

## Policy for the Academic Appeals Committee

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### DCO Procedure

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## POLICY FOR THE ACADEMIC APPEALS COMMITTEE

The purpose of the Academic Appeals Committee (AAC) is to review the written appeals by students who wish to challenge grades assigned to them in a given course. The Committee is charged to render a final decision on written appeals made by the students through the Office of the College Dean (Director, in case of the University Preparation Center) within 10 working days of the date the written appeal is received (this time period is to be cut in half for UPC students given the nature of many of the UPC's 8-week course sessions).

The student must identify in the written appeal his/her name, student ID, course number and title, section, teacher, the grade awarded and the grade sought, and pay the university fee for filing an appeal (maximum of **two** appeals per semester/ one per summer term). The student must explain **in detail** why the grade assigned by the faculty member is not appropriate and why it should be changed to the requested grade. The student must sign the appeal.

The Academic Appeals Committee is to be formed by the respective College Board and will be comprised of the relevant department chairperson, as the head, and at least two faculty members in the domain area of the course.

Students should always be encouraged by university staff to meet with the faculty of record first to see if any disagreement regarding the grade can be resolved in an informal manner, but such a meeting is not required of the student.

Both the student filing the appeal and the faculty of record may appear before the AAC to review the appeal.

#### **A. Appeals Policy and Procedure for YU Students:**

The written decision of the AAC must be signed by the members present at the hearing, approved by the College Dean, and sent to the Dean of Student Affairs, with a copy of the signed decision kept in the student's file and another copy sent to the Vice President.

If the College (Academic) Dean does not agree with the decision of the Committee, s/he must inform the Committee in writing of why s/he objects, and explain what s/he thinks is appropriate action, within two working days of being notified of the Committee's decision. Generally, the College (Academic) Deans should restrict their judgments to matters of procedure and due process, and not attempt to second guess the Committee's academic judgments on the merits of the grading of exams, quizzes, projects, etc.

The Committee members' academic judgment should prevail; however, the College Dean may advise the Committee on matters of university policy if the Committee has violated university policy and/or *due process* in its proceedings (and any such violations must be addressed by the Committee). The Dean of Student Affairs and the Vice President may advise the College Dean if they are aware of any violation of university policy and/or *due process* in the proceedings.

#### **B. APPEALS POLICY & PROCEDURE FOR UPC/INTERLINK AT YU STUDENTS:**

##### **ELIGIBILITY:**

**The following criteria are applied to all incoming appeal requests:**

1. All INTERLINK students are eligible to appeal failing grade (F), both in C and R classes.
2. R classes appeals are based on the student's portfolio, midterm report and final report.



3. C classes appeals are based on the student's portfolio, midterm and final reports and an oral interview.
4. Teachers whose final grades are appealed will NOT serve on the appeals committee.

#### **PROCEDURE:**

1. Appealing students must proceed with their registration for classes and start attending classes. No student is to delay their registration or attendance to wait for the Appeals Results.
2. For C class appeals, an oral interview will be scheduled before Wednesday of week 1 of the term that is being appealed or any other time announced by INTERLINK. Failure to show up at the allotted time will result in dismissal of the application.
3. The appealing student must do the following:
  - a. Fill out the "Final Grade Appeal Form" and submit to the INTERLINK Admin Offices (Assistant to the INTERLINK General Manager) on each respective campus or online using this link: <http://bit.ly/AppealsINTERLINK>
  - b. Pay SAR 100 the Appeals Fee and attach the receipt to the Appeals Form
  - c. Submit the complete application (with the items # 2 and 3) packet before the deadline, Tuesday 3:00 PM week one, of the given term or any other specific time that is announced by INTERLINK at YU. Incomplete or late applications will not be accepted.
4. No student may submit more than two (2) appeals in a given semester/one appeal in a given level/ one appeal for a summer term and the respective fees/appeal have been paid.

#### **TIMELINE:**

Final Grade Appeals open immediately after reports distribution on Thursday of week 8 of the term (when the grades have been awarded) and close at 3:00 p.m. on Tuesday of the first week of the following term. No late appeals will be accepted after this deadline.

## **APPEALS COMMITTEE:**

### **Selection:**

1. A designated member of the Instructional Management Team is appointed every academic year to serve as Head Of the Appeals Committee;
2. The INTERLINK Appeals Committee head chooses the faculty members to serve as members oof the appeal Committee 1 day before it convenes.
3. The designated INTERLINK Officer/Admin Assistant prepares a list of the names of appealing students and their information to share with the head of appeal Committee.
4. The General Director (GD) approves the final list of the Appeals Committee members.

