

KASISKA COLLEGE OF HEALTH PROFESSIONS
SCHOLASTIC APPEALS COMMITTEE
BYLAWS

I. Purpose

A) The Kasiska College of Health Professions (KCHP) Scholastic Appeals Committee (SAC) is established to provide a mechanism for protection of student and faculty rights in academic matters. The SAC is established to maintain high academic standards and performance and to protect objectivity and fairness in assigning, administering, and evaluating student performance in all matters of grievance pertaining to academic conduct. Infractions adversely affecting a student's progression in a program will be heard, for example, a dismissal from the program. A grade of incomplete will not be reviewed or considered.

B) Furthermore, the scope of the SAC shall be limited to those appeals which can be fully documented by evidence. Such evidence includes, but is not limited to: the instructor's permanent record, course syllabi, examinations, homework, term papers and/or letters of affidavit.

II. Function

A) The Dean of the KCHP will activate the SAC which will function in a fact-finding capacity in relation to academic matters of concern between a student and instructor which could not be resolved at the departmental level. The SAC considers only cases in which the student has already exhausted the normal channels of redress, i.e. instructor and the chairperson of the department. Based on the findings, the SAC will make a recommendation to the Dean of the KCHP. The SAC will not serve to arbitrate an alternative settlement to the academic matter of concern. The Dean of the KCHP will make the final decision regarding the appeal.

B) Under no circumstances should administrative officers on their own authority substitute their judgment for that of the involved faculty concerning the assignment of a grade without an appeal of the grade being initiated by the student. In the event that an appeal of a grade is found in favor of the student by the department and/or the KCHP, a change of grade card will not be submitted to the registrar's office until the entire appeal procedure has been exhausted.

C) If an undergraduate student wishes to appeal beyond the KCHP, the next level of appeal is the University Scholastic Appeals Board.

D) A graduate student who wishes to appeal further must submit written 2 documentation to the Dean of the Graduate School.

III. Committee Composition

- A) The SAC will be composed of a pool of faculty members. A faculty representative will be provided from each department in the KCHP. At least two of the members must be from departments offering a graduate degree. Two-year staggered appointments are recommended.
- B) The members of SAC will select the chairperson of the committee in September of each year.
- C) The chairperson (SAC Chair) will select four faculty from the pool to consider an appeal. The faculty representative of the department from which the petition originated may not serve on that particular appeal process.
- D) The SAC Chair will select a student representative to sit on the appeals committee as a voting member. The student must be appointed from a department other than the one from which the petition originated.
- E) The SAC Chair will notify Department Chairs of respective openings so that appropriate appointments can be made to the committee.
- F) In the event that the SAC Chair is absent, involved in the hearing, or is otherwise biased, another representative serving at that time shall serve as interim Chair.
- G) The SAC Chair or interim Chair of the committee shall have full voting privileges.
- H) The appellant and the faculty member involved in the appeal may each exercise the right of preemptory challenge of one member of the appeals committee. Vacancies shall be filled from other elected representatives.
- I) Four faculty and one student representative must be present to render a recommendation on an appeal.

IV. Procedure

- A) Consistent with University policy, a scholastic grade appeal petition must be initiated before the end of the semester following the semester in which the alleged infraction occurred. (For example, petitions relating to alleged infractions occurring during the spring semester or summer session must be initiated prior to the end of the following fall semester.) A graduate program dismissal appeal must be initiated within 15 working days of the dismissal notification.

B) Only after the student has followed the appeal process and met with the instructor and department Chair, and formally appealed to the department shall the student meet with the Dean of the KCHP.

C) Once the Dean of the KCHP has received a written appeal from the student, the Dean will refer the appeal to the SAC by notification of the SAC Chair in writing.

D) All written documentation regarding the appeal from both the student and the department must be submitted to the Dean and available to the SAC within three (3) working days of the appeal receipt.

