



MEMORANDUM

**To:** Donna E. Shalala, President

**From:** Richard L. Williamson  
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'Richard L. Williamson'.

**Date:** February 25, 2010

**Subject:** 1) Faculty Senate Legislation #2009-14(B) – Changes to the charge of the Faculty Senate Student Affairs Committee  
2) Legislation #2009-15(D) – Revised Faculty Senate Student Affairs Committee Standard Academic Appeals Process

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1) At its February 24, 2010 meeting, the Faculty Senate unanimously approved the proposal to change the charge of the Faculty Senate Student Affairs Committee. The primary purpose is to add the University ombudsperson as an *ex officio* member, to clarify that in this case *ex officio* members are non-voting, and to allow for meetings to be held in executive session.

This legislation is sent for your action.

2) Concurrent with that change, the Faculty Senate also unanimously approved the proposal to modify the Faculty Senate Student Affairs Committee Standard Academic Appeals Process with the primary purpose to update the committee charge to the new revisions, to add a time component to the process, and to clearly spell-out the process.

This legislation is sent for your action.

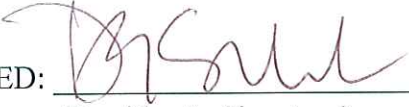
RW/rh

Enclosures

cc: Thomas LeBlanc, Executive Vice President and Provost  
William Green, Senior Vice Provost and Dean of Undergraduate Education  
Scott Ingold, Associate Vice President and Registrar  
John Soliday, Chair, Student Affairs Committee  
Gail Cole-Avent, Assistant to the Vice President and Ombudsperson  
James Gorostola, Database administrator

CAPSULE: Faculty Senate Legislation #2009-14(B) – Changes to the charge of the Faculty Senate Student Affairs Committee

**PRESIDENT'S RESPONSE**

APPROVED:  DATE: 3/12/2010  
(President's Signature)

OFFICE OR INDIVIDUAL TO IMPLEMENT: FACULTY SENATE OFFICE

EFFECTIVE DATE OF LEGISLATION: \_\_\_\_\_  
(if other than June 1 next following)

NOT APPROVED AND REFERRED TO: \_\_\_\_\_

REMARKS (IF NOT APPROVED): \_\_\_\_\_

# Proposed Changes to Student Affairs Committee Charge

## CURRENT VERSION, JUNE 1, 2009

Section B4.11 of the Faculty Manual: The STUDENT AFFAIRS COMMITTEE deals with student conduct and activities, including: social, service, and religious organizations; student government; intramurals; student publications; student services; student orientation, and the Honor Council. In addition, the committee shall receive and act upon appeals from decisions affecting student academic status. It shall consist of one faculty member from each undergraduate school, and two *ex officio* student representatives, one undergraduate and one graduate, which students will act as liaisons with the relevant student governments<sup>1</sup>. A majority of the committee's voting membership shall constitute a quorum, and decisions of the committee on appeals shall be by a majority of those present. In addition to appeals by individual students the committee shall act upon an appeal for an interpretation of matters within its sphere of interest by a member of the faculty or administration. The committee shall report its actions to the Executive Vice President and Provost, who shall in turn report the decision on the matter to the appellant(s), to interested persons, and to the committee<sup>2</sup>. When requested by the Executive Vice President and Provost, this committee may examine and make recommendations regarding the appeal of an academic grade (without re-evaluating the student's performance) if the student has exhausted all avenues available within the school. The committee's findings on the appeal of a grade will be provided in writing to the Office of the Provost with a copy to the Secretary of the Faculty Senate; findings and recommendations will not be furnished to the appellant from the Committee or from the Secretary.

## REVISED UNDERLINE/STRIKEOUT VERSION

Section B4.11 of the *Faculty Manual*: The STUDENT AFFAIRS COMMITTEE deals with student conduct and activities, including: social, service, and religious organizations; student government; intramurals; student publications; student services; student orientation, and the Honor Council. In addition, the committee shall receive and act upon appeals from decisions affecting student academic status. It shall consist of one faculty member from each undergraduate school, and two non-voting, ex officio student representatives, one undergraduate and one graduate, which students will act as liaisons with the relevant student governments<sup>3</sup>. It also includes the University ombudsperson as a non-voting, ex officio member. The committee may for good cause hold executive sessions without ex officio members present as determined by the chair of the committee.

