

REGULAR MEETING OF THE UNIVERSITY FACULTY SENATE

March 7, 1983

MINUTES

The regular meeting of the University Faculty Senate was called to order on Monday, March 7, 1983 at 4:00 p.m., with President Hoffecker presiding. Senators not in attendance were:

David Ames                      Norman Collins                      Billy Ross .

Senators excused were: William Bailey, L. Leon Campbell, Donald Crossan, Irwin Greenfield, John Kelly, David Smith.

I. ADOPTION OF THE AGENDA.

The Agenda was adopted as distributed.

II. APPROVAL OF THE MINUTES.

Dean Gaither noted that on page 3, paragraph 5, the correct title of the group is the Commission on Life Long Learning. There were no other corrections or changes, and the Minutes of the February 7, 1983 meeting were approved.

III. REMARKS BY PRESIDENT TRABANT.

President Trabant announced that the speaker for the University's 150th convocation, to be held on September 30, 1983, will be Dr. David Saxon, who is the outgoing President of the University of California, and the incoming President of the Massachusetts Institute of Technology Foundation.

President Trabant reported that the first stage of the previously announced campaign to raise funds for the library and for scholarships would begin March 14, with requests to alumni and the campus community. He described the variety of ways in which pledges and contributions could be made, and emphasized the impact on the over-all fund raising effort of a high percentage of campus participation.

On a third topic, President Trabant reported on the status of the University's requests to the State for funding for the Operations Budget. He said the University has already put in action its plan to reduce operating expenses by \$3 million by June 30, 1983. He noted that two budget increases, in Blue Cross/Blue Shield rates and in the FICA (Social Security) employer contributions, were mandated by the State and Federal governments, and were outside the control of the University. He listed other mandatory increases as adjustments in benefits, insurance, utilities, and an estimated 8% rate of inflation, resulting in mandated increased costs of \$4,219,000. In a category of necessary increases, President Trabant listed salary and wage adjustments not covered by collective bargaining, and related benefit increases, with a total increase for the two categories of \$7,726,173. He noted that the already announced 10% increase in out-of-state tuition was expected to increase income by about \$3.5 million, but there was a slight decrease in expected endowment and temporary investment income, with a net increase in revenues of \$3,308,600. He concluded that even using the most conservative figures the University was over-budgeted by at least \$1.6 million dollars,

and would be looking for further reductions and tuition increases to make that up, with a possible reduction of expenses of as much as \$4 million, depending on the State's final budget figures.

IV. ANNOUNCEMENTS.

Senate President Hoffecker announced that the Committee on Graduate Studies and the Coordinating Committee on Education would hold an Open Hearing on the proposal from the College of Human Resources for a Ph.D. in Applied Science-Food Science, on Monday, March 21, at 4:00, in 110 Memorial Hall.

V. OLD BUSINESS.

Item A, a resolution from the Committee on Adjunct Academic Affairs regarding academic standards for Continuing Education (CE) students, was introduced, with a brief review of its earlier presentations to the Senate, by President Hoffecker. In response to a question from Senator Warter, Prof. Miller, chair of the sponsoring committee, said that it was the committee's intent that the 7 credit hours referred to in part 1 would be a total for a single semester.

Senator Warter also asked whether students should be allowed to indefinitely pursue courses through Continuing Education in areas where they have not applied for admission, or whether there should be a cut-off point if the student were not in good standing after some given period of time. Mr. Jon Heggan, the Associate Director of Continuing Education, responded that they preferred to retain a certain flexibility; he said the current policy is to encourage students deemed not likely to succeed to perhaps go elsewhere, but that a decision in this matter might be based on an evaluation of the present policy. Senator Warter asked whether the "7 credits or fewer" a student was permitted to take without the dean's permission could include courses that were "red-lined" or restricted. Mr. Heggan said he thought that depended on departmental policies. Dean Brucker asked how it was possible to identify those CE students who had been dropped from degree candidate status, and whether a student was taking a course for a second time; Mr. Heggan replied that changes being made in the registration form would take into account the need to know student status, and that CE registrations are checked on an individual basis for students who are repeating courses.

