



Academic Appeals Board Procedure

The College of Atmospheric and Geographic Sciences Academic Appeals Board (hereafter referred to as the Board) shall be structured in the following manner.

When a case arises, the Assistant Dean of the College of Atmospheric and Geographic Sciences will appoint a specific Board from among the members of the College's Academic Programs Committee (CAPC). The Board will consist of the Chair (typically the Assistant Dean), two faculty members, and three student representatives from each academic unit - one from the Department of Geography and Environmental Sustainability, the School of Aviation, and the School of Meteorology. The Board Chair will convene the hearing and preside during the deliberations but will not vote except in case of a tie decision.

The 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" ([OU Faculty Handbook, sec. 4.16.1](#)). The Board will only hear cases involving courses offered in the College of Atmospheric and Geographic Sciences.

The primary function of The Board shall be to adjudicate disputes which have not been satisfactorily resolved on the departmental level and the student has made an appeal to the Dean. The Board will hear a case only after an attempt has been made by the student to mediate and resolve differences with the instructor – if necessary, with the department chairperson.

Each Board shall be given the responsibility of establishing its own rules of procedure consistent with the full protection of the rights of all parties involved and the general rules stated below. The meetings of the Board shall be closed to the public.

General Rules for the Appeals Board

1. To come before the Board, the student, after consultation with the instructor and department chair, should submit a written statement to the Dean's Office setting forth the action being appealed and stating the reasons for believing that he/she has received prejudiced or capricious academic evaluation, or that the instructor was unable to speak English to the extent necessary to instruct students. In addition, the statement should contain the student's name and student ID number, name of the instructor, the course and section number, important dates, where the action took place, a description of efforts to resolve the situation with the instructor and the department, other pertinent information about the appeal, and what remedy is desired.
2. The Dean's Office will contact the instructor and the department chair to inform them of the pending appeal.
3. A copy of the student's statement will be sent to the instructor for his/her individual response. A copy of the student's statement will also be sent to the departmental chair for information only and not for response. The response of the instructor will be forwarded to the student for his/her written reaction. The instructor and departmental chair will also receive copies of the student's reply, for information only and not for response.
4. The written material will be brought to the attention of the Chair of the Board for initiation of action by the Board. The Chair of the Board will work with the Dean's Office to schedule an initial meeting. The members of the Board will be given copies of the written materials described above 5-7 working days in advance of this initial meeting. At the initial meeting, the Board will consider the written materials, and decide (by simple majority) as follows:
 - The case is without merit, or it has been resolved satisfactorily at the departmental level, so a hearing is not necessary and no further action is required. The Dean's Office will communicate this decision to all parties.
 - The case has merit, so a hearing is necessary. The Board so informs all parties and advises them that they may bring relevant witnesses and/or counsel* to the hearing and that they must provide the Dean's Office with the names of people who will be attending and for what purpose. The Board will establish a date, time and place for the hearing; the Dean's Office will communicate this information to all parties.

*Counsel as used here refers to a person providing advice and not necessarily a person professionally trained in legal matters or a student advocate. Counsel is intended to help the student or instructor present his or her side of the case.

5. The information with regard to the presence of witnesses and/or counsel will be transmitted to the other party or parties so that all participants in the hearing will be identified.
6. The Board's hearing is not a Court of Law; it is an appeals procedure to bring forth the facts in the case to reach a decision.
7. At the hearing, all parties – student, instructor, and department chair (if necessary) – will be given an opportunity to state their cases, present their witnesses (if any), and to question the other party or parties and their witnesses (if any). The hearing order will be determined by the Chair of the Board. The Chair is responsible for ensuring testimony relates to the case being heard. As counsel is present in an advisory capacity, the student or the instructor is expected to present his or her own oral presentations when requested by the Board and also to answer questions at appropriate times. Counsel may present initial or closing statements or ask questions of a client.
8. After the hearing, in a closed meeting of Board members only, the Board will arrive at a settlement based on a vote of a simple majority of the members present.
9. The decision of the Board shall be communicated in writing to the Dean of the College of Atmospheric and Geographic Sciences, the dean of the student's college (if different from A&GS), the student, and the instructor.
10. Any appeal of the Board's decision will follow procedures listed in the Faculty Handbook (Section 4.16.1). The faculty of the College of Atmospheric and Geographic Sciences has delegated its authority to hear appeals to the Executive Committee of the College. The decision of the Executive Committee of the College of Atmospheric and Geographic Sciences shall be final and shall be implemented without further appeal.
11. After the hearing, all copies of written materials must be shredded. A copy of the recorded hearing will be saved in the Academic Dean's Office.

For the College of A&GS, academic grade appeals must be submitted 6 weeks prior to end of the NEXT semester after the grade is received.

To view the University's requirements for an Academic Appeal, including deadlines for submission, please consult the *University of Oklahoma Student Code of Responsibilities and Conduct for the Norman Campus* at

<http://www.ou.edu/studentcode/OUStudentCode.pdf>