

Faculty Senate Resolution Number S-2025-03

TO: Dwayne Smith, Ph.D., Interim President, Southern Connecticut State University
FROM: Natalie Starling, Ph.D., President, SCSU Faculty Senate

The attached Resolution of the Faculty Senate is entitled:

RESOLUTION Regarding Revisions to Grade Appeal Procedures

This resolution was approved by Faculty Senate on: February 12, 2025

XX This resolution is presented for APPROVAL

 This resolution is presented for INFORMATION

In accordance with the CSU-AAUP Contract (Article 5.10), "When the Senate makes a written recommendation to the President, the President shall acknowledge and respond to the recommendation in writing within fifteen (15) days of receiving the Senate's recommendation."

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

Natalie Starling

Natalie Starling, Ph.D., President, SCSU Faculty Senate

02/13/2025

Date

cc: Julia Irwin, Ph.D., Interim Provost and Vice-President for Academic Affairs

ACTION OF THE UNIVERSITY PRESIDENT

Resolution for Approval

Resolution APPROVED

Resolution DISAPPROVED (Attach statement)

Resolution for Information

 Resolution NOTED (applies to Informational Resolutions only)

Dwayne Smith

Dwayne Smith (Feb 13, 2025 15:26 EST)

Dwayne Smith, Ph.D., Interim President, SCSU

02/13/2025

Date



Southern Connecticut State University

FACULTY SENATE

Resolution Regarding Revisions to Grade Appeal Procedures

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence;

Whereas, The Faculty Senate is the official governing body for shared governance;

Whereas, The Faculty Senate recognizes that, to further academic excellence, procedures for grade appeals need periodic review;

Whereas, The Grade Appeal Procedure's Preliminary Information specifies "This Grade Appeal Procedure is intended to be fair, equitable and transparent.";

Whereas, The Grade Appeal Procedure's Section II specifies under Part C. "All parties work in good faith to arrive at a resolution during all stages of the process."; now, therefore, be it

Resolved, That beginning immediately the attached update to the Grade Appeal Procedure in Section III which designates the removal of Part E and additions to Part F, and in Section V. which designates the addition to Part D to match III.F.:

~~*E. All Grade Appeal forms and documents must be typed; no handwritten forms shall be accepted.*~~

F. For purposes of record-keeping and administrative accounting to governmental regulatory authorities, a copy of the grade appeal form and related documentation must be filed with the Dean of the Instructor's school or college at each stage of the appeal process. The Chairperson is responsible for forwarding copies to the Dean's office for Level 1 appeals; the President of the Faculty Senate is responsible for forwarding copies to the Dean's office simultaneously with forwarding a Level 2 appeal to UASC; and UASC is responsible for forwarding copies to the Dean's office for Level 2 appeals.

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D. For purposes of record-keeping and administrative accounting to governmental regulatory authorities, a copy of the grade appeal form and related documentation must be filed with the Dean of the Instructor's school or college at each stage of the appeal process. The Chairperson is responsible for forwarding copies to the Dean's office for a level 1 appeal; the President of the Faculty Senate is responsible for forwarding copies to the Dean's office simultaneously with forwarding a Level 2 appeal to UASC; and UASC is responsible for forwarding copies to the Dean's office after a Level 2 appeal has been completed.

Resolved, That beginning immediately the attached update to the Grade Appeal Procedure in Section V.B.E. designates the following additions and changes:

(new section) E: If the Faculty Senate President is the Student, Instructor, or Chairperson for the case, the Faculty Senate President shall recuse themselves from the Faculty Senate President's role in the Grade Appeal Procedure and shall provide a designee for these duties.

(new section) F. The UASC shall accept all cases forwarded to the UASC Chair(s) that include supporting evidence that all procedural steps for Level 1 were attempted by the student. In no case shall the UASC reject full consideration of a case that includes the aforementioned supporting evidence on the grounds of clerical or technical issues encountered by the parties to the procedures (i.e., Student, Instructor, Chairperson, Faculty Senate President).

Examples of clerical or technical issues shall include (but shall not be restricted to) the following:

- 1. Incomplete electronic forms, provided there is supporting evidence that all relevant parties undertook the actions represented by items reflected in the forms*
- 2. Forms lacking concatenation or chronological arrangement*
- 3. Information presented in multiple files or formats (e.g., not compiled into a single file or "packet")*
- 4. Scanned forms or forms which include handwritten information*
- 5. All other such issues that are clerical/ technical (as reasonably determined by the Faculty Senate President or designee)*

~~E~~ G. Upon receipt of a ~~written~~ complete grade appeal form or grade appeal documentation that includes supporting evidence presented by the student that all procedural steps for Level 1 were attempted by the student the Faculty Senate President will ~~notify~~ forward the information to the UASC Chair(s). The UASC shall designate a grade appeal committee ~~made up~~ comprised of two UASC committee members and a UASC Chair. The members of the appeals committee select a Chair from the committee's membership. The appeal committee Chair notifies all interested parties (Dean, Student, ~~Faculty Member~~ Instructor, Committee members) of possible dates and times to conduct the appeal. Once all committee members respond, the date of the appeal is set, the appeal is heard, and a determination is made in writing to all interested parties.

In instances wherein the UASC receives a case that reflects clerical or technical issues with the grade appeal form or documentation, the UASC shall designate a UASC committee member to act as a neutral person who shall assist the student with clerical or technical issues, or the gathering of additional information requested by the UASC. These duties shall not be advisory in nature and are limited to administrative/ clerical/ technical assistance. The designated UASC committee member's duty to assist the student shall conclude upon the UASC's conclusion of the case. The member shall provide upon request of the UASC confirmation of any outcomes resulting from their assistance to the student.

The designated committee member shall not be a member of the department to which the Instructor for the case belongs. The designated committee member shall not be a member of the appeals committee designated for the case by the UASC. The member shall not participate in any deliberations or determination of the UASC about the case, nor shall the member provide judgement or advice about the case to any party. The UASC Chair(s) shall inform the student of the designated committee member's role, duties, and limitations.

In instances wherein the UASC receives a case that reflects clerical or technical issues, the UASC shall be allowed to establish an extension of any Level 2 deadline and the UASC Chair(s) shall notify all interested parties (Dean, Student, Instructor, Committee members) of such an extension.