

TO: President Jack Miller
FROM: President of the University Senate

1. The attached motion of the University Senate, dealing with
Grade Appeals Committee revision of catalogue copy
is presented to you for your consideration. Two additional copies are included for your use.

2. This motion was adopted by the University Senate on May 14, 2007

3. After considering this motion, please indicate your action on this form, and return it together with the original copy to the President of the University Senate.

4. Under the By-Laws of the University Senate, Section 3.8, the following schedule of action is to be observed.

a) By _____, Senate action reported to the President of University.
(Date)
(Within five school days of the session in which they are adopted).

b) By _____, President of the University to return the motion to the
(Date)
President of the Senate. (Within 10 school days of its receipt).

May 21, 2007
(Date)

Also for T. Craine
President, University Senate (Tim Craine)

ENDORSEMENT:

TO: President of the University Senate

FROM: President Jack Miller

1. Motion Approved ✓

2. Motion Disapproved _____
(Explanatory statement must be appended)

3. Action "is deferred" _____

4. Resolution Noted _____

5. Other _____

8/20/07
Date

Jack Miller
President

Spring 2007 revised version.

Appeals for Grade Changes Policy

Academic grading reflects careful and deliberate judgment by a faculty member instructing a course. Academic evaluation of student performance requires expert consideration of cumulative information. Such decision-making by its nature is judgmental and evaluative. The evaluative process is not and should not be likened to the adversarial process involved in disciplinary matters, for academic grade determination is not adaptable to the methods of judicial or administrative decision-making. The educational process, moreover, is not by nature adversarial but rather centers upon a continuing relationship between faculty and student. Administrative interposition, except in the most extreme instances, is to be avoided. The University recognizes that in rare instances there may be errors, or “palpable injustice(s)” in determination of a final grade. A student alleging such error or palpable injustice, i.e. a clear showing of arbitrary or capricious action, may appeal as provided below:

For the appeal to be considered by the Grade Appeals Review Board, the following deadlines MUST be met.

*1. Student must meet with the instructor within the first **2 weeks** of the full semester following the semester in which the grade was awarded. Either the student or the faculty member may request that the initial meeting occurs in the presence of the department chair. If no meeting with the instructor occurred, the student should provide a statement as to why a meeting did not occur with the instructor within the two week time limit.*

*2. If no resolution is achieved between the student and the instructor could not be contacted, the student has **two additional weeks** to submit the appeal in writing to the department chairperson. The student’s written appeal must be clear and complete.*

The department chairperson must provide the student and instructor with written decision within two weeks of receiving an appeal. If the chairperson upholds the instructor’s grade, and the student wishes to further pursue the appeal, the chairperson shall then forward the appeal (including a copy of the written decision) to the appropriate dean. If the chairperson finds that the appeal has merit and no resolution has occurred at the departmental level, the chairperson shall then forward the appeal and written decision to the appropriate dean.

*The dean should try to take no more than **two weeks** to resolve the situation or forward the appeal to the Grade Appeals Review Board.*

[In the event that the instructor is deceased or has left the University, the student should meet directly with the department chairperson in the next regular semester following the semester in which the disputed grade was given.

i. Upon evidence of error, the chairperson may make the appropriate grade change after consultation with and approval of the dean of the school. The instructor shall be notified of the change if notice subsequently can be delivered. The chairperson shall make a determination and provide written notification to the student within two weeks of receiving the appeal.

ii. Upon evidence of palpable injustice, the chairperson may make the appropriate grade change after consultation with and approval of the dean of the school. Written notification of the decision shall be made to the student within two weeks of receiving the appeal.]

3. *A grade change shall be made only with the written consent of the instructor and the department chairperson, except as noted above in the case of death of the instructor or the instructor leaving University employment. The dean should provide the student, instructor, and chairperson with a written decision within two weeks of receiving an appeal. If the dean upholds the instructor's grade, and the student wishes to further pursue the appeal, the dean shall then forward the appeal (including copies of the written decisions) to the Grade Appeals Review Board or if the dean finds that the appeal has merit and cannot resolve the grade within the school, the dean shall then forward the appeal and written decision to the Grade Appeals Review Board.*

The reasoning for these changes: A long period is currently allowed for a student to decide to bring the appeal and this pushes any possible decision until very late into the semester the appeal is brought or even into a later semester. If the appeal is important, then the appeal process should be started as soon as the following semester begins. Several grade appeals from one school in a given semester is and should be quite rare.

4. Grade Appeal Review Board: Any appeal after the completion of the steps above shall be made to the Grade Appeals Review Board, which functions under the aegis of the Academic Standards Committee. The appeal must be in a written form, clean and complete, and provide a statement of justification for the grade sought. After receiving an appeal, the Grade Appeals Review Board may engage in a number of actions:

a. Following an investigation, the Grade Appeals Review Board may deny the appeal, in which case the matter shall be closed.

b. If the Grade Appeals Review Board makes a finding that the grading involved a palpable injustice, the case shall be remanded to the instructor and the dean of the instructor's school for reconsideration. The instructor may make the appropriate change in the grade with the written agreement of the dean. The dean will notify the Grade Appeals Board of the response taken. If the instructor disagrees or if the instructor's whereabouts are unknown, the Grade Appeals Review Board may recommend a grade change to the Vice President for Academic Affairs. The Vice President may make the appropriate grade change or issue a "W" (withdrawal). The instructor, the department chairperson, and the dean shall be notified in writing of such recommendations.

Aside: there should be a statement in the Undergraduate Catalog so that students understand that the Grade Appeals Review Board is only a review board that makes recommendations rather than a body that can *decide* the issue of the grade.

Also, at this point, the Grade Appeals Review Board does not state its reasons for its decisions but only reports its conclusions and related grade recommendation. In order for the instructor to be persuaded at all, it would seem that reasoning should be provided by the Grade Appeals Review Board in its decision if the current "remand" system is used. This has not been the practice at CCSU and probably most institutions.

c. The Grade Appeals Review Board will endeavor to resolve all cases within the semester in which they are filed. When this is not possible, the chairperson of the Grade Appeals Review Board shall provide the Provost and Vice President of Academic Affairs, as well as the student, with written notification.

d. In no case shall a grade be lowered as a result of the appeal to the Grade Appeals Review

Board.

5. Student Rights and Responsibilities:

- a. Students shall receive timely notification during all steps of the appeals process.
- b. When appealing a grade, students must provide a full written account, attaching all corresponding documentation in Step 2 above. Students will not have the opportunity to supplement an appeal once it has been filed and received by the Grade Appeals Review Board, except to respond to a request from the Grade Appeals Review Board.

Reasoning behind the statement change: It does not seem appropriate or perhaps legal for significant statements by faculty or administrators to be added after the student has passed the appeal to the dean's office and the student not be allowed to provide a counter-statement. It appears that in practice the Grade Appeals Review Board has usually allowed such statements from students and so this would make it known to the student that they have this ability to respond when the Grade Appeals Review Board believed a response was material to the discussion of the case.

6. Faculty and Administration's Rights and Responsibilities:

- a. The Grade Appeals Review Boards shall notify in writing faculty, chairpersons, and deans of any board actions and requests.
- b. Faculty shall return all graded student work or retain it until the end of the following regular academic semester. In no case shall faculty discard the graded work of a student who has filed an appeal.
- c. Chairpersons and deans must endeavor to meet required deadlines as outlined in the Appeals for Grade Change Policy.
- d. Deans will notify the Grade Appeals Board when a recommended grade change has taken place or has been rejected by the instructor.

Reasoning behind adding item d.: at this point, the board recommends but has no ability to see if the recommended action took place, so the board would not know when to take the case before the provost.

7. The Grade Appeals Review Board:

- a. The Grade Appeals Review Board shall be made up of five instructional faculty members, elected under procedures determined by the Faculty Senate. Members shall serve a term of two years.

8. *The Grade Appeals Review Board is comprised of the Grade Appeals Committee.*

The Grade Appeals Review Board Policies:

- a. *The Grade Appeals Review Board will not accept evidence provided in person to the Grade Appeals Review Board and so does not allow students, non-Board faculty, or administrators or any other people to attend Review Board meetings.*

Reasoning behind policy: The stream of people wanting to give testimony and counter-testimony could be endless. Also, there could be emotional tension that would not be beneficial. It is possible that people waiting to speak to the Grade Appeals Review Board would hear evidence that could not legally be provided them, such as grade information of the appellant. Finally, a much more formal record of the proceedings would likely be required.

b. At the conclusion of a grade appeals case, copies of materials provided to Grade Appeals Review Board members will be destroyed by the chair of the Grade Appeals Review Board. Original case documents will be turned over to the Vice President of Academic Affairs to be stored until such time as the State code determines the documents may be destroyed under state guidelines.

Students appealing cases are advised to keep copies of all documentation provided in the appeal as the originals provided will be held by the University following the decision of the Grade Appeals Board.

Reasoning behind policy: Now, whoever was a past chair of the Grade Appeals Review Board may or may not have kept the original documents and that would mean these case materials are stored at unknown and various locales across campus, etc. There appears to be State guidelines for storing and destroying such documents and the Grade Appeals Review Board would like to ensure these guidelines are being followed.

c. The Grade Appeals Review Board reserves the right to request grade and attendance information from the instructor and any other related materials from the instructor and/or the appellant when the Grade Appeals Review Board believes that it can not make a fair decision without such information.

Reasoning behind policy: A formal statement of what is now practice is what the Grade Appeals Review Board is seeking. For example, the appellant may make a claim that they attended most class meetings but neither the student nor the faculty submitted any proof of this. By requesting the attendance sheet, the number of absences or tardiness can be discerned and whether that actual record should receive a grade penalty per the syllabus.

d. A student submitting a grade appeal to the Grade Appeals Committee must provide the following information for the file to be complete for consideration by the Grade Appeals Review Board: (1) inventory list of materials provided or Table of Contents, (2) completed required grade appeal form, (3) related course syllabus, and (4) any supporting documentation such as graded assignments, medical documentation, statements from other students and/or faculty, and so forth. In the event that statements are provided by other persons than the student seeking the appeal and the faculty member providing the grade, the contact information for each person should be provided so the Grade Appeals Review Board may verify, if it wishes, the statements included. Five (5) photocopies of the case should be provided to the Board.

Students should understand that the burden of proof is upon them to make the case that a “palpable injustice” or bias has occurred and so the student should seek to make as strong a case as possible by including supporting documents to claims made. Students should also understand that the Grade Appeals Review Board does not have any predisposition to support either the instructor or the student, but seeks as fair a resolution to the appeal as it can determine.

Reasoning behind the statement additions: It isn't clear any place at this time that the Review Board does NOT return materials to the appellant. Finally, students should understand that they are making a case, much like in a court room. The Grade Appeals Review Board, as a judge, is trying to be fair to all parties and do not have presumptions about the case.

Also, the Grade Appeals Review Board usually relies on the syllabus for guidance and the syllabus is not always provided. Furthermore, the appellant should check to see all items are provided as they intended and the inventory list will provide the responsible review of materials. Finally, the issue of the cost of reproducing materials is a major burden to the chairperson of the Board and this policy change should relieve this burden. An alternative would be for the administration of the Faculty Senate to provide a printing budget to the Grade Appeals Review Board.

e. The Grade Appeals Review Board reserves the right to extend deadlines when extraordinary circumstances exist where the Grade Appeals Review Board votes to allow the extension. Under no condition does extending a deadline in one case set precedent as each case and the related personnel form a unique situation.

Reasoning behind policy: The logistics of moving an appeal through the various stages and the professional and personal events in the lives of those involved may make it virtually impossible for the standard deadlines to be met. The Grade Appeals Review Board would like the opportunity to provide some fair relief when, in its judgment, relaxation of a deadline is appropriate.

f. Should the appeal case suggest to the Grade Appeals Review Board that other students in the course likely had their grades impacted as well as the grades of the appellant, the Grade Appeals Review Board shall contact in writing the department chair and dean of the school where the original appeal originated and suggest a review of the course in question.

Reasoning behind policy: The Grade Appeals Review Board has seen cases where the “palpable injustice” or problem in the grading clearly extended to more than just the appellant. The Grade Appeals Review Board would like a formal policy statement that would allow it to approach the dean to request a solution to the situation.

g. The Grade Appeals Review Board will follow the appeals process as detailed in the Undergraduate Catalog above. If the appeal is forwarded to the Grade Appeals Review Board between May graduation and June 15, the chair will attempt to contact Grade Appeals Review Board members during the summer, however, there is no obligation for the Grade Appeals Review Board to meet, given various off-semester commitments of the Grade Appeals Review Board members.

Reasoning behind policy: Few cases impact on immediate employment. The Grade Appeals Review Board would merely like to have a stated policy that it will make an attempt during the summer to resolve a case. Forcing resolution during the summer is virtually impossible as some Grade Appeals Review Board members may not be available to have a face to face meeting over a case.

h. Anyone other than the appellant and related faculty and University administration who approaches the chair or other Grade Appeals Review Board members will be directed to the University Counsel to the President without any discussion whatsoever of a case.

Reasoning behind the policy: While this should be standard procedure, having this as a written policy helps the chair and Grade Appeals Review Board further with dealing with a situation where someone other than the appellant has asked for information.

i. The decision of the Grade Appeals Review Board is only a recommendation and does not guarantee that the action recommended will be followed.

Reasoning behind the statement: It appears that students and some faculty believe the Review Board has the final say, when, in fact, the Board merely makes a recommendation at CCSU and nothing more.

j. The Grade Appeal Review Board will state its reasons for its recommendations in writing to the instructor, department chair, and dean in the case of recommending a grade change and to all parties in the case of an appeal denial.

Reasoning behind this statement is to provide the appropriate parties with what the Review Board found to be persuasive points in the case. Recently, a chair and dean requested the Board's reasoning in a grade change recommendation. It was provided but the Board would like this practice formally stated and known.

k. The Grade Appeals Grade Appeals Review Board will expect any appeals submitted in the fall semester will arrive no later than the last week in October and in the spring semester, no later than the last week in March. Appeals received after those dates may be held until the next semester. Appeals received before those dates will be expedited.

Reasoning behind the statement change: There appears to be some question about where deadlines are flexible and whether they should be. At this point, the catalog allows such a long delay at the beginning of the next semester that two problems exist. First, administrators may have little time to respond to meet the current deadline by the Grade Appeals Review Board, especially if the student waits until October or March to first approach the instructor. Second, if appeals are not received until much later than October or March, evaluating the case before the end of the semester may be very difficult, given the end of the semester "crunch". With the FYI/FYS courses being installed, students should be aware of their rights to appeal and so be timelier in appeals. Frankly, at least in recent memory, appeals have come in to the Grade Appeals Review Board earlier in the semester, rather than later.

Spring 2007 revision. Document begins with original wording with embedded revisions.

Appeals for Grade Changes Policy

Academic grading reflects careful and deliberate judgment of a faculty member instructing a course. Academic evaluation of student performance requires expert consideration of cumulative information. Such decision-making by its nature is judgmental and evaluative. The evaluative process is not and should not be likened to the adversarial process involved in disciplinary matters, for academic grade determination is not adaptable to the methods of judicial or administrative decision-making. The educational process, moreover, is not by nature adversarial but rather centers upon a continuing relationship between faculty and student. Administrative interposition, except in the most extreme instances, is to be avoided. The University recognizes that in rare instances there may be errors, or “palpable injustice(s)” in determination of a final grade. A student alleging such error or palpable injustice, i.e. a clear showing of arbitrary or capricious action, may appeal as provided below:

1. **Initial Meeting with Instructor:** A student who believes a grade involved an error or a palpable injustice shall first confer with the instructor who awarded the grade in the next regular semester no later than the first Monday of either October or March. Either the student or the faculty member may request that the initial meeting occurs in the presence of the department chair. Should a student be unable to contact the instructor or not receive a decision with two weeks the student should make an appeal to the department chairperson.
2. **Appeal to the Department Chairperson:** If the student is not satisfied with the outcome of Step 1, the student may next present the case, in writing, to the appropriate department chairperson, who may effect a settlement upon written agreement of the instructor. The student’s written appeal must be clear and complete. The department chairperson must provide the student and instructor a written decision within two weeks of receiving an appeal. If the chairperson upholds the instructor’s grade, and the student wishes to further pursue the appeal, the chairperson shall then forward the appeal (including a copy of the written decision) to the appropriate dean. If the chairperson finds that the appeal has merit, the chairperson shall then forward the appeal and written decision to the appropriate dean.
3. **Appeal to the Dean:** If the student is not satisfied with the decision made by the chairperson, further appeal by the student shall be to the dean of the school concerned. A grade change shall be made only with the written consent of the instructor and the department chairperson. The dean must provide the student, instructor, and chairperson with a written decision within one month of receiving an appeal. If the dean upholds the instructor’s grade, and the student wishes to further pursue the appeal, the dean shall then forward the appeal (including copies of the written decisions) to the Grade Appeals Review Board. If the dean finds that the appeal has merit, the dean shall then forward the appeal and written decision to the Grade Appeals Review Board.
4. **Instructor Deceased or Cannot Be Contacted:** If the instructor is deceased or cannot be contacted by the student and department chairperson in the next regular semester before either the first Monday of October or March the student may confer with the chairperson.
 - a. Upon evidence of error, the chairperson may make the appropriate grade change after consultation with and approval of the dean of the school. The instructor shall be notified of the change if notice subsequently can be delivered. The chairperson shall make a determination and provide written notification to the student within one month of the appeal.
 - b. Upon evidence of palpable injustice, the case shall be referred to the Grade Appeals Review

Board for action as described in Step 6 below. Written notification of the decision shall be made to the student within one month of the appeal.

Proposed Application Deadline Changes to above original material:

For the appeal to be considered by the Grade Appeals Review Board, the following deadlines MUST be met.

1. *Student must meet with the instructor within the first **2 weeks** of the full semester following the semester in which the grade was awarded. Either the student or the faculty member may request that the initial meeting occurs in the presence of the department chair. If no meeting with the instructor occurred, the student should provide a statement as to why a meeting did not occur with the instructor within the two week time limit.*

2. *(formerly section 2,3, and 4) If no resolution is achieved between the student and the instructor could not be contacted, the student has **two additional weeks** to submit the appeal in writing to the department chairperson. The student's written appeal must be clear and complete.*

The department chairperson must provide the student and instructor with a written decision within two weeks of receiving an appeal. If the chairperson upholds the instructor's grade, and the student wishes to further pursue the appeal, the chairperson shall then forward the appeal (including a copy of the written decision) to the appropriate dean. If the chairperson finds that the appeal has merit and no resolution has occurred at the departmental level, the chairperson shall then forward the appeal and written decision to the appropriate dean.

*The dean should try to take no more than **two weeks** to resolve the situation or forward the appeal to the Grade Appeals Review Board.*

[In the event that the instructor is deceased or has left the University, the student should meet directly with the department chairperson in the next regular semester following the semester in which the disputed grade was given.

i. Upon evidence of error, the chairperson may make the appropriate grade change after consultation with and approval of the dean of the school. The instructor shall be notified of the change if notice subsequently can be delivered. The chairperson shall make a determination and provide written notification to the student within two weeks of receiving the appeal.

ii. Upon evidence of palpable injustice, the chairperson may make the appropriate grade change after consultation with and approval of the dean of the school. Written notification of the decision shall be made to the student within two weeks of receiving the appeal.]

