



MEWBOURNE
COLLEGE OF EARTH AND ENERGY
The UNIVERSITY of OKLAHOMA

MEWBOURNE COLLEGE OF EARTH AND ENERGY

ACADEMIC APPEALS BOARD

POLICY AND PROCEDURES

University Policy:

In each college of the University, there shall be established an Academic Appeals Board consisting of an equal number of students and faculty. Faculty members of the board will be chosen by the faculty of the college for a term determined by the faculty. Student members of the board will be appointed for a term of one year by the Dean of the college upon recommendations from the Student President.

Each 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.

University and MCEE Policy and Procedures:

1. The Mewbourne College of Earth and Energy (MCEE) Academic Appeals Board (AAB) will hear a case only after a student has notified the instructor of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor, if necessary in consultation with the Director of the School. In cases of end-of-term evaluations, a student must notify the instructor of a dispute over an academic evaluation and **must 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.** In cases of an evaluation made known to a student during the term, the student must notify an instructor of a dispute over academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after the results of the evaluation are made known to the student. If a student fails to notify the instructor or fails to attempt resolution within the appropriate time limit, the AAB shall deny any request for a hearing on the claim unless, in the view of the Board, the student has been prevented from complying with the appropriate time limit (as for example, in the case of a student being called into military service).

2. The filing of a written request for a hearing on a claim before the MCEE AAB shall be within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) following the day when the attempts at resolution in paragraph (1) above are completed; the written request is filed with the facilitator of the AAB, the Director of MCEE Student Services. Once the student files the Academic Appeal, including supporting documentation, the instructor will be notified and asked to submit a written response and/or submit documentation. The instructor is given 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) from the date of notification of the academic appeal to respond. No further submission of documentation, by either the student or the instructor, is allowed unless the AAB requests additional information from the student or the instructor. The AAB shall deny any request for a hearing on a claim that does not meet the deadline unless, in the view of the Board, exceptional circumstances exist whereby the student was prevented from filing the claim. Furthermore, if,

in the judgment of the AAB, the case is deemed to be without merit or has already been satisfactorily resolved in the School, the Board may refuse the student a hearing.

3. To avoid a jurisdictional impasse, the MCEE AAB will only hear appeals for which both the course and the instructor are in the MCEE. Any thesis and dissertation appeals shall be heard by the Graduate College Appeals Board.

4. It shall be the primary function of the MCEE AAB to mediate or adjudicate disputes that have not been satisfactorily resolved on the School level.

5. Each MCEE AAB shall be given the responsibility of establishing its own rules of procedure. Such rules as it establishes must be consistent with the full protection of the rights of all parties involved.

6. MCEE AAB meetings will be closed to the public. Neither the student nor the instructor is present at the appeal hearing.

7. Decisions of the MCEE AAB shall be communicated in writing to the MCEE Associate Dean, the student's Dean, the student, and the instructor. The Board's decisions shall be final and shall be implemented unless either the student or the instructor makes written appeal to the MCEE Executive Committee within 10 calendar days (excluding Saturdays, Sundays, or University holidays from classes) after being notified of the Board's decision. The decision of the MCEE Executive Committee shall be final and shall be implemented.

8. The MCEE AAB shall comprise one faculty member from the School of Geology and Geophysics, one faculty member from the School of Petroleum and Geological Engineering, one student from the School of Geology and Geophysics, and one student from the School of Petroleum and Geological Engineering.

The University academic appeal policy is at:

[http://integrity.ou.edu/files/Grade Appeals and Academic Appeals Boards.pdf](http://integrity.ou.edu/files/Grade%20Appeals%20and%20Academic%20Appeals%20Boards.pdf)

Revised March 2018