

Procedure Process for COEHS Type One Appeals: Grades

This document outlines the process for Type One Appeals as part of the [College of Education and Human Services Student Appeal Policy](#).

Type One Appeals relate only to grades. The process for Type One Appeals consists of two levels – the informal and the formal. The informal process attempts resolution of the issue at the most local level, meaning with the involved instructor, student and department chair or unit director. The formal process extends the resolution attempt to initially the Department Appeal Committee and then to the COEHS Support Committee.

Appeals deriving from units would go from Step Two to Step Four.

The parties involved in the formal process include the COEHS Associate Dean. The Dean is generally considered to be a level of appeal, not a member of a prior level committee or group. No portion of this policy is intended to limit student appeals to the Provost, Chancellor or other appeals level defined by System regulation.

The process is laid out in five steps that are followed in the sequence below.

Step One: Attempt at resolution through an *informal process* with involved faculty.

1. Students must attempt a resolution through an *informal process* with the involved instructor no later than the tenth (10th) working day of the next regular semester (Fall, Spring, Summer I).
 - a. The instructor must be available, however if they are not, then the student may elect to extend the time period of appeal while waiting on the availability of the instructor, however no later than the tenth (10th) working day of the following semester.
 - b. Alternatively, the student may elect to move to Step Two and meet with the chair/director alone.
 - c. Lastly, in the absence of the instructor and after waiting the ten (10) working days, the student may elect to move to Step Three.
2. Should resolution at this level be unsuccessful, the process may move to Step Two.

Step Two: Attempt at resolution through an *informal process* with involved faculty *and* department chair or unit director.

1. Student shall request an informal meeting with the instructor and the appropriate department chair or unit director no later than ten working days following the meeting with the instructor. The request should be made in writing or email to the chair/director

- or the departmental/unit assistant.
2. In the absence of the instructor, the student may elect to meet with the chair/director alone OR move to Step Three
 3. Should resolution at this level be unsuccessful, process may move to Step Three (if this is an appeal deriving from a unit, go to Step Four.)

Step Three: Attempt at resolution through a *formal process* with the Departmental Student Appeal Committee.

1. If the student is dissatisfied with the outcome of the informal resolution attempt in Step Two above, a written Request for Reconsideration must be filed within ten (10) working days.
2. The student should submit the Request to the appropriate department office. At that point, the chair or unit director is responsible for providing the student with a written copy of the COEHS Student Appeal Policy.
3. The Request for Reconsideration must be submitted after the meeting that occurred in Step Two. The Request for Reconsideration written by the student must include:
 - a. A description of the nature of the Appeal that clearly states how, and justifies why, this issue qualifies for appeal as a Type One Appeal under one or more of the following criteria:
 - i. An error made in grade computation.
 - ii. Grade is based upon factors contrary to those stated in the course syllabus or a reasonable interpretation of it.
 - iii. Grade reflects, in whole or part, some penalty for actions involving the freedom of written or spoken classroom expression.
 - iv. The grade involves some breach of federal or state constitutional protections, federal laws, state statutes, Regent's rules or UW Oshkosh policies.
 - b. A summary of the results of the Step One and Step Two attempt at resolution through informal procedure with the instructor and department chair or unit director.
 - c. A statement and brief rationale of the desired outcome sought by the student.
 - d. A copy of all supporting evidence and/or documentation student wishes to bring to the attention of the committee.
4. The Department Chair or Unit Director shall, upon receipt of the Request for Reconsideration, immediately inform the instructor named in the Request. The instructor has ten (10) working days to provide a written response to the chair.
5. The Department Chair or Unit Director, within ten (10) working days

of receipt of the Request for Reconsideration and instructor's response, shall appoint a Department Appeal Committee of three faculty members (not to include the instructor named in the Request) and provide the committee with the student's Request for Reconsideration and the instructor's written response. All materials provided by the Department Chair or Unit Coordinator to the committee must be in writing and the committee's review is limited to the documents provided by the instructor and the student.

6. The Committee will review all the documents provided by the chair and within ten (10) working days of appointment, the Committee will render to all affected a formal, written decision that states a clear decision with supporting rational.

Step Four: Attempt at resolution through *formal process* with the COEHS Support Committee.

