

UNIVERSITY OF ARKANSAS AT LITTLE ROCK

TRANSMITTAL OF FACULTY SENATE LEGISLATION

Faculty Senate legislation is to be submitted to the Chancellor to approve or disapprove within ten calendar days after the Assembly review period. The Chancellor may approve or disapprove any Faculty Senate legislation within a period from the eleventh through the twenty-fifth calendar day after the Faculty Senate action has been presented to the Assembly unless the Assembly has been petitioned to amend or rescind the Faculty Senate legislation. In the latter case, the Chancellor's approval or disapproval shall be made no later than fifteen calendar days after the Assembly has voted on and failed to approve a motion to amend or rescind a legislative action of the Faculty Senate. The chancellor shall provide written reasons for disapproval to the Faculty Senate.

To the Chancellor of the University of Arkansas at Little Rock:

The following legislation passed the UALR Faculty Senate on November 18, 2022:

Be it resolved to revise the Grade Appeal Policy (501.6, previous revision 2019) as in the attachment.

Disseminated to University Assembly: Date: 27 November 2022

Faculty Senate President's Signature:  Date: 18 November 2022
Joanne Liebman Matson

Received in Chancellor's Office: Date: DEC 09 2022

Chancellor's Action:

APPROVED Chancellor's Signature  Date: 12/9/2022
Christina Drale

DISAPPROVED Chancellor's Signature _____ Date: _____
(reasons to be attached) Christina Drale

Attachment

Grade Appeals (501.6)

University of Arkansas at Little Rock Policy Name: Grade Appeals Policy Number: 501.6 Effective Date: Revision on Nov. 18, 2022; effective Fall 2023

Policy:

1. Appeal of Course Grades and Evaluated Program Requirements

The purpose of this policy is to explain the conditions and procedures for the appeal of course grades and other graded program requirements (e.g., comprehensive examination, qualifying examination, thesis, dissertation, and other culminating experiences).

Throughout this policy, the term "instructor" refers to the instructor of record who is responsible for issuing the course grade. "Instructor" may also refer to the program coordinator when the program faculty issues a grade for program requirements that do not reside in a course (e.g., comprehensive examination, qualifying examination, thesis, dissertation, and other culminating experiences).

Students may appeal final course grades: results of capstone experiences, comprehensive and qualifying examinations, defenses, and other graded program requirements. The grade appeal process must be initiated by the student within 20 class days from the date the grade is awarded.

~~Students have~~ A student has the right to appeal a grade if they ~~he or she~~ feels the grade was awarded as a result of arbitrary grading. The grade appeal process is not appropriate for a student's disagreement or dissatisfaction with an instructor's professional evaluation of coursework. Arbitrary grading is defined here as using standards that are substantially different from those announced by the instructor or described in the course syllabus or program documents.

The student may confer with the Student Government Association or Graduate Student Association president/designee regarding the complaint at any time during the Steps Toward Redress for Grade Appeals. The president/designee will listen to the complaint, counsel the student as to the merits of the case, review the steps as outlined in the formal

procedures for grade appeals, assist the student in writing the appeal, and may attend the hearing upon the request of the student as a non-participating supporter.

2. Steps Toward Redress for Grade Appeals

1. The student will submit, electronically, a completed Grade Appeal Form to the instructor with a request to meet regarding the grade in question. The Grade Appeal Form shall outline the basis for the appeal, and include a copy of the syllabus and any supporting documentation that may allow the matter to be resolved expeditiously.
2. The student is responsible for demonstrating that arbitrary grading occurred and must proceed with an appeal in good faith. Abuse of the grade appeal process may result in a disciplinary referral by the Academic Integrity and Grievance Committee (AIGC) to the Office of Dean of Students for violating the university's Code of Student Rights, Responsibilities and Behavior, per Policy 516.3
3. A grade appeal cannot be brought forward while an academic integrity matter (or other grievance) is being resolved for that course, student, and instructor. In the event the academic integrity matter is resolved in favor of the student, the window of 20 class days to submit a grade appeal starts when the academic integrity process is completed.
4. The instructor is responsible to verify that the grade appeal has been submitted within 20 class days. Instructors are not ~~No instructor shall be~~ allowed to delay the resolution of a ~~grievance grade appeal~~ by failing to ~~meet hold a consultation~~ with a student submitting an appeal within the designated time, unless *bona fide* reasons such as illness, personal emergency, or campus absences for professional reasons make this time limit unreasonable. ~~If the instructor is unavailable, the student may skip to Step 2.~~
5. ~~If the instructor who assigned the grade is unavailable: for example, the instructor is no longer employed by the university and is or unresponsive, to the student "s request for a meeting or is otherwise unavailable and unresponsive:~~ the department chair (or the administrative equivalent) will confer with the faculty in the department or school and appoint a full-time faculty member who is knowledgeable of the subject matter to act in the stead of the unavailable instructor.
6. If the issue is resolved after meeting with the instructor, the student's grade may be changed ~~in Step I of this procedure~~ by written consent of the instructor:— and the student.
7. —If unable to resolve the difference with the instructor, within 5 class days of

