To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls

June 14, 2012

RE:  UWRF Faculty Senate Motion 2012-13/20

At the June 12, 2012 meeting of University of Wisconsin-River Falls Faculty Senate, motion 2012-13/20 was passed and it is effective immediately. This motion is forwarded to you for your action.

Motion from the Academic Standards Committee (Terry Ferriss, Chair) to Revise 8.2.18 Student Appeal of Grades

The Academic Standards Committee has unanimously passed a motion to revise 8.2.18 Student Appeal of Grades or Other Academic Matters as noted below. The proposed changes are recommended based on:

- Title did not accurately reflect the content of the policy. There are other policies that handle "Other Academic Matters".

- Questions or complaints involving sexual or racial discrimination or harassment are handled in a separate policy and should not be referenced in this policy.

- Currently there is no faculty review of a student's complaint. The change to include a sub-committee of the Academic Standards Committee fulfills this void.

- Students should not be limited to bringing just one member of the University Community to process meetings. For example, a student may want to include another student and/or a parent(s) and/or legal counsel. Individuals should be able to be University or non-university members.

The policy should be implemented beginning Summer 2012 and replace the current 8.2.18 policy statement in the Handbook.
8.2.18 Student Appeal of Grades or Other Academic Matters

The presumption is that grades are correct as assigned, unless there is clear and convincing evidence supporting an allegation of inequity in grading practices. The student bringing the complaint bears the burden of proof when initiating an informal or formal appeal process. Grading practices based on classroom standards as outlined in the class syllabus and applied to all students equally are not subject to complaints. Appeal of a grade must be made within one semester (not counting summer) of receiving the grade. If a student wishes to make a complaint concerning a grade or other academic matters, the student should first discuss the matter with the instructor of the course involved. If the matter is not satisfactorily settled, the student should then discuss the matter with the chair of the department in which the course was offered. If the matter is not satisfactorily resolved by the chair, the student should then make a written complaint to the Dean of the College in which the course was offered, including a clear statement of the problem and arguments or evidence to support the student's complaint. The Dean will discuss the matter with the student, faculty member and chair, and will attempt to resolve the matter and render a decision. A final complaint in written form may be made to the Provost and Vice Chancellor for Academic Affairs. The student may be accompanied by another member of the University community to any stage of the complaint process. Questions or complaints involving sexual or racial discrimination or harassment should be brought to the attention of the Associate Vice Chancellor for Student Affairs and/or the Assistant to the Chancellor for Equity, Compliance, and Affirmative Action. Problems arising from clerical error or other problems not related to equity in grades are to be handled through the College Dean's office. Information and other particulars concerning the grading system can be found in the current University Catalog. The faculty member may not change a student's grade after it has been recorded in the Registrar's Office except in the event of an error, which must be reported on a form supplied by the Registrar's Office. The form must contain a written explanation of the error and must be signed by the Dean.
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Proposed revision would read:

8.2.18 Student Appeal of Grades

The presumption is that grades are correct as assigned, unless there is clear and convincing evidence supporting an allegation of inequity in grading practices. The student bringing the complaint bears the burden of proof when initiating an informal or formal appeal process. Appeal of a grade must be made within one semester (not counting summer or J-term) of receiving the grade. If a student wishes to make a complaint concerning a grade, the student should first discuss the matter with the instructor of the course involved. If the matter is not satisfactorily settled, the student should then discuss the matter with the chair of the department in which the course was offered. If the matter is not satisfactorily resolved by the chair, the
student should then make a written complaint to the Dean of the College in which the course was offered, including a clear statement of the problem and arguments or evidence to support the student's complaint. The Dean will discuss the matter with the student, faculty member and chair, and will attempt to resolve the matter and render a decision. A final complaint in written form may be made to the Provost and Vice Chancellor for Academic Affairs. An appeal committee of five, as a subset of the Academic Standards Committee, approved by the Academic Standards Committee, will hear the complaint and make a recommendation to the Provost's Office. The student may be accompanied by another person(s) of their choice at any stage of the complaint process.

Problems arising from clerical error or other problems not related to equity in grades are to be handled through the College Dean's office. Information and other particulars concerning the grading system can be found in the current University Catalog. The faculty member may not change a student's grade after it has been recorded in the Registrar's Office except in the event of an error, which must be reported on a form supplied by the Registrar's Office. The form must contain a written explanation of the error and must be signed by a Dean.

Approved

Disapproved

Dean Van Galen, Chancellor

Date

7/7/12