

Approved on 02/13/2015

Academic Policies and Procedures Committee
Friday, January 9, 2015
Miller conference room

Attendance: Susana Velez-Castrillon, Myrna Ganter, Mary Alice Varga, Tim Schroer, Julie Talbot, Vickie Geisler, Shelly Elman, Cheryl Brown, Jean Cook, Patrick Hadley, Kimberly Griffith – recorded minutes for the meeting

I. Approval of minutes from 10/31/2014

Minutes from 10/31/2014 were approved by the committee.

II. Academic Calendar

Vickie Geisler discussed the calendar. She stated that the calendar we are using is a five-year calendar that runs through summer 2016. There are numerous things to consider with the calendar such as graduation dates, Maymester, etc. In 2011 the semester was changed to 15 weeks. The 2016 – 2017 and 2017 – 2018 calendars are due soon. It was discussed that we started very early this semester. This was due to set graduation dates and the scheduling of the Maymester. The Calendar Subcommittee of the APP Committee will continue working with Barrier's calendar subcommittee.

III. Grade Appeal Policy – 208.04

The grade appeal policy was brought back to the APP committee to discuss after being withdrawn by the Committee at the 11/14/2014 Faculty Senate meeting. The committee agreed to change the wording to: **The student is encouraged to present ~~their~~ his or her concerns to the faculty member regarding ~~their~~ the grade** as discussed in the November 2014 faculty meeting. All other wording of the policy presented at the 11/14/2014 meeting will remain the same. The grade appeal policy will go through the Student Affairs committee as an information item to include in the Student Handbook. After the two grammatical changes and then submission to the Student Affairs Committee the policy will be presented to the faculty senate.

F. Procedures The student is encouraged to present ~~their~~ his or her concerns to the faculty member regarding ~~their~~ the grade. If dissatisfied with the discussion with the faculty member ~~t~~The student can initiates ~~the~~ a grade appeal in writing, using the Student Grade Appeal Form available from the Provost's **website**.

1. Procedural Summary. Grade appeals begin at the level of the Department Chair.

a. Department Chair. Upon receipt of the written grade appeal, the Chair (1) consults with the ~~faculty member and the~~ student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty member and after review the faculty member may (but not required to) submit a narrative and any supporting documentation, ~~(4)~~ examines the available ~~evidence~~ documentation, and ~~(5)~~ grants

the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

IV. Plagiarism

Myrna Gantner discussed how to report Academic dishonesty. The instructions for reporting academic dishonesty can be found at the following:

http://www.westga.edu/assetsDept/vpaa/Academic_Dishonesty.pdf and the Common Language for Course Syllabi,

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf .

There is a dishonesty reporting form that goes to a central reporting data base to see if patterns of academic dishonesty may be found in multiple classes that the reported student has taken. The Faculty Senate needs to determine ways to publicize this information so all faculty are aware of the website and policy. The committee also recommended interactions between the student government president and the AAP and Student Affairs committee. There could be faculty development through the library's Good Libations series and possible faculty training sessions.

V. Meeting Time

The APP committee meeting time will continue to be at 3:00 on Fridays.