meeting with the instructor, the student shall take forward the grievance appeal within five class days of this discussion to the chairperson of the department or the administrative equivalent, such as a director of a school, chairperson (or dean, If the instructor involved is the department chairperson); or an administrative equivalent, the student shall forward the appeal to the Dean of the College in which the course was taught. The appeal documentation shall include a written response from the instructor outlining thereasons for denying the appeal. rom the instructor as to why the matter was not resolved.

~~If the instructor who assigned the grade is unavailable, for example, the instructor is no longer employed by the university and is unresponsive to the student 's request for a meeting or is otherwise unavailable and unresponsive, the department chair will confer with the faculty in the department and appoint a full-time faculty member who is knowledgeable of the subject matter to act in the stead of the unavailable instructor.~~

9. When receiving the student's Grade Appeal Form, the chairperson (or administrative equivalent) must verify that it was submitted to the instructor within the designated 20 class days.
10. Within 10 class days of receiving the student's Grade Appeal Form and attendant documents, F the chairperson (or the administrative equivalent) shall attempt to resolve the dispute within 10 class days by meeting with the student and the instructor. The student's grade may be changed at this point with Step 2 of this procedure by the written consent of the instructor.
11. ~~At this meeting t~~ The chairperson (or administrative equivalent dean) will employ the Grade Appeal Form to document that the meeting has occurred and whether the grade appeal was resolved or not. The documentation will be disseminated electronically to both the instructor and the student. have the student and the instructor complete and sign the Grade Appeal Form and give a copy to the student. The department chairperson maintains the original. If the student took the course online or does not live within a reasonable driving distance of the main campus, t The g Grade-a Appeal f Form may be sent electronically, but it must include scanned or electronic signatures.
12. If the grade appeal has not been resolved, the student must forward their Grade Appeal Form, including instructor and chairperson (or administrative equivalent,) feedback within 3 class days to the As a last resort and only after Steps I and 2 have been carried out, the student may file a formal complaint in writing within three (3) class days to the Associate Vice Chancellor for Academic Affairs (AVCAA) or their designee
13. The student must then meet with the AVCAA (or their designee), associate vice chancellor for academic affairs and bring to the meeting a written

~~statement which clearly explains the basis of the appeal and the Grade Appeal Form. During this meeting the AVCAA (or their designee) will. The purpose of this meeting is to:~~ a) confirm that prior steps in the appeal process have been followed properly (If not, the appeal shall be redirected back to the appropriate lower level); b) review the relevant grounds for a grade appeal with the student; and c) inform the student of the next step in the appeals process.

14. Following the meeting with the AVCAA (or their designee), if ~~conference~~, the student decides to proceed with the formal appeal, the AVCAA (or their designee) ~~associate vice chancellor academic affairs~~ will immediately consult with the Academic Integrity and Grievance Committee chairperson. After this consultation, the AVCAA (or their designee) ~~On the basis of this consultation, the associate vice chancellor~~ for academic affairs will notify the student in writing whether ~~that~~ the grade appeal will be referred to (a) the Academic Integrity and Grievance Committee for a hearing or (b) ~~the~~ Provost if the case does not fall within the purview of the Academic Integrity and Grievance Committee.

