

APPEAL PROCEDURES

Appeal Procedures – Academic Dismissal

See Continuation in College section (<https://catalog.saintmarys.edu/undergraduate/academic-policies-procedures/>).

Appeal Procedures – Denial of “W”

An appeal of the denial of fulfillment of the Writing Proficiency requirement must be initiated within 30 days of the new semester. After discussion with her professor, the student should write a letter stating the reason for her appeal and submit it with her “W” portfolio to the Director of the Writing Program.

Appeal Procedures – Grades

When a student thinks that a final course grade is not justified, she must first discuss the grade with the professor of the course. If the issue cannot be resolved between student and instructor, the student may consider a formal appeal of the grade.

Grounds for Appeal

An error in grading procedures or inequity in the application of the policies stated in the course syllabus are grounds for an appeal. A disagreement with the professional judgment of the professor is not the basis of an appeal and will not result in a change of grade.

Submitting an Appeal

If after consulting with her professor the student believes that there is reason for an appeal of her final grade, the student may make a formal written appeal to the Dean of Student Academic Services. In her appeal letter, the student should include a brief summary of her conversation with the professor, state the grounds for her appeal and document any claims of grading error or inequities. A grade appeal must be initiated within the first ten business days of the beginning of the next semester. The Dean of Student Academic Services will then notify the faculty member of the appeal, provide a copy of the appeal and request an explanation of how the grade was determined per the syllabus.

Academic Hearing Board

Upon receipt of the grade appeal and the professor’s supplementary information, the Dean of Student Academic Services will refer the matter to the chair of the Academic Standards Committee who will appoint a three-member ad hoc committee—Academic Hearing Board. This Board is comprised of two faculty members and an administrator from members of the Academic Standards Committee. The Academic Hearing Board will meet within ten business days upon receipt of the student’s appeal and the professor’s information. The Board will conduct a hearing and give the student an opportunity to meet with the members. Attendance is limited to the student and members of the board. Proceedings of the Board are confidential. Once the deliberations are complete, the Hearing Board will send its decision to the Chair of the Academic Standards Committee who will communicate it to the student and to the professor.

Resolution

The Academic Hearing Board’s decision is final.

Appeal Procedures – Reinstatement to the Major

When a student earns two grades below C in her major requirements and therefore is not permitted to continue in that major, she has the right to appeal to be reinstated to the major. Appeals are generally only heard during fall and spring semester.

Submitting an Appeal

If a student believes that she can be successful in the major, she may make a formal written appeal to be reinstated to the major. This letter goes to the Chair of her Department and to the Dean of Student Academic Services. In her appeal the student should explain in detail any extenuating circumstances that caused her to receive the low grades and should include her plan and timeline for the successful completion of the major. An appeal must be submitted within ten business days of the beginning of the next semester.

Department’s Recommendation

After members of the department meet to review the appeal letter and discuss the student’s status, the department chair sends a recommendation to the Dean of Student Academic Services within ten business days of receipt of the student’s appeal. The response should include reasons for a favorable or a negative recommendation. If favorable, the department should include any conditions and timeline for the student’s completion of the major.

Academic Standards Committee

Upon receipt of the student’s appeal and the department’s recommendation, the Dean of Student Academic Services refers the matter to the Academic Standards Committee for its consideration. Student members of the committee will not be present. Deliberations are confidential. The chair of the committee will communicate the decision to the student and to the department within ten business days upon receipt of the department’s recommendation.

Resolution

The Committee’s decision is final.

Appeal Procedures – Academic Honesty

Appeals of academic honesty violations must be initiated within 30 days of notification.

Academic Hearing Board

At the written request of any involved party, the Dean of Student Academic Services is to refer the matter to the Chair of the Academic Standards Committee who appoints a three-member ad hoc committee—the academic hearing board. The academic hearing board is comprised of three members of the Academic Standards Committee, with at least one faculty member one academic administrator. (In the case of a disability-related appeal, the Dean of Faculty will be the academic administrator.) The academic hearing board conducts a hearing and renders a recommendation in writing to the Chair of the Academic Standards Committee. All proceedings are kept confidential. The chair must ensure that student rights to due process are protected. Unless it is appealed, the recommendation of the academic hearing board is final and binding.

An appeal of academic hearing board recommendations is made to the Academic Appellate Board.

Academic Appellate Board

The Academic Appellate Board acts as a review board for any case in which a decision is being contested. The board consists of three members of the Academic Standards Committee with at least one one faculty member and one administrator independent of the composition of the Academic Hearing Board.

The student must initiate the appeal of a judicial action in writing to the Chair of the Academic Standards Committee within 48 hours of receiving the notification. All appeals must be based on new evidence or violation of rights to due process. The Academic Appellate Board will meet to discuss the merit of the appeal. If the board believes the appeal lacks merit, the appeal is denied. If the board requires additional information, it may require a meeting with the student. If the appeal has merit, the student will be granted a hearing before the academic appellate board.

The Appellate Board submits its decision in writing to the involved parties, to the chair of the Academic Standards Committee, and to appropriate academic officers of the College. A final appeal may be made to the President of the College. The recommendations and decisions of the Academic Appellate Board are subject to review by the President of the College.