair will notify the Dean (or a designee), who will appoint an Associate Chair or other senior faculty member to perform the duties of the Chair as called for in this policy.

4) The Chair or designee will meet (together or separately) with the student and with the instructor who taught the course. If the Chair/designee is unable to secure a solution mutually acceptable to both student and instructor, then the following procedures will be followed:

a. The Chair shall appoint a departmental ad hoc Grade Appeals Committee, which will review the dispute. This Committee shall consist of at least three impartial faculty members competent in the subject matter of the course in question.

Members of this committee need not be from the Chair's department. The Chair will provide the Committee with the student's appeal, a written response from the faculty member, and such other materials as may be considered relevant.

b. Within 30 days of receiving the appeal, the Committee will submit a report and recommendation to the Chair, and the Chair will recommend to the instructor either (1) that the originally assigned grade stand; or (2) that a revised final grade be assigned.

c. In cases where the instructor or student does not agree with the Committee's recommendation, the Chair shall forward the written materials associated with the appeal, together with the recommendation of the Committee and the recommendation of the Chair, to the Dean of the College of Engineering and

Applied Science (or a designee), who will make the final decision on the student's grade appeal within 30 days of receipt. There is no appeal of the decision of the Dean or designee.

Colorado State University

Instructors are responsible for stating clearly the instructional objectives of the course at the beginning of each term and for evaluating student achievement in a manner consistent with these objectives. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Instructors are responsible for determining and assigning final course grades. Graded examinations, papers, and other materials used as a basis for evaluating a student's achievement will be available to the student for inspection and discussion.

Students may appeal instructors' grading decisions. The burden of proof, however, rests with the student to demonstrate that the grading decision was made on the basis of any of the following conditions:

1. A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
2. A grading decision was based on standards unreasonably different from those which were applied to other students.

3. A grading decision was based on a substantial, unreasonable, or unannounced departure from previously articulated standards.

Before making an appeal, the student should discuss the situation with the instructor(s) involved in the decision.

To appeal a grading decision, the student shall submit a written request to the department chairperson. The request must set forth the basis for the appeal, identifying one of the three categories set forth above. The request must be submitted or postmarked, if mailed, no later than 30 calendar days after the first day of classes of the next regular semester following the date the grade was recorded. If no appeal is filed within this time period, the grade shall be considered final.

Within 30 days of receipt of the request for an appeal, the student's appeal shall be provided to the instructor(s) who assigned the grade and an appeals committee formed in accordance with the departmental policies. If the request is received prior to or during the summer session when instructor(s) who assigned the grade or other faculty may not be available, then the appeals committee will be formed no later than 30 days from the beginning of the following fall semester. This committee shall be composed of two faculty members and two students from within the department and one outside faculty member who shall serve as a voting chair.

The appeals committee will review the written appeal and response of the instructor(s). They may elect to separately interview both the student and the instructor(s) before rendering a decision. The decision of the appeals committee will be based upon whether one of the conditions for an appeal set forth above has been met. At the conclusion of the deliberations, the committee shall render one of the following decisions: 1) the original grading decision is upheld, or 2) the department chair or his/her designee(s) will reevaluate the student's achievement of the instructional objectives of the course and assign a grade accordingly.

Written notice of the committee's decision and the reasons for the decision normally will be sent to the student and the instructor(s) within 30 calendar days of the appointment of the committee. The appeal committee's decision is the final decision of the University. Written summaries of the hearing and decision, together with a rationale for that decision, shall be provided to the student and the instructor who assigned the grade and shall be retained in the department office for a period of one year.

Iowa State University

Students who believe a faculty member (in his or her academic capacity) has behaved unfairly or unprofessionally may have their grievance reviewed through the procedure described below. A student may not initiate an appeal more than one year following completion of the course, and may not initiate the appeal of a course grade beyond midterm of the semester following completion of the course.

Prior to initiating a formal appeal, a student may wish to discuss the situation informally with the Dean of Students or designee, who can offer advice as to the most effective way to deal with it.

