

TO: The Indiana University-Purdue University at Fort Wayne Faculty Senate

FROM: The Joint Educational Policy Committee

DATE: April 15, 1981

SUBJECT: Grade Appeals

DISPOSITION: Upon approval of the Faculty Senate, to the Vice Chancellor and Dean of Faculty for Implementation in the semester following passage.

BE IT RESOLVED that the Senate approve the attached grade appeals system. This resolution replaces the Purdue University at Fort Wayne Academic Regulations, Section 7-H. Academic Grievances, and amends the Indiana University at Fort Wayne policy.

Approving:

Not Approving:

Absent

R. Barrett
C. Bickley
G. Blumenshine
W. Davies
H. Gibbons
D. Grose
E. Nicholson
R. Svoboda, Chair
G. Washington

None

None

UNIVERSITY GRADE APPEALS COMMITTEEA. MEMBERSHIP

Seven members - Regular. The seven regular members will be instructional faculty.

Three members - Alternate. The three alternate members will be instructional faculty

B. NOMINATION, ELECTION, AND TENURE

The University Senate Nominating Committee shall nominate members to serve as Regular committee members. They shall further nominate members to serve as Alternate committee members.

The University Senate will elect two faculty members to serve as regular committee members, two of every three years, and three members every third year. The University Senate will further elect one faculty member to serve as an alternate committee member each year. The elected terms will be for three years beginning at the fall semester following the election. The election shall be held in either March or April of each year.

No member shall serve more than two consecutive terms.

C. CHAIR

The chair shall be a member of the committee. After the election of new members by the Senate each year, the outgoing chair shall:

1. arrange a meeting of the continuing and newly elected members of the committees for the purpose of electing a chair for the succeeding year, and
2. report the name of the new chair to the secretary of the Senate, and all Deans or Coordinators.

D. AREA OF RESPONSIBILITY

No member of the committee may be a part of appeals from the home department of the course or faculty member. Alternates will be assigned by the chair to serve as regular members in such cases.

For every appeal the committee will determine: 1) whether the proper procedures were followed, or 2) whether new information is present, and thereby warrant further consideration of the appeal.

The committee may hear the case or may require further consideration at any prior level in the appeals procedure.

The committee will decide whether the appeal is valid and a grade change should be initiated.

A grade change should be initiated if and only if at least five committee members concur. The committee will require the chair to take this action.

GRADE APPEALS SYSTEM

The following procedure applies to all grades assigned at Indiana University-Purdue University at Fort Wayne and will be utilized by a student who can show that evidence exists that an inappropriate course grade has been assigned. In addition, a student may challenge the reduction of a grade for alleged scholastic dishonesty.

In appealing a grade, the student must support, in writing, the allegation that an improper grade has been assigned and must specify the remedy sought.

TIMING OF APPEALS

An appeal must be initiated within the first six weeks of the next full semester (fall or spring) immediately following the session in which the course for which the grade is being appealed was taught. Each successive step in the appeals procedure must be initiated within three weeks of the completion of the prior step.

Department/Division/School Appeals Procedure

There will be a grade appeals procedure which will be available to every student enrolled in courses listed or administered by a department or division. The procedure must be in writing and available to students upon request. There will be no more than one committee or person hearing an appeal, other than the instructor, before it is taken before the University Grade Appeals Procedure.

Steps in the Process of Grade Appeals:

- Step One Course Instructor - Make an appointment with the instructor to discuss the matter. (If the instructor(s) is not in residence at the campus the appeal should go to step two.)
- Step Two Department/Division - If you have not resolved the matter with the instructor make an appointment with the department or division chairperson where the course is offered who will assist you in making an appeal to the appropriate committee. If the course is not offered by a department/division, you should proceed to step three.
- Step Three School/Unit - If you have not resolved the matter in step two make an appointment with the school/unit dean or coordinator where the course is listed or administered who will assist you in submitting your case to the University Grade Appeals Committee. The decision of this committee is binding on all parties.

If you wish to request further consideration on the basis of new information which was not considered previously by the University Grade Appeals Committee, you may discuss the matter with the Dean of Faculty who may submit once only the case for further consideration by the University Grade Appeals Committee. This action must be initiated within three weeks of the decision made in step three.

E. REPORTS

The committee chair will provide a report to the:

1. Dean or Coordinator bringing the appeal to the committee, who will report to the student,
2. Department/Division from which the appeal came, and
3. Faculty member.

The report will state the findings and action of the committee.