### **Meeting:**

1. The Appeals committee meets on the Men's Campus.
2. The Appeals committee facilitate the meeting and ensures that the proper procedure of the appeals has been followed and that cases have been reviewed and decided upon fairly.  
He/She records the meeting notes and collects the application forms to ensure that all cases have been reviewed and decided upon.
3. The members are to independently review each student's application and make their decision independently approve or deny the student's request providing a clarification for their decision.
4. A minimum of 3 assessments/comments is required for the application to be complete.
5. Once all applications have been reviewed and the required information is complete the meeting is adjourned.

## RESULTS:

1. Upon completion of the Appeals Committee proceedings, the Head of the Appeals' Committee reviews the results of the Appeals with the GD.
2. Once the results of the Appeals are finalized and approved by the GD, they are forwarded to the VP of Academic Affairs for final approval.
3. Results are published at the end of business day Wednesday Week 1, of the given term. The appealing students are immediately notified via telephone and/or SMS text of the result of their appeals. Results are posted, in the INTERLINK Admin Area Bulletin Board with the students' IDs only.

All results are final and no second appeal is allowed. The appealing student has the right to see the comments made by the appealing committee by meeting with the Head of the Appeals Committee.

## C. General Provisions:

Under no circumstances should race, religion, political affiliation, family affiliation, gender, nationality, or other non-academic, and unrelated, matters play a role in the academic decisions of the Committee or Dean.

Both the student and the faculty member will be notified in writing of the decision of the Academic Appeals Committee/College Dean (UPC / INTERLINK Director), within one working day of the Committee's decision.

The Dean of Admissions, Registration and Student Affairs will make any required change in the transcript upon written notification by the College Dean (UPC / INTERLINK Director).

If the student or the faculty member is unhappy with the decision of the Committee/Dean, then s/he may appeal the Committee's decision to the Dean (UPC / INTERLINK Director), in writing, within two working days of being notified of the decision, explaining why s/he does not feel that the decision is reasonable.



The Committee, via the Dean (UPC / INTERLINK Director), will review the student's or faculty member's appeal within two working days of receipt, and resubmit their final decision to the College Dean ((UPC / INTERLINK Director). The Committee then will have two working days to review the faculty/student appeal of the previous decision, and advise the College Dean ((UPC / INTERLINK Director) of any recommended changes from their earlier decision. The College Dean (UPC / INTERLINK Director) will make the last decision (either to accept the Committee's final findings or send back written concerns/suggestions) within two working days. The Committee must respond to any concerns of the Dean and their final decision within two working days and inform both the Dean of Student Affairs and Vice President of the Dean's final decision within one working day. The College Dean may **not** overrule the Committee's academic judgement/decision, except in cases of violation of university policy or *due process*, and must do so in writing within one working day of receipt of the Committee's final decision.

At this point all academic appeals will be exhausted and no further appeals are to be considered.

The Dean of Student Affairs and the Vice President may submit any written concerns about violation of university policy and/or *due process* to the College Academic Dean if they so choose. However, neither the Dean of Student Affairs nor the Vice President may change the decision of the Academic Appeals Committee/Dean (UPC / INTERLINK Director) unless there is documented written evidence submitted to the College Dean/Committee of a violation of university policy or *due process*.

This policy supersedes any previous Academic Appeals Committee or Exam Committee policies.

The below procedures are based on the Exam Policy and Procedures

**Article 19**

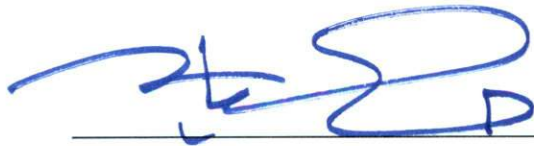
A student may submit a grade appeal on the final grades obtained for any course(s) of study in a given semester, to the Academic Appeals Committee, within one week from the start of the subsequent semester (excluding summer term), subject to the following conditions:

- a. The appeal shall be submitted to the concerned Dean/Department Head for the course(s) in question.
- b. The appeal shall be referred to the Academic Appeals Committee.
- c. No student may submit more than two (2) appeals in a given semester (one for summer term), and the respective fees/appeal have been paid.
- d. The College Dean must work with the College Board to create an AAC within 10 working days from receipt of the written appeal by the student.
- e. If the student would like to see the exam paper, then this could be done in the presence of the instructor and the department head after filing their first grade appeal.

This policy may be revised as needed by the University Council with the final approval of the University President.

**Authorization**

This policy was authorized by:



University President

Date: 29-12-2020