**Academic Senate Agenda**

Wednesday, May 3 @ 4:00 P.M.

Room 132, DeBartolo Hall

*Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.*

**Agenda**

1. **Call to Order**
2. **Approval of Minutes for April 5, 2017 meeting**  – The minutes can be downloaded at the following URL: <http://academicsenate.ysu.edu/?page_id=61>
3. **Senate Executive Committee Report** – Chet Cooper, Senate Chair
4. **Report of the Charter and Bylaws Committee** – **No Report**
5. **Ohio Faculty Council Report** – **No Report**
6. **Report of the Elections and Balloting Committee** – **No Report**
7. **Reports from Other Senate Committees**
   1. Academic Events Committee (Taci Turel, Chair)– Graduation Ceremonies
   2. Academic Programs Committee (Mary Beth Earnheardt, Chair)– Attachment 1
   3. Academic Research Committee – No Report
   4. Academic Standards Committee (Gary Walker, Chair)– Attachment 2
   5. General Education Committee (Joe Palardy, Chair) – No Report
   6. Honors Committee – Verbal Report
   7. Library Committee (Susan Clutter, Chair) – No Report
   8. Professional Conduct Committee– No Report
   9. Student Academic Affairs Committee – No Report
   10. Student Academic Grievance Committee– No Report
   11. Undergraduate Curriculum Committee (Alina Lazar, Chair)– Attachment 3
   12. Program Review (Corey Andrews, Chair)- Attachment 4
   13. Academic Senate Technologies Advisory Committee (Mark Vopat, Chair)- No Report
8. **Unfinished Business**
   1. Eddie Howard and Cindy Kravitz- Poster Procedures
9. **New Business**
   1. International Studies Subcommittee- Attachment 5
   2. Graduate Grievance Process, Sal Sanders- Attachment 6
   3. Textbook Affordability Committee- Gabriella Gessler
10. **Adjournment**

**Attachment 1**

Date **May 3, 2017** Report Number (For Senate Use Only) **\_\_\_\_\_\_\_\_\_\_\_\_** Name of Committee Submitting Report

**Academic Programs Committee**

Committee Status: (elected chartered, appointed chartered, ad hoc, etc.)

**Appointed Chartered**

Names of Committee Members: Mary Beth Earnheardt (CCAC, chair), David Asch (STEM), Kevin Ball (Admin.), William Buckler (CLASS), Jayne Caputo (Admin.), Monica Merrill (BCHHS), Julie Felix (Admin), Anthony Kos (CCBA), Johanna Krontiris-Litowitz (STEM), Matthew Paylo (BCOE), Amy Crawford (CCAC), Loren Lease (CLASS).

*Upcoming Meetings:*

None

*Proposals Reviewed, Approved and Circulated:* Since our last report to the Academic Senate the Academic Programs Committee (APC) approved the following proposals. These proposals are reported for informational purposes only:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **027P-17** | **Engineering Technology** | **Civil and Construction Engineering Technology –AAS** | **April 5, 2017** | **Approved** |
| **028P-17** | **Engineering Technology** | **Civil and Construction Engineering Technology –BSAS** | **April 5, 2017** | **Approved** |
| **029P-17** | **Health Professions** | **Public Health** | **April 5, 2017** | **Approved** |
| **026P-17** | **CSIS** | **Information Technology** | **March 22, 2017** | **Approved** |
| **014P-17** | **Human Performance and Exercise Science** | **B.A. Exercise Science (name change)** | **March 22, 2017** | **Approved** |
| **030P-17** | **Human Performance and Exercise Science** | **B.A. Exercise Science** | **April 5, 2017** | **Approved** |
| **014P-17** | **Health Professions** | **B.A. Public Health** | **March 22, 2017** | **Approved** |
| **015P-17** | **Teacher Education and Foreign Languages** | **Italian Education-Multi-Aged Licensure** | **March 22, 2017** | **Approved** |
| **016P-17** | **Teacher Education and Foreign Languages** | **Spanish Education-Multi-Aged Licensure** | **March 22, 2017** | **Approved** |
| **017P-17** | **Criminal Justice and Forensic Science** | **BSAS in Criminal Justice** | **March 22, 2017** | **Approved** |
| **018P-17** | **Social Work** | **BSW Pre-Social Work** | **March 22, 2017** | **Approved** |
| **019P-17** | **Teacher Education** | **Health Education – P-12 Multi-Age License** | **March 22, 2017** | **Approved** |
| **020P-17** | **Teacher Education** | **Art Education** | **March 22, 2017** | **Approved** |
| **021P-17** | **Teacher Education** | **Physical Education - Multi-Aged** | **March 22, 2017** | **Approved** |
| **022P-17** | **Art** | **Art History –Deletion** | **March 22, 2017** | **Approved** |
| **023P-17** | **Communication** | **B.A. Journalism** | **March 22, 2017** | **Approved** |
| **001M-17** | **Communication** | **Sports Information** | **March 22, 2017** | **Approved** |
| **024P-17** | **Williamson College of Business** | **BSBAs Accounting, Advertising/PR, Business Administration, Business Economics, Finance, Human Resource Management, Information & Supply Chain Management, Marketing** | **March 22, 2017** | **Approved** |
| **025P-17** | **Sociology, Anthropology and Gerontology** | **Sociology** | **March 22, 2017** | **Approved** |
| **002M-17** | **Mathematics and Statistics** | **Actuarial Science** | **March 22, 2017** | **Approved** |
| **031P-17** | **Williamson College of Business** | **Associate’s Degree in Business Administration** | **April 5, 2017** | **Approved** |
| **003M-17** | **Mathematics and Statistics** | **Statistics Minor** | **April 10, 2017** | **Approved** |
| **007C-17** | **Foreign Languages and Literatures** | **Certificate Program in Italian** | **April 5, 2017** | **Approved** |
| **008C-17** | **Foreign Languages and Literatures** | **Certificate Program in French** | **April 5, 2017** | **Approved** |
| **009C-17** | **Foreign Languages and Literatures** | **Certificate Program in Spanish** | **April 5, 2017** | **Approved** |
| **010C-17** | **Biological Sciences** | **Certificate Program in Biotechnology** | **April 5, 2017** | **Approved** |
| **033P-17** | **Health Professions** | **Change to B.S. Respiratory Care** | **April 5, 2017** | **Approved** |
| **034P-17** | **Health Professions** | **Change to B.S. Respiratory Care Completion Program** | **April 5, 2017** | **Approved** |
| **035P-17** | **Engineering Technology** | **Deletion of Associate’s Degree in Drafting and Design Technology** | **April 5, 2017** | **Approved** |
| **036P-17** | **Mathematics and Statistics** | **Change to B.S. Math** | **April 10, 2017** | **Approved** |