Senator Beasley questioned creating a policy that applied only to those CE students who were seeking readmission, and suggested this implied that the rules did not apply to any other CE students; he argued that the same rules should apply to all students at the University, whether matriculated or CE students. Mr. Heggan replied that the main concern the policy had been written to address was the CE student in "dropped status." Senator Warter made a motion, which was seconded, to change the first sentence to read: "Be it resolved, that for Continuing Education students:"; several senators noted that this would create inconsistencies in the rest of the resolution. A discussion followed in which it was argued that the resolution should not be re-written by the Senate, but should be passed intact to address the problem of the CE student in dropped status. Senator Warter's motion to amend was defeated by a hand vote.

Referring to an earlier point in the discussion, Senator Mangone requested that the words "in one semester" be inserted after "7 credit hours" in part 1, line 1; there was no objection, and the change was made by unanimous consent. There was no further discussion, and the resolution, as follows, was approved by unanimous voice vote.

*BE IT RESOLVED, that for those Continuing Education students who previously were matriculated and dropped for academic reasons:*

- 1. Permission to enroll for more than 7 credit hours in one semester will be granted by the Division of Continuing Education only upon written approval of the dean of the college to which the student is seeking readmission;*
- 2. Permission to drop a course after the standard deadline will be granted by the Division of Continuing Education only with the written approval of the instructor and the dean of the college in which the course is offered.*

Following the vote, President Trabant suggested that the Committee address the number of courses taken by Summer and Winter Session students in a future meeting on this issue.

Item B, a recommendation from the Coordinating Committee on Education for Senate approval of the reorganization and departmentalization of the College of Nursing was read by President Hoffecker. There was no discussion and the resolution, as follows, was approved by unanimous voice vote.

*RESOLVED, that the University Faculty Senate approves and recommends to the Board of Trustees that a Department of Nursing Science and a Department of Advanced Nursing Science be established in the College of Nursing, effective July 1, 1983.*

#### VI. NEW BUSINESS.

Item A, a recommendation from the Library Committee regarding the confidentiality of library records, was read by President Hoffecker. Prof. Taggart, chair of the Library Committee, explained that the proposal was intended to provide the University with a firm policy, and was not in response to any specific event. In response to questions about the need for such a policy, Prof. Taggart briefly reviewed the kinds of problems libraries had encountered which had prompted creation of the policy, and Senator Soles added that library records were not specifically included in the protection afforded other records by the Educational Rights and Privacy Act.

The Director of the University Libraries, Susan Brynteson, spoke in support of the resolution, noting that similar policies had been approved by 11 states, usually as the result of a specific incident, and that the policy had been introduced, without opposition, for consideration by the Delaware legislature.

President Trabant noted that part 2 only prohibited access to records by local, state, and federal governments; he suggested that a period be added in part 2, line 2, after "available," with the remainder of part 2 deleted. The chair ruled that this would constitute a substitute motion. A motion by Senator Warter to amend the policy to extract the reference to governments in part 2 by deleting only the words "to any

agency of state, federal, or local government" in lines 2 and 3, was accepted by Prof. Taggart as a friendly amendment; the motion was seconded and approved by unanimous voice vote.

After a brief discussion the amended resolution, as follows, was approved by voice vote.

