

**COLLEGE OF FINE ARTS
ACADEMIC APPEALS PETITION**

PLEASE READ THE MEMO ON THE REVERSE SIDE BEFORE COMPLETING THIS FORM

Name: _____ ID#: _____

Address: (include city & zip) _____

_____ Phone: _____

E-Mail: _____

Major: _____

Students, read the information below and check the boxes signifying your compliance:

- I have read and understand the memorandum on the reverse side of this form.
- I have consulted with the instructor of the course with whom I am disputing a grade.
- I have consulted with the Director/Chair of the School/Dept., and the situation remains unresolved.

Course (Dept./Course #/ Section #): _____

Instructor: _____

Director/Chair: _____

Reasons for the appeal (attach additional sheet if needed):

Student's Signature: _____ Date: _____

The College of Fine Arts Academic Appeals Board will hear cases in which the issue to be resolved is that of prejudiced or capricious evaluation, or alleged inability to speak the English language to the extent necessary to adequately instruct students.

Appeals will be heard only after every effort has been made to resolve the dispute in conference with the instructor and the Director/Chair of the School/Dept. involved.

- In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute and must attempt to resolve differences no later than 15 working days after the results of evaluation are made known to the student.
- In cases of end-of-term evaluations, a student must notify an instructor of a dispute and attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession, and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer session.
- Appeals can be heard only during the regular academic year, excluding summer sessions.

Procedures:

1. Consult with the instructor. If the difference is not resolved,
2. Consult with the Director/Chair of the appropriate School/Dept. If the student remains dissatisfied,
3. File an academic appeals petition form with the College of Fine Arts.

Action:

1. Once a petition is filed with the College of Fine Arts, copies of the petition will be sent to the instructor and the Director/Chair of the School/Dept. for their written response.
2. The Academic Appeals Board will review the appeal and the written response.
3. Decisions of the Board will be communicated in writing to the Board's dean, the Director/Chair of the School/Dept., the student, and the instructor.

Further Appeals:

1. The Board's decisions shall be final and shall be implemented unless either the student or the instructor makes written appeal to the Fine Arts Council within 10 working days after being notified of the Board's decision.
2. The decision of the Fine Arts Council shall be final and shall be implemented unless either the student or the instructor makes written appeal to the College of Fine Arts Faculty via the Dean's Office within 10 working days after being notified of the Fine Arts Council's decision.
3. In the case of an appeal to the College of Fine Arts Faculty, the faculty's decision shall be final and shall be implemented. The faculty, however, may delegate their authority to consider appeals under this policy to the Fine Arts Council, in which case the decisions of the Fine Arts Council shall be final and shall be implemented without appeal to the faculty.

The entire appeals procedure should be completed prior to the last regular College of Fine Arts faculty meeting of the semester which follows the evaluation in question.