

COLLEGE OF FINE ARTS & COMMUNICATION

STUDENT APPEAL POLICY & PROCEDURES

When a student disagrees with a course grade or with an allegation of academic dishonesty, he/she has a right to appeal. This document outlines the student appeal process in COFAC.

(1) Meet with the instructor. When a student is dissatisfied with a grade or a charge of academic dishonesty, she/he should begin by meeting with the instructor. Sometimes problems regarding miscalculation of points or other misunderstandings can be resolved in a conversation.

(2) Write a letter to the instructor. If the student is dissatisfied with the verbal explanation provided by the instructor, he/she may write a letter of appeal to the instructor expressing specific concerns. The instructor must respond to the student in writing within 10 business days regarding his/her decision.

(3) Write a letter to the Department Chair (or Program Director). If the student is dissatisfied with the instructor's written response, she/he may write a letter to the Department Chair (or Program Director in the case of graduate courses) attaching a copy of the instructor's written response. The Chair/Program Director will review the appeal and gather facts relevant to the case. She/He may ask to meet with the student if further clarification is needed. The Chair/Program Director will inform the student in writing within 15 business days regarding her/his decision. [If the Chair is the instructor, the student should skip this step and appeal directly to the Associate Dean.]

(4) Write a letter to the Associate Dean. If the student is dissatisfied with the Chair's/Program Director's written response, he/she may write a letter of appeal to the Associate Dean. Copies of prior responses from the instructor and Chair/Program Director must be attached. The Associate Dean will review the appeal and gather facts relevant to the case. He/She may ask to meet with the student, instructor, and Chair if further information is required. The Associate Dean will inform the student in writing within 15 business days of the decision regarding the appeal.

(5) Write a letter to the Student Appeals Committee. If the student is dissatisfied with the decision of the Associate Dean, she/he may appeal the decision by submitting a letter to the Student Appeals Committee, c/o the Office of Student Conduct & Civility Education, Division of Student Affairs. In the case of graduate courses, the students may appeal the decision by submitting a letter to the Graduate Committee, c/o the Associate Dean of the Office of Graduate Studies. Copies of letters from the instructor, Chair, and Associate Dean must be attached. The Student Appeals Committee or the Graduate Committee will inform the student in writing of its decision regarding the appeal. The decision of the Student Appeals Committee is final.

GRADE APPEALS MUST BE SUBMITTED WITHIN ONE YEAR