

Approved on 03/13/2015

Academic Policies and Procedures Committee

Friday, February 13, 2015

Miller conference room

Attendance: Shelly Elman, Kimberly Griffith, Patrick Hadley, Tim Schroer, Tina Warren, Susana Velez-Castrillon – recorded minutes for the meeting

**I. Approval of minutes from 10/31/2014**

Minutes from 10/31/2014 were approved by the committee

**II. Grade Appeals**

**a. Proposed changes to the Faculty Handbook in the following section**

Grade Appeal Policy -208.04

Section F. Procedures

1. Procedural Summary

a. Department Chair

The Academic Policies committee discussed the current Grade Appeal Policy presented in the Faculty Handbook. Faculty members have raised the concern that the current policy leaves the course instructor out of the Grade Appeal Procedures. The Academic Policies committee suggested including a recommendation for consultation of the Grade Appeal with the instructor, but recognized that this discussion cannot be mandatory.

The proposed changes are as follows:

**Grade Appeal Policy – 208.04**

**F. Procedures.** The student initiates the grade appeal in writing, using the Student Grade Appeal Form available from the Provost's [website](#). Students are encouraged (although not required) to present grade concerns to the faculty member before initiating a formal grade appeal.

**1. Procedural Summary.** Grade appeals begin at the level of the Department Chair.

**a. Department Chair.** Upon receipt of the written grade appeal, the Chair (1) consults with the ~~faculty member and the student~~, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) shares the grade appeal with the faculty

member and after review the faculty member may (but is not required to) submit a narrative and any supporting documentation, (43) examines the available evidence documentation, and (54) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

*b. Proposed changes to the Student Grade Appeal Form to reflect the new Grade Appeal Procedure:*

The following statement and signature line for the faculty member will be added to the Department chair box:

"I have reviewed the student's grade appeal and stand by the grade."

**Faculty Handbook Current Wording**

**Grade Appeal Policy – 208.04**

**F. Procedures.** The student initiates the grade appeal in writing, using the Student Grade Appeal Form available from the Provost's website.

**1. Procedural Summary.** Grade appeals begin at the level of the Department Chair.

**a. Department Chair.** Upon receipt of the written grade appeal, the Chair (1) consults with the faculty member and the student, (2) determines whether the grade appeal should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) examines the available evidence, and (4) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

*c. Proposed changes to the Faculty Handbook in the following section*

Grade Appeal Policy -208.04

Section F. Procedures

1. Procedural Summary

d. Grade Appeals Subcommittee

The AP committee discussed that the Grade Appeal Policy lacks a procedure to follow if the Grade Appeals Subcommittee has a mixed vote on a student's appeal.

The Academic Policies Committee proposed to change the Faculty handbook as follows:

**b. Dean (or Dean's Designee).** The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

**c. Provost (or Provost's Designee).** The Provost/designee submits the appeal to the chairperson of the Grade Appeals Subcommittee for a hearing.

**d. Grade Appeals Subcommittee.** At the conclusion of the hearing of the Grade Appeals Subcommittee, the chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). If a majority of the members of the Grade Appeals Subcommittee does not grant the appeal, the decision of the Dean stands. Ultimately, final authority for all student 96 appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

**Faculty Handbook Current Wording**

**Grade Appeal Policy – 208.04**

**F. Procedures.** The student initiates the grade appeal in writing, using the Student Grade Appeal Form available from the Provost's website.

**1. Procedural Summary.** Grade appeals begin at the level of the Department Chair.

**a. Department Chair.** Upon receipt of the written grade appeal, the Chair (1) consults with the faculty member and the student, (2) determines whether the grade appeal

should be considered as an Academic Dishonesty Grade Appeal or a Grade Determination Appeal, (3) examines the available evidence, and (4) grants the appeal and changes the grade, or denies the appeal. The Chair notifies the student of the decision in writing. If the Chair denies the appeal, the written notification to the student should explain the student's right to appeal to the Dean (or Dean's designee). If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Dean (or Dean's designee).

**b. Dean (or Dean's Designee).** The Dean/designee reviews the appeal and grants or denies the appeal. The Dean/designee notifies the student of the decision in writing. If the Dean/designee denies the appeal, the written notification to the student should explain the student's right to appeal to the Office of the Provost and Vice President for Academic Affairs. If the appeal is denied, the student may accept the decision and end the appeal process, or request that the appeal and all associated documentation be forwarded to the Provost (or Provost's designee).

**c. Provost (or Provost's Designee).** The Provost/designee submits the appeal to the chairperson of the Grade Appeals Subcommittee for a hearing.

**d. Grade Appeals Subcommittee.** At the conclusion of the hearing of the Grade Appeals Subcommittee, the chairperson of the subcommittee will submit in writing conclusions and recommendations to the Provost/designee for information, review, and additional action. (For example, change of grade or further judicial sanctions). Ultimately, final authority for all student 96 appeals rests with the president of the institution. (See Section 4.7.1 Student Appeals, BOR Manual).

### III. Proposed Changes to the Undergraduate and Graduate catalog

Last year the Academic Policies Committee and Faculty Senate approved the revised Attendance Policy (Faculty Handbook 204). The language changes were published in the Student Handbook and also the 2015-2016 undergraduate and graduate catalogs. However, in the catalogs, the information is placed under the old title "Class Absence."

Undergraduate Catalog - Class Absence: <http://www.westga.edu/assets/docs/catalogs/UG-full-current/1766.htm>

Graduate Catalog - Class Absence <http://www.westga.edu/assets/docs/catalogs/UG-full-current/1766.htm>

In order for the Undergraduate and Graduate catalogs to be in accordance with the revised attendance policy, the Academic Policy Committee recommended that the title "Class

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Absence" be changed to "Attendance Policy." The Faculty Senate will need to approve this in order for it to be listed differently in next year's catalogs.

#### **IV. Plagiarism**

The Faculty Senate tasked the Academic Policies Committee with discussing the issue of plagiarism on campus, and developing strategies to address this problem.

There is a dishonesty reporting form that goes to a central reporting data base to see if patterns of academic dishonesty may be found in multiple classes that the reported student has taken. The Faculty Senate needs to determine ways to publicize this information so all faculty are aware of the website and policy.

The instructions for reporting academic dishonesty can be found at the following:  
[http://www.westga.edu/assetsDept/vpaa/Academic\\_Dishonesty.pdf](http://www.westga.edu/assetsDept/vpaa/Academic_Dishonesty.pdf) and the Common Language for Course Syllabi,  
[http://www.westga.edu/assetsDept/vpaa/Common\\_Language\\_for\\_Course\\_Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf)

The committee also recommended interactions between the student government president and the AP and Student Affairs committees. There could be faculty development through the library's Good Libations series and possible faculty training sessions.