1. In the event that the student is not satisfied with the outcome of the previous steps, the student must schedule a meeting with the Associate Dean within ten working days of the Departmental Committee decision being delivered to the student. At that meeting, the COEHS Student Appeal hearing procedure will be discussed with the student, as well as what the student will need to prepare and file for a formal appeal. Forms will be dispersed and instructions for filing out those forms will be provided. The student and Associate Dean will sign an [acknowledgement form](#).
2. If the Student decides to file a formal appeal, a written appeal including all supporting materials must be filed with the COEHS Associate Dean within ten (10) working days from the previous meeting with the Associate Dean. All formal appeals and supporting materials must be in writing and must be complete when presented. All of the applicable following items must be included in the appeal documentation:
 - a. A cover letter introducing the student, a brief narrative stating the nature and context of the specific appeal, and student contact information.
 - b. The specific decision under appeal.
 - c. The rationale(s) for reconsideration of the decision.
 - d. Summary of results of the previous procedure process.
 - e. Desired outcome sought.
 - f. Supporting evidence and/or documentation.
3. The COEHS Associate Dean will notify the Chair of the COEHS Support Committee of the receipt of appeal documents from the student and deliver same.
4. The Committee will convene to hear the appeal within ten (10) days

of the receipt of the appeal documents from the Associate Dean.

- a. The Chair of COEHS Support Committee shall inform both student and instructor in writing and/or email of the date/time of the meeting allowing a period of notice of no less than four working days.
 - b. The Chair will advise the student that they are strongly encouraged to attend.
 - c. Department chair, program coordinator, unit director, or a designated representative should attend as a default decision goes to the student if the program representative fails to attend.
 - d. Meeting must be posted as a closed meeting under Sec 19.84(5), WI Statutes unless the student requests in writing that the meeting be open.
 - e. Any Committee member with a vested interest in the case must recuse themselves. If Committee Chair recuses themselves, an alternate chair will be selected by the remaining committee members.
5. During and following the meeting, the committee shall
- a. Review all written information submitted by the student as part of the appeal.
 - b. Listen to oral arguments and pose questions and/or facilitate discussion among attendees. All witnesses are to be present during any and all testimony. They may be dismissed for committee deliberation.
 - c. Assure that only the written and/or oral testimony of those present serves as the basis for any decision; "testimony" or "statements" alleged to have been made by persons not at the meeting cannot be introduced or considered.
 - d. Keep minutes of the meeting including a record of votes.
6. Within ten (10) working days of the hearing, the COEHS Student Appeal Committee shall deliver a written decision to the student stating a clear decision on the appeal with rationale supporting that decision. Copies will be sent to the COEHS Associate/Assistant Dean and the Department Chair, program coordinator, division director or a designated representative of any who was in attendance at the meeting in their stead.

Step Five: Final resolution through Formal process with COEHS Dean.

1. Student may appeal the COEHS Support Committee decision if s/he believes that the process and/or decision was in some substantive

manner unfair. In that event, the student may file a written request for reconsideration with the COEHS Dean. This request must be filed within ten (10) working days of the date of the written decision from the Committee.

2. After a review of all documents, findings, recommendations, supporting rationale and process related to the decision, the Dean shall render a written decision within ten (10) working days of receipt of the request for reconsideration. This written decision shall be sent to the student, the department chair/administrator, the COEHS Associate Dean and the COEHS Support Committee.
3. The Dean's decision will be considered final with no further appeal possible except as provided in UW System or campus policy and state law.

Conditions, Limitations & Waivers

1. The term "working days" are Monday – Friday excepting official university holidays.
2. All steps of either appeal process must be followed sequentially and all appeal petitions must be individually filed.
3. All decisions from department chairs, committee chairs, associate dean and dean shall be written as formal letters or memoranda. These items will generally be sent through the postal system. However, in the interest of timeliness, they may also be attached to an email sent to the student's authorized University of Wisconsin Oshkosh email address.
4. Waiver of the policy in any individual occurrence does not void or supplant the entire or rest of this Appeal Policy.

No policy and/or procedure in this college policy is intended nor will act to contravene any university, UW System or State of Wisconsin policy or process.