

Approved February 20, 1984
(Amended, 4/17/1991)
(Amended, 8/20/1999)
(Amended, 11/7/2003)

DEPARTMENT OF HISTORY
ACADEMIC APPEALS PROCEDURE

1. A student with a grievance should take the following steps no later than the fourth week following receipt of course grades: (a) talk to your professor in private and try to work out any misunderstandings or differences (if the instructor is unavailable, the department chair will allow the student to proceed to the next step); (b) if a personal conference does not produce an equitable resolution of the problem, the student should submit a written statement with a proposed remedy to the History Department chairperson; (c) the chairperson will hold an election from among the members of the department who are not parties to the dispute to form a committee of three to hear the academic appeal. If the chair is directly involved, the election will be held by the Dean of Arts and Sciences.
2. The committee will consider the written appeal and the proposed remedy.
3. The student may request a closed hearing. If he/she makes such a request, the committee will hold a closed hearing to consider evidence presented in person. At this meeting parties to the appeal may be accompanied by an adviser or witness if they desire. If the student does not request a hearing, the committee will consider the written appeal submitted by the student and may request additional information from either the student, the faculty member, or both.
4. The committee will either accept or reject the remedy proposed by the student in her/his written appeal.
5. Committee decisions which accept the remedy proposed by the student will take the form of a recommendation to the faculty member who is a party to the appeal. Copies of all decisions will be provided to both parties to the appeal, the Dean of Arts and Sciences, the Office of the Vice Chancellor for Academic Affairs and the Chair of the Academic Appeals Subcommittee.
6. This procedure is intended to fulfill the obligation set forth in Senate Document 82-2 (as amended).

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- ~~2. The committee will consider the written appeal submitted by the student and may request additional information from either or both the student and the faculty member.~~

PROPOSED:

2. The committee will consider the written appeal and the proposed remedy.
- ~~3. The committee may hold a closed hearing to consider evidence presented in person. If such a hearing is convened, parties to the appeal may be accompanied by an adviser or witness if they so desire.~~

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MEMORANDUM

TO: History Faculty

FROM: Barb

DATE: 3 November 2003

SUBJ: Amendments to the department's academic appeals policy

Departments have been asked to update their academic appeals policy to ensure that students are assured of their right to be heard in person when considering an academic grievance.

Proposed changes to the Department of History's document are attached.

Please use the enclosed ballot to approve or disapprove of the changes and return it to me by Friday, November 7.

Thanks.

Proposed changes to the Academic Appeals Document
Department of History'

_____ I approve of the proposed changes.

_____ I disapprove of the proposed changes

BARBARA BLAUVELT
DEPARTMENT OF HISTORY
CM209