

Appendix P: Academic Appeal Procedure

The TWU Academic Appeal Procedure provides students a process to appeal their grades and other academic decisions.

Purpose

- The appeal procedure provides faculty and students a detailed outline of the steps to follow when appealing academic matters, while the appeal process provides objective appraisal regarding academic matters within the College of Nursing.
- The Academic Appeals Subcommittee shall consider student appeals of the academic matters such as clinical performance and grades on papers or projects. The subcommittee may consider questions as to whether a student has met progression requirements and/or other academic policies of the College of Nursing. Students may not appeal individual test questions.

Process

In the event the student wishes to appeal a decision relating to an academic matter, the student will:

1. The student contacts the faculty member who made the decision and asks the faculty member for further consideration of the issue.
2. If the student is not satisfied with the action of the faculty member, the student will ask the course manager to review the matter. Graduate students will proceed to the program coordinator.
3. If still not satisfied, the student should contact the Associate Dean to review the matter.
4. If the issue is not resolved satisfactorily at this level, the student may seek redress by appealing in writing through the campus Associate Dean. The written petition must include:
 - Name of student with a current mailing address and telephone number(s)
 - Name of course
 - Grade or issue which is being challenged
 - Date student received grade
 - Name of faculty involved in evaluation of the issue/concern
 - Date(s) student met or had communications with instructor, course manager, program coordinator, and Associate Dean
 - Student's reason for challenging the grade (issue) and any documentation to support the challenge
 - Outcome student is seeking

Time Frame

- The student must initiate a written appeal within 10 working days of the student's receipt of the grade or academic decision being appealed.

- Within 5 working days of the receipt of the written petition, the campus Associate Dean, or designee, will read the student's concern and determine the appropriate disposition of the charge. The Associate Dean will not respond to the substance of the charge.
- If the campus Associate Dean determines that an Academic Appeals Subcommittee should convene, the Associate Dean will initiate this step for the student. If the Associate Dean determines that another avenue is more appropriate
- The Academic Appeals Subcommittee will meet within 10 working days of notification of the appeal.
- The time limits identified for the appeal process do not include weekends, term breaks, or holidays.

Preliminary Proceeding

1. The chairperson of the Academic Appeals Subcommittee will set a time for a hearing. The chairperson will notify the campus Associate Dean, committee members, student, and faculty named in the petition of the date, time, and place of hearing. Faculty and students involved in the petition have the responsibility to notify their own witnesses.
2. Prior to the hearing, the chairperson will share with the committee members all pertinent material submitted by the individuals involved in the appeal process and send a copy of the appeal letter to the faculty involved in the appeal.
3. If the student is appealing a grade, prior to the hearing (minimum of 48 hours) the faculty member involved in the appeal must submit to the hearing chairperson:
 - Criteria for assignment
 - Syllabus
 - Objectives
 - Copy of paper, project, or clinical evaluation form and rationale for grade assigned
 - Grade sheet summary form for the course
 - Additional pertinent information
4. The student will submit materials to the Associate Dean at the time of submitting the written appeal and those materials will be passed on to the hearing chairperson. In addition, the student will provide the hearing chairperson any materials that he or she believes would be helpful to the appeals process.

Hearing Procedures

- Individuals who may be present during the appeal hearing are
 - 1) The members of the Academic Appeals Subcommittee
 - 2) The student requesting appeal
 - 3) The faculty member involved in the academic decision being appealed
 - 4) Any designated witnesses of student and/or faculty members during the time they are presenting information.
- The chairperson and committee members will determine who will be present in the room and in what order they will present. Usually, the student will present rationale for the appeal first, followed by faculty presentation of rationale for the decision/grade.

- Witnesses will wait in an adjoining area until the hearing chairperson calls them. Upon presenting their information, the witnesses will leave the appeal hearing and remain in the adjoining area.
- Attorneys are not permitted at appeal hearings.
- No tape recording of the appeal hearing will be permitted.
- During the hearing, participants and witnesses will present their information and questions.
- The hearing chairperson will direct the student and faculty members involved to channel remarks only to the issue identified in the written request submitted for the appeal hearing.
- Upon the conclusion of the presentation of the information, the student and faculty member will be requested to leave the hearing. The subcommittee members will then deliberate and arrive at a recommendation. The chairperson will notify the Dean in writing within 48 hours of the subcommittee's recommendation and rationale for the recommendation. The hearing chairperson will also submit to the Dean supporting evidence for the recommendation made to include at a minimum the original appeal, syllabus, summary grade sheet, committee's recommendation, and any other pertinent material. The hearing chairperson will notify the campus Associate Dean of the recommendation.
- The Dean shall notify the student, faculty member involved, Associate Dean, and the Academic Appeals Subcommittee Chair of the final decision in writing within ten working days after receiving the completed information from the subcommittee.
- The student may appeal the same grade through this procedure only once. If the student or faculty wish to pursue the review, they may access the administrative channels for this purpose.

