

Academic Appeals by Students

Original Implementation: August 31, 1981

Last Revision: April 19, 2011

The purpose of this policy is to provide students a way to formally appeal faculty decisions. All relevant documentation under consideration at each step will be forwarded to the appropriate parties at the next procedural level. A student or faculty member shall have ten (10) business days from the conclusion of each step in which to appeal to the next level. These steps are to be followed when making an academic appeal:

1. In the event of course-related disputes, the student must first appeal to the instructor within thirty (30) calendar days after the first class day of the next long semester. Given extenuating circumstances, exceptions to this deadline may be granted by the academic unit chair/director.
2. If the dispute is not resolved, the student may appeal in writing, stating the specific issues, to the instructor's academic unit chair/director. The academic unit chair/director shall request a written statement from the faculty member. The academic unit chair/director shall provide both parties with a written recommendation for resolution.
3. If the dispute is still unresolved after appeal to the academic unit chair/director, the student or faculty member may appeal in writing to the instructor's dean. The dean will notify the other party of the continuation of the appeal and provide all parties with a written recommendation after reviewing all documentation.
4. If the dispute is still unresolved after appeal to the dean, the dean may refer the appeal to the college council. If the college council has no student members, the dean will ask the president of the Student Government Association to recommend no more than two students from that college to be appointed as voting members. The college council will review all documentation and submit its recommendation to the dean.
5. If a resolution of the matter is still not reached, the student or the faculty member may appeal in writing to the provost and vice president for academic affairs. The dean's written recommendation in addition to all documentation will be submitted to the provost and vice president for academic affairs. The college council may serve as an advisory body to the provost and vice president for academic affairs in the appeal process. The provost and vice president for academic affairs will evaluate all documentation and any additional oral presentations from the student and faculty member.
6. The provost and vice president for academic affairs will inform the student and all persons involved in the appeal process of the final recommendation.

A faculty member, after considering the outcome of the appeals process, shall retain complete academic freedom, including the right to assign semester grades.

Cross Reference: Faculty Handbook, Student Handbook and Activities Calendar

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs