

Academic Mediation Policy

College of Science & Mathematics

Purpose of Mediation Policy

The purpose of the Academic Mediation Policy within the College of Science & Mathematics is to establish and clarify a procedure for any grievable issue between a student and faculty member, specifically those involving contested grades and grading procedures. This policy seeks to provide a fair proceeding for both instructor and student.

Utilization of Mediation Policy

A course grade assigned to an individual student within the College of Science & Mathematics may be challenged by that student on grounds that the grade was based on an evaluation of the student's work by criteria not directly reflective of course performance such as race, color, creed, national origin, age, sex, disability, or because of other arbitrary or personal reasons. A student may not use the Procedure because he/she perceived the course to be "too hard" or "too demanding."

Typically grade appeals must be based on one of two conditions:

1. The student was graded in a way inconsistent with the class syllabus as distributed at the beginning of the term; or
2. The student was graded in a way that was inconsistent with how other students in the class were graded.

It is the responsibility of the student to assemble and present clear documentation as to why one of the above two conditions is appropriate.

Instructions

1. The issue in question should first be discussed with the **course instructor**.
2. If the student is not satisfied after the discussion, the attached formal complaint form may be submitted to the appropriate **department chairperson**. This form should be submitted no later than 10 class* days after receipt of the grade in question.
3. The chairperson will review the complaint with the instructor and make a recommendation for the instructor's consideration. The student will be informed in writing of the chairperson's recommendation. Normally the student should receive this notification within 10 class* days after filing the complaint.
4. If the outcome is unsatisfactory, the student may appeal this decision to the **Academic Mediation Committee**** by submitting the formal complaint to the Dean's Office in 134 Oelman Hall. This should be done within five class* days after notification has been received from the chairperson.
5. The committee will conduct a thorough review of all the facts and will interview both the student and the instructor. The student will be notified of the time and place for the interview.
6. The **Director of Student Services** will inform the student of the committee's recommendation. Under normal circumstances, this will be done within 30 class* days of the time the complaint was submitted to the Dean's Office.

7. The student may then appeal in writing the decision to the Dean of the College of Science & Mathematics or a designee within five class days after the student has been notified by the CoSM Academic Mediation Committee. The Dean or designee will then meet with the instructor and the department chair for a thorough review of the complaint and for a final recommendation to the instructor.
8. The decision to change the grade or to leave the grade unchanged will then be made by the instructor. The student will be notified of the result by the Department Chair.

* Class days are those days that classes actually meet. For a grade received Spring Semester, 15 class days would begin with the first day of Fall Semester.

** College Academic Mediation Committee shall receive disputes for undergraduate and graduate students. Eight faculty, one from each department, serve on the committee. Faculty are appointed by the Department Chair for staggered two-year-terms. Quorum requires five voting faculty members. A faculty member shall not vote on appeals concerning his or her own department. The committee can:

- (a) find no fault with the faculty member's action;
- (b) find fault with the faculty member's action and recommend a resolution; or
- (c) find insufficient evidence to support the allegations.

COMPLAINT FORM FOR ACADEMIC MEDIATION

College of Science & Mathematics

Part I:

STUDENT'S NAME _____

STUDENT'S PHONE NUMBER _____ DATE _____

STUDENT'S EMAIL ADDRESS _____

UID NUMBER _____ MAJOR _____

COURSE NUMBER _____
Department Number Section Semester Year

INSTRUCTOR'S NAME _____

Part II:

WRITTEN EXPLANATION OF THE BASIS FOR COMPLAINT (May be continued on separate page.) (Items for comment and/or attachment may include: (1) examination grades and copies of available exams; (2) copies of any special projects or papers; (3) information regarding assignments and completion of these assignments; (4) information regarding regularity of attendance in class; (5) course syllabus; and (6) any other relevant information.)

DESIRED SATISFACTORY RESOLUTION BY STUDENT (Include a statement of your desired satisfactory outcome of this issue.)

Part III: *(to be completed by Chairperson)*

SUMMARY OF INSTRUCTOR'S RESPONSE AND CHAIRPERSON'S COMMENTS AND RECOMMENDATION: (To be forwarded to the student making the complaint.)

Student Signature _____ Date _____

Part IV: *(to be completed by Academic Mediation Committee)*
ACTION TAKEN *(Including individuals involved)*

Part V: *(to be completed by Academic Mediation Committee)*
RESOLUTION/DECISION

_____	_____
Student signature	Date
_____	_____
Instructor signature	Date
_____	_____
Academic Mediation Committee Chair signature	Date

Copies to: student, faculty/staff/administrator involved, department/office head, and Dean