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MEMORANDUM

To: Donna E. Shalala, President

From: Richard L. Williamson  
Chair, Faculty Senate

Date: May 11, 2012

Subject: Faculty Senate Legislation #2011-61(D) –Amendment to the Faculty Senate Student Affairs Committee Standard Academic Appeals Process

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The final decision on a student appeal is taken by the Provost. Existing legislation on this point is incorrect, suggesting that the decision is taken by the Senate's Student Affairs Committee. At its May 9, 2012 meeting, the Faculty Senate unanimously approved the proposal to amend the Faculty Senate Student Affairs Committee Standard Academic Appeals Process to bring it into conformity with the proper procedure, i.e. that the Committee's role is to make findings and a recommendation to the Provost. Additionally, these revisions allow the student to receive the Provost's decision, but allow the Committee's recommendation to the Provost to remain confidential.

**Section II.H.2. as currently written:**

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.

**Proposed revised Section II.H.2.:**

H. For non-grade-related academic appeals:

1. The FSSAC shall act upon those appeals and report its findings and decision recommendation to the Provost. Copies shall be provided to the Faculty Senate. The Committee shall forward to the Chair of the Faculty Senate a copy of its recommendation to the Provost.
2. The Provost shall communicate the his/her decision on each recommendation of the FSSAC to the student in writing. Copies shall be provided to the Faculty Senate concerned, to the Chair of the Committee, and to the Chair of the Faculty Senate.

**Clean version:**

H. For non-grade-related academic appeals:

1. The FSSAC shall act upon those appeals and report its findings and recommendation to the Provost. The Committee shall forward to the Chair of the Faculty Senate a copy of its recommendation to the Provost.

2. The Provost shall communicate his/her decision on each recommendation to the student concerned, to the Chair of the Committee, and to the Chair of the Faculty Senate.

This legislation is sent for your information.

RW/rh

cc: Thomas LeBlanc, Executive Vice President and Provost  
William Green, Senior Vice Provost, Dean of Undergraduate Education  
Scott Ingold, Associate Vice Provost and Registrar