E) The SAC Chair shall convene a meeting of the committee to hear the appeal as soon as possible but no later than seven (7) working days after the appeal has been referred by the Dean of the KCHP. The SAC will provide their recommendation to the Dean within 10 working days of the appeal receipt.

1) If either party involved the appeal process requests an extension to prepare the appeal, this time period may be waived.

2) The SAC Chair will distribute copies of the student's and department's written documentation and any other relevant correspondence at least two days prior to the hearing. Each committee member shall provide for the security of those documents.

3) Upon completion of the appeal meeting, all copies of the documentation will be shredded.

F) Once a meeting date is secured, the office of the Dean will be notified.

1) A list of the members of the SAC serving on the appeal will be provided to both the student and the departmental representative(s) to allow for preemptory challenge of one member of the appeals committee. (NOTE: Departmental representatives can be the instructor of record for a course or the departmental chair or other faculty member representing the department)

2) The student and departmental representative(s) will be offered a set time to speak to the SAC during the scheduled appeal meeting.

G) Based upon the urgency and timing of the academic appeal, i.e. summer session, the Dean of the KCHP may appoint an ad hoc committee of available students and faculty to replace the elected representatives during those times. The appointed ad hoc committee will serve as the SAC and follow the procedures as outlined including making a recommendation to the Dean of KCHP.

H) All decisions of the SAC must be approved by a majority vote of the members present.

V. Procedures to be followed during the hearing:

- A) The SAC Chair explains of the role of the committee, Chair, student and department representative.
- B) Statements of confidentiality are signed by all committee members present.
- C) The committee discusses all pertinent data in terms of the committee's stated scope.
- D) Steps 1-6 apply if the student and departmental representatives attend concurrently. The Chair may choose to have the student and departmental representative present at separate times.
 - 1) The student presents the appeal, and presents supporting materials, witnesses, documentations, etc., if so desired. The student should include an exact statement of her/his request for resolution when writing the petition, e.g., request to repeat the course, to appeal the grade issued, to take the course out of sequence, etc.
 - 2) An appellant may have an advisor or peer group member of her/his choice. This advisor will act only in an advisory capacity to the appellant or if addressed by the SAC Chair. Other parties involved in the proceedings also may have an advisor or peer group member acting solely in an advisory capacity. No legal counsel will be permitted during the hearing.
 - 3) The instructor presents the basis for the grade, extenuating circumstances relevant to the appeal, or otherwise responds to the student's appeal.
 - 4) Questions and discussion from SAC, questions by the student or instructor/departmental representative must be directed through the Chair. The Chair directs the questions if appropriate and pertinent to the appeal.
 - 5) Final comments and /or summary by the student.
 - 6) Student and department representative are dismissed.
- E) Any votes are taken by written secret ballot and kept on file in the Dean of KCHP'S office for the record. The ballots will be anonymous.
- F) Within three (3) working days after the conclusion of the appeal, the SAC Chair will forward to the Dean of the KCHP a report of the SAC appeal meeting. This report will serve as the official record of the appeal meeting, the rationale for the decision, and the final recommendation of the SAC.

G) The Dean of the KCHP will notify the appellant and the department representative involved of the Dean's decision within five (5) working days after receiving the SAC's recommendation.

H) Any further appeal of academic discrepancies or grade concerns should be submitted in accordance with policy established by the Idaho State University Academic Standards Board.

VI. Meetings:

A) Meetings are held at the call of the SAC Chair. If two members request a meeting, the Chair must call a meeting within two weeks after receipt of the request.

VII. Amendments:

A) Any faculty member who would like to initiate a change in these bylaws must submit in writing a proposed amendment to the SAC Chair.

B) The committee must have a minimum of one month during the nine-month academic year to act on the proposed amendment.

C) Proposed amendments approved by the SAC with a 2/3 majority vote will be forwarded to CHPFAC for review and comment.

D) If the proposed amendment is approved by a simple majority of the votes cast by the Kasiska College of Health Professions faculty, it will be implemented on July 1 immediately following the final approval of the amendment.

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