Grievances arising out of classroom or other academic situations should be resolved, if at all possible, with the student and the instructor involved. If resolution cannot be reached, or if the grievance involves sexual or racial harassment and the student prefers not to deal directly with the instructor, the student should discuss the grievance with the instructor's department chair and submit it in writing to him or her. The department chair will investigate the grievance, including discussing it with the instructor involved and/or referring it to a departmental grievance committee. The department chair should respond in writing within five class days of receipt of the written notice of the grievance.

If the student is not satisfied with the resolution of the grievance proposed by the department chair, the student may appeal in writing to the dean of the instructor's college. (In the case of a grievance involving a Graduate College policy or procedure, an appeal of the chair's decision should be directed to the Dean of the Graduate College rather than to the dean of the instructor's college.)

The dean will hear the explanations of the department chair and instructor, and should respond to the student in writing within ten class days of receipt of the written notice of the appeal. If the grievance cannot be resolved with the dean, the student may forward a written appeal to the provost, who will convene a

Committee to Review Student Grievances (see below) to consider the appeal within ten class days of receipt of the written notice of the appeal. Within five class days following the convening of the committee, the provost will make a decision with regard to the grievance and will transmit this decision in writing to the grievant, the dean, the department chair, and the instructor. An appeal of the provost's decision may be made to the president of the university.

The time limit specified at each level may be extended by mutual agreement of all parties concerned.

The Committee to Review Student Grievances is composed of faculty members named by the president of the Faculty Senate and students named by the president of the Government of the Student Body. The provost may serve as a chairperson for the committee, or may designate another chairperson for a specific grievance hearing. A minimum of two faculty members, two students, and the chairperson shall constitute a quorum for the convening committee.

University of Nebraska-Lincoln

A student who wishes to appeal a course grade should follow the procedure outlined here.

1. Discuss the concern with the instructor or professor who taught the course.
2. Consult the Dean's Office for the grade appeal procedure in the college in which the course was taught. The specific guidelines are noted in this bulletin under each individual college.

The CASNR (College of Agricultural Sciences and Natural Resources) Curriculum Committee hears appeals from students on grades received in the College. Such appeals, however, will be heard by the committee only after the student has appealed without satisfaction to the course instructor and the departmental grade appeals committee. A student who wishes to appeal to the committee will notify the dean or the committee chair in writing and will include in the notice a statement of the grounds of appeal.

Both the student and the instructor will be given an opportunity to present materials to the committee in the presence of each other.

Any student enrolled in a course in the College of Education and Human Sciences who wishes to appeal alleged unfair and prejudicial treatment by a faculty member shall present his/her appeal in writing to the Dean's Office no later than 30 days after notice of the student's final course grade has been mailed from campus.

Students may use and are encouraged to use the following sequential procedures to appeal the grade. The problem may be solved at any of the levels of the appeal procedure.

1. Contact the instructor. Frequently the problems can be solved at this point.
2. Submit a request to the chair of the department.
3. Take the case to the departmental Grading Appeals Committee. The Committee is contacted by the department chair.
4. Take the case to the College Appeals, Retention and Certification Committee by contacting the Dean's Office.

The complaint will be forwarded to a committee consisting of faculty and student representatives. After a hearing, the Committee will make a written recommendation regarding the appeal. The Committee's recommendation is binding on the appealing student and faculty member.

University of Utah

PART IV: STUDENT ACADEMIC PERFORMANCE

A. Standards of Academic Performance

In order to ensure that the highest standards of academic performance are promoted and supported at the University, students must:

1. Meet the academic requirements of a course; and
2. Meet the academic requirements of the relevant discipline or program.

Faculty members are qualified as professionals to observe and judge all aspects of a student's academic performance, including demonstrated knowledge, technical and interpersonal skills, attitudes and professional character, and ability to master the required curriculum. An academic action, as defined in Part I.B., may be overturned on appeal only if the academic action was arbitrary or capricious.

