

Meeting #188, Feb. 4, 2013: UAF Faculty Senate referred the following motion back to the Faculty Affairs Committee

**MOTION:**

The UAF Faculty Senate moves to revise the Grade Appeals Policy of the University of Alaska Fairbanks Faculty Senate, Section III: Procedures, Article B, Subsection 5. This revision clarifies the time period within which grade appeals will be reviewed.

EFFECTIVE: January 2013

RATIONALE: As currently stated the policy makes it possible for a grade appeals to be received during the summer when many faculty are off contract. Depending on the department and program it may be difficult to find enough faculty to serve on a grade appeals committee during those summer months. The proposed revisions allow for a more flexible time period for processing grade appeals submitted during the summer.

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**CAPS & BOLD** = Addition

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**III(Article B: Procedure)**

**III. Procedures**

B. If no such error occurred, the remaining option is by review for alleged arbitrary and capricious grading, or for instances where the course instructor is unavailable and satisfaction is not forthcoming from the appropriate department chair.

1. This review is initiated by the student through a signed, written request to the department chair with a copy to the dean of the college or school in which the course was offered.

a. The student's request for review may be submitted using university forms specifically designed for this purpose and available at the Registrar's Office.

b. By submitting a request for a review, the student acknowledges that no additional mechanisms exist within the university for the review of the grade, and that the university's administration can not influence or affect the outcome of the review.

c. The request for a review must be received **WITHIN 30 CLASS DAYS AFTER THE BEGINNING OF** the next regular semester (i.e., fall semester for grade issued at the end of the previous spring semester or summer session; spring semester for grade issued at the end of the previous fall semester) or within 5 days of receipt of notification of the process by the dean/director of the college or school in which the course was offered.

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5. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's request **AS PER B.1.c. ABOVE. THE REVIEW OF GRADE APPEALS SUBMITTED DURING THE SUMMER (I.E., AFTER COMPLETION OF FINAL EXAMS IN THE SPRING SEMESTER) MUST BE SCHEDULED NO LATER THAN THE 15<sup>TH</sup> WORKING DAY OF THE BEGINNING OF THE SUBSEQUENT FALL SEMESTER.**

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