

Academic Appeal

An Academic Appeal is a request by a student for resolution of a matter in dispute between the student and one or more instructors. The matter under appeal must be related to academic evaluation in a course within the Gallogly College of Engineering (GCoE). The only issues to be resolved by an appeal are allegations of prejudiced or capricious evaluation and allegations of inability to speak the English language to the extent necessary to instruct students adequately. This document describes the procedure for Academic Appeals in the Gallogly College of Engineering and is intended only as a supplement to the Academic Appeals Policy adopted by the University of Oklahoma Regents and described in the University of Oklahoma Faculty Handbook, Section 4.16.1. No statement here will be interpreted to supersede the Student Code, Regents’ Policies or University Policies.

The Gallogly College of Engineering (GCoE) has established an Academic Appeals Board (AAB) consisting of at least one faculty member from each school or program, and one undergraduate student from each school or program. Consistent with the University of Oklahoma’s policy, AAB members will be used as a selection pool for case-specific Hearing Panels. All hearings and meetings may be held in person or by video conferencing.

The Table below summarizes terms to be used throughout this document.

<b>Glossary of terms</b>	
Student Appellant	The student filing the academic appeal
Business Days	The number of days excluding Saturdays, Sundays, and University holidays from classes (e.g. Martin Luther King Jr. Day, Labor Day).
Associate Dean	The member of the Gallogly College of Engineering’s leadership team that is responsible for managing the academic appeals process.

Academic appeals from multiple Student Appellants in the same course about the same assignment may be considered together as a single appeal if the allegations are similar in substance, at the sole discretion of the Associate Dean. Students will not be given access to other student’s documents if multiple Student Appellants are involved in a single proceeding.

The burden of proof rests with the Student Appellant(s). A student must notify the instructor of a dispute and attempt to resolve differences no later than 15 business days after the results of the evaluation are made known to the student, except for end-of-term evaluations. For end-of-term evaluations, the deadline to inform the instructor and attempt resolution will be February 15 for fall semester and winter intersession; and no later than September 15 spring semester, spring intersession, and summer session.

General University procedures concerning Academic Appeals can be found in the University of Oklahoma Faculty Handbook, Section 4.16.1, and are also published on the University of Oklahoma Office of Academic Integrity web site. These procedures identify important timelines and initial steps to resolve a disputed academic evaluation. In general, Academic Appeals will only be considered during the nine-month academic year, except in special cases and by mutual agreement of the Student Appellant and the instructor.

**Submission of the Academic Appeal:**

1. The Student Appellant must provide a completed *Academic Appeal – Information Sheet* to the Associate Dean within 10 business days following the day when the initial attempt at resolution with the faculty member was completed. If the faculty member does not reply to student inquiries, the 10 business days would start from the date of the last communication from the student to the faculty member. The responsibility of the Student Appellant must provide documentation that this deadline has been met. This documentation could be in the form of emails or other dated written information.
2. The Associate Dean will attempt to resolve the academic appeal within 10 business days of receipt of the *Information Sheet*. If the faculty member is unavailable the school's or program's Director or Chair will represent the instructor.
3. If the Associate Dean has not resolved the dispute to the satisfaction of the Student Appellant, the Student Appellant must present a formal written appeal to the Associate Dean to request a Hearing Panel. This appeal must include a detailed statement by the Student Appellant providing all of the reasons for the appeal and all evidence supporting the appeal. The formal written appeal must be submitted within 10 business days of the response from the Associate Dean to the Student Appellant regarding the Associate Dean's efforts to resolve the dispute.
4. Upon receipt of the formal written appeal from the Student Appellant, the Associate Dean will then ask the instructor to provide a detailed written response to the Appellant's appeal. The instructor's written response is required within 10 business days after receipt by the instructor of the Student Appellant's written appeal.
5. The Student Appellant's written appeal and the instructor's written response will form the Academic Appeals Packet, which will be used to evaluate whether a hearing is warranted.

**Preliminary Evaluation of the Academic Appeal:**

1. Upon receipt of the completed Academic Appeals Packet, the Associate Dean will select a case-specific Hearing Panel from the list of AAB members. The Hearing Panel will consist of two faculty members and two students. Hearing Panel members may not be from the school or program of either the Student Appellant or the instructor.
2. A prehearing meeting of the Hearing Panel will be convened to (i) elect a chair, (ii) discuss the contents of the Appeals Packet and the basis for an appeal and, and (iii) vote to either convene or deny a Hearing before the Hearing Panel. The basis for denying a hearing is that the packet does not contain sufficient evidence of prejudiced or capricious evaluation or the inability to speak the English language to the

extent necessary to instruct students adequately. An affirmative vote by any member of the Hearing Panel at the prehearing meeting is sufficient to convene a formal Hearing. The prehearing meeting will not be recorded. The Associate Dean will notify the Student Appellant and the instructor of the decision of the Hearing Panel within one day of the decision. In the case of an appeal filed by multiple students, individual students will be notified separately.