B. Appeals Process

A student who believes that an academic action taken in connection with Section A above is arbitrary or capricious should, within twenty (20) business days of notification of the academic action, discuss the academic action with the involved faculty member(1) and attempt to resolve the disagreement. If the faculty member does not respond within ten (10) business days, if the student and faculty member are unable to resolve the disagreement, or if the faculty member fails to take the agreed upon action within ten (10) business days, the student may appeal the academic action in accordance with the following procedures. It is understood that all appeals and proceedings regarding academic actions will initiate with the faculty and administrators in the college or program offering the course in question. If the course is cross-listed, appeals and proceedings shall take place with the faculty and administrators offering the section for which the student is registered.

1. Appeal to Chair of the Department or Dean's Designee(2). Within forty (40) business days of notification of the academic action, the student shall appeal the academic action in writing to, and consult with, the chair of the relevant department regarding such academic action.

Within fifteen (15) business days of consulting with the student, the chair shall notify the student and faculty member, in writing, of his/her determination of whether the academic action was arbitrary or capricious and of the basis for that decision. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement his/her decision unless the faculty member appeals the decision. If the chair fails to respond in fifteen (15) business days, the student may appeal to the Academic Appeals Committee.

2. Appeal to Academic Appeals Committee. If either party disagrees with the chair's decision, that party may appeal to the college's Academic Appeals Committee within fifteen

(15) business days of notification of the chair's decision in accordance with the procedures set forth in Section C, below(3).

C. Proceedings Before the Academic Appeals Committee

1. Written Appeal. The appeal to the Academic

Appeals Committee shall set forth in writing the reasons for the appeal, shall be addressed to the Committee, and shall be delivered to the chair of the Committee, with a copy to the other party.

2. Response to Appeal. The faculty member whose decision is being appealed, or the student in the case of a faculty member's appeal, may deliver a response to the appeal to the chair of the Academic Appeals Committee, with a copy to the other party, no later than five (5) business days after receipt of the complaint and recommendations.

3. Makeup of the Committee. The dean of each college shall ensure that an Academic Appeals Committee is constituted according to college procedures, subject to the following parameters.

Two faculty members shall come from the college. The Personnel and Elections

Committee of the Academic Senate shall appoint one faculty member from outside the college. The faculty members shall be appointed to the Committee for staggered three-year terms. The dean shall appoint two undergraduate student members and two graduate student members who are either from the relevant Student Advisory Committee or listed as a major within the college.

Undergraduate student and graduate student members will be appointed for staggered two-year terms(4). No more than one faculty member and two Committee members in total may come from the same department in a multi-department college. The members of the Committee who shall hear the case

are the three faculty members and the two students from the appealing student's peer group (i.e., undergraduates or graduates). The dean shall designate one of the faculty members to serve as chair of the Committee. The Committee shall establish internal procedures consistent with the Student Code.

4. Conflicts of Interest. Upon written request of one of the parties or Committee members, the dean may excuse any member of the Committee if the dean determines that the member has a conflict of interest. The dean shall select an appropriate replacement for the excused member (i.e., student or faculty member).

5. Proceedings Before the Committees. When an appeal and response are filed in a timely manner, the Committee chair shall schedule a hearing date if:

- a. The documents raise material issues of disputed fact;
- b. The Committee chair determines that a hearing is necessary or otherwise desirable to aid in the resolution of the issues; or
- c. The academic action included dismissal from a program.

If the Committee chair determines that no circumstances exist that require a hearing, as provided above, the chair shall within a reasonable time notify the student and the faculty member (the parties) in writing of this determination and convene a closed meeting of the Committee to consider the documentation submitted by the parties. The Committee chair shall prepare a written report of the Committee's findings and recommendations and present it to the dean of the college, or designee, within ten (10) business days after the Committee meeting.

6. Notice of Hearings Before Committees. If the

Committee chair determines that a hearing is required, the chair shall schedule a hearing date and notify the parties in writing of the date of the hearing, the names of the Committee members, and the procedures outlined below at least fifteen (15) business days prior to the hearing.

