

# Academic Appeals Policy and Procedure

Any student who believes a Baylor faculty member has treated him or her unfairly with respect to a course for which the student was registered may complain of such alleged unfair treatment involving students' academic work. If the matter involves alleged violation of the University Honor Code, it will be handled through the processes identified under the Baylor University Honor Code. Other academic appeals complaints will be heard through the following process:

## **Conference with Faculty Member**

The student shall set forth his or her complaint in a written statement that details the circumstances giving rise to the complaint. The student shall give a copy of the statement to the faculty member and attempt to discuss and resolve the matter with the faculty member.

## **Appeal to the Department Chair**

If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal such matter to the chair of the department (or to the dean of the school if the complaint is against the chair or if the school is not organized into departments). The chair (or dean) must be given a copy of the written complaint.

## **Appeal to the Dean**

If the complaint is not resolved to the satisfaction of the student by the departmental chair, he or she shall have the right to appeal such matter to the dean of the school or his or her designee. In order to consider the appeal, the dean must be given a copy of the written complaint.

## **Appeal to the Executive Vice President and Provost**

If the complaint is not satisfactorily resolved by the dean of the school, then the student shall have the right to appeal such matter to the executive vice president and provost or his or her designee. After review, the executive vice president and provost may refer such matter to the academic appeals committee.

## **Appeal to the Academic Appeals Committee**

### *Function*

The function of the academic appeals committee is to hear student complaints of alleged unfair treatment by members of the faculty. The committee shall receive complaints only by referral from the executive vice president and provost and shall not otherwise receive or hear complaints.

### *Composition and Appointment of the Committee*

The academic appeals committee is appointed by the President of the University and consists of eleven members-nine faculty members and two students.

### *Hearing Before an Academic Appeals Committee Hearing Panel*

At this point in the process, the chair of the academic appeals committee shall select a hearing panel consisting of five members-three faculty members and two students-from members of the larger committee to hear the complaint. The

hearings panel shall arrange a conference between the parties involved and attempt to arbitrate the matter. At least three members of the panel (two faculty members and one student) shall participate in any meeting with the parties involved. The meeting shall be informal and private and conducted for the purpose of resolving the matter to the agreement of both parties.

*Appeals Committee Recommendation*

If such a resolution agreeable to both parties is not reached, then the hearing panel shall make a recommendation concerning the disposition of the appeal to the executive vice president and provost.

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