

Academic Appeals Symposium Items

1. When Dyanna Bowen contacts you for an academic appeal, *please respond!* It is your professional responsibility to respond to these requests; *you are not too busy to do this part of your job.*
2. You need to provide all documentation necessary and your recommendation to approve or disapprove the appeal. Neutrality and waffling are not an option. Provide your opinion, either yes or no.
3. Attach relevant sections of the class syllabus in your response. Make sure grading criteria are clearly and succinctly listed in your syllabus! Follow your syllabus.
4. Submit all EARs! EARs provide a clear digital trail for the committee to follow during an appeal. *EARs provide a means to demonstrate you upheld your grading obligations and it prevents students from falsely claiming they didn't know their grade.* Note that EARs are sent to the student's SE email address and any alternate email addressed provided by the student.
5. Post your up-to-date grades on Blackboard or provide grade updates to students that we can use to track their grades during the appeal process.
6. Online classes are a significant number of grade appeals that are not F to W. Confusion regarding syllabi is a recurring problem on our campus. Create clear and concise syllabi.
7. Online classes sometimes have *significant communication issues* between students and faculty. *Answer your emails* because emails are verifiable. Phone calls, voice mails, and even text messages are not reliable methods of documenting communication during the appeals process. Maintain clear lines of communication regardless of whether you are teaching online or face-to-face.
8. Attend your 10 office hours per week and make certain students know they can contact you to arrange a meeting time to discuss grades. This would significantly reduce the number of appeals the committee hears.
9. Dropping the class – emphasize it is the student's responsibility, not yours. Emphasize the need to coordinate with Registrar's Office to make sure they are fully withdrawn.
10. If they have major medical issues or family issues, the student needs to contact the instructor ASAP and develop a plan to complete missed class work or counsel the student on other options. The lion's share of appeals are F to W and most could be avoided by informing students they need to withdraw, rather than fail and seek an appeal.