

To: The Senate

From: Educational Policy Committee

Date: January 16, 1991

Re: Amendment to Academic Regulations: Academic Appeals Policy, SD 82-2

Disposition: To the Presiding Officer for implementation

Resolved, that Senate Document 82-2, Academic Appeals Policy be amended by adding to the end of the second paragraph the following sentence:

The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

TO: The Senate
FROM: Educational Policy Committee
DATE: October 21, 1982
SUBJECT: Academic Appeals Policy (including amendments to the Bylaws of the Fort Wayne Senate)
DISPOSITION: To the Chancellor for transmittal to the boards of trustees of Indiana and Purdue universities

EFFECTIVE DATE: The first day of the first academic year following approval by the boards of trustees

BE IT RESOLVED that the following academic appeals policy be implemented at IPFW:

ACADEMIC APPEALS

The academic appeals process applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the Vice Chancellor for Student Affairs in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

Grades may be changed only by a university authority upon the decision of the Academic Appeals Subcommittee, or by the instructor any time prior to the decision of the Academic Appeals Subcommittee.

Timing of Appeals

An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the decision was made. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

Steps in the Process of an Academic Appeal

1. **Course instructor:** The student makes an appointment with the instructor to discuss the matter. (If the instructor is unavailable, the department/school/program chair shall authorize an extension of time or allow the student to proceed to Step 2.)
2. **Department/school/program:** If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department/school/program offering the course, who will direct the student procedurally in making an appeal to the appropriate committee.
3. **Academic Appeals Subcommittee:** If the matter has not been resolved at Step 2, the student makes an appointment with the Vice Chancellor for Academic Affairs, who will direct the student procedurally in submitting the case to the Academic Appeals Subcommittee.

Department/School/Program Appeals Procedure

Each department/school/program will establish appeals procedures which provide for a committee of three or more Faculty members responsible for hearing academic appeals related to courses listed or administered by that department/school/program if those appeals have not been satisfactorily resolved between the student and the instructor. The procedures established by each department/school/program shall provide for each case to be heard by only one such committee, and a copy of each unit's procedures will be given to the Vice Chancellors for Student Affairs and of the Faculty, and to students upon request.

Academic Appeals Subcommittee

This subcommittee shall consist of seven members and three alternate members elected from among the Voting Faculty according to procedures specified in the Senate Bylaws.

No member of the subcommittee may take part in an appeal involving a course or instructor from the member's department/school/program. Alternates will be assigned by the chair to serve as regular members in such cases.

Before hearing the details of a case, the subcommittee will decide whether to consider the appeal, and will report its decision in writing to the student and the instructor. The bases for a decision to consider an appeal may include (but not be limited to) a finding that (1) improper procedures have been followed by university employees at earlier steps of the appeal; (2) new information is present; or (3) the instructor has declined to accept the department/school/program committee's recommendation.

If the case is heard, every member of the subcommittee will vote on whether the appeal is valid and, if so, on what remedy should be provided. If the subcommittee, by majority vote, finds in favor of changing a grade, the chair shall report this finding to the Registrar. The decision of the subcommittee is binding on all parties and may not be appealed.

The subcommittee shall report its findings and actions to the student, the Vice Chancellor for Academic Affairs, the department/school/program from which the appeal came, and the instructor.