The constitution of the College of Fine Arts and Humanities provides that the Educational Policy Committee “shall serve as an appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious.” In accordance a sub-committee of the Educational Policy Committee will be appointed by the Chair to serve as the Appeals Committee for student appeals. The Appeals Committee will consist of 5 members including the Chair of the Educational Policy Committee and one student. The Appeals Committee will review any appeal by using the following procedure:

1. The student should meet with the faculty member teaching the course in an effort to resolve the dispute.

2. If the student and the faculty member are unable to reach agreement, the student, the faculty member, and the department chair should meet in an effort to resolve their differences.

3. If the student, the faculty member, and the department chair are unable to resolve the dispute, the department chair will refer the matter to the dean. The dean will, subsequently, refer the matter to the Educational Policy Committee.

4. This process, 1, 2, and 3 above, must be initiated within 30 days of the end of the term for which the grade was assigned.

5. Educational Policy Committee Action:

   A. The student will meet with a member of the Educational Policy Committee to discuss the appeals process. The student will be advised that the appeal process should be utilized only when there is compelling evidence of a “prejudiced” or capricious” evaluation by the faculty member.

   B. If the student files an appeal, the Committee Chair will ask for written statements regarding the appeal from the student, the faculty member, and the department chair involved in the dispute. Written statements must be received within 10 working days after the Chair has requested the information.

   C. The Committee may seek additional information about the dispute by whatever means is deemed necessary.

   D. The Committee may ask other faculty members in the department involved to evaluate any written materials presented to the Committee for consideration.

   E. If the Committee’s decision results in a change of grade, the Chair of the Educational Policy Committee and the department chair of the department involved in the appeal will sign the Change of Grade Form to be submitted to the Registrar’s Office.