

Minutes

Senate Scholastic Standards Committee (SSSC)

September 26, 2013

Hall Dorm, Room 123, 3:00 PM

SSSC Members (attending in **BOLD**): **Gerald Gianutsos (Chair), Robin Chazdon, David Clokey, Joseph Crivello, Dipak Dey**, Lauren DiGrazia, **Johann Peter Gogarten, Lawrence Gramling, Katrina Higgins, Elena Innes** (Undergraduate student representative), **Jennifer Lease Butts** (ex-officio), **Jill Livingston**, Felicia Pratto, **John Meyers** (Undergraduate student representative), **Thomas Recchio, Christopher Tomaszewski** (Graduate student representative).

Non Members Present: **Erin Mason** (Associate Registrar).

1. Minutes of the 09/12/13 meeting were approved.
2. Old Business – Gerry Gianutsos reported that the proposal to change the residency requirement, approved at the 9/12 meeting as a catalog change, was approved by email vote as a change to the by-laws (§ I.C.1.b) and will be presented to the Senate. It was also sent to the Student Welfare Committee for their input.
3. Grade Change and Appeals for Courses Overseen by UICC – Since courses overseen by UICC (INTD and UNIV) do not have a process for faculty grade change and student grade appeal, the UICC proposed a mechanism to correct this omission (see attached). For INTD courses, the process would proceed as described in the By-Laws, utilizing the department head of the lead instructor of the course and the corresponding dean. For UNIV courses, the UICC chair would function in place of the department head. Further appeals would be directed to the Vice-Provost for Academic Affairs, who will act in place of a dean for the purposes described under section II.E.10 of the By-Laws.

Headley Freake (UICC, Chair) recommended that the proposal be viewed as an interpretation of existing by-laws and the SEC asked SSSC for input. The SSSC agreed, but also expressed some reservations: what is meant by the “lead” instructor? How will students be made aware of the rule? For example, would it be placed in the catalog? Is there a precedent set by likening a committee chair to a department head?

4. Course Syllabi – The SSSC continued discussions on requiring all courses to make a syllabus available to students. The SSSC was generally in agreement and felt a “less is more” approach would be preferable. Joe Crivello agreed to draft a proposal to be discussed on at the next meeting.

5. Graduate Courses Fulfilling Honors Requirements: Jennifer Lease Butts described a recent policy proposal from HBAD to permit graduate courses fulfilling a student's honors requirement to also be used towards a graduate degree (but would not count for both the Bachelor's and a graduate degree). A formal proposal will be brought to the next meeting.
6. Future Agenda Items: Katrina Higgins requested that two items be discussed at a future meeting: A dismissal policy for seniors, and revisiting the course repeat forgiveness rule.

Meeting adjourned at 4:06 PM.

NEXT MEETING: Tuesday, October 8, 1:00 – 2:30 PM, Hall Dorm Rm. 123.

Grade changes and appeals for courses overseen by UICC

(approved by UICC, 4/18/2013)

The registrar will inform the UICC chair of instructor-initiated grade changes for courses over which UICC has oversight. These notifications will be forwarded to the head of the unit offering the course, e.g., the lead academic department for INTD courses or the relevant office for UNIV courses.

The process for appealing assigned course grades is described in the By-Laws, Rules, and Regulations of the University Senate, II.E.10, see below.

For INTD courses, the process will proceed as described in the By-Laws, utilizing the department head of the lead instructor of the course and the corresponding dean.

For UNIV courses, the UICC chair will function in place of the department head. Further appeals will be directed to the Vice-Provost for Academic Affairs, who will act in place of a dean for the purposes described under section II.E.10 of the By-Laws and be responsible for appointing a Faculty Grade Change Review Panel.

II.E.10 Appeals of assigned course grades

A student who believes that an error in grading has occurred and wishes to request a review must request a review by the instructor of record within six months of the course grade having been posted. If the instructor of record cannot be contacted, the student should contact the Department Head. If the instructor agrees that a change is justified, the instructor will initiate the grade change (according to the procedure in the previous section of these by-laws). Individual schools and colleges may have more stringent requirements than the six-month requirement of this by-law.

If a student requests a review of a course grade and the instructor believes that the original grade is correct, the student has 30 days to appeal the decision to the head of the department in which the course is taught. The department head will seek input from the instructor and the student. If this process results in agreement by the instructor that a grade change is justified, the instructor will initiate the grade change according to the procedure in paragraph 2 of section II. E. 9 of these by-laws.

If the instructor and the department head agree that a grade change is not justified, the department head shall notify the student in writing with a copy to the instructor. If the student is dissatisfied with the appeal decision, the student has 10 days to request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel.

If the department head thinks that a grade change is justified but the instructor does not agree, the department head shall request, through the dean of the school or college in which the course is taught, a review by a Faculty Grade Change Review Panel. This request shall be made within 10 days of completion of the department head's review.

The Faculty Grade Change Review Panel, hereafter referred to as the Faculty Review Panel, shall be composed of three full-time faculty members appointed by the dean of the school or college in which the course is taught. The Faculty Review Panel shall convene a hearing within 10 working days of notification of a case. Both the appealing student and the course instructor should be present at the hearing. The student will be afforded an opportunity to state the grounds on which he or she is appealing the grade. The instructor will be afforded the opportunity to

document the basis on which the grade was awarded. Both parties may present supporting evidence and/or request testimony of others. The Faculty Review Panel may request input from the department head.

If the Faculty Review Panel recommends a grade change, it is authorized to execute the change by sending to the registrar a change of grade request signed by all the members of the Review Panel. The Review Panel will send a written report of the decision to the instructor, the student, the department head, and the dean of the school or college offering the course within 10 working days of the decision. The decision of the Faculty Review Panel shall be considered final.