*BE IT RESOLVED that the Faculty Senate recommends that the Director of University Libraries:*

- 1. Formally adopt a policy which specifically recognizes library circulation records and other records identifying the names of library users to be confidential in nature.*
- 2. Advise all librarians and library employees that such records shall not be made available except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.*
- 3. Resist the issuance or enforcement of any such process, order or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.\**

*\*Point 3, above, means that upon receipt of such process, order or subpoena, the Director of Libraries will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.*

Item B, a recommendation from the Coordinating Committee on Education for provisional approval of a Ph.D. program and degree in Family Studies, was read by President Hoffecker. Prof. Miller, representing the committee, reported that after attending an Open Hearing on the proposal, examining the report of the outside evaluators, and holding discussions with Professors Murphy and Sussman from the sponsoring College of Human Resources, the committee members had voted 10-0, with 2 abstentions, to bring the proposal to the Senate for its consideration. Noting that the resolution called for a review of the program in Spring, 1987, Senator Martin asked how the review would be initiated and conducted. Prof. Murray, Coordinator for Graduate Studies, responded that a schedule of such reviews was maintained in the Senate and the Graduate Offices, and the latter office initiates the process by appointing an external review panel and inviting them to the campus; the report of that panel then goes to the Graduate Studies Committee, and to the Coordinating Committee on Education which makes a recommendation to the Senate. Prof. Sussman noted that all approvals of new programs are provisional; Senator Schweizer asked if any programs were ever dropped after the 4-year period and the review. Prof. Murray responded that none had been denied permanent status during his 4 years as Coordinator for Graduate Studies, and President Trabant added that not all new programs get as far as being evaluated.

Senator Neale asked for more information about the program's costs, especially its funding for student support, in light of the University's present financial troubles.

Prof. Sussman responded that: 1) in a survey of 25 potential students, 15 had indicated they would come without any financial assistance and 2 would require full-time support; 2) the department planned to break the 4 teaching assistantships and 1 fellowship in its present M.A. program into 2 for the M.A. and 3 for the doctorate; 3) a \$3000 stipend would be generated from income in the pre-school; 4) they would reallocate the funds from an annual grant from the Department of Public Instruction; and 5) funds from an existing faculty line would become available for 3 tuition scholarships. He also said they planned to work with the Development Office to raise funds from external corporations and to create paid internships for students. He called attention to the internal resources available to the program, including an excellent senior faculty, and arrangements which had been negotiated with other colleges and departments of the University to make use of existing courses and seminars.

Dean Gouldner questioned introducing a new graduate program at a time when long-established programs were being hurt by the major permanent budget cuts the University had already made, and when additional cuts were a possibility. Dean Doberenz responded that within the College of Human Resources the budget cuts had not been made across the board, but had been made selectively, and strong programs such as the Department of Individual and Family Studies had not suffered.

A speaker who identified herself as a prospective student said the flexibility of the program appealed to her, and others like her, who had full-time career employment which included tuition reimbursement plans.

Senator Levin asked how the Coordinating Committee considered costs when it appraised new programs, and how they determined what else would be cut back. Prof. Miller acknowledged that when the committee voted on this program they were not fully aware of the University's impending problems, but that Dr. Pettigrew had been present as a representative of the Provost's office and had not brought any arguments from the administration against starting the program. Senator Glymph said that, as a student senator, he supported the program because students had expressed a need for it, and the College of Human Resources had already considered the budget factors. Senator Levin said his question was intended to raise the issue of how new programs were presented to the Senate; he said he had no doubt there were benefits from the program, but he did not feel the Senate was given enough information about the costs, about what would have to be cut back, or about how the program fit into the over-all direction of the University, to make responsible decisions. President Trabant said he had been told by the Provost that the College had decided that this program had a high priority and that it could be funded entirely by making adjustments within the College's resources; he added that information about how the University allocates its resources had been available the previous week when the Provost and Mr. Graziano held an open meeting on the budget.

Senator Bonner objected that in a period of extensive budget cuts he questioned how a college would have enough slack in its budget to fund new graduate programs with existing resources. Senator Mangone noted that, although the University was not growing, new programs were regularly added and during his tenure in the Graduate Office none had been dropped. He also said that in his experience every new program made increased demands on faculty, library, and space resources, and on funding for graduate students, and that President Trabant had earlier pointed out that the University's present resources were both finite and endangered. Prof. Sussman responded that the proposed program would provide an opportunity to create new resources, and that they expected it to be paying for itself within four years.