A majority of the committee's voting membership shall constitute a quorum, and decisions of the committee on appeals shall be by a majority of those present. In addition to appeals by individual students the committee shall act upon an appeal for an interpretation of matters within its sphere of interest by a member of the faculty or administration. The committee shall report its actions to

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<sup>1</sup> #2005-17(B)

<sup>2</sup> #2001-01(B)

<sup>3</sup> #2005-17(B)

the ~~Executive Vice President and~~ Provost, who shall in turn report the decision on the matter to the appellant(s), to interested persons, and to the committee<sup>4</sup>.

When requested by the ~~Executive Vice President and~~ Provost, this committee may examine and make recommendations regarding the appeal of an academic grade (without re-evaluating the student's performance) if the student has exhausted all avenues available within the school. The committee's findings on the appeal of a grade will be provided in writing to the Office of the Provost with a copy to the Secretary of the Faculty Senate; findings and recommendations will not be furnished to the appellant from the Committee or from the Secretary. [The full procedure for such appeals is detailed in the Faculty Senate Student Affairs Committee Standard Academic Appeal Process \(include link\).](#)

### REVISED CLEAN VERSION

Section B4.11 of the *Faculty Manual*: The STUDENT AFFAIRS COMMITTEE deals with student conduct and activities, including: social, service, and religious organizations; student government; intramurals; student publications; student services; student orientation, and the Honor Council. In addition, the committee shall receive and act upon appeals from decisions affecting student academic status. It shall consist of one faculty member from each undergraduate school, and two non-voting, *ex officio* student representatives, one undergraduate and one graduate, which students will act as liaisons with the relevant student governments<sup>5</sup>. It also includes the University Ombudsperson as a non-voting, *ex officio* member. The committee may for good cause hold executive sessions without *ex officio* members present as determined by the chair of the committee.

A majority of the committee's voting membership shall constitute a quorum, and decisions of the committee on appeals shall be by a majority of those present. In addition to appeals by individual students the committee shall act upon an appeal for an interpretation of matters within its sphere of interest by a member of the faculty or administration. The committee shall report its actions to the Provost, who shall in turn report the decision on the matter to the appellant(s), to interested persons, and to the committee<sup>6</sup>.

When requested by the Provost, this committee may examine and make recommendations regarding the appeal of an academic grade (without re-evaluating the student's performance) if the student has exhausted all avenues available within the school. The committee's findings on the appeal of a grade will be provided in writing to the Office of the Provost with a copy to the Secretary of the Faculty Senate; findings and recommendations will not be furnished to the appellant from the Committee or from the Secretary. The full procedure for such appeals is detailed in the Faculty Senate Student Affairs Committee Standard Academic Appeal Process (include link).

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<sup>4</sup> #2001-01(B)

<sup>5</sup> #2005-17(B)

<sup>6</sup> #2001-01(B)

# Proposed Changes to Faculty Senate Student Affairs Committee Standard Academic Appeals Process

**CURRENT VERSION, JUNE 1, 2009**

## Faculty Senate Student Affairs Committee Standard Academic Appeals Process

### Academic Grades

The Faculty Senate Student Affairs Committee (the "Committee") has responsibility for undergraduate student academic appeals (*The Faculty Manual*, "The Student Affairs Committee (currently codified as §B4.11)). The Committee includes faculty representatives from all undergraduate schools as well as a non-voting *ex officio* student representative and meets to review undergraduate student academic appeals that have not been resolved at the department, school, or college levels. For appeals of academic grades, the Committee serves in an advisory capacity to the Executive Vice President and Provost, who weighs its recommendations and makes all final decisions regarding student academic appeals.

Student appeals should follow the steps detailed below.

Appeals must be filed within a year of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. Exceptions to this deadline may be permitted by the Committee for good cause shown.

