

Guidelines for Conduct of Academic Appeals Board Cases

The Academic Appeals Board hears appeals from students who believe they have received a prejudiced or capricious academic evaluation. The Board makes a recommendation to the Provost whose decision is final. The guidelines, which supplement the 1969 General Student Affairs Committee document that created the Board and defined its functions, outline the appeal process and give instructions for the format of the appeal.

The student must make a reasonable effort to contact the instructor, the department head and the academic dean in an effort to resolve differences before filing an appeal with the Academic Appeals Board.

Academic Appeals Board
May 1986

The Appeal

1. The appeal must be typed and should state as briefly as possible, the specific facts or occurrences that give rise to the student's belief that the academic evaluation was prejudiced or capricious.
2. The appeal should state what remedy the student proposes.
3. If the student has other written materials to support his or her appeal, these materials should be submitted with the appeal (i.e. emails, assignments, text messages, etc.).
4. The appeal should state whether the student wishes the Board to consider the matter with or without a hearing.
5. The student's name, address, phone number(s) and student ID number should be on the appeal.
6. The written appeal and supporting material should be submitted to the Office of the Dean of Student Life for review, who will then forward it to the Chairperson of the Academic Appeals Board.
7. The appeal must include a copy of the course syllabus.

Prehearing Procedure

1. The Chairperson sets a date for a hearing of the matter, notifies the parties of the date, and sends a copy of the student's appeal to the instructor. The date for the hearing is ordinarily within a month after the appeal is submitted, but factors may alter that.
2. The Chairperson also notifies both parties that (a) they may invite other persons with knowledge of the matter to appear at the hearing, (b) the parties may be assisted at the hearing by persons of their choosing (but the University will not provide pay for such assistance), and (c) the hearing will be tape recorded to provide a record of it.
3. The Chairperson accommodates reasonable request from either party for postponement of the hearing.

The Hearing

1. In the hearing, the Board pays primary attention to the facts alleged in the student's appeal. Related evidence can also be heard and considered, but the Board has the discretion to refuse to hear irrelevant, repetitive or hearsay evidence.
2. After a hearing has been opened by the Chair, the student presents his or her appeal orally. The instructor may then respond, and following the instructor's presentation, the student may respond to any new matter raised by the instructor.
3. At any time during or after the parties' presentations, Board members may ask questions of persons present at the hearing, including the parties.
4. After the hearing is adjourned, the Board members confer to determine a recommendation.

The Board's Report and Recommendation

1. When the Board has considered the issues and evidence before it, the Chair or another Board member prepares a report.
2. The report is a letter or memorandum to the Provost, sent if possible within two weeks after the Board's deliberation. It contains an objective summary of evidence presented by both parties, the Board's evaluation of the evidence, and a recommendation.
3. The report is sent to the Provost along with the appeal, other written materials received by the Board, and the recording of hearing, if a hearing has been held. Copies of the report are sent to each party.

Decision of the Provost

1. The Provost reviews the written materials sent by the Board, and may, if necessary, consult with the Board and review the recording of the hearing.
2. Either party may make objections to the Board report. Objections should be brief and in writing. They are sent to the Provost, and they must be received within two weeks from the date the Board sends the report to the parties.
3. After consideration of the materials submitted and any constitution, the Provost writes a decision and sends copies of it to the Board, the parties and the President. The Provost's decision is final.