

PROCEDURE FOR REQUESTING GRADUATE ACADEMIC APPEALS

The appeal system, which deals with inequitable application of academic policy, affords recourse to a student who has evidence, or believes that evidence exists, to show that an inappropriate grade has been assigned or other inappropriate formal academic action has been taken.

The following steps should be taken to initiate and process an academic appeal. It is imperative that the individual student recognizes the responsibility for taking the initiative in the appeal and for processing the appeal through each step of the procedure. It is the student's decision whether or not to proceed to each step of the procedure.

Step 1: The student must consult the instructor concerning the problem. If a satisfactory resolution of the problem is not achieved and the student wishes to go to step 2, the student must request a signed and dated acknowledgement of the consultation from the instructor. A handwritten note is sufficient.

Step 2: The student must consult with the *chair of the department offering the course*. If a satisfactory resolution of the problem does not result from this consultation and the student wishes to go to step 3, the student must request a signed and dated acknowledgement of the consultation from the chair. A handwritten note is sufficient.

Step 3: The student must go to the *Dean of the Faculty offering the course* in question, complete the "Student Form for Academic Appeals," and arrange a meeting with the Dean. If no satisfactory resolution is achieved after consultation with the Dean, the student may initiate step 4. The student must request a signed and dated acknowledgement of the consultation from the Dean.

Step 4: The student should forward to the Graduate Council, via the Dean of the Graduate School (HAB 804), an explanatory cover letter, a copy of the "Student Form for Academic Appeals," and any pertinent documentation.

Step 5: The Graduate Council will review the material submitted. After due consideration of the issues, the Council will decide whether further action is justified and the nature of such action. The Council may request a consultation with the student at this step; however, consultation should not be considered routine. The Council may also request consultation with other individuals involved in the appeal or may request any other information needed for clarification. The Council will inform the student of its decision in writing.

Step 6: The Graduate Council will recommend to the Provost/Vice President for Academic Affairs such action as it deems appropriate to resolve the appeal. A copy of this recommendation will be forwarded to the student.

Step 7: The Provost/Vice President for Academic Affairs will have the ultimate authority in rendering a judgment in cases presented to him or her through the above process. The Provost/Vice President for Academic Affairs will inform the student in writing of the decision.



THE GRADUATE SCHOOL

STUDENT FORM FOR GRADUATE ACADEMIC APPEALS

This form is to be filled out with the assistance of the appropriate representative of the Dean's office and only after the instructor and the chair of the department have been consulted, and if the problem has not been resolved.

NOTE: Three (3) copies of this form will be needed (appropriate Dean, Graduate Council, [via the Dean of the Graduate School HAB 804], student) if the appeal has not been resolved by the Dean.

Student's Name			
Student ID Number	N		
Address			
Daytime Phone			
E-mail Address			
Graduate Degree Program			
Instructor's Name		Date Consulted	
Chair's Name		Date Consulted	
Course Title		Course Number	
Semester/Year course was taken (e.g. Fall 2005):			
<p>In narrative style, please write a complete statement of the situation that has resulted in your appeal and your reasons for making the appeal.</p>			

(Continuation of statement)

List the supporting evidence that you consider to be relevant. This list should include items that you can produce, as well as, items that can be requested of the instructor by the Dean or the Graduate Council (e.g., course outline, term papers, test and examination grades, etc.). The Graduate Council can only react to factual evidence. Relevant materials in your possession should be available in the event of later consultation with the committee.

Date of request for appointment with the appropriate Faculty Dean:

Secretary's Signature:

Date:

Date set for appointment:

The student must allow a period of up to two (2) weeks for the appointment with the Dean.

Actual date of consultation:

Dean's signature:

Date: