

College of Business Student Appeals Process

NOTE: It is the policy of the College that due-process procedures are secondary to the philosophy of resolving disputes through consultation and cooperation when possible.

A hearing may be requested by a student under the following circumstances:

- (1) to appeal a charge of academic dishonesty
- (2) to appeal an adverse academic evaluation.

This document covers student appeals of an adverse academic evaluation. Student appeals of a charge of academic dishonesty are covered under UW Regulation 2-114.

Hearing Request

The student must request a hearing within **15 days** after receiving an adverse academic evaluation. The hearing must be requested, **in writing**, with the Associate Dean (or designee) upon verification that the student has made a good faith effort to resolve the issue with the instructor and department chair/program chair. The written request must include a complete description of the problem as well as the steps that have been taken to resolve the issue with the faculty member. In addition, the student must also address the basis/conditions for the appeal. The following conditions form the only bases for appeal: prejudice, capricious evaluation, or capricious treatment. For purposes of student appeals, these terms are defined as follows:

Prejudice: adverse, preconceived judgment about the student based on personal characteristics or group membership.

Capricious evaluation: applying different standards of evaluation to members of the same course without legitimate reason; or grading assignments or assigning course grades in a manner inconsistent with the articulated standards of evaluation for the assignment or course.

Capricious treatment: unpredictable or inconsistent actions that affect the student in an adverse way.

After a hearing request has been filed, the Associate Dean (or designee) will notify both the instructor and the Department/Program Chair. The instructor and the student have **10 days** to provide any written information if they choose to do so. When all written materials have been received (or time has elapsed), the Associate Dean (or designee) will (1) determine whether the evidence is sufficient to close the case and deliver a decision or (2) convene a Hearing Board and set the time and place for the hearing. If a decision can be reached without convening a Hearing Board, it will be delivered to both parties, **in writing**.

Hearing Board Process

If a Hearing Board is deemed necessary, the panel will consist of three faculty members (one from each department) and three students (one graduate student, one senior, and one other). The Associate Dean (or designee) will make every effort to ensure that the Hearing Board is balanced by gender, rank, and ethnicity, if applicable. Both the instructor and the student shall have the

right to dismiss one Board member for cause; otherwise, one faculty member and one student will be randomly de-selected resulting in a hearing board of two faculty members and two students. The resulting Hearing Board shall be notified of selection and given **4 days** to review the written materials prior to the Hearing (all written materials shall be delivered to the Hearing and destroyed upon its conclusion). Hearings are not open to the public and the matters discussed are to remain confidential to those parties involved in the process. Both the student and the instructor may present witnesses during the hearing, and the Board may question those witnesses.

The Hearing shall proceed as follows:

- (1) Student presents his or her case, including witnesses;
- (2) Instructor presents his or her case, including witnesses;
- (3) Hearing Board ask questions of both parties;
- (4) Student makes final comments;
- (5) Instructor makes final comments;
- (6) Board goes to executive session with Associate Dean (or designee).

Hearings are not to be adversarial in tone; rather, they are to be conducted in a professional manner with respect for all parties involved. The Hearing (not the executive session) will be recorded to ensure that due process is followed.

During executive session, the Board discusses the case and each individual makes his or her recommendation, **in writing**, to the Associate Dean (or designee). The Associate Dean considers the recommendation of the Board, the written information provided by the parties, and the testimony given and makes his/her decision. The Associate Dean (or designee) informs the parties, **in writing**, of the decision within **3 days**.