

DEPARTMENT OF PHYSICS GRADE APPEALS PROCESS

Step 1: Meeting with instructor

Before appealing to the Department, the student and his or her advisor, if any, must first meet with the faculty member and attempt to resolve the issue as stated in the IPFW Student Handbook and in Senate Document 82-2. This step must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. Note that the advisor may not speak for the student. The instructor has 30 calendar days to respond.

Step 2: Appealing to the Department

If the first step fails, the student and his or her advisor, if any, must meet with the Department Chair, who will attempt to resolve the issue informally. The student must initiate this step within three calendar weeks of the completion of Step 1. The Chair's recommendation is not binding. If the latter recommendation does not resolve the issue, or if the Department Chair is the involved faculty member, the student may appeal to the Academic Appeals committee of the department by submitting a written statement to the Department Chair. The statement should include the factual background of the appeal and the remedies sought, and relevant evidence should be attached. The department Chair shall then set the time and date of the first committee meeting. The student and faculty member may choose to make their case in person at the meeting but will appear separately unless both request otherwise. When appearing before the Committee, the student and/or faculty member may bring witnesses as well as an advisor, who however may not speak for the student. Alternatively, the student and/or faculty member may choose to rely on written statements and not appear at the meeting. After all parties who wish to be heard have been heard, the latter parties will depart and the committee will arrive at a recommendation. The recommendation will be transmitted in writing from the Committee chair to the student, with a copy to the faculty member, no later than 30 calendar days after the initiation of Step 2. The recommendation of the Committee is not binding.

Composition of the Academic Appeals committee and voting procedure

The Academic Appeals Committee of the Department of Physics shall consist of all fulltime physics faculty members employed at IPFW during the semester that the appeal is heard, with the exception of the faculty member involved in the appeal. The Committee shall be chaired by the Department Chair unless the latter is involved in the appeal, in which case the remaining Committee members shall elect the committee Chair at the beginning of the first meeting, before the involved parties appear. After hearing the case, the Committee shall formulate and vote on its recommendation. If the number of committee members is odd, all members will vote. If the number of committee members is even, the Committee Chair will not vote.