

The UAF Faculty Senate passed the following amendments at Section B:

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the

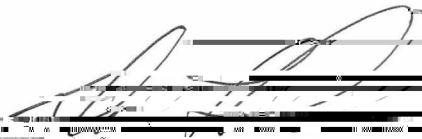
EFFECTIVE: February 7

RATIONALE: The Appeal of Academic Basis is a current provision for other in the interim, and to meet current timelines, and brings the policy in line with Board's 09.03 - Student Learning Assessment



2014-15-118

President, UAF



APPROVAL

Chancellor's Office

DISAPPROVED:

City of Eugene

(See attached policy)

Appeals Policy for Academic Division

I. Introduction

The University of Alaska is committed to the right of a student to be heard and to be heard fairly. Academic decisions are a faculty responsibility. Therefore, the University administration shall not unduly influence or affect the review of academic decisions. The following procedures are designed to provide a fair and equitable review of academic decisions alleged to be arbitrary and capricious. These academic decisions may involve non-admission in a class, section or program through the department chair or faculty on non-course examinations (such as qualifying examinations) or satisfactory/unsatisfactory graduate student performance. Before taking formal action, a student may attempt to resolve the issue informally. A student who files a written request for review, the procedures shall be expected to abide by the final decision and may not seek further review of the matter.

II. Definitions

- A. As used in this policy, the following definitions shall apply:
 1. "Academic leader" is used to denote the head of the academic department offering the course or program from which the student is appealing.
 2. "Academic unit" is defined as a department, division, or program in which the faculty members are employed.
 3. "Department chair" for the purpose of this policy is defined as the head of an academic unit offering the course or program from which the student is appealing.
 4. "Committee of faculty" is defined as a group of faculty members, the number of whom shall be determined by the department chair, which shall be convened to review the initial decision being appealed. Such groups may include, but are not limited to:

graduate examination committees, graduate advisory committees, and faculty committees.

D. The "dean/director" is the administrative head of the program from which the academic decision or grade was made. If the director of the campus may substantially influence the program.

E. The "next regular semester" is the fall or spring academic decision. For example, if a grade was made during a summer session, the following semester is the next regular semester. If a grade was made during the previous semester,

F. For the purpose of this procedure, "academic decision" means an academic decision that represents a substantive departure from previously articulated standards.

III. Procedures

A. Informal Procedures

A student wishing to appeal an academic decision may request an informal review of that decision.

1. **Review the IIAE Appeal of Academic Decisions, Other Standards, and Grades Manual, which is available through the Office of the Provost.**
2. Notification must be received by the Provost a minimum of 10 business days after the beginning of the next regular semester.
3. **The academic leader notifies the dean that an action has commenced. The dean notifies the student parties that an informal review has begun.**
4. **If the student wishes to appeal an academic decision, the student initiates the process with their committee chair, department chair, or appropriate administrator, who is necessary to receive the appeal, and provides a report to the student and to the affected appeals within 10 business days.**
5. **2. There may be extenuating circumstances when the student is unable to attend due to illness, disability, or other factors. In such a case, upon request from the student, the academic leader may refer the appeal to the**

of supporting documents. The responsibility of gathering and submitting these documents rests with the student. The student will be responsible for providing all supporting documents to the committee. The committee will meet and make a decision accordingly. At the discretion of the committee, the review process will be limited to one semester but every effort should be made to complete the review process within the current semester.

6. If the student wishes to appeal the decision of the academic leader, the student can file a formal appeal with the Office of the Provost. In cases where the decision was rendered by a committee of faculty, the student may request the Provost to conduct an informal review of its decision. The Provost will determine whether its original decision should be overturned or changed in any way. The committee of faculty will submit its recommendation to the provost through the department chair and dean/director within 10 days.

4. In all other matters, the Provost will conduct an informal review of the decision. The department chair will submit his/her recommendation to the provost through the dean/director within 10 days of the original decision. The department chair will submit his/her recommendation to the provost through the dean/director within 10 days of the original decision. The department chair will submit his/her recommendation to the provost through the dean/director within 10 days of the original decision. The department chair will submit his/her recommendation to the provost through the dean/director within 10 days of the original decision.

5. The Provost will consult with the student and the committee of faculty. If the student requests a formal review, the Provost will conduct a formal review.

B. Formal Procedures The formal review process is as follows:

1. This formal review is initiated by the student through a written request in writing to the Office of the Provost.
 - a. The student's request for a formal review should be submitted using any one of the following methods: in person or electronically from the Office of the Provost.
 - b. By submitting a request for a review, the student acknowledges that no additional mechanisms exist within the university for the informal review of the decision and that the university's administrative policies and procedures are in place and that the dean/director can not influence or affect the outcome of the review process.