3. *A grade change shall be made only with the written consent of the instructor and the department chairperson, except as noted above in the case of death of the instructor or the instructor leaving University employment. The dean should provide the student, instructor, and chairperson with a written decision within two weeks of receiving an appeal. If the dean upholds the instructor's grade, and the student wishes to further pursue the appeal, the dean shall then forward the appeal (including copies of the written decisions) to the Grade Appeals Review Board or if the dean finds that the appeal has merit and cannot resolve the grade within the school, the dean shall then forward the appeal and written decision to the Grade Appeals Review Board.*

The reasoning for these changes: A long period is currently allowed for a student to decide to bring the appeal and this pushes any possible decision until very late into the semester the appeal is brought or even into the a later semester. If the appeal is important, then the appeal process should be started as soon as the following semester begins. Several grade appeals from one school in a given semester is and should be quite rate.

(Former statement 5 concerning grade appeal for the graduating semester has been removed entirely. The resolution process should be no different than if the final grade had been given.)

4. **(formerly section 6)** Grade Appeal Review Board: Any appeal after the completion of the steps above shall be made to the Grade Appeals Review Board, which functions under the aegis of the Academic Standards Committee. The appeal must be in a written form, clean and complete, and provide a statement of justification for the grade sought. After receiving an appeal, the Grade Appeals Review Board may engage in a number of actions:

a. Following an investigation, the Grade Appeals Review Board may deny the appeal, in which case the matter shall be closed.

b. If the Grade Appeals Review Board makes a finding that the grading involved a palpable injustice, the case shall be remanded to the instructor and the dean of the instructor's school for reconsideration. The instructor may make the appropriate change in the grade with the written agreement of the dean. If the instructor disagrees or if the instructor's whereabouts are unknown, the Grade Appeals Review Board may recommend a change to the Vice President for Academic Affairs. The Vice President may make the appropriate grade change or issue a "W" (withdrawal).

Proposed change in Original Section 6b or 4b in the revision adds the following to the bottom of the above paragraph:

The instructor, the department chairperson, and the dean shall be notified in writing of such change.

Aside: There should be a statement in the Undergraduate Catalog so that students understand that the Grade Appeals Review Board is only a review board that makes recommendations rather than a body that can *decide* the issue of the grade.

Also, at this point, the Grade Appeals Review Board does not state its reasons for its decisions but only reports its conclusions and related grade recommendation. In order for the instructor to be persuaded at all, it would seem that reasoning should be provided by the Grade Appeals Review Board in its decision if the current "remand" system is used. This has not been the practice at CCSU and probably most institutions.

c. The Grade Appeals Review Board will endeavor to resolve all cases within the semester in which they are filed. When this is not possible, the chairperson of the Grade Appeals Review Board shall provide the Provost and Vice President of Academic Affairs, as well as the student, with written notification.

d. In no case shall a grade be lowered as a result of the appeal to the Grade Appeals Review Board.

5. **(formerly section 7)** The Student Rights and Responsibilities:

a. Students shall receive timely notification during all steps of the appeals process.

b. When appealing a grade, students must provide a full written account, attaching all

corresponding documentation in Step 2 above. Students will not have the opportunity to supplement an appeal once it has been filed.

Proposed change to original 7b or 5b in the revision:

When appealing a grade, students must provide a full written account, attaching all corresponding documentation in Step 2 Above. Students will not have the opportunity to supplement an appeal once it has been filed and received by the Grade Appeals Review Board, except to respond a request from the Grade Appeals Review Board.

Reasoning behind the statement change: It does not seem appropriate or perhaps legal for significant statements by faculty or administrators to be added after the student has passed the appeal to the dean's office and the student not be allowed to provide a counter-statement. It appears that in practice the Grade Appeals Review Board has usually allowed such statements from students and so this would make it known to the student that they have this ability to respond when the Grade Appeals Review Board believed a response was material to the discussion of the case.