- I. A student complaint regarding a faculty or administrative academic action must be addressed to the following entities or persons in this order :
  - a. The faculty member or administrator responsible for the course, program, or activity.
  - b. The department/program chair/director or administrative superior of the faculty member or administrator.
  - c. The Dean or designee of the school or college offering the course, program, or activity.
    1. If the school, college or administrative unit has a committee constituted to hear student appeals, the student must avail him/herself to that process.
  - d. The University Ombudsperson. The Ombudsperson will review the merits of the appeal, and attempt to resolve the matter. The Ombudsperson, as part of his/her review should give the student a preliminary assessment as to whether

the matter, as presented by the student at that time, is reviewable by the Committee. If the matter is the appeal of a final grade, and only after all the other steps are taken, the Ombudsperson may refer the matter to the Office of the Provost and forward the materials submitted by the student as indicated in Section II, below.

- e. The Executive Vice-President and Provost may request the Committee to review an appeal. If, but only if, s/he does so, the Committee shall have jurisdiction to review a grade-related appeal. As part of the request, the Executive Vice-President and Provost shall forward to the Committee, via the Faculty Senate office, the materials submitted by the student as indicated in Section II, below.

II. When bringing a matter before the Committee, the student must state in writing issues s/he wishes to have considered.

a. The appeal must include:

(i) An appeal letter clearly stating the conditions as seen by the student, and offering reasons for granting the appeal.

(ii) The appeal letter must indicate if the student wishes to make a personal appearance before the Committee and, if so, the reasons.

(iii) Documents of support (e.g., examinations, term papers, syllabi, or medical documentation of illness) that the student wishes the Committee to examine.

(iv) All written decisions of individual faculty/administrators, departments/programs/administrative units, college or school committees, and deans which are available to the student or in the student's possession.

b. If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap, a representative of the appropriate University office will be contacted and, as appropriate, consulted by the Committee in the appeal process.

c. If the appeal is based on or related to a disability:

(i) The ADA Coordinating Committee shall serve in an advisory capacity to the Committee.

(ii) The student is to include in the materials provided, the appropriate forms from the Offices of Accessibility Resources documenting:

(1) an evaluation of the disability

(2) recommendations related to the disability

(iii) The Committee does not consider appeals based upon the grant, denial or modification of an accommodation by the Office of Accessibility Resources. Instead, any such appeal is as prescribed by the Accessibility Resources Internal Appeals Procedure only.

d. The student is to provide all the information and documentation noted above to the Ombudsperson.

III. The Committee will consider appeals, absent unavoidable delays, at the first scheduled meeting that occurs after a date three weeks following the date on which it receives the appeal from the Ombudsperson. The student may obtain the schedule of the meeting dates of the Committee from the Ombudsperson.

IV. The Committee will review the student's written appeal, confer with the appropriate faculty, administrators, and others as it deems necessary in making its recommendation to the Executive Vice President and Provost. In the process of making its recommendation, the Committee may request:

a. The student to be interviewed, provide additional information or access to records, or appear before the Committee;

b. Relevant faculty or administrators to be interviewed, provide additional information or access to records, or appear before the Committee;

V. The Committee will communicate its findings and recommendations to the Executive Vice President and Provost. The final decision with respect to the appeal will be made by the Executive Vice President and Provost and communicated to the student in writing. Copies shall be provided to the Faculty Senate office and to the Chair of the Committee.

## Other Issues of Academic Status

A. The material that the student is required to provide and the steps to be taken are identical to those listed above for grade-related appeals with one exception. For non grade-related appeals, the student has the final authority to decide whether to take the appeal to the Committee. If s/he chooses to do so, the Ombudsperson shall forward the appeal and the accompanying documentation to the Committee via the Faculty Senate Office.

B. For non-grade related academic appeals that reach the Committee, the Committee shall act upon those appeals and report its findings and decision to the Executive Vice President and Provost. The Executive Vice President and Provost shall communicate the decision of the Committee to the student in writing.

