

Proceedings to Hear Grade Appeals
Grade Appeals Subcommittee of the Academic Policies Committee of the Faculty Senate

The Subcommittee for Grade Appeals is charged by the Academic Policies Committee of the Faculty Senate to hear Academic Dishonesty Grade Appeals and Grade Determination Appeals, *Faculty Handbook (FHB), 208: Academic Appeals*.

Grade appeal hearings are not legal proceedings; thus, formal rules of evidence do not apply. The Subcommittee operates under **preponderance of evidence** guidelines when making a decision. This means that the events “were more likely to have happened than not,” as outlined by the Instructor who made the claim of Academic Dishonesty (Academic Dishonesty Grade Appeal) or the Student who made the claim of arbitrary or unfair grading (Grade Determination Grade Appeal).

Academic Dishonesty Grade Appeals: The purpose of the Grade Appeals Subcommittee in hearing this type of student complaint is (1) to determine if academic improprieties did take place and (2) to review the appropriateness of the faculty member’s corrective action as it relates to final grade assignment. Fairness and procedural safeguards, *FHB 208.04(G)(1)(c)*, state that the burden of demonstrating a preponderance of evidence rests on the officials or faculty member who believes that academic dishonesty has occurred.

Grade Determination Appeals: The purpose of the Grade Appeals Subcommittee in hearing this type of student complaint is to determine if the instructor applied arbitrary or unfair grading practices, which affected the student’s final grade. Fairness and procedural safeguards, *FHB, 208.04(G)(2)(c)*, state that the burden of demonstrating a preponderance of evidence of arbitrary or unfair grading rests on the student.

Procedures:

The Grade Appeals Subcommittee Chair shall preside over the hearing to (1) ensure that a climate of respect is maintained, (2) avoid needless consumption of time through repetition or the presentation of irrelevant evidence, and (3) facilitate the Subcommittee’s determination of a decision. Any person who disrupts a hearing or who fails to adhere to the rulings of the Chair may be excluded from the proceedings.

The student may request an advisor’s assistance during the hearing. The advisor is not permitted to address the Subcommittee, but can speak softly with the student or communicate with him or her through written notes.

The hearing may be audio-recorded by either the Student or University or both.

Order of the Proceedings:

1. Reminder to Grade Appeals Subcommittee members that hearing proceedings are confidential and should not be discussed outside of the hearing.
2. Student presents his or her evidence. Comments and/or questions are permitted after the Student concludes his or her presentation.
3. University presents its evidence. Comments and/or questions are permitted after the Instructor concludes its presentation.
4. Follow-up comments and/or questions, in the same order (Student and University), if necessary.
5. Closing statements (5 minute summaries), in the same order. In rare circumstances, the Chair may ask for clarifications.
6. Student and Instructor are excused. The Subcommittee determines its decision using the preponderance of evidence guidelines.
 - The Chair of the Subcommittee provides the Subcommittee’s decision in writing to the Student with copies sent to the Instructor, Department Chair, and Associate Dean.
 - It is the Student’s responsibility to check his or her MyUWG e-mail account to access the Subcommittee’s decision. Additionally, a hard copy of the decision will be mailed to the student’s home address as listed in the University’s records.