President Hoeffecker called for a hand vote on the resolution to approve the Ph.d. program in Family Studies; the resolution failed on a tie vote, 24 for and 24 opposed.

Senator Schweizer asked that the President's Office provide the Senate with a summary of the funding of programs initiated over the past 10 years that said they would not need additional funds; President Trabant responded that it is the Provost's Office where we go to get that information.

A request was made for a roll call vote on the resolution; there was no objection, and Secretary Lee read the roll. The roll call vote (Attachment 1) resulted in the defeat of the resolution, 28 for, 30 opposed, with 1 abstention.

President Hoeffecker announced that the Senate would reconvene on Monday, March 14 at 4:00 p.m. to act on the remaining items on its March Agenda.

#### March 14, 1983

The University Faculty Senate was reconvened on Monday, March 14 at 4:00 p.m., with President Hoeffecker presiding. Senators not in attendance were:

David Ames	Irwin Greenfield	Tuncay Saydam
J. William Bailey	Peter Hill	Edward Schweizer
Norman Collins	Gerard Mangone	James Soles
Wayne Craven	Fred Masterson	Peter Warter
Donald Crossan	Lucia Palmer	Robert Wilson .
Araya Debessay		

Senators excused were: Louis Cusella, David Ermann, John Gallagher, Norman Schwartz, Donald Sparks, E.A. Trabant.

Item C, a recommendation from the Committee on Faculty Welfare and Privileges for the establishment of a standing Committee on Academic Appeals, was read by President Hoeffecker. She also called attention to Item D, a related recommendation for revisions in the Student Grievance Procedure, and presented two changes which had been requested by the Committee in their proposed revision: 1) page 4, Procedure, Step 1, the first sentence should read "A student with a complaint against a faculty member should where appropriate first try to reach agreement with the faculty member concerned." 2) Page 5, Step 4, last section, line 8: insert "working" between "three" and "days."

Prof. Hutchinson, chair of the Committee on Faculty Welfare and Privileges, explained that their proposals would make two major changes in the present Student Grievance Procedure. The first would create a single, new committee to hear all final appeals, replacing the present situation in which undergraduates' appeals are heard by the Committee on Faculty Welfare and Privileges, and graduate students' appeals are heard by the Committee on Graduate Studies. Under the present procedure it is possible for the hearing committee to change student grades, and the second change would provide for the re-evaluation of the student's work by disinterested parties in those cases where the complaint appears to justify a grade change. Senator Martin spoke in support of the resolution, noting that during his tenure as chair of the Faculty Welfare and Privileges Committee hearing student appeals had taken an incredible amount of the committee's time, and they had been troubled by the fact that the committee alone could change a grade to rectify a grievance.

Senator Smith made a motion, which was seconded, to amend the proposed revision by retaining the phrase "from among the members of the University community," so that page 5, Step 4, the first sentence of the last section, would read: "During the hearing the student and/or the faculty member may be assisted by an advisor of his or her choice from among the members of the University community." Senator Smith said that, based on his 3 years of experience in the undergraduate Judicial System, he felt chaos would result if the hearings were open to anyone, including attorneys and parents, because such hearings were for internal purposes, including educational purposes, and it should be an internal, flexible process. He added that should students feel deeply wronged they would still be able to go to the civil courts. Senator Bonner said that in preparing the revision the committee had omitted the phrase because they did not believe that the presence of an attorney made any significant difference in the decision, but barring attorneys might be unenforceable and could become the grounds for an appeal. Vice President Sharkey said recent court decisions had generally been supportive of university procedures without attorneys, and he felt that the presence of attorneys would change the character of the hearings.

President Hoffecker called for a hand vote, and Senator Smith's motion to amend the proposed revision was approved.