~~The student is responsible for demonstrating that arbitrary grading occurred and must proceed with an appeal in good faith. Abuse of the wide appeal process may result in a disciplinary referral by the AIGC to the Office of the Dean of Students for violating the university Code of Student Rights, Responsibilities, and Behavior (Policy Number 516.3).~~

3. Procedures for Formal Grade Appeals Handled by the Academic Integrity and Grievance Committee

This committee is a Faculty Senate committee. Its makeup and purpose are governed by the Constitution of the University Assembly of the University of Arkansas at Little Rock, Article III. It provides the members of hearing panels.

The Academic Integrity and Grievance Committee (AIGC) shall handle all aspects of the formal student grade appeals except for grievances that must be resolved elsewhere (such as a claim of discrimination that is forwarded to Human Resources.) The AIGC ~~shall~~ will follow these procedures for conducting grade appeal hearings. The procedures ~~shall~~ will be distributed to all members of the committee by the ~~a~~ Associate ~~v~~ Vice ~~e~~ Chancellor for ~~a~~ Academic ~~a~~ Affairs (AVCAA) or their designee. Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.

1. Following the conversation with the Chair of the AIGC, the AVCAA or their designee will forward the grade appeal to the AIGC Coordinator in the Provost's office for immediate scheduling.

2. The AIGC Coordinator will coordinate schedules with the instructor, the student and panel members. The student and the instructor's schedule will be considered when scheduling the date, time and place of the hearing, but in the interest of fairness, reasonable speed shall be the watchword.
3. If the instructor is unavailable to meet with the AIGC panel within 30 class days from the date the appeal was referred to the AIGC coordinator for scheduling, the department chairperson, their administrative equivalent, or their designee, may represent the instructor.
4. If the student is unavailable to meet with the AIGC panel within 30 class days from the date the appeal was referred to the AIGC Coordinator for scheduling, the appeal may be dismissed.

~~At least 10 class days before the date set for the hearing, the student and the instructor will be notified in writing of the nature of the appeal and of the date, time, and place the case is to be heard. They shall also be notified that, should either party choose not to appear, the hearing will proceed as scheduled. For the purposes of this section, the day after the date the letter of notification is mailed or emailed shall be the first day of the 10-day period.~~
5. The AIGC committee must shall strive to hear the case within 15 class days of the date time the appeal was received by the AVCAA . filed, if at all possible. ~~The determination of the date, time, and place of the hearing will include consideration of the student's and the instructor's schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.~~
6. At least 10 class days before the date set for the hearing, the student and the instructor will be notified in writing ~~of the nature of the appeal and of~~ the date, time, and place the case is to be heard. The student and the instructor ~~They~~ shall also be notified that, ~~should~~ shall either party choose not to appear, the hearing will proceed as scheduled. For the purposes of this section, the first day of this 10-day period will be begin the day after the ~~date~~ the letter of notification ~~is~~ was mailed or emailed.
7. The student and instructor will be notified that they may each ~~can~~ bring witnesses to speak on their his or her behalf, that they each will have a reasonable opportunity for confronting witnesses appearing against them him or her, that each has the right to be present during all phases of the hearing except for panel deliberations, and that each may bring to the hearing two non-participating ~~representatives~~ supporters.
8. Legal representation at grade appeal hearings is prohibited.
9. At least five class days before the ~~committee~~ panel is convened, the student

and the instructor must submit to the AVCAA or their designee ~~associate vice chancellor for academic affairs~~ all the information and supporting documentation, to include witness names, that each feels is pertinent to the appeal. This information must be in writing and supported in detail. ~~and it should also specify what witnesses the student or instructor will bring to the scheduled meeting.~~

5. Materials submitted fewer than five class days before the appeal hearing will not be disseminated to, be reviewed by, or be referenced by either the instructor or the student during the appeal.
6. Copies of the ~~information~~ material provided by the deadline, along with the original Grade Appeal Form and its supporting documentation, will be distributed to all involved parties (instructor, student, and panel members) at least five *calendar* days before the panel meets. Failure to comply with this deadline may result in the hearing being rescheduled.
7. Students appealing grades are reminded that the burden of proof is on the student; i.e., ~~the students~~ must be able to support their ~~his or her~~ assertions. All submitted materials must be directly related to demonstrating that the conditions for arbitrary grading (as defined in this policy) have been met.
8. A hearing panel will be selected from the AIGC to consider the appeal. **[moved]** A hearing panel for a grade appeal consists of a panel chair, two additional faculty members, and two students. On all grade appeals involving graduate or professional degree curricular matters, at least one graduate faculty member and one graduate student shall be included on the hearing panel. Of this number, all must be present. **[end move]**. A panel chair will be chosen from among the faculty members present at the hearing panel. ~~The chairperson shall serve as the chairperson of all appeals hearing panels. [A hearing panel for a grade appeal consists of a panel chair, two additional faculty members, and two students. On all grade appeals involving graduate or professional degree curricular matters, at least one graduate faculty member and one graduate student shall be included on the hearing panel. Of this number, all must be present.]~~
9. Panel members may recuse themselves during the scheduling of the hearing or upon receipt of the materials. In such a case they will be replaced by another panel member who may serve in their stead. Compliance with the guidelines for panel representation is required despite a recusal.

