UNDERGRADUATE ACADEMIC APPEAL PROCESS
Approved by the Academic Council, Undergraduate
March 28, 2002

GRADE APPEAL

1. Meeting Between The Student And Faculty Member: The student will take all reasonable measures to address and resolve the matter with the course instructor. This initial step may involve but does not require a written appeal; rather, the intent is to address and if possible resolve the matter between the course instructor and the student. Following the conclusion of this process the student will be informed by the instructor if a change will be made.

2. Meeting With The Student, Faculty Member, Department Chair or School Dean: If the first step does not resolve the matter the student may file a written appeal using the SPECIAL ACADEMIC PETITION form and schedule an appointment with the chair of the department within which the course is offered. This meeting will include the student, course instructor and department chair. If the department chair is also the course instructor, then the school dean responsible for the department in which the course was offered will take part. Upon the conclusion of this meeting, the student will be informed if the appeal was approved or denied in writing by the department chair or school dean no later than five working days after the meeting.

3. Meeting With The Student, Faculty Member, Department Chair and School Dean or Vice President for Academic Affairs: If the second step does not resolve the matter to the student’s satisfaction, then the student may request an appointment with the school dean having responsibility for the course offered. This meeting will include the student, course instructor, department chair and school dean. All documents related to the appeal are forwarded to this group with a cover letter from the student indicating facts that support the reconsideration of the appeal. If the school dean is involved, as addressed in the second step, then the appeal is directed to and an appointment is scheduled with the Vice President for Academic Affairs. Upon the conclusion of this meeting, the student will be informed if the appeal was approved or denied in writing by the school dean or Vice President for Academic Affairs no later than five working days after the meeting.

4. Action of the Academic Council, Undergraduate: If the third step does not resolve the matter to the student’s satisfaction, then the student may file a written appeal in the form of a letter to the chair of the Academic Council, Undergraduate, requesting reconsideration of the appeal. All documents related to the appeal are forwarded to this group. The chair of the council will convene a meeting of the council in a timely manner, or place the appeal on the agenda for the council’s next regularly scheduled meeting. The council will review the written appeal and may receive comments from those directly involved including the student, the course instructor, the department chair, and/or the school dean and then will resolve the matter in executive session. Upon the conclusion of this meeting the student will be informed if the appeal was approved or denied in writing by the council’s chair no later than five working days after the meeting. The decision of the council is final. In the event that the council, by vote, evenly divides on the appeal, the prior decision of step three will stand.

ASSUMPTIONS

1. By filing a Special Academic Petition form, the student agrees that all documentation necessary for consideration of the appeal will be available to those named in the Academic Appeal Process.

2. In order to move the appeal to the next step, the student will respond in writing to the previous action.
3. Written notification to the student from any individual or group regarding action on the appeal will be made in writing using campus e-mail, campus mail or a local address as indicated on the Special Academic Petition form.

4. Final records of the appeal process will be kept in the Office of the Registrar.

5. All information considered by the respective groups will be considered confidential and the following statement will be read prior to consideration of any student appeal.

**This is to be read at the beginning of each appeal hearing:**

This is a reminder that confidentiality is an integral part of the appeal process. The individuals and groups hearing an appeal must have access to sensitive information in order to conduct reviews. Participants must protect the confidentiality of this information. Unless indicated otherwise, all meeting materials, testimony, and discussions related to the appeal process are confidential.

Please remember that confidentiality has no expiration date—it lasts forever!