#### Hearing Procedures:

1. If a Hearing is to be held, all reasonable efforts will be made to schedule the meeting to occur within 10 business days after the student and instructor have been informed of the hearing
2. The chair of the Hearing Panel may request additional information from either the Student Appellant or instructor at any time prior to the hearing.
3. The Student Appellant and instructor may each provide a list of witnesses to participate in the Hearing. Witness names must be provided to the Hearing Panel at least 3 days prior to the scheduled hearing date. The list must contain the name of all witnesses and indicate what each witness will attest to.
4. Either the Student Appellant or instructor may petition in writing for changes to the hearing format for extenuating circumstances. Examples might include requests for extended time or other reasonable accommodations guaranteed by the Americans with Disabilities Act as determined by The Accessibility and Disability Resource Center. Written petitions must be received at least three days prior to the hearing, and petitions will only be granted by unanimous decision by the Hearing Panel. Accommodations will be provided to both parties equally.
5. The Hearing format and agenda will be as described below. This format applies to appeals filed by a single student; for appeals filed by multiple students, a modified format will be communicated to all students and the instructor after the prehearing meeting.)
  - a. The Hearing will be recorded by an administrator of the College, who will be present for the duration of the Hearing.
  - b. Each party must be their own advocate; outside counsel will not be permitted to participate in the Hearing.
  - c. **Opening Statements:** Starting with the Student Appellant, each party will be allowed 5 minutes to make an opening statement. No questions or rebuttal will be allowed during opening statements.
  - d. **Presentations:** Starting with the Student Appellant, each party will be allowed 45 minutes to present evidence and witnesses. The hearing panel may ask questions of either party and witnesses during this time; the opposing party is not permitted to ask questions. The allotted time includes the time taken by witness statements and responses to questions.
  - e. Witnesses will be asked to leave the hearing after their participation is complete.
  - f. **Additional Panel Questions:** Following the presentations by the parties, the Hearing Panel may ask additional questions of both parties as needed.

- g. **Closing Statements:** Each party will be allowed 5 minutes to make a closing statement. The Student Appellant will give their closing statement first.

**Deliberation and Outcome:**

1. Following closing statements, the Student Appellant, the instructor, and the College administrator will be excused from the hearing. Deliberations by the Hearing Panel will not be recorded.
2. The Hearing Panel will deliberate and then issue a written decision signed by those members in the majority. The decision will be issued within 10 business days of the Hearing, and will be addressed to the Dean of GCoE, who will oversee implementation of the decision. In the case of a 2-2 vote, the original evaluation of the instructor will remain unchanged. Any member in the minority may write a dissenting opinion to be included in the final Hearing Panel decision. Copies of the decision will be sent to the Student Appellant, the instructor, the Associate Dean, the Chair or Director of the School or Program where the course was offered, and the Dean of the student's college, if different from GCoE. If multiple students have filed the appeal, each student will be informed separately.
3. The decision of the Hearing Panel shall be final and shall be implemented unless either the Student Appellant or the instructor makes written appeal to the GCoE Executive Committee within 10 business days of notification of the Panel's decision. In the event of an appeal to the Executive Committee, the decision of the Executive Committee shall be final and shall be implemented.

**Boren, Kristi D.**

---

**From:** Ellis, Sarah J.  
**Sent:** Thursday, September 22, 2022 2:22 PM  
**To:** Klier, John  
**Cc:** Shehab, Randa L.; Boren, Kristi D.; Donaghe, Megan E.  
**Subject:** Re: GCoE Policy and Procedure Changes

Hi John,

Thank you for your patience. We have reviewed the policy changes and approve all of them.

All best,

Sarah

---

Sarah Ellis  
(she/her/hers)  
Vice Provost for Faculty  
Professor, Music Theory  
University of Oklahoma

On Sep 7, 2022, at 10:01 AM, Klier, John <[klier@ou.edu](mailto:klier@ou.edu)> wrote:

Hello Vice Provost Ellis,

The GCoE faculty have over the past 18 months reviewed, modified, and voted to approve several of our college governance documents. Following our PP01 process, a committee of faculty led the review and modification, and the changes were passed by a majority vote of the faculty meeting quorum. We are submitting these faculty approved documents for Provost review and approval.

**GCoE Policy and Procedure 02** for Academic Standards and Regulations. They modified the GPA requirement for nonresident transfer student admissions to match that of resident transfer students.

**GCOE Policy and Procedure 03** Statement of Criteria and Procedures for Evaluation and Recommendations Relating to Tenure, Promotion, and Annual Faculty Review. They voted to add language for promotion guidelines for instructor/lecturers, see section 6.

**GCOE Policy and Procedure 07** Student Course and Instruction Evaluation. They voted to change the language to align with the new University student experience survey.

In addition, in 2021 faculty also voted to make some changes as described below: This was sent to the Provost office some time ago for approval, but we have not received a reply.

**GCoE Policy and Procedure 05** for Academic Appeals in April 2021. Changes were made to streamline the process.

Thank you,

**John Klier, Ph.D.**

Dean, AT&T Chair

202 W. Boyd St., Rm. 107, Norman, OK 73019-1021

(405) 325-2621 | [JKlier@ou.edu](mailto:JKlier@ou.edu) | [www.ou.edu/coe](http://www.ou.edu/coe)

<image001.png>

<GCoE PP02 - Discussed by Faculty 2022-04-01.pdf><GCoE PP03 - Approved by Faculty 2022-04-01.pdf><GCoE PP07 - Approved by Faculty 2022-04-01.pdf><GCoE ACADEMIC APPEAL PROCEDURES PP05 Oct2020 recommendation\_final.pdf>