~~The hearing panel will not make any decision on a specific appeal until it has been determined that all pertinent written documents, etc! testimony from the student and the instructor, etc! testimony from witnesses and official records from the student's college or school dean and from the~~

~~Office of Records and Registration have been submitted and reviewed.~~

10. The only persons present at meetings of this panel committee shall be the panel members, the student, the instructor, designated observers, ~~the student and the instructor]~~ along with their non-participating supporters representatives, and witnesses actually testifying before the committee panel. ~~With prior notice to the hearing panel:~~ Any of the parties involved in the appeal hearing, including the student, the instructor, or witnesses, may appear via synchronous technology rather than in person, provided that the panel members are notified in advance.
11. All proceedings will be recorded except for panel deliberations.
12. Written statements by witnesses shall not be allowed in lieu of personal appearance, should not be allowed except in rare instances: at the discretion of the panel chair.

~~During the process of making a decision on a case, the panel shall consider only that information which (a) has been presented during the hearing and (b) is relevant to the grounds for a grade appeal.~~

~~A decision to change or direct changes in a student's grades requires a majority vote of the hearing panel: in the case of a tie, the grade assigned by the instructor shall stand.~~
13. Once the arguments and testimonies have concluded, all participants except for the panel members will depart and recording will be discontinued.
14. Deliberations will focus on the merits of the arguments as they pertain to the criteria for arbitrary grading.
15. The panel will either support or reject the grade appeal. A decision shall be reached by a majority of the panel members.
16. The panel has no authority to assign a new grade. Grades are the purview of the instructor and the academic unit.
17. Upon reaching a decision, the panel will formalize its conclusion of the appeals hearing, the panel will make a decision in writing and sign appropriate appeal documents. These documents will be returned to the AVCAA or their designee within The panel chair will return the master file and the recording of the hearing, and prepare a summary of the findings, decision, and recommendations for the associate vice chancellor for academic affairs within three class days of the hearing.
18. Within 10 class days of receiving the panel's decision, the AVCAA ~~The associate vice chancellor for academic affairs]~~ shall send a letter explaining the findings and the decision ~~such decision~~ to the student, instructor,

~~department head, chairperson or their administrative equivalent and the college dean; and in case of a grade change, to the Office of Records and Registration.~~

19. ~~Either party~~ The student or the instructor may appeal the panel's decision in writing to the ~~vice chancellor/p~~ Provost or their designee.
20. ~~The appeal shall be submitted with a copy to the chairperson and the non-appealing party, within 10-5 class days after receipt of the decision, with a copy of the appeal forwarded to the nonappealing party.~~
21. ~~Upon receiving the appeal, The vice chancellor/p the Provost, or their designee, shall review and render a decision about the appeal within 10 class days. the decision of the committee on appeal within 10 class days. of receipt of either party's appeal of that decision.~~ Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.
22. The ~~vice chancellor/p~~ Provost, or their designee, shall have the authority to:
 - a. Approve the recommendation of the AIGC panel;
 - b. Remand the case to the original hearing panel for rehearing;
 - c. Remand the case to a different hearing committee for rehearing or
 - d. Reverse the decision of the hearing panel.
23. The ~~vice chancellor/p~~ Provost, or their designee, shall notify the appealing party and the non-appealing party of ~~his/her~~ their decision ~~within 10 class days of receipt of the appeal.~~
24. The ~~vice chancellor/p~~ Provost shall return the records to the AAVCA ~~associate vice chancellor for academic affairs~~ for filing and ~~for~~ appropriate action.
25. The ~~vice chancellor/p~~ Provost's decision shall be final.

