

**Official Memorandum of Action – MOA-16/03
Revised Undergraduate Program Dismissal Appeals Policy**

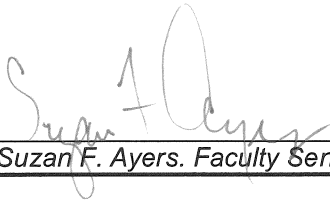
Name of Council/Committee
Faculty Senate Executive Board

Date of Meeting
7 October 2016

RECOMMENDATION:

**Implementation Date
Upon Administrative Approval**

The Faculty Senate Executive Board recommends revision of the Program Dismissal Appeals Policy in the Undergraduate *Catalog*.



Suzan F. Ayers, Faculty Senate President

Date 7 October 2016

Approve
Comments:

Disapprove

Return to council/committee

Suzan F. Ayers, Faculty Senate President

Date

Approve
Comments:

Disapprove

Other action

Timothy J. Greene, Provost and Vice President for Academic Affairs

Date

Approve
Comments:

Disapprove

Other action

John M. Dunn, WMU President

Date

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Rationale

Program Dismissal Appeals Policy

The suggested changes were made to fill specific gaps in the program dismissal policy for undergraduate students:

- The changes define specific timelines and process steps for students to appeal a program dismissal.
- The changes close a loophole where program dismissal could be appealed, but the dismissal was based on student grades that were as a result of academic integrity sanctions.

CURRENT POLICY WITH REVISIONS IN BOLD AND DELETIONS WITH STRIKETHROUGH

Undergraduate Catalog

Program Dismissal Appeals

This section applies when a student wants to appeal a decision to dismiss the student from an academic program for reasons other than charges of violations of academic integrity policies. Appeal panels are assembled under the authority of and by the designate of the Provost and Vice President for Academic Affairs. Throughout this process, the Office of the Ombuds is available to students and instructors for assistance on procedures and clarifications of the rights of all parties.

The accepted bases of program dismissal appeal are:

- A. The program dismissal decision was made in a manner inconsistent with University policy or the program policy.
- B. The program dismissal procedures were not followed.
- C. Evaluation/performance standards were arbitrarily or unequally applied.

A program dismissal appeal cannot be made in response to an academic integrity or conduct dismissal from the University. **If program dismissal results from grade sanctions applied as a result of academic integrity violation, the dismissal may not be appealed.** The student's status, as dismissed from the program, will remain unaltered until a successful appeal is completed.

NOTE: A program dismissal appeal based on charges of discrimination or sexual harassment should be taken to the Office of Institutional Equity or other office, pursuant to the other University policies and procedures.

NOTE: A program dismissal appeal based on genuine hardship should be addressed according to the University hardship policies.

~~The steps to be taken in appealing a program dismissal are:~~

- ~~1. **Appeal to committee:** The student may appeal to a Grade and Program Dismissal Appeals Committee (GAPDAC). This appeal must be initiated within twenty business days of the notification of program dismissal. The student will initiate an appeal through the Office of the Ombuds. When the appeal is received, the Provost or designate will schedule a meeting of a GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GAPDAC will consist of three members drawn from a pool of faculty established for this purpose. In a program dismissal, the student appellant should attend the meeting of the appeal panel and must provide a written statement describing the grounds for appeal. A~~

University representative from the program must attend the meeting and must provide a written statement describing the grounds for and circumstances of dismissal.

When appealing a program dismissal, a student must take the following steps:

1. Submit a letter requesting an appeal to the academic unit chair/director. This letter must be received by the academic unit chair/director within twenty business days of notice of dismissal from the program. The letter must identify the basis of the appeal and must state in detail why the student believes that dismissal should be reversed and schedule a conference with the department chair/director.
2. Following a conference with the student, the chair/director must respond in writing to the student with copies to the unit's dean, and the Grade and Program Dismissal Appeals Committee (GAPDAC) within twenty business days. In this letter, the chair/director should confirm the meeting with the student, recap their discussion, and state whether the student has an appeal which meets the established criteria above. If the situation appears to meet the criteria for appeal, the chair/director may recommend readmission to the unit's dean.
3. Should the academic unit fail to provide a timely response or sustain the dismissal, the student may appeal directly to the unit's dean. The unit's dean will readmit the student or uphold dismissal, based on the academic unit's recommendation or the student's direct appeal, within ten business days.
4. Should the unit's dean uphold the dismissal, the student may appeal to GAPDAC. This appeal must be initiated within ten business days of the unit's dean's written decision. The student will initiate an appeal through the Office of the Ombudsman. When the appeal is received, the Provost or designate will schedule a meeting of GAPDAC using procedures determined by the Professional Concerns Committee of the Faculty Senate. The GAPDAC will consist of three members drawn from a panel of faculty established for this purpose. In a program dismissal, the student appellant should attend the meeting of the appeal panel and must provide a written statement describing the grounds for appeal. A University representative from the program must attend the meeting and must provide a written statement describing the grounds for and circumstances of dismissal.

A GAPDAC may reverse or uphold a program dismissal by majority vote. The decision of the hearing panel is final and not subject to appeal.

Selection, Training, and Organization of Grade and Program Dismissal Appeal Committee

A Grade and Program Dismissal Appeal Committee (GAPDAC) will be drawn from a pool of faculty who are trained under procedures determined by the Professional Concerns Committee (PCC) of the Faculty Senate. For each appeal that requires review, a GAPDAC panel will be selected to hear the appeal and to decide the matter.

Each academic college shall provide a cohort of tenured or tenure-track faculty members to serve on the GAPDAC pool in proportion to its respective student credit hour production. Faculty members will serve three-year terms (**with staggered terms for the first GAPDAC pools, to ensure continuity of experience and training**). It will be necessary to include in the pool those who can serve during summer sessions.

Each GAPDAC shall be composed of three faculty members, at least one of whom is from the college where the course or program in question resides. Each GAPDAC will elect a faculty member to chair the committee, and each GAPDAC must have all three members present to have a quorum. Procedures for selection of a GAPDAC will be constructed and administered by the PCC.

Faculty Oversight of Grade and Program Dismissal Appeals Committee

The PCC shall function as an oversight committee for reviewing and monitoring all University policies and procedures dealing with grade and program dismissal appeal issues. A report of all GAPDAC activities shall be made to the Faculty Senate Executive Board each year by the PCC, and recommendations for changes in policies and procedures regarding grade and program dismissal appeal issues may be part of that annual report. Such recommendations may result in modifications to these policies and procedures.