

Wichita State University

Student Government Association

A.R. 63-00X

Clarifying the Court of Academic Appeals Procedure

BY THE ASSOCIATION UNITED AND ASSEMBLED

Date

Chair David Liu (for himself) and Student Advocate Caitlyn Hammack (for herself) introduced the following Association Resolution; which was referred to the Committee on XXX, for a period to be subsequently determined by the Speaker of the Senate, in each case for consideration of such provisions as fall within the jurisdiction of the Committee concerned

AN ASSOCIATION RESOLUTION

The last time the Court of Academics Appeals procedure was reviewed was over ten years ago. Since then, many changes have occurred and to provide students with the most up to date and accurate information, the procedures must be clarified.

1 WHEREAS the last update to the Court of Academic Appeals procedures was reviewed was
2 Jul 13th, 2010; and

3 WHEREAS providing the most accurate and up to date information is vital to the success of
4 students at Wichita State University; and

5 THEREFORE, BE IT RESOLVED by the Student Senate of the Wichita State University
6 Student Government Association on behalf of the members of the Association
7 requests the University to clarify the Court of Academic Appeals procedures with the
8 following language and format:

- 9 1. Students should make every effort to resolve problems with the instructor before
10 filing an appeal.
 - 11 a. A student must file an appeal within one semester after the grade is assigned
12 (excluding summer). (The Court reserves the right, in exceptional
13 circumstances, to suspend this rule.)
- 14 2. The student should make an appointment with the Student Advocate, in the
15 Rhatigan Student Center room 219J for assistance in (a) resolving the case, and/or
16 (b) preparing the appeal. The contact information for the Student Advocate can be
17 found at https://www.wichita.edu/student_life/sga/Student_Advocate/

- 18 3. The student can access the Academic Appeals Form and the Procedures of the
19 Court at this
20 link:https://www.wichita.edu/academics/academic_affairs/CourtofAcademicAppeals/StudentAppeals.php
21
22 a. The complainant should then meet with the Associate Vice President for
23 Academic Affairs to determine (a) whether opportunities for resolving the
24 problem with the instructor have been exhausted, and (b) whether the
25 problem is resolvable through existing University procedures other than the
26 Court.
- 27 i. The Associate Vice President for Academic Affairs may indicate that
28 a case is inappropriate, but students maintain their right to appeal if
29 they wish to do so.
- 30 4. The completed appeal is then submitted to the Associate Vice President for
31 Academic Affairs' office for processing.
- 32 i. The Associate Vice President for Academic Affairs will then notify
33 the faculty member named in the appeal, the department chair, and
34 dean. This will be the instructor's dean, not the student's, though they
35 may in some cases be the same.
- 36 5. The faculty member named in the appeal will submit a written statement on the case
37 to the department chair. After reviewing the case, the department chair should form
38 a judgment and/or attempt to resolve the issue without exerting pressure on either
39 the instructor or the student.
- 40 6. After the department chair has made a recommendation, the case is referred to the
41 appropriate academic dean. After reading the appeal and the recommendation of the
42 department chair, the dean may clarify issues by discussing the matter with the
43 student and instructor.
- 44 a. The dean should indicate a recommended action and return the appeal form
45 to the Associate Vice President for Academic Affairs, who will submit it to
46 the Chair of the Court.
- 47 7. The Chair of the Court will, after receiving the case, inform the student and the
48 instructor in writing of its receipt, and request from each a written statement and any
49 additional information the Court might need. **This information must be received**
50 **by the Court within two weeks.** The instructor and the student may visit with the
51 Court Chair or write to the Court about questions of procedure. The contact
52 information for the Court Chair can be found at
53 <https://www.wichita.edu/facultysenate> and by clicking on standing committees on
54 the right of the website.
- 55 8. The instructor and student will be notified in writing no less than seven days in
56 advance of the projected date of the hearing along with information pertaining to the
57 exact time and place of the hearing. The Court will establish the time for a hearing

- 58 only after both the student and faculty member have been contacted and have
59 indicated they can attend the hearing at that time. If the faculty member is not on
60 campus during the semester of the hearing, only the student need be called prior to
61 the establishment of the time of the hearing.
- 62 9. These procedures will be followed in an actual hearing:
- 63 a. All hearings are closed.
 - 64 b. Members of the Court will be faculty and students who have no connection
65 with either party involved in the appeal.
 - 66 c. Hearings will be kept as informal as possible. A recording of the hearing, but
67 not the deliberations, will be made. These recording will be maintained for
68 one year.) The recordings and all digital will be treated as confidential
69 information.
 - 70 d. The instructor and student are expected to appear at the hearing. If the
71 student does not appear for the hearing, the case will not be heard. If the
72 faculty member does not wish to appear, the case will be heard.
 - 73 e. The student and faculty member may be represented by counsel from the
74 University community but not by an attorney.
 - 75 f. Either party may ask members of the University community (students,
76 faculty, staff) to present testimony relevant to the case.
 - 77 g. The instructor and the student will have access to the written statements of
78 each other at least seven days prior to the hearing. These statements will be
79 treated as confidential material.
 - 80 h. Relevant class records are to be made available to the Court upon request.
 - 81 i. After opening statements by, assuming the instructor is present at the
82 hearing, both parties each will have the opportunity to question the other
83 during the hearing subject to academic decorum.
 - 84 j. Members of the Court may question both parties to the dispute as well as
85 those persons presenting testimony in the case.
 - 86 k. When questioning is finished, both parties, counsel and witnesses, if any, will
87 be excused.
 - 88 l. Decisions of the Court are based on a majority vote.
 - 89 m. For conducting business, a quorum consists of four members of the Court.
- 90 10. The decision and the rationale for the decision are reported in writing to each party
91 and to the officials who reviewed the appeal by the Chair of the hearing. Majority
92 and minority opinions may be included. If the Court has suggestions for improving
93 or eliminating the conditions which led to the case, these should be detailed in a
94 separate letter to the faculty member with copies to his/her department chair and
95 dean.
- 96 11. If the decision calls for a change of grade, the Office of the Registrar will be so
97 advised; the Chair of the Court will authorize the Registrar to make the official

98 change. Decisions affecting other offices will result in similar correspondence with
99 those offices.

100 12. The Court does not rehear cases; and

101 BE IT FURTHER RESOLVED that the Academic Appeals form include the follow
102 language:

103 **As a cover page for your appeal, prepare a statement of what you are asking the**
104 **Court to consider and what you hope will be the outcome. Also, include copies of all**
105 **related documents/papers, etc. which you feel support your request; and**

106 BE IT FURTHER RESOLVED that this Resolution shall be forwarded with respect to Dr.
107 Aleksander Sternfeld-Dunn, President of the Faculty Senate; Dr. Linnea GlenMaye,
108 Associate Vice President for Academic Affairs; Dr. Shirley Lefever, Interim
109 Executive Vice President & Provost; and the Sunflower, the Student Newspaper of
110 Wichita State University.

Approved by Committee on X by a X-X-X Vote	on Day, Month, Year
Approved by the Student Senate by a X-X-X Vote	on Day, Month, Year
Approved by the Student Body President by signature	on Day, Month, Year

111

Olivia Babin
The Speaker of the Senate

Rija Khan
The Student Body President

Date

Date