

College of Engineering and Applied Science Student Appeals Committee Hearing Procedures

I. Academic Dishonesty

The Student Appeals Committee will hear appeals of charges involving academic dishonesty according to the rules and procedures of University Regulation 6-802. The chair of the committee shall assume the role of the hearing officer as specified in Regulation 6-802. In the event of a conflict of interest by the chair, the chair shall recuse himself or herself from the hearing and the Dean shall appoint a hearing officer from among the remaining members of the committee. The student charged with academic dishonesty may challenge no more than one committee member. The committee member so challenged shall not participate in the hearing if the challenge is upheld by the majority of the remaining members of the committee.

II. Grade Appeals

- A. Purpose: The purpose of this section is to provide a procedure by which a student may appeal the grade received in a course.

- B. Appellate Body: Grade appeals will be heard by the College's Student Appeals Committee as defined in UW Regulation 7-550. The Committee consists of three students, appointed by the Joint Engineering Council, two of whom must be of at least senior standing, and two faculty members (appointed by the Dean from a list of six pre-selected faculty members). The Committee shall be chaired by one of the senior (or higher) student members. The faculty member whose grade is appealed may not serve on the committee to hear the grade appeal.

- C. Grounds for Appeal: The exclusive ground for a grade appeal is capriciousness or prejudice on the part of the faculty member whose grade is appealed.

- D. Procedures:
 - 1. The student must make every effort to resolve the grade conflict informally by meeting with the course instructor and/or the Department Chair in which the class is offered and asking for reconsideration of the grade. This step must be completed in a timely manner in order to make the deadlines specified in step 2.

 - 2. If step 1 is unsuccessful, an appeal shall be initiated in writing with the Dean of the College of Engineering and Applied Science. If the Dean is the person whose grade is challenged, the appeal shall be initiated with an Associate Dean. An appeal must be initiated within the following guidelines:

- a) within four weeks after the beginning of the semester following the semester in which the grade was received, or,
- b) in the case of the student who has graduated or has left school, within six weeks after the student has received the grade.

The written appeal shall be signed and shall contain:

- a) A statement that the student requested reconsideration of the grade via step 1 above. The statement shall specify the date that the request for reconsideration was made and with whom the student met.
 - b) A statement of the student's claim indicating why the student might be entitled to a grade change. The committee shall give a copy of the appeal promptly to the faculty member whose grade is challenged.
3. The faculty member whose grade is appealed may file a signed written response with the Dean within 20 calendar days after receiving a copy of the appeal. The Dean shall promptly provide the appealing student with a copy of the answer.
 4. The committee shall schedule a hearing on the appeal as promptly as possible, but no later than 30 calendar days after notification by the Dean of the appeal. The hearing shall be closed unless both parties agree to an open hearing. An audio recording of the hearing shall be made and shall be the official record of the hearing. The committee shall meet in closed session following the hearing and shall determine its decisions by majority vote.
 5. A written decision, including a brief statement containing the reasons for the decision shall be rendered. Both parties shall be promptly informed of the decision. This decision shall be made prior to the end of the semester following the semester in which the grade was received.
 6. A file of the case, containing the record of the hearing, all pleadings and evidence present in the appeal, and the written decisions shall be maintained by the Dean until the time for an appeal to the University Board of Student Appeals has expired.

III. Other Matters:

A student who wishes to appeal any decision of the faculty or staff of the College of Engineering and Applied Science, other than those specified above, or who wishes to be granted an exemption from any of the requirements or procedures of the College of Engineering and Applied Science shall make the appeal to or request the exemption from the Dean. The Dean, with appropriate consultation, may rule on the matter, may assign the appeal

to the Student Appeals Committee to rule on it, or may refer it to the department faculty or entire faculty as is deemed appropriate in a particular case.

Approved by the Faculty Council: March 3, 2010