Returning to Item C, Senator Taylor asked why the proposed committee would have 5 faculty members and only 4 student members, and Senator Glymph asked why the student terms were for 1 year and the faculty terms for 2 years. Prof. Bonner responded that student representatives are included in the Senate and its committees to gain their input, but it was never the intent that students would share the responsibility assigned to faculty for determining policy. Dean Gaither noted that the Trustee Bylaws specifically assign responsibility for the care, instruction, and discipline of students to the faculty. Senator Glymph responded that students did not want to be patronized, but he felt they did want to participate fairly and had the capacity to make decisions and carry responsibility. Senator Geiger briefly reviewed the history of the Student Grievance Procedure, and noted that it had seemed important, when he was working on the committee that created it, that faculty retain control of a process which could result in a grade change. Senator Taylor made a motion, which was seconded, to change the charge to the proposed committee, second paragraph, lines 2 and 3, from "... and five members of the voting faculty" to read: "... and four members of the voting faculty...." The motion was defeated in a hand vote.

President Hoffecker then called for a vote on Item C, and the resolution, as follows, was approved by voice vote.

*RESOLVED, that the Bylaws and Regulations of the University Faculty Senate, III: Standing Committee System of the Faculty and its Senate, be amended by the addition (on p. I-14 of the present Faculty Handbook) of the following:*

ACADEMIC APPEALS, COMMITTEE ON

*This Committee shall have the sole purpose of serving at Step 4 of the Student Grievance Procedure in reviewing cases appealed to it, determining whether or not a hearing is appropriate, conducting such hearings, and rendering a decision.*

*The committee shall consist of two graduate students and two undergraduate students chosen for one-year terms, and five members*

*of the voting faculty appointed for two-year terms. Initial faculty terms on the Committee shall be staggered so that at least two faculty members carry over each year. The Chairperson of the Committee shall be elected from the continuing members by the Committee at its first meeting each academic year.*

Item D, the revised Student Grievance Procedure, was then discussed; Senator Glymph made a motion, which was seconded, to change Step 3, line 8, from: "one or two of whom may be students" to read: "two of whom must be students,..." A discussion followed on whether this change clearly applied to all three of the ways provided for structuring the committee at this step; a suggestion from Parliamentarian Barnhill that this could be clarified by changing the comma after "students" to a colon was accepted as part of Senator Glymph's motion. President Hoffecker called for the vote, and Senator Glymph's motion to amend was approved by voice vote.

President Hoffecker then called for the vote on Item D, as amended by Senator Smith earlier and by Senator Glymph; the resolution was approved by unanimous voice vote. [The revised Student Grievance Procedure, as approved by the Senate, is presented in Attachment 2 of these Minutes.]

Item E, a recommendation from the Committee on Student and Faculty Honors for the establishment of policies regarding eligibility for the Degree with Distinction, was introduced by Prof. Kent, chair of the committee. He explained that the committee had found a need to provide students with clear guidelines. In response to a question from Senator Lomax, Prof. Kent said it was the committee's intent that these guidelines would become effective for students applying now for next year's graduation. A motion by Senator Lomax to add "effective in September, 1983" after "apply" in line 1 of the resolution was seconded, and approved by unanimous voice vote.

After a brief discussion in which Prof. Kent described some of the experiences which had led the committee to create the guidelines for the Senior Thesis in part 2, President Hoffecker called for the vote on Item E, as amended. The resolution, as follows, was approved by unanimous voice vote.

*RESOLVED, that the following guidelines shall apply, effective in September, 1983, in determining the eligibility of students to receive the Degree with Distinction:*

1. *Computation of Grade Point Average (GPA) for academic major:*
  - a. *Students with a single major: GPA will be computed on courses of program requirements that satisfy the major.*
  - b. *Students with a double major: GPA will be computed on the major in which the thesis is to be written. Students with a double major have the option of integrating their two majors into a single thesis. The GPA in each major must be 3.5. The thesis committee must include representatives from both majors.*
  - c. *Students seeking the degree of Bachelor of Arts in Liberal Studies: GPA will be computed using the upper-division level courses,*



(prefix of 300 or 400) that are specified in the student's contract on file in the Dean's Office, College of Arts and Science.