7. Hearing Procedures. Hearings shall be conducted according to the following procedures:

- a. Hearings shall be conducted within a reasonable time after the Committee's receipt of the written appeal and written response to the appeal.
- b. At least five (5) business days prior to the date of the hearing, the parties shall make available to each other and to the Committee a list of their witnesses and a list of the documents to be offered at the hearing. In exceptional circumstances, the Committee may allow a party to call witnesses not listed or submit additional documents at the hearing.
- c. The parties have a right to be accompanied by any person as advisor, including legal counsel, who will be permitted to attend, but not directly participate in, the proceedings.
- d. Hearings shall be closed to the public.
- e. All hearings, except Committee deliberations and voting, shall be recorded and a copy made available to any party upon request. Committee deliberations and voting shall take place in closed sessions.
- f. The Committee must have a quorum present to hold a hearing. A quorum consists of three (3) members, including at least one (1) student and the faculty member from outside the college. If there is more than one hearing in a matter, or if the hearing continues over more than one session, the same three members must be present for all sessions. All findings and recommendations of the Committee shall require a majority vote of the Committee members present at the hearing.
- g. At the hearing, the parties shall have the right to present questions to witnesses through the Committee chair, to present evidence and to call witnesses in their own behalf, in accordance with the Committee's established internal procedures.
- h. The Committee shall not be bound by strict rules of legal evidence or procedure and may consider any evidence it deems relevant.
- i. University legal counsel shall serve as a resource to the Committee and may be present at the hearing to provide guidance on substantive law and procedural matters.
- j. To overturn the original academic action, the Committee must find that the academic action was arbitrary or capricious.
- k. The Committee shall make its findings and recommendations based only on evidence and testimony presented by the parties at the hearing. Committee members shall not conduct their own investigations, rely on prior knowledge of the facts or develop their own evidence.
- l. If either party to the appeal fails to attend the hearing without good cause, the

Committee may proceed with the hearing and take testimony and evidence and report its findings and recommendations to the dean of the college, or designee, on the basis of such testimony and evidence.

m. The Committee chair shall prepare a written report of the Committee's findings and recommendations and present it to the dean of the college, or designee, within ten (10) business days after the conclusion of the hearing.

D. Review and Decision by the Dean or Designee(5)

1. The dean of the college, or designee, shall consider the documentation submitted to the Committee and the findings and recommendations of the Committee in making a decision.

Based upon such review, and without conducting further hearings, the dean of the college, or designee, shall, within ten (10) business days, take one of the following actions:

a. Accept the Committee's findings and recommendations;

b. Return the report to the Committee chair, requesting that the Committee reconvene to reconsider or clarify specific matters, materials, and issues, and forward to the dean of the college, or designee, a second report of its findings and recommendations relating to the specific matters referred by the dean of the college, or designee, for further consideration; or

c. Reject all or parts of the Committee's findings and recommendations, stating reasons and actions to be taken therefore.

2. Written notification of the dean's, or designee's, decision shall be communicated to the parties, to the chair of the Academic Appeals Committee and to the cognizant vice president within ten (10) business days after receipt of the recommendation.

3. The dean's, or designee's, decision is final unless appealed to the cognizant vice president within ten (10) business days after receipt of the decision.

E. Appeal to Cognizant Senior Vice President

Within ten (10) business days of receipt of the dean's, or designee's, decision, any party may appeal the decision by filing a written notice of appeal with the senior vice president for academic affairs or the senior vice president for health sciences, as appropriate, and delivering a copy to the other party. The other party may file a response to the appeal with the vice president within five (5) business days of receipt of the notice of appeal. In the case of an appeal:

1. The vice president shall consider the appeal and response to the appeal, and may solicit whatever counsel and advice the vice president deems appropriate to arrive at a final decision. The vice president may also convene an ad hoc committee composed of students and faculty members from outside the college or department to determine if there were substantial defects that denied basic fairness and due process. After receiving the appeal, the vice president shall within ten (10) business days, or within twenty (20) business days if an ad hoc committee is formed, take one of the following actions:

a. Accept the decision of the dean of the college or his/her designee;

b. Return the report to the dean of the college, or his/her designee, requesting that he/she clarify specific matters, materials, and issues, and forward to the vice president a second report of his/her decision relating to the specific matters referred by the vice president for further explanation; or

c. Reject all or parts of the dean's, or designee's, decision, stating reasons and actions to be taken therefore.

