

Procedure Process for Type Two Appeals: Programmatic Decisions

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

Type Two Appeals are specific to program related decisions made by COEHS Department Chairs, the Professional Education Program, Graduate Program Coordinators and Unit Directors. These appeals are limited to the following programmatic decisions:

1. Program admission to the COEHS and/or a program, major or licensure.
2. Transitional decisions (i.e. Admission to student teaching, Admission to Professional Counseling).
3. Exit and/or decisions associated with the graduation process.
4. Program requirements within licensure programs which are available on the COEHS web site, the department web site and/or in UARC's website for undergraduate concerns.
5. Field experience placements in PEP, Professional Counseling, and HSL, site arrangements, processes and procedures within the divisions.
6. Curricular/program modifications

The process for type two appeals consists of both preliminary and formal procedures. The preliminary procedure attempts informal resolution of the issue at the most local level with the appropriate department chair, program coordinator, or division director. The formal procedure is a subsequent review by the COEHS Support Committee and may include review by the Dean.

Preliminary Procedure

1. The student shall request an informal meeting with the appropriate department chair, program coordinator, or unit director no later than the tenth (10th) day of the semester (Fall, Spring, Summer I) following the semester in which the decision/action under appeal occurred.
2. The department chair, program coordinator, or unit director is responsible for assuring that the student is provided a copy of the COEHS Student Appeal Policy at the meeting.
3. Within ten (10) working days of the meeting with the student, the department chair, program coordinator, or unit director will email the student and other individuals directly involved, if any, a document that states a clear decision on the issue with supporting rationale.

Formal Procedure

1. In the event that the student is not satisfied with the outcome of the preliminary procedures, the student must schedule a meeting with the Associate Dean within ten (10) working days of the informal 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 filling 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 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 programmatic decision under appeal
 - i. Program admission to the COEHS and/or a program, major or licensure.
 - ii. Transitional decisions (i.e., Admission to student teaching, Admission to Professional Counseling).
 - iii. Exit and/or decisions associated with the graduation process.
 - iv. Program requirements within licensure programs which are available on the COEHS web site, the department web site and/or in UARC's website for undergraduate concerns.
 - v. Field experience placements in PEP, Professional Counseling, and HSL, site arrangements, processes and procedures within the divisions.
 - vi. Curricular/program modifications
 - c. The rationale(s) for reconsideration of the decision
 - i. The decision was made in error.
 - ii. The rationale for the decision was vague, contradictory or unclear.
 - iii. The decision was based on factors contrary to those published and/or publicly announced.
 - iv. The decision was made as a penalty for unrelated factors.
 - v. The decision was made in an arbitrary, capricious manner.
 - vi. The decision was made in violation of specific federal,

- state, Regent's, and/or University laws and/or regulations.
- vii. While the decision was appropriately made, there exist strong compelling and unique reasons why the standing policy should be set aside.
 - d. Summary of results of the preliminary 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 program representative in writing and/or email of the date/time of the meeting allowing a period of notice of no less than four (4) working days.
 - b. The Chair will advise the student that they are strongly encouraged to attend.
 - c. Department chair, program coordinator, division 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 her/himself, 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 Support

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.

7. Student may appeal the COEHS Support Committee decision if they believe 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.
8. After a review of all documents, findings, recommendations, supporting rational 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/Assistant Dean and the COEHS Support Committee.
9. 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" shall refer to those days when classes are actually scheduled.
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. In the interest of timeliness, these may 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.