6. **(formerly section 8)** Faculty and Administration's Rights and Responsibilities:

- a. The Grade Appeals Review Boards shall notify in writing faculty, chairpersons, and deans of any board actions and requests.
- b. Faculty shall return all graded student work or retain it until the end of the following regular academic semester. In no case shall faculty discard the graded work of a student who has filed an appeal.
- c. Chairpersons and deans must meet required deadlines as outlined in the Appeals for Grade Change Policy.

c. Chairpersons and deans must endeavor to meet required deadlines as outlined in the Appeals for Grade Change Policy.

Reasoning behind word change: allows for exceptional situations.

7. **(formerly section 9)** The Grade Appeals Review Board:

- a. The Grade Appeals Review Board shall be made up of five instructional faculty members, elected under procedures determined by the Faculty Senate. Members shall serve a term of two years.

Originally Adopted by the Faculty Senate April 16, 1979

Revised by the Faculty Senate December 2, 2002.

New Material Starts Here

8. *The Grade Appeals Review Board is comprised of the Grade Appeals Committee.*

The Grade Appeals Review Board Policies:

- a. *The Grade Appeals Review Board will not accept evidence provided in person to the Grade Appeals Review Board and so does not allow students, non-Board faculty, or administrators or any other people to attend Review Board meetings.*

Reasoning behind policy: The stream of people wanting to give testimony and counter-testimony could be endless. Also, there could be emotional tension that would not be

beneficial. It is possible that people waiting to speak to the Grade Appeals Review Board would hear evidence that could not legally be provided them, such as grade information of the appellant. Finally, a much more formal record of the proceedings would likely be required.

b. At the conclusion of a grade appeals case, copies of materials provided to Grade Appeals Review Board members will be destroyed by the chair of the Grade Appeals Review Board. Original case documents will be turned over to the Vice President of Academic Affairs to be stored until such time as the State code determines the documents may be destroyed under state guidelines.

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Reasoning behind policy: Now, whoever was a past chair of the Grade Appeals Review Board may or may not have kept the original documents and that would mean these case materials are stored at unknown and various locales across campus, etc. There appears to be State guidelines for storing and destroying such documents and the Grade Appeals Review Board would like to ensure these guidelines are being followed.

c. The Grade Appeals Review Board reserves the right to request grade and attendance information from the instructor and any other related materials from the instructor and/or the appellant when the Grade Appeals Review Board believes that it can not make a fair decision without such information.

Reasoning behind policy: A formal statement of what is now practice is what the Grade Appeals Review Board is seeking. For example, the appellant may make a claim that they attended most class meetings but neither the student nor the faculty submitted any proof of this. By requesting the attendance sheet, the number of absences or tardiness can be discerned and whether that actual record should receive a grade penalty per the syllabus.

d. A student submitting a grade appeal to the Grade Appeals Committee must provide the following information for the file to be complete for consideration by the Grade Appeals Review Board: (1) inventory list of materials provided or Table of Contents, (2) completed required grade appeal form, (3) related course syllabus, and (4) any supporting documentation such as graded assignments, medical documentation, statements from other students and/or faculty, and so forth. In the event that statements are provided by other persons than the student seeking the appeal and the faculty member providing the grade, the contact information for each person should be provided so the Grade Appeals Review Board may verify, if it wishes, the statements included. Five (5) photocopies of the case should be provided to the Board.

Students should understand that the burden of proof is upon them to make the case that a “palpable injustice” or bias has occurred and so the student should seek to make as strong a case as possible by including supporting documents to claims made. Students should also understand that the Grade Appeals Review Board does not have any predisposition to support either the instructor or the student, but seeks as fair a resolution to the appeal as it can determine.

Reasoning behind the statement additions: It isn't clear any place at this time that the Review Board does NOT return materials to the appellant. Finally, students should understand

that they are making a case, much like in a court room. The Grade Appeals Review Board, as a judge, is trying to be fair to all parties and do not have presumptions about the case.

