Jeannine Rainbolt College of Education Academic Appeal Procedures


In accordance with the Academic Appeals policy of the University of Oklahoma, a student may appeal a grade based on (a) prejudiced or capricious evaluation and/or (b) the instructor’s alleged inability to speak the English language to the extent necessary to adequately instruct students.

The student is responsible for notifying the instructor of any dispute that meets the above criteria. If the student’s attempts at resolution with the instructor fail, the student should notify the Dean of the JRCoE of the potential academic appeal immediately to make an appointment to discuss the matter. If a student fails to notify an instructor or fails to attempt resolution within the appropriate time limit, the panel will deny any request for a hearing on the claim unless, in the view of the board, the student has been prevented from complying with the appropriate time limit (for example, a student being called into military service).

In cases of evaluation made known to the student during the semester, the deadline for notifying the instructor is within 15 regular class days. For end-of-term evaluation appeals, a student must contact the instructor by September 15 for grades received for the spring semester or summer term and February 15 for grades received in the fall semester.

Initiating the Academic Appeal Process

1. After the student has informed his/her instructor of the disputed nature of the grade (prior to February 15 for the previous fall and winter sessions; and September 15 for previous spring or summer sessions) and attempts with the instructor to resolve the grade dispute have failed, the student may file a written request for a hearing with the Academic Appeals Board.

2. To submit an appeal, the student must complete the JRCoE Academic Appeal form and attach a letter of explanation and supporting documentation. The student must include all documentation s/he wishes to have sent to the review board with this appeal form. The form is available through the Undergraduate Advising office, room 137. The completed JRCoE Academic Appeal Form and all documentation materials should be returned to the Jeannine Rainbolt College of Education Academic Advising Office (137 Collings Hall), 820 Van Vleet Oval, Norman, OK 73019. For end-of-term evaluation appeals, a student must submit all paperwork by, September 15, 5:00pm for grades received for the spring semester or summer term and February 15, 5:00pm for grades received in the fall semester. If the deadline falls on a non-business day, the deadline will be 5:00pm on the following business day.

3. Once the student’s Academic Appeal form and documentation materials are received in the Academic Advising Office, the instructor and Department Chair will receive an initial notification memo of the Academic Appeal signed by the Associate Dean. Attached with this will be the student’s appeal form, the student’s statement, and timeline. The instructor will have one week to respond in writing to the Academic appeal.
4. The student will receive a letter that includes the instructor’s response and be given a deadline to respond if s/he wishes to continue the appeal.

5. If the student does not respond by the stated deadline the case is closed due to no response. All parties will be notified.

6. If the student responds that s/he wishes to continue the appeal, then the Advising Office will begin processing the student’s request to continue by taking the following steps:
   - Contacting the student to identify available times for a hearing.
   - Contacting the instructor to identify available times for a hearing.
   - Once the times that work for the professor are identified, proceeding with processing of the review.
   It is not guaranteed that the case will go to a hearing.

**Setting Up a Board**

The following steps will be taken to set up an Appeals Board:

1. Contact members of the College’s Academic Appeals Committee to let them know that they have been selected to review a case and let them know the date and time of the hearing if one has been set in advance. The Committee will consist of three College faculty and three students. The faculty members will decide who will serve as Committee chair.

2. Prepare the information packets to send to the board members. The packets will include copies of the student’s appeal form, student’s letter of explanation and all other documentation, and response from instructor. The Committee will be given a deadline to review the materials and notify the Committee Chair as to whether the case warrants a hearing.

3. Notify both professor and student to alert them of the time and date the hearing has been tentatively set.

4. On the day the decision is due, the Committee chair will notify the Associate Dean of the decision.

**When a Hearing is Denied**

1. Once the letter from the Academic Appeal Committee chair is received, all parties involved will be contacted alerting them that a hearing will not be held.

2. The Academic Appeal Committee’s written decision of a hearing denial will be given to the Associate Dean to review.

3. The student will be notified by letter that his/her appeal was not approved for a hearing, but that s/he can appeal the decision to the Executive Committee (Department Committee A).

4. If the student does not respond by the stated deadline the case is closed due to no response. All parties will be notified.

5. The student’s response will be sent to the Executive Committee (Department Committee A) to verify whether the student provided additional evidence that the case merits a review.
6. If the Executive Committee upholds the decision of the Academic Appeal Committee, then the student may appeal to the Dean. If the Dean denies the appeal, then the case is closed. There are no further appeals.

7. If either the Executive Committee or the Dean approves the appeal, then a hearing will need to be set.

**Policies for a Merited Hearing**

1. Hearings will be closed to the public and shall be confidential.

2. All parties, other than Committee members, shall be excluded during committee deliberations. The Associate Dean and/or legal advisor to the Committee may be invited to the deliberations by the Chair or a majority of the Committee members.

3. The burden of proof shall be upon the complainant, who must establish the academic appeal based on (a) prejudiced or capricious evaluation and/or (b) the instructor’s alleged inability to speak the English language to the extent necessary to adequately instruct students.

4. All attendees shall have reasonable opportunity to question involved parties and present information and argument deemed relevant by the Committee. The Committee chair may establish reasonable deadlines for the exchange of information or evidence not previously known, and any witnesses who may be called.

5. Final decisions of all Academic Appeals Committees shall be by majority vote of the members present and voting. The final decisions shall contain a written statement setting forth with reasonable particularity, findings of fact, the decision of the Committee, its recommendations for resolving the Academic Appeal, and the reasoning behind these decisions.

**Timeline**

- 1-2 weeks: instructor and student respond to notification.
- A minimum of 1 week to notify board that a case needs to be reviewed.
- 1-2 weeks: review packets go to the board members with time for the members to contact the Academic Appeals Committee chair or Executive Committee chair on the merit of the hearing.
- 1 week before hearing: notify the student and instructor if a hearing will be held, notice of deadlines for additional information and exchange of witness names.