

Grade Appeal Procedures Appendix

Section II - C in Grade Appeal Procedures Policy – Pre-Hearing Arrangements

The Grade Appeal Coordinator brings complete Grade Appeal Form to Chair of Structure and Functions and the Senate office. Once the Structure and Functions Chair determines Appeal is ready for hearing, the Senate Analyst will analyze possible hearing times for the Appeal based on the availability of the current jury panel. The Analyst will then contact both the faculty and student involved in the Grade Appeal for an appointment in the Senate office to view possible hearing times and to be given the opportunity to challenge jury members. Once this is complete, a letter confirming the hearing date, time and place as well as the composition of the jury will be sent to the instructor, student(s), Jury Chair, all jury members, Chair of Structure and Functions and the Grade Appeal Coordinator.

Section II – F in Grade Appeal Procedures Policy – Grade Appeal Panel & Grade Appeal Hearing Juries

At the beginning of each semester, the Senate office will solicit from each person on the Grade Appeal Panel, the times and days jurors have three hours available for a hearing. If no juries can be created from the panel, the Senate Analyst shall request from the Chair of Structure and Functions another random selection by lot for another Grade Appeal Panel. Once a Grade Appeal Panel has been selected, all faculty shall be notified by letter of their duty to serve.