## REVISED UNDERLINE/STRIKEOUT VERSION

# Faculty Senate Student Affairs Committee Standard Academic Appeals Process

## ~~Academic Grades~~

The Faculty Senate Student Affairs Committee (~~the "Committee"~~FSSAC) has responsibility for undergraduate student academic appeals ~~(The Faculty Manual, "The Student Affairs Committee (currently codified as §B4.11)). The Committee~~FSSAC includes faculty representatives from all undergraduate schools as well as ~~athree~~ three non-voting *ex officio* representatives: a graduate and undergraduate student representative and ~~meets to review~~the University ombudsperson. The FSSAC reviews undergraduate student academic appeals that have not been resolved at the department, school, or college levels. ~~For appeals of academic grades, the Committee serves in an advisory capacity to the Executive Vice President and Provost, who weighs its recommendations and makes all final decisions regarding student academic appeals~~ As noted in section II below, the FSSAC hears cases only after they have gone through the departmental and college process. The processes are the same for grade and non-grade appeals except as noted below.

~~Student appeals should follow the steps detailed below.~~

### I. Time Constraints

Appeals must be filed within a year of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. Exceptions to this deadline may be permitted by the CommitteeFSSAC for good cause ~~shown.~~

~~I. Each level of appeal should aim to review the appeal and arrive at judgment within a two month period from the date the appeal reaches them. The entire process should be completed within one year.~~

### II. Order of Appeal

A student complaintappeal regarding a faculty or administrative academic action must be addressed to the following entities or persons in this order ~~+~~:

~~a. A.~~ a. A. The faculty member or administrator responsible for the course, program, or activity.

~~b.~~



B. The department/program chair/director or administrative superior of the faculty member or administrator.

e.—

C. The Dean or designee of the school or college offering the course, program, or activity.

f.—

D. If the school, college or administrative unit has a committee constituted to hear student appeals, ~~the student that committee~~ must avail him/herself be consulted before proceeding to that process. the next level.

d.—

E. The ~~University O~~mbudsperson. The student is to provide the materials listed in Section III below to the Ombudsperson who will review the merits of the appeal, and attempt to resolve the matter. The ~~O~~mbudsperson, as part of his/her review should give the student a preliminary assessment as to whether the matter, as presented by the student at that time, is reviewable by the ~~Committee.FSSAC.~~

If the matter is the appeal of a final grade, and only after all the other steps are taken, the ~~O~~mbudsperson may refer the matter to the Office of the Provost and forward the materials submitted by the student as indicated in Section II, below Executive Vice-President and Provost who will decide whether or not to refer the appeal to the FSSAC.

*For a non-grade appeal, the material that the student is required to provide and the steps to be taken are identical to those listed above for grade-related appeals except that for non grade-related appeals, the student has the final authority to decide whether to take the appeal to FSSAC. If s/he chooses to do so, the Ombudsperson shall forward the appeal and the accompanying documentation to the FSSAC via the Faculty Senate Office.*

The FSSAC shall act upon those non-grade related academic appeals that reach and report its findings and decision to the Provost.  
The Provost shall communicate the decision of the FSSAC to the student in writing.

e.—

F. The ~~Executive Vice-President and~~ Provost may request that the ~~Committee to~~FSSAC review an appeal. If, but only if, s/he does so, the ~~Committee~~FSSAC shall have jurisdiction to review a grade-related appeal.

1. As part of the request, the ~~Executive Vice-President and~~ Provost shall forward to the ~~Committee~~FSSAC, via the Faculty Senate office, the materials submitted by the student as indicated in Section ~~II~~III, below.
2. The FSSAC will review the student's written appeal (see section III below), confer with the appropriate faculty, administrators, and others as it deems necessary in making its recommendation to the Provost. The FSSAC may request an interview with the student, additional information or access to records, interviews with relevant faculty or administrators, or additional information or access to records kept by faculty or administrators.
3. The FSSAC will communicate its findings and recommendations to the Provost. Copies shall be provided to the Faculty Senate.

G. The final decision with respect to the *grade-related* appeal will be made by the Provost and communicated to the student in writing. Copies shall be provided to the Faculty Senate -

~~H. \_\_\_\_\_ Office and to the Chair of the FSSAC.~~

H. For non-grade-related academic appeals:

1. The FSSAC shall act upon those appeals and report its findings and decision to the Provost *Copies shall be provided to the Faculty Senate -*.
2. The Provost shall communicate the decision of the FSSAC to the student in writing. *Copies shall be provided to the Faculty Senate.*

### III. Materials for an Appeal

When bringing ~~a matter before the Committee~~ an appeal, the student must state in writing issues s/he wishes to have considered.

