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SR-02-03-(27) 57 BAPC

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**BUDGET & ACADEMIC POLICY COMMITTEE
RECOMMENDATION**

SR-02-03-(27) 57 BAPC

Recommends that the language on pages 94 – 95, Section V. Academic Appeals, of the 2001-2003 Undergraduate Catalog, its online version, or any other reference to Academic Appeals be revised. The text is attached.

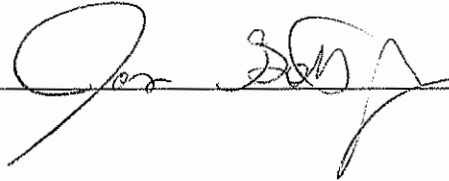
The new language is underlined and in **bold**.

RATIONALE:

The additions that are underlined and in bold provide a timely and efficient appeal process. The changes reflect time limits for the Instructor, Chair, Dean, and the Provost and Senior Vice President for Academic Affairs to respond to the student. These time limits are similar to what has already been established for the student.

FACULTY SENATE PRESIDENT:

APPROVED
BY SENATE:



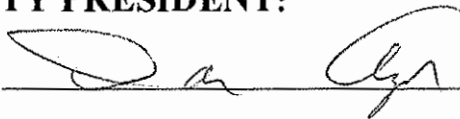
DATE: 1-24-03

DISAPPROVED
BY SENATE:

DATE:

UNIVERSITY PRESIDENT:

APPROVED:



DATE: 1-31-03

DISAPPROVED:

DATE:

COMMENTS:

V. Academic Appeals

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

A. Student Appeals for Instructor Imposed Sanctions:

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure. In those cases in which a student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. Undergraduate Students

- a. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting all applicable documentation. **The course instructor is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the course instructor does not respond to the student in the given time frame, the appeal process continues to the next level.** If the instructor is unavailable for any reason, the process starts with the department chairperson.
- b. If the procedure in Step 1 (a) does not have a mutually satisfactory result, the student may appeal in writing to the department chairperson within ten (10) days after the action taken in Step 1 (a), who will attempt to resolve the issue at the departmental level. **The department chairperson is to respond to the student in writing within ten (10) days after the student has submitted the appeal documentation. If the department chairperson (or representative) does not respond to the student in the given time frame, the appeal process continues to the next level.** When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
- c. Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the Dean of the college in which the course is offered within ten (10) days of the action taken in Step 2 (b). **The Dean is to respond to the student or instructor in writing within ten (10) days after the student or instructor has submitted the appeal documentation. If the dean (or representative) does not respond to the student in the given time frame, the appeal process continues to the next level.** The Dean will attempt to achieve a mutually satisfactory resolution. The Dean of the college in which the student is enrolled will be notified.
- d. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within ten (10) days of the action taken in Step 3 (c) to the Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary. **The hearing panel has twenty (20) days to convene the members of the panel to hear the appeal and ten (10) days after the hearing to make notification of the determination to the student and instructor.**
- e. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board then either party may file an appeal with the Provost and Senior Vice President for Academic Affairs within thirty (30) days from receipt of the decision of the Board. **The Provost and Senior Vice President for Academic Affairs has ten (10) days to respond in writing to the appeal documentation of the student or instructor.** The decision of the Provost and Senior Vice President for Academic Affairs shall be final. Those students in the College of Nursing and Health Professions dissatisfied with the determination should file an appeal within thirty (30) days to either the Provost and Senior Vice President for Academic Affairs or the V.P. for Health Services.