- c. The request for a formal review will be made **after the student has learned the outcome of the internal review.**
- d. The student will be required to submit the following appropriate documentation to support their appeal and impact of the review on the appeal.
 - d. The request must detail the basis for the litigation, that the decision was made on a basis other than sound professional judgment based upon standard academic policies, procedures and practices.

2. The 5 member review committee will be appointed by the **Provost and the Senate president** as follows:

- a. The Provost shall appoint one non-voting member of **academic rank, who is representative of the collective bargaining environment** from the academic unit in which the decision was made. This individual shall serve in an advisory role. This non-voting member shall not be able to file a grievance against the Provost or the Senate.
- b. Two tenure-track faculty members, **gaining academic rank, who are represented through their respective bargaining agreements**, from within the college or school but outside of the unit in which the decision was made shall be appointed. One shall be appointed by the Provost. The other person shall be appointed by the Senate President and shall be a member of the Faculty Senate (including alternate members) if available.
- c. One tenure-track faculty member shall be appointed **through the bargaining agreement** outside the college or school in which the review was made. This person shall be a member of the Faculty Senate (including alternate members). The non-voting member shall be appointed by the Faculty Senate.
- d. The fifth member to be appointed by the Provost shall be a non-voting representative.
- e. **In the absence of a representative from the Graduate School shall serve on the committee in a non-voting capacity.**
- f. The **facilitator, appointed by the Provost** shall serve as a non-voting committee member and as a facilitator for appeals.

hearings. This includes, but is not limited to, the following:
The consistent bearing protocol and records and **the following procedures are followed.**

3. The committee must schedule a **minimum** **appeal hearing within 10 class working days** of receipt of the student's formal request. **the request for appeal is received any time after the published deadline for a regular semester, then the hearing must be held within the 10th class day following the regular semester.**
 - a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the hearing according to the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.
 - b. To be considered by the **Office of the Provost along with** **later than 2 class days, 48 hours** before the day scheduled for the appeal hearing. To give all interested parties **at least three class business days** of notice, the start of the meeting must be announced and the start of the meeting must be announced **the 2 class day 48 hours** before the hearing. These procedures are considered by agreement of all voting committee members. These procedures related to written materials also apply to all subsequent meetings.
 - c. Throughout the proceedings, the committee will encourage resolution.
 - d. The mandate of the meeting is to determine the validity of the student's request. Criteria for dismissal of the request for review are:
 - i. The student has not provided sufficient reasons to support the claim that the academic decision was arbitrary and capricious.
 - ii. This is not the first properly prepared request for appeal.
 - iii. The request was not made within the policy deadlines.
 - e. In the event that the committee denies the request, a written notice of dismissal must be provided to the student by the department chair, dean/director and professor within **10 class days** of the

decision, and all other steps necessary for the approval of the request.

4. Acceptance for consideration of the student's request signifies the following:
 - a. A request for, and receipt of, a formal written response from the **academic leader** program department chair to the student's allegation.
 - b. A second meeting scheduled to meet within three business days to review the request.
 - i. The student and the **academic leader** representative of the program will be invited to attend the meeting.
 - ii. The meeting will be closed to outside participation and either the student or the **academic leader** department chair may be accompanied by an advisor or representative. Other matters of a non-academic nature may be discussed in advance.
 - iii. The proceedings will be tape recorded and the **minutes** stored with the **Office of the Provost**.
 - iv. The meeting must be informal, non-confrontational and fact-finding where both the student and **academic representative** instructor or department chair may present pertinent relevant information and a summary presentation of facts for any materials previously submitted.
5. The final decision of the committee will be made in private by a majority vote.
 - a. Actions which the committee can take if it accepts the student's allegation may include, but are not limited to, the following:
 - i. direct the **academic leader** program instructor to reconsider the decision;
 - b. The **academic decision review committee** proceedings will result in the preparation of written findings and conclusions.
 - c. A formal written report of the decision must be furnished to the **academic leader** instructor, program department chair, and forward within five class days of the meeting. The **Registrar** is authorized for communicating the decision to other relevant offices (e.g., Registrar):
 - d. The decision of the committee is final.

C. The change process

took effect:

Recon:

Grades Policy:

The A:

25, 2000, and

Meeting

- Policy at Section III, FIC
(May 7, 2012)
- Deadlines were re-set at