2. Written notification of the vice president's decision and the basis for that decision shall be communicated to the parties, to the chair of the Academic Appeals Committee and to the dean within ten (10) business days after receipt of the appeal, or within twenty (20) business days after receipt of the appeal if an ad hoc committee is formed.

3. The decision of the vice president is final. At the conclusion of the appeals process, the chair of the department or dean of the college considering the academic appeal shall take appropriate action to implement the final decision.

F. Copies of Documents to Department Chair

During the appeals process and at the time they are submitted, the following documents should be copied to the chair of the department considering the academic appeal: the first written appeal, all subsequent appeals, all responsive documents, and all written recommendations or decisions made at each level of the appeal.

- 1) If the academic action results from a decision of a committee, e.g., the Promotions Committee of the School of Medicine, the chair of the committee is the “faculty member” for purposes of these procedures.
- 2) In colleges without departments, the student shall appeal in writing to the dean of the college. The dean of the college shall appoint one or more faculty members from the college to serve as chair for purposes of these procedures. In cases where the appeal occurs in a program that does not report directly to an academic dean, but rather to an associate vice president, the cognizant program director shall serve as department chair, and the cognizant associate vice president shall serve as dean for purposes of these procedures.
- 3) Students in the School of Medicine may appeal the chair’s decision to the relevant Promotions Committee of the School of Medicine within fifteen (15) business days of notification of the chair’s decision. Within fifteen (15) business days of notification of the Promotions Committee’s decision, the student may appeal to the School of Medicine’s Academic Appeals Committee in accordance with Part IV.C.
- 4) Colleges or departments offering only graduate programs may appoint only graduate student members.
- 5) In cases where an academic program does not report directly to an academic dean, the program director will serve as department chair, and the cognizant associate vice president will serve as dean for purposes of these proceedings.

Washington State University

104. **ACADEMIC COMPLAINT PROCEDURES.** Students having complaints about instruction or grading should refer them first to the instructor. If the complaint is not resolved, then the student may refer the complaint in writing to the chairperson of the department in which the course is offered by the end of the last day of the following semester (excluding summer term). The chair’s decision shall be rendered within 20 business days. After the chair’s decision, the student or the instructor may appeal to the Dean’s Office. Complaints must be presented in writing to the dean within 20 business days of the chair’s decision.

The written statement should describe the complaint, indicate how it affects the individual or unit, and include the remedy sought from the dean. The decision of the dean is the final step and shall be made within 20 business days.

The University Ombudsman is available at any stage for advice or assistance in resolving academic complaints. At the branch campuses, the procedure is identical except that the academic area coordinator shall substitute for the department chair and the campus dean shall substitute for the college dean.

105. **ADMINISTRATIVE CHANGES TO FINAL GRADES**

a.) **University Academic Integrity Hearing Board.** If an allegation of academic dishonesty is not resolved between the instructor and the student, then the case is referred to the University Academic Integrity Hearing Board. The case must be referred to the Board within one semester (excluding summer term). The University Academic Integrity Hearing Board shall have jurisdiction over decisions of any faculty member on matters of grading related to academic dishonesty cases. The decision of the board is final and not subject to further appeal.

b.) **University Grade Appeals Board.** If a chair, dean, Graduate School Dean, Academic Vice Chancellor or designee, or ombudsman finds that a change of a final grade is warranted for any reason other than academic dishonesty, they may refer the case to the University Grade Appeals Board for review within one semester of the posting of the grade (excluding summer term). Students may not take a grade appeal directly to the Board. In the case of graduate students, the Dean of the Graduate School may refer a case to the Board upon completion of the Graduate School appeal process, as published

in the Graduate School Bulletin. The University Grade Appeals Board shall have jurisdiction over decisions of any faculty member and/or administrator on matters of University course grading appeals. The decision of the board is final and not subject to further appeal.