~~a. \_\_\_\_\_~~ The appeal must include:

~~(i) \_\_\_\_\_~~ A. An appeal letter clearly stating the conditions as seen by the student, and offering reasons for granting the appeal.

~~(ii) \_\_\_\_\_~~ B. The appeal letter must indicate if the student wishes to make a personal appearance ~~before the Committee~~ and, if so, the reasons: why the appearance is necessary.

~~(iii) \_\_\_\_\_~~ C. Documents of support (e.g., examinations, term papers, syllabi, or medical documentation of illness) that the student wishes ~~the Committee to examine.~~ have examined.

~~(iv) \_\_\_\_\_~~ D. All written decisions made at earlier levels of the appeal by individual faculty/administrators, departments/programs/administrative units, college or school committees, and deans which are available to the student or in the student's possession.

~~b. \_\_\_\_\_~~

### IV. Other Notes and Special Conditions

A. If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap, a representative of the appropriate University office will be contacted and, as appropriate, consulted ~~by the Committee~~ in the appeal process.

~~e. \_\_\_\_\_~~ B. If the appeal is based on or related to a disability:

~~(i) \_\_\_\_\_~~ 1. The ADA Coordinating Committee shall serve in an advisory capacity ~~to the Committee.~~

~~(ii) \_\_\_\_\_~~ 2. The student is to include in the materials provided, the appropriate forms from the ~~Offices~~ Office of ~~Accessability Resources~~ Disability Services documenting:

~~(1)–an(a) An~~ evaluation of the disability

~~(2)–recommendations(b) Recommendations~~ related to the disability

~~(iii)–3.~~ The ~~Committee~~FSSAC does not consider appeals based upon the grant, denial or modification of an accommodation by the Office of ~~Accessibility Resources;~~  
Disability Services. Instead, any such appeal is as prescribed by the ~~Accessibility Resources Internal Appeals~~Office of Disability Services Grievance Procedure only.

~~d.~~—The student is to provide all the information and documentation noted above to the Ombudsperson.

~~III.~~—The Committee will consider appeals, absent unavoidable delays, at the first scheduled meeting that occurs after a date three weeks following the date on which it receives the appeal from the Ombudsperson. The student may obtain the schedule of the meeting dates of the Committee from the Ombudsperson.

~~IV.~~—The Committee will review the student's written appeal, confer with the appropriate faculty, administrators, and others as it deems necessary in making its recommendation to the Executive Vice President and Provost. In the process of making its recommendation, the Committee may request:—

~~a.~~—The student to be interviewed, provide additional information or access to records, or appear before the Committee;

~~b.~~—Relevant faculty or administrators to be interviewed, provide additional information or access to records, or appear before the Committee;

~~V.~~—The Committee will communicate its findings and recommendations to the Executive Vice President and Provost.

~~C.~~ For a non-grade appeal, the The final decision with respect to the appeal will be made by the Executive Vice President and Provost and communicated to the student in writing. Copies shall be provided to the Faculty Senate office and to the Chair of the Committee.

## Other Issues of Academic Status

~~A.~~ The material that the student is required to provide and the steps to be taken are identical to those listed above for grade-related appeals with one exception. ~~For~~except that for non-grade-related appeals, the student has the final authority to decide whether to take the appeal to the Committee.FSSAC. If s/he chooses to do so, the Ombudsperson shall forward the appeal and the accompanying documentation to the ~~Committee~~FSSAC via the Faculty Senate Office.

- ~~B. For 1. The FSSAC shall act upon those non-grade-related academic appeals that reach the Committee, the Committee shall act upon those appeals and report its findings and decision to the Executive Vice President and Provost.~~
- ~~2. The Executive Vice President and Provost shall communicate the decision of the Committee FSSAC to the student in writing.~~

## REVISED CLEAN VERSION

# Faculty Senate Student Affairs Committee Standard Academic Appeals Process

The Faculty Senate Student Affairs Committee (FSSAC) has responsibility for undergraduate student academic appeals. The FSSAC includes faculty representatives from all undergraduate schools as well as three non-voting *ex officio* representatives: a graduate and undergraduate student representative and the University ombudsperson. The FSSAC reviews undergraduate student academic appeals that have not been resolved at the department, school, or college levels. As noted in section II below, the FSSAC hears cases only after they have gone through the departmental and college process. The processes are the same for grade and non-grade appeals except as noted below.