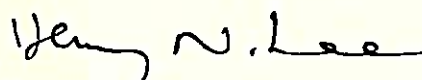
2. Students enrolled for Senior Thesis leading to the Degree with Distinction and also enrolled for Honors Senior Thesis leading to the Degree with Honors must complete two distinct theses, each of which must stand on its own merit. The theses may be related but must not in any essential way duplicate one another. Evidence confirming that two distinct theses have been prepared to satisfy the requirements of each degree program must be provided by the student.
3. The thesis for the Degree with Distinction must include a title page which provides for the following required signatures:
  - a. Student's departmental thesis advisor;
  - b. Faculty member from the student's thesis committee;
  - c. Committee member, Faculty Senate Committee on Student and Faculty Honors;
  - d. Chairperson, Faculty Senate Committee on Student and Faculty Honors.

Item F, the call for new business, was responded to by Senator O'Neill; he introduced the following resolution, which was seconded, for discussion at the next regular Senate meeting:

- WHEREAS insufficient information has been presented to the Senate concerning the financial issues of the proposed Ph.D. program and degree in Family Studies, and
- WHEREAS and accident of timing resulted in there being a drastic change in the University's financial climate from the time of the proposal's introduction to the point of Senate consideration, and
- WHEREAS colleges should have the prerogative of setting priorities within the college, therefore be it
- RESOLVED that the Senate requests the Coordinating Committee on Education to examine the proposal, especially the financial issues, involving the Family Studies doctoral program and report back at the May meeting of the Faculty Senate for appropriate action.

There was no further new business, and President Hoffecker declared the meeting adjourned at 5:15 p.m.

Respectfully submitted,



Henry N. Lee  
Secretary  
University Faculty Senate

UNIVERSITY FACULTY SENATE

March 7, 1983

Roll Call Vote: RESOLVED, that provisional approval for a Ph.D. program and degree in Family Studies be granted for a four-year period beginning September, 1983. Review of the program should take place in the spring of 1987.

Name	Yea	Nay	Name	Yea	Nay	Abstain
Culley, James		x	Schweizer, Edward		x	
Lee, Henry		x	Soles, James	x		
Angell, Thomas	x		Sparks, Donald	x		
Bailey, J. William		x	Stixrude, David	x		
Beasley, Jerry		x	Taylor, William	x		
Bonner, Gordon		x	Ulrich Roger		x	
Brown, Robert		x	Walcowiak, Lindy	x		
Callahan, Daniel		x	Wilson, Robert	x		
Carroll, Mary	x		Anderson, Edith	x		
Ciulla, Anna	x		Brucker, Eric		x	
Craven, Wayne		x	Doberenz, Alexander	x		
Cusella, Louis		x	Gaither, William		x	
Debassay, Araya		x	Gouldner, Helen		x	
Ermann, David	x		Murray, Frank		x	
Gallagher, John		x	Murray, Richard			x
Geiger, Reed	x		Nelson, David	x		
Glass, Billy	x		Sharkey, Stuart	x		
Glymph, Kelvin	x		Trabant, E.A.	x		
Greenwald, Michael	x					
Guceri, Selcuk		x				
Hill, Peter	x					
Keiser, Steven		x				
Kingsbury, Herbert		x				
Lamb, Jane	x					
Levin, Bert		x				
Levine, Jack	x					
Little, Louise	x					
Lomax, Kenneth	x					
Malinski, Violet	x					
Mangone, Gerard		x				
Martin, Ronald		x				
Masterson, Fred		x				
McNeil, Anne	x					
Mooney, Anne	x					
Morgan, John D.		x				
Neale, Daniel		x				
O'Neill, John	x					
Palmer, Lucia		x				
Ralph, John		x				
Saydam, Tuncay		x				
Schwartz, Norman		x				

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>
TOTAL:	28	30	1

*Henry N. Lee*  
 Henry N. Lee  
 Secretary  
 University Faculty Senate

Approved  
University Faculty Senate  
March 14, 1983

## STUDENT GRIEVANCE PROCEDURE

### Definition of a Student Complaint

Student complaints fall into two categories, those involving grades and those involving other matters.

