

9-8-1988

Graduate Committee 4/28/88 (Received 5/19/88)

Marshall University

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Marshall University, "Graduate Committee 4/28/88 (Received 5/19/88)" (1988). *Recommendations*. 1658.
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MAY 19 1988

Attachments of Motions
Graduate Committee
April 28, 1988

Motion 1) The following graduate faculty recommendations have been approved by the Graduate Committee.

<u>Department</u>	<u>Applicant</u>	<u>Recommendation</u>
Bio Sciences	Michael Seidel	Full
Music	Ben F. Miller	Full
Music	Lois Blackburn	Full
Music	Leslie Petteys	Full
Music	Linda Eikum-Dobbs	*Associate
Music	Jeffrey W. Price	*Associate

*Did not qualify for full membership because they do not have doctorates.

Senate
President

5/23/88
Date

Rainey Duke
Approved

Disapproved

✓ President

5/24/88
Date

[Signature]
Approved

Disapproved

Motion 2) The following graduate course requests have been approved unanimously by the Graduate Committee.

Teacher Ed	CI 527 Introduction to Autism	Catalog change
Teacher Ed	CI 519 Applied Behavior Analysis	New course
EDA	EDA 564 Principal Academy I	New Course
EDA	EDA 565 Principal Academy II	New Course
History	HST 621 Victorian Period of England	Delete Course
HPER	PE 660 Internship	New Course
HPER	PE 687 Cardiac Life Support	New Course
Crim. Justice	CJ 655 Research methods in CJ	Number Change
Crim. Justice	CJ 656 Research methods in CJ	Number Change
Geography	GEO 690 Internship in Geog.	New Course
Geography	GEO 505 Political Geography	Catalog Change
Geography	GEO 508 Geography of Mexico & Central America	Catalog Change
Geography	GEO 512 Geography of Soviet Union	Catalog Change
Geography	GEO 529 Cartography	Catalog Change
Psychology	PSY 550 Intro to Clinical Psychol.	New Course

Senate
President

9/8/88
Date

Rainey Duke
Approved

Disapproved

President

9/9/88
Date

[Signature]
Approved

Disapproved

Motion 3) 1988-89 Graduate Committee Officers
It was unanimously passed that Bradford DeVos shall serve as chairman and Dewey Sanderson as secretary

of the Graduate Committee for the 1988-89 academic year.

Senate President

____/____/____
Date

Raney
Approved

Disapproved

President

9/9/88
Date

[Signature]
Approved

Disapproved

No need for Senate approval

Appeals for Instructor-Imposed Sanctions:

Motion 4) Appeals Procedure

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 graduate student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

- 1) 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 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. If the instructor is unavailable for any reason, the process starts with the Department Chairperson.
- 2) 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. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
- 3) Should the issue not be resolved at the departmental level, either the student or instructor may appeal in writing to the dean of the Graduate School within ten (10) days of the action taken in Step 2 (b). The dean will attempt to achieve a mutually satisfactory resolution.
- 4) 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 in Step 3 (c) to the Chairperson of The Graduate Committee who shall refer the matter to the Graduate Academic Appeals Board for resolution. The hearing panel

has the right to seek additional documentation if necessary. The decision of the appeals panel is binding.

Academic Appeals Procedures:

It is the intent of these procedures to insure that Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective. Academic appeals, pursuant to these procedures, are informal and not adversarial in nature.

1. The time and place of the hearing are determined by the Hearing Officer. Upon written request, the Hearing Officer may at his/her discretion, grant a continuance to any party for good cause.
2. The Hearing Officer will notify the appellee, appellant, and other appropriate parties in writing at least five (5) working days prior to the hearing, of the date, time, and place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the appellee in appropriate cases.
3. The appellant student and the appellee have the right to an advisor. Advisors must be members of the University community (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the Hearing Officer. Attorneys are not permitted to appear on behalf of any appellant or appellee.
4. Prior to the scheduled hearing, the members of the Board may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.
5. The student with his/her advisor, if any, will be called before the Board and the Hearing Officer and will then restate the nature of the appeal and the issues to be decided.
6. The hearing shall be closed. All persons to be called as witnesses, other than the appellant, with his/her advisor, if any, and the appellee and his/her advisor, if any, will be excluded from the hearing room. Any person who remains in the room after the hearing has begun will be prohibited from appearing as a witness at the discretion of the Hearing Officer.
7. Anyone disrupting the hearing, may be excluded from the hearing room if, after due warning, he/she engages in conduct

which substantially delays or disrupts the hearing, in which case the hearing shall continue and the Board shall make a determination based on the evidence presented. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Board's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy.

8. Except as provided in 7 and 11 herein, all evidence must be presented in the presence of the student.

9. The student or other parties involved may petition the Hearing Officer for a subpoena or a request for appropriate written information or documents.

10. The student will be given the opportunity to testify and present evidence and witnesses on his/her own behalf and to discuss with the question those persons against whom the appeal is filed.

11. The Board may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. Formal rules of evidence shall not be applicable in academic appeal hearings.

12. If the student appellant or the appellee fails to appear at a hearing and fails to make advance explanation for such absence which is satisfactory to the Board, or if the student appellant or the appellee leaves before the conclusion of the hearing without permission of the Board, the hearing may continue and the Board may make a determination on the evidence presented at the hearing, or the Board may, at its discretion, dismiss the appeal.

13. Upon completion of the testimony and presentation of evidence, all persons, except Board members, will be required to leave the room. The Board will then meet in closed session to review the evidence presented. The Board shall make its findings based upon a preponderance of evidence. The Board shall reach its determination by a majority vote. The results shall be recorded in writing and filed with the Chairperson of the Graduate Committee. If the Board's decision includes the imposition of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted to the Chairperson of the Graduate Committee by the Hearing Officer. The actual vote of the Board will not be disclosed. The Hearing Officer is a non-voting member of the Board.

14. The findings of the Board and any sanction shall be announced at the conclusion of the hearing. The student shall be notified in writing of the findings and any sanction at the conclusion of the hearing. A record of the hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

