

4-27-2001

SR-00-01-(38) 79 (BAPC)

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**BUDGET & ACADEMIC POLICY COMMITTEE  
RECOMMENDATION**

**SR-00-01-(38) 79 (BAPC)**

Recommends that amendments to the Student Handbook should be made which clarify the procedures to be followed in the academic appeals process. The recommended revisions would more precisely outline the rights and responsibilities of faculty in the appeals processes.

**RATIONALE:**

Currently the Student Handbook fairly clearly elucidates a student's right and responsibilities in academic appeals but little attention is given to faculty rights and responsibilities in this process. This problem came to the attention of the Budget and Academic Policy Committee when faculty encountered difficulties in appeals over the past few years. Hopefully, clarifying the policy now will reduce future problems.

**FACULTY SENATE PRESIDENT:**

APPROVED  
BY SENATE: Donna Donathan DATE: 4/27/01

DISAPPROVED  
BY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED:  DATE: 4/30/01

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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**Recommended Revisions to Student Handbook  
Proposed by BAPC Academic Appeals Process Subcommittee  
Approved by the Budget and Academic Policy Committee**

The following changes (in italics) to the section entitled "Academic Rights and Responsibilities" of the Student Handbook, 2000-2001, pages 124 - 130 have been recommended.

**V. Academic Appeals**

**A. Student Appeals for Instructor Imposed Sanctions:**

**1. Undergraduate Students**

a. The student should first *...beginning of the next regular term. The appeal should be in written format with all supporting documentation and submitted to the instructor, or the department chair in cases where the instructor is unavailable.* **The student who makes an appeal ...process starts with the department chairperson.** *The instructor, or the department chairperson, must respond in writing to the student within ten (10) days of receipt of the appeal.*

b. If the procedurc *... resolve the issue at the departmental level. The department chairperson will respond in writing within ten (10) days to the student and the instructor involved.* **When a student appeals ....**

c. Should the issue not be resolved *...mutually satisfactory resolution. The Dean of the college will respond in writing within ten (10) days to the student and the instructor involved.* **The Dean of the college ....**

**VI. Undergraduate Academic Appeals Board**

**B. Composition of the Board:**

The Academic Appeals Board shall be composed of faculty and student members chosen in the following manner:

**1. Faculty Members:**

The Dean of each of the *.... Terms will run from May 15 to the following May 15. (Service on this board can be listed as service to the university on annual reports.)*

**3. Hearing Officers:**

The Budget and Academic Policy Committee *...on the Hearing Board. (Service as a Hearing Officer can be listed as service to the university on annual reports.)*

**VII. Hearing Procedures**

**A. The time ....sixty (60) days of the date the Hearing Officer receives the written request. ...**

**B. The Hearing Officer will ... in writing at least five working days prior to the hearing, of the date, ...**

*F. The appellee and his or her advisor, if any, will be called before the Board and the Hearing Officer will then restate the nature of the appeal and the issues to be decided.*

*G. The hearing shall be closed ...*

*H. Anyone disrupting the hearing ...*

*I.* Except as provided in *H* and *I* herein, all evidence must be presented in the presence of the student and appellee.

*J.* The student, appellee, or other parties ...

*K.* The student and appellee will be given the opportunity ...

*L.* The Board may admit ...

*M.* If the student appellant ...

*N.* Upon completion of the testimony ...

*O.* The findings of the Board ...

*P.* No one may tape the proceedings.

*Q.* In an appeal related ...

*R.* Within thirty (30) days ...

*S.* The decision of the ...