1. Grade complaints: a claim that an inappropriate grade has been assigned because of a faculty member's bias or because of a faculty member's failure to follow announced standards for assigning grades, but not because of a faculty member's alleged erroneous academic judgment (i.e., not a claim that course standards are too high, reading is too heavy, the grade curve is too low, etc.).
2. Other complaints: a claim of abuse, ill-treatment, or exploitation involving the irresponsible or unjust misuse of the instructor's position of authority, power, and trust (e.g. pointed sexist or racist slurs, or sexual or pecuniary blackmail).

### Procedure

Step 1. A student with a complaint against a faculty member should where appropriate first try to reach agreement with the faculty member concerned. Upon being notified of a complaint by the student, the faculty member must meet with the student to discuss the complaint within ten working days.

Step 2. If the issue is not resolved at Step 1, the student may appeal, in writing, to the faculty member's chairperson, who will attempt to mediate the complaint. Such an appeal must be made within three working days of the meeting between the student and the faculty member unless other arrangements are made which are mutually agreeable to all involved or extreme circumstances preclude adherence to such time intervals.

Step 3. A student or faculty member who is not satisfied with the decision reached in Step 2 may appeal to the chairperson of the department/college "Academic Judgment and Student Complaints Committee." Each academic department/college shall designate such a committee of at least five (5) members, two of whom must be students: by creating a new standing committee, by appointing an ad hoc committee for each complaint, or by adding the function of hearing student complaints to an existing committee.

Step 4. A student or faculty member who is not satisfied with the fairness or thoroughness of the procedures used in Step 3 may appeal to the Academic Appeals Committee of the University Faculty Senate. This committee, on reviewing the case, may uphold the decision of the departmental/college committee without a hearing or it may decide the appeal should be heard.

For purposes of a hearing the Chairperson of the Academic Appeals Committee shall appoint an ad hoc hearing panel from among the current members of the Committee consisting of three faculty members and two students. If the grievant is a graduate student the two student panel members should be graduate students and, if the grievant is an undergraduate student, the student panel members should be undergraduates. During the hearing the student and/or the faculty member may be assisted by an advisor of his or her choice from among the members of the University community. The student, faculty member, and the Committee hearing the complaint may call witnesses and have access to all relevant materials. All involved parties must be provided with a list of witnesses at least three working days before the hearing. The decision of the panel hearing the case shall be final.

Remedial Action

1. In the case of a grade complaint, the Records Office may be authorized to change the student's grade if mutual agreement to do so is reached in Step 1 or 2. In Step 3, if the department/college committee determines that a procedural error has been made by the faculty member, it may request the faculty member to re-evaluate the student's performance using appropriate procedures. In Step 4, if the panel hearing the complaint determines that a faculty member's bias or procedural violations may have affected the student's grade, it should, where appropriate, request other person(s) competent to judge the student's work to re-evaluate his or her achievements to determine whether and to what extent a grade change is appropriate. The person(s) asked to perform this re-evaluation may be from within or outside the University. If a change of grade is determined to be appropriate, the ad hoc panel hearing the case will authorize the Records Office to make the grade change.

On completion of any hearing held in accordance with the procedures in Step 4, the hearing panel will forward a copy of its findings to the parties involved and to an appropriate administrative officer or faculty body.

2. In the case of other complaints, the decision at any step of the procedure may be, if feasible, a remedy for the aggrieved party or parties. In addition to reporting its findings to the parties involved, the panel hearing appeals to Step 4 will forward a copy of its findings to an appropriate administrative officer or faculty body.