Also, the Grade Appeals Review Board usually relies on the syllabus for guidance and the syllabus is not always provided. Furthermore, the appellant should check to see all items are provided as they intended and the inventory list will provide the responsible review of materials. Finally, the issue of the cost of reproducing materials is a major burden to the chairperson of the Board and this policy change should relieve this burden. An alternative would be for the administration of the Faculty Senate to provide a printing budget to the Grade Appeals Review Board.

e. The Grade Appeals Review Board reserves the right to extend deadlines when extraordinary circumstances exist where the Grade Appeals Review Board votes to allow the extension. Under no condition does extending a deadline in one case set precedent as each case and the related personnel form a unique situation.

Reasoning behind policy: The logistics of moving an appeal through the various stages and the professional and personal events in the lives of those involved may make it virtually impossible for the standard deadlines to be met. The Grade Appeals Review Board would like the opportunity to provide some fair relief when, in its judgment, relaxation of a deadline is appropriate.

f. Should the appeal case suggest to the Grade Appeals Review Board that other students in the course likely had their grades impacted as well as the grades of the appellant, the Grade Appeals Review Board shall contact in writing the department chair and dean of the school where the original appeal originated and suggest a review of the course in question.

Reasoning behind policy: The Grade Appeals Review Board has seen cases where the "palpable injustice" or problem in the grading clearly extended to more than just the appellant. The Grade Appeals Review Board would like a formal policy statement that would allow it to approach the dean to request a solution to the situation.

g. The Grade Appeals Review Board will follow the appeals process as detailed in the Undergraduate Catalog above. If the appeal is forwarded to the Grade Appeals Review Board between May graduation and June 15, the chair will attempt to contact Grade Appeals Review Board members during the summer, however, there is no obligation for the Grade Appeals Review Board to meet, given various off-semester commitments of the Grade Appeals Review Board members.

Reasoning behind policy: Few cases impact on immediate employment. The Grade Appeals Review Board would merely like to have a stated policy that it will make an attempt during the summer to resolve a case. Forcing resolution during the summer is virtually impossible as some Grade Appeals Review Board members may not be available to have a face to face meeting over a case.

h. Anyone other than the appellant and related faculty and University administration who approaches the chair or other Grade Appeals Review Board members will be directed to the University Counsel to the President without any discussion whatsoever of a case.

Reasoning behind the policy: While this should be standard procedure, having this as a written policy helps the chair and Grade Appeals Review Board further with dealing with a situation where someone other than the appellant has asked for information.

i. The decision of the Grade Appeals Review Board is only a recommendation and does not guarantee that the action recommended will be followed.

Reasoning behind the statement: It appears that students and some faculty believe the Review Board has the final say, when, in fact, the Board merely makes a recommendation at CCSU and nothing more.

j. The Grade Appeal Review Board will state its reasons for its recommendations in writing to the instructor, department chair, and dean in the case of recommending a grade change and to all parties in the case of an appeal denial.

Reasoning behind this statement is to provide the appropriate parties with what the Review Board found to be persuasive points in the case. Recently, a chair and dean requested the Board's reasoning in a grade change recommendation. It was provided but the Board would like this practice formally stated and known.

k. The Grade Appeals Grade Appeals Review Board will expect any appeals submitted in the fall semester will arrive no later than the last week in October and in the spring semester, no later than the last week in March. Appeals received after those dates may be held until the next semester. Appeals received before those dates will be expedited.

Reasoning behind the statement change: There appears to be some question about where deadlines are flexible and whether they should be. At this point, the catalog allows such a long delay at the beginning of the next semester that two problems exist. First, administrators may have little time to respond to meet the current deadline by the Grade Appeals Review Board, especially if the student waits until October or March to first approach the instructor. Second, if appeals are not received until much later than October or March, evaluating the case before the end of the semester may be very difficult, given the end of the semester "crunch". With the FYI/FYS courses being installed, students should be aware of their rights to appeal and so be timelier in appeals. Frankly, at least in recent memory, appeals have come in early to the Grade Appeals Review Board in the semester, rather than late.