## I. Time Constraints

Appeals must be filed within a year of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. Exceptions to this deadline may be permitted by the FSSAC for good cause.

Each level of appeal should aim to review the appeal and arrive at judgment within a two month period from the date the appeal reaches them. The entire process should be completed within one year.

## II. Order of Appeal

A student appeal regarding a faculty or administrative academic action must be addressed to the following entities or persons in this order:

- A. The faculty member or administrator responsible for the course, program, or activity.
- B. The department/program chair/director or administrative superior of the faculty member or administrator.
- C. The Dean or designee of the school or college offering the course, program or activity.
- D. If the school, college or administrative unit has a committee constituted to hear student appeals, that committee must be consulted before proceeding to the next level.
- E. The ombudsperson. The student is to provide the materials listed in Section III below to the ombudsperson who will review the merits of the appeal, and attempt to resolve the matter. The ombudsperson, as part of his/her review should give the student a preliminary assessment as to whether the matter, as presented by the student at that time, is reviewable by the FSSAC.

If the matter is the appeal of a final grade, and only after all the other steps are taken, the ombudsperson may refer the matter to the Provost who will decide whether or not to refer the appeal to the FSSAC.

For a non-grade-appeal, the student has the final authority to decide whether to take the appeal to FSSAC. If s/he chooses to do so, the ombudsperson shall forward the appeal and the accompanying documentation to the FSSAC via the Faculty Senate Office.

- F. The Provost may request that the FSSAC review an appeal. If, but only if, s/he does so, the FSSAC shall have jurisdiction to review a grade-related appeal.
  - 1. As part of the request, the Provost shall forward to the FSSAC, via the Faculty Senate office, the materials submitted by the student as indicated in Section III, below.
  - 2. The FSSAC will review the student's written appeal (see section III below), confer with the appropriate faculty, administrators, and others as it deems necessary in making its recommendation to the Provost. The FSSAC *may* request an interview with the student, additional information or access to records, interviews with relevant faculty or administrators, or additional information or access to records kept by faculty or administrators.
  - 3. The FSSAC will communicate its findings and recommendations to the Provost. Copies shall be provided to the Faculty Senate.
- G. The final decision with respect to the grade-related appeal will be made by the Provost and communicated to the student in writing. Copies shall be provided to the Faculty Senate Office and to the Chair of the FSSAC.
- H. For non-grade-related academic appeals:
  - 1. The FSSAC shall act upon those appeals and report its findings and decision to the Provost. Copies shall be provided to the Faculty Senate.
  - 2. The Provost shall communicate the decision of the FSSAC to the student in writing. Copies shall be provided to the Faculty Senate.

### **III. Materials for an Appeal**

When bringing an appeal, the student must state in writing issues s/he wishes to have considered. The appeal must include:

- A. An appeal letter clearly stating the conditions as seen by the student, and offering reasons for granting the appeal.
- B. The appeal letter must indicate if the student wishes to make a personal appearance and, if so, the reasons why the appearance is necessary.
- C. Documents of support (e.g., examinations, term papers, syllabi, or medical documentation of illness) that the student wishes to have examined.
- D. All written decisions made at earlier levels of the appeal by individual faculty/administrators, departments/programs/administrative units, college or school committees, and deans which are available to the student or in the student's possession.

### **IV. Other Notes and Special Conditions**

- A. If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or handicap, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process.

B. If the appeal is based on or related to a disability:

1. The ADA Coordinating Committee shall serve in an advisory capacity.
2. The student is to include in the materials provided, the appropriate forms from the Office of Disability Services documenting:
  - a. An evaluation of the disability
  - b. Recommendations related to the disability
3. The FSSAC does not consider appeals based upon the grant, denial or modification of an accommodation by the Office of Disability Services. Instead, any such appeal is as prescribed by the Office of Disability Services Grievance Procedure only.