

(Approved, 4/8/2002)

To: The Fort Wayne Senate

From: The Educational Policy Committee

Subject: Amendment to the Academic Appeals Policy (SD 82-2)  
(Hereafter to be known as the “Grade Appeals Policy”)

Date: March 21, 2002

Disposition: To the Presiding Officer for implementation

Whereas, there have been reports of unreasonable delays in the resolution of grade appeals; and

Whereas, the current grade appeals policy does not include language that requires prompt resolution of appeals at each step in the process; and

Whereas, the current committee structure has led to delays in hearing appeals at the campus level; and

Whereas, the current committee and policy name has sometimes led to confusion about the appropriate procedures to be followed for grade and other academic appeals,

Therefore be it resolved, that the Senate approve the following changes in the grade appeals policy. Language to be added is shown in boldface and language to be removed is shown in ~~strikeout~~.

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IPFW ~~ACADEMIC~~ **GRADE** APPEALS POLICY (SD 82-2)

The ~~academic~~ **grade** appeals policy 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 dean of students ~~or 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 Grade~~ Appeals Subcommittee, or by the instructor any time prior to the decision of the ~~Academic Grade~~ 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~~ **grade was assigned**. **A final decision at each step must be reported within thirty calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester.** 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 ~~an Academic~~ **Grade** Appeal

1. Course instructor: The student makes an appointment with the instructor to discuss the matter. (If the instructor is unavailable, the department ~~/school/~~ or program chair shall authorize an extension of time or allow the student to proceed to Step 2.) **If the chair is unavailable, the dean of the school shall authorize the extension.**

EDITORIAL NOTE: Parentheses are to be removed.

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/~~ or program offering the course,

who may make an informal attempt to resolve the appeal. If the appeal is not resolved informally, the chair will direct the student procedurally in making an appeal to the appropriate department, / school, / or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.

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3. ~~Academic Grade~~ Appeals Subcommittee: If the matter has not been resolved at Step 2, the student makes an appointment with the ~~Vice Chancellor for Academic Affairs or designee~~ **dean of students**, who will direct the student procedurally in submitting the case to the ~~Academic Grade~~ Appeals Subcommittee.

#### Department/ School/ Program Appeals Procedure

Each department, ~~school,~~ **or** program will establish appeals procedures which provide for a committee of three or more Faculty members responsible for hearing ~~academic grade~~ 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 **or informally by the department chair**. The procedures established by each department, ~~school,~~ **or** program shall provide for each case to be heard by only one such committee. **The procedure shall provide the opportunity for the student to be heard in person, and for the decision to be reported in writing to the student and the instructor.** ~~and a~~ A copy of each unit's procedures will be given to the Vice Chancellors for ~~Student Academic~~ Affairs, and ~~of the Faculty to the dean of students~~, and to students upon request.

#### ~~Academic Grade~~ Appeals Subcommittee

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

Before hearing the details of a case, the subcommittee will decide **by majority vote** whether to consider the appeal, and will report its decision in writing **within 30 calendar days 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/or program committee's recommendation.

No member of the subcommittee may take part in an appeal involving a course or instructor from the member's ~~department/school/program~~ **department or program**. **Members should also recuse themselves from cases in which they have potential conflicts of interest, personal involvement in the case, schedules that will interfere with hearing the appeal in a timely manner, or other disqualifying causes. From those members remaining, the chair will select the five-person hearing panel. The panel members will elect a chair who will be responsible for making arrangements related to the case.**

If the case is **to be heard, the hearing will take place within 30 days of the decision to hear the appeal, or within 30 days of the start of the fall semester, whichever is applicable.** Each member of the ~~subcommittee~~ **panel** will vote on whether the appeal is valid and, if so, on what remedy should be provided. If the ~~subcommittee~~ **panel**, by majority vote, finds in favor of

changing a grade, the chair will report this finding to the registrar **and to the parties listed below**. The decision of the ~~subcommittee~~ **panel** is binding on all parties and may not be appealed.

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## **Reporting of Subcommittee and Panel Decisions**

The subcommittee **and each panel** shall report its findings and actions to the student, the department,~~/school,~~~~/or~~ program from which the appeal came, the instructor, the chair of the student's department, the dean or director of the student's school or division, ~~and~~ the dean of students~~;~~, **and (in the case of a panel decision) the chair of the Grade Appeals Subcommittee.**

EDITORIAL NOTE: Where noted, slashes are to be replaced with commas