

JUDITH HERB COLLEGE OF EDUCATION

GRADUATE ACADEMIC APPEAL

Graduate students may appeal an academic decision including an assignment or course grade, an examination or defense result, or other academic decision or action perceived to impede their progress toward completion of the academic program. Appeals dealing with student misconduct or research misconduct are explicitly exempt from this process and shall be dealt with under the relevant University policies and procedures (see UT Policies 3364-30-04 and 3364-70-21).

The student should first verbally discuss the contested grade, result, or program decision with the faculty member involved and make reasonable efforts to resolve the issue. If a verbal attempt to resolve the problem fails or the faculty member is unavailable, the student may initiate the Academic Appeal process outlined below.

Academic appeals must be initiated in writing within 20 working days following the receipt of the contested grade, result, or other academic decision. If the faculty member involved is not available during this time period due to University approved leave of absence or for any other reason, the student will initiate the appeal process described in Step 1 and contact the Department Chair. The Chair will make reasonable efforts to contact the instructor or advisor before proceeding with the appeal process.

No individual may sit in judgement of an appeal or grievance at more than one level of review.

After completing the steps listed below, the Dean's decision may be appealed by either the student or the faculty member to the Dean of the College of Graduate Studies no later than the end of the semester following receipt of the contested grade, action, or decision perceived to impede the student's academic progress. See the COGS Grade Appeal Procedure for Graduate Students or the Graduate Student Academic Grievance Policy (UT Policy 3364-77-02) for the procedures that apply beyond the JHCOE

NOTE: WORKING DAYS ARE MONDAY THROUGH FRIDAY NOT COUNTING HOLIDAYS WHEN THE UNIVERSITY IS CLOSED. STEPS OF THE ACADEMIC APPEAL PROCESS

1. The student may initiate the appeal process through a written request for reconsideration to the faculty member involved within 20 working days following the receipt of the contested grade, result, or other academic decision. The appeal should include a statement describing the specific grounds for the appeal and suggested resolution.
2. The faculty member must provide a written response to the student within ten (10) working days of receiving the written request for reconsideration.
3. If no mutually agreeable resolution can be achieved, the student may present in writing their position to the Department Chair within ten (10) working days of completing the previous step. Both the student and the faculty member may provide the Chair with relevant information. The appeal should include a statement describing the specific grounds for the appeal and the written explanation of the decision made by the instructor or advisor involved.
4. The Department Chair will attempt to resolve the case by meeting or otherwise communicating with both the student and the faculty member. If a resolution is not achieved, the Department Chair will provide a written determination within ten (10) working days of receiving the written appeal.
5. If the problem is not resolved at the department level, either party may appeal in writing to the Associate Dean for Graduate Education. A written request for a resolution must be made to the Associate Dean within

ten (10) working days of the Department Chair's determination. The appeal should include a statement describing the specific grounds for the appeal and the written explanation of the decision made at each level of review.

6. The Associate Dean will attempt to resolve the case by meeting or otherwise communicating with both the student and the faculty member. If a resolution is not achieved, the Associate Dean will call upon the JHCOE Student Appeals and Grievance Committee. Any member of the committee directly involved in the disputed academic decision will be excused from reviewing the case. The committee will review all relevant documentation and may interview the student and faculty member involved. The committee will provide a written recommendation to the associate dean within 15 working days of receiving the appeal.
7. Upon receiving the committee's recommendation, the Associate Dean shall make a recommendation to the Dean. The Dean will issue a decision within ten (10) working days of receiving the Committee's recommendation.
8. The Dean's decision may be appealed by either the student or the faculty member to the Dean of the College of Graduate Studies no later than the end of the semester following receipt of the contested grade, action, or decision perceived to impede the student's academic progress. See the COGS Grade Appeal Procedure for Graduate Students or the Graduate Student Academic Grievance Policy (UT Policy3364-77-02) for the procedures that apply beyond the JHCOE.