

Approved on 01/09/2015

Academic Policies and Procedures Committee

Friday, October 31, 2014

Miller conference room

Attendance: Jean Cook, Myrna Gantner, Susana Velez-Castrillon, Patrick Hadley, Tina Warren, Shelly Elman, Vickie Geisler - recorded minutes for the meeting.

**I. Approval of minutes from 9/27/14**

Minutes from 9/27/14 were approved by the committee.

**II. Grade Appeal Policy – 208.04**

Shelly Elman discussed the grade appeal process. The policy was revised to add the faculty member to the process. The Student Grade Appeal Form will also be modified. The following statement and signature line for the faculty member will be added to the Department chair box. I have reviewed the student's grade appeal and stand by the grade. The policy was modified as follows:

**F. Procedures.** The student is encouraged to present their concerns to the faculty member regarding their grade. If dissatisfied with the discussion with the faculty member the student can initiate 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 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 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).

**III. Academic Calendar**

Vickie Geisler updated us on the progress of the academic calendar. Vickie Geisler and Myrna Gantner will represent the AP committee on the Barrier's calendar subcommittee.