

4.78 – ACADEMIC APPEALS

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PROCEDURES FOR ACADEMIC APPEALS

It is understood that any time limits are the maximum time allowed and that it is the intent to move the procedure along as fast as is reasonably possible. If the Chair of the Appeals Committee deems it necessary, the Chair can extend the timeline for appeal procedure past the specified timeframe as long as the appeal is requested within one (1) semester after the date of the appealed event.

The School or College Dean is responsible for implementing the decision of the School or College Academic Appeals Committee. For example, the Dean will make the grade change if the committee's decision calls for a grade change.

Makeup of the School/College Appeals Committee

A School or College Appeals Committee shall be organized as follows, unless a separate School or College policy is in place:

- At the beginning of each academic year, the School or College's Dean shall establish an Academic Appeals Committee pool of no fewer than five (5) members. It should include at least three faculty members, and at least two undergraduate students and at least two graduate students in Schools or Colleges which have a graduate program.
- When needed, the Dean will convene a School/College Appeals Committee consisting of at least two faculty members and one student from the committee pool. The student committee member will be undergraduate if the appealing student is undergraduate or a graduate if the appealing student is graduate.
- The student making the appeal and the faculty member have the option to accept/reject any or all members of the School or College Appeals Committee. The Dean will appoint additional members as needed. Once the student and the faculty member have signified, in writing, acceptance of the School/College Appeals Committee membership to hear the appeal, they have surrendered the opportunity to object to the members of the board. If all members of the committee are rejected, the appeal moves to the University Academic Appeals Committee.

Once the members of the School/College Appeals Committee have been selected, the School or College's Dean will assign a faculty member to act as the Chair of the Committee.

Makeup of the University Academic Appeals Committee

- The University Academic Appeals Committee shall be drawn from the various academic appeals committee pools established within the Schools and Colleges. The University Academic Appeals Committee shall consist of at least five members: three faculty and two students. The student committee member will be an undergraduate if the appealing student is undergraduate or a graduate if the student is a graduate.
- No student or faculty member from the same School or College as that from which the appeal emanates will be appointed to the University Academic Appeals Committee.

- The student making the appeal and the faculty member each have the option to reject a maximum of two committee members. The choice to accept or reject the members of the committee must be submitted in writing to the Provost & Vice President for Academic Affairs. The Provost or Provost's designee will appoint replacement members as needed. Once this process is complete, the composition of the committee will not change.

The procedure to be followed in processing an academic appeal is as follows:

- The student should make every attempt, when possible, to discuss the issue personally with the faculty involved and attempt to resolve the issue. If this meeting between the student and the faculty does not resolve the issue to the student's satisfaction, the student may contact the School or College Dean. The student is required to put in writing the particulars of the matter in conflict and submit the letter to the School or College Dean.
- Prior to discussing the matter with the student, the School or College Dean is to verify whether the student has attempted a formal conference with the faculty. The Dean's role is to attempt to clarify the conflict between student and faculty and to mediate the positions and interests of both parties. The Dean will disclose documents regarding the appeal to both the student and the faculty. If possible, the Dean will identify resolution options that are acceptable to both parties. A meeting, either together or individually, with the student and the faculty may be convened at the Dean's discretion. The Dean must also send a copy of the academic appeal request to the Provost & Vice President for Academic Affairs.
- If the Dean is unable to resolve the conflict between the student and the faculty, the student or faculty may request the Dean to convene the School/College Academic Appeals Committee. At this time the Dean will establish a schedule and make assignments for completing the appeal process within 20 class days. Once the School/College Appeals Committee is convened, the Dean will send to that committee (1) a written statement reflecting the Dean's attempt to resolve the issue, (2) the written statement by the student, and (3) a written response by the faculty to the issue in conflict.
- The convened School/College Appeals Committee shall review the written statements and, if the Committee finds that additional information is needed, it may interview the student and/or the faculty. The student who processes an appeal under this policy has the option of asking another student or member of the University community to be present at the interview. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or for the faculty in this interview. All deliberations of the School/College Appeals Committee shall be confidential.
- If the decision of the School/College Appeals Committee does not resolve the issue for the student and/or for the faculty, the matter may be appealed to the Provost & Vice President for Academic Affairs. If an appeal is made to the Provost, the School/College Appeals Committee will send to the Provost a copy of all written materials used in its deliberations and its own written decision. The Provost or the Provost's designee will convene a University Academic Appeals Committee. If there are no appeals, the School or College Dean is responsible to see that the decision of the School/College Appeals Committee is implemented.
- The convened University Academic Appeals Committee shall conduct a hearing in an environment where information can be presented and questions asked of all parties. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or faculty in this hearing. During the hearing, the student and faculty have a right to:
 - ask other students or members of the University to be present during the hearing;
 - be present during the entire hearing except during deliberations by the committee;
 - present witnesses to testify on their behalf; and

- interview witnesses at the hearing.
- After examining the evidence and deliberating, the University Academic Appeals Committee shall reach a majority decision of its total voting-eligible membership by secret ballot vote. Majority vote rules. The University Academic Appeals Committee shall submit to the Provost & Vice President for Academic Affairs its written decision regarding the disposition of the conflict between the student and the faculty. This decision will be presented to the Provost, who will notify the parties involved. The process for academic appeals concludes with the University Academic Appeals Committee, and there is no further appeal.