Do you anticipate making a formal motion relative to the report? **No**If substantive changes in your committee recommendation are made from the floor, would the committee prefer that

the matter be sent back to committee for further consideration? **Yes NOTES:**

1. **From this point forward, the old curriculum forms are no longer accepted. If you are planning to work on a curriculum change over the summer, please email me at mearnheardt@ysu.edu. The new online system is nearly complete and we’ll be using this in the Fall.**
2. **Thank you to all my committee members for an incredible amount of patience and work. A special shoutout to Bill Buckler for his eye for detail.**  **Report respectfully submitted by: Mary Beth Earnheardt, Chair APC 2016-2017 (Department of Communication)**

**Attachment 2**

**Transfer Appeal**

Youngstown State University (YSU) has an appeals process to address a student’s concerns when a student disagrees with the applicability of transfer credit by YSU. As detailed in this document, YSU makes the information of an appeals process and the procedures involved available in the University undergraduate Academic Catalog. To further protect the interests of students, the policy includes a statewide appeals review committee to which students may appeal if all institutional appeals procedures have been exhausted.

The *acceptance* of credit is carefully delineated in the Ohio Articulation and Transfer Policy and should be uniformly practiced by all institutions.

The *applicability* of credit will vary from institution to institution, and it is specified in the policy as

subject to appeal. The appeals process is initiated at the campus level. If not rectified, it may be appealed to the state.

**Level-1 Appeal**

1. If the student challenges the judgment, the appeal must be filed in writing within ninety (30) days of receipt of the evaluation of transfer credit.

The written appeal and all additional documentation regarding the course in question must be sent to the Director of Degree Audit.

2. Within thirty (30) days of receipt of the appeal, the Director of Degree Audit shall

a. Conduct a review and explanation of the credit evaluation

b. Consult with the department chairperson and/or faculty members in the academic field

c. Review the concerns with the department chair and academic advisor

d. Respond to the student in writing with the decision

3. If the student accepts the judgment, the process ends.

**Level-2 Appeal**

1. If the student challenges the judgment, the appeal must be filed in writing within thirty (30) days of receipt of the decision. The written appeal must be sent to the dean of the academic college in which credit is sought.

2. Within thirty (30) days of receipt of the appeal, the dean (or dean’s designee) shall

a. Conduct a review and explanation of the credit evaluation

b. Consult with the department chairperson and/or faculty members in the academic field

c. Respond to the student in writing with the decision

3. If the student accepts the judgment, the process ends.

**Level-3 Appeal**

1. If the student challenges the judgment, the appeal must be filed in writing within thirty (30) days of receipt of the decision. The written appeal must be addressed to the Provost and Vice President for Academic Affairs and can be sent to the Associate Provosts for Academic Programs.

2. Within thirty (30) days of receipt of the appeal, the Provost (or Provost’s designee) shall

a. Conduct a review and explanation of the credit evaluation

b. Consult with the dean, department chairperson, and/or faculty members in the academic field

c. Respond to the student in writing with the decision

**Level-4 Appeal**

1. If the student challenges the judgment, the student appeals in writing within thirty (30)

days to a State Appeals Review Committee.

Follow the link below for information and the on-line form for the state’s appeal process.

<https://www.ohiohighered.org/students/complaints> If you have additional questions on the process, please contact: Ohio Department of Higher Education Matt Exline at (614) 728-3095 or mexline@highered.ohio.gov

2. After receiving a complaint through the ODHE complaint form, the Chancellor’s staff

will review the submitted materials. If needed, the ODHE will contact the person

submitting the complaint for any required additional information or clarification. The

Ohio Department of Higher Education will then send a copy of the complaint to the

institution against which the complaint has been filed and ask for a response within three

weeks. After receiving the college or university’s response, the Chancellor’s staff will

determine whether the institution’s student complaint process has been followed and

exhausted and what additional steps or follow-up, if any, will be taken. The Chancellor’s

staff will inform both parties involved in the complaint of the outcome of our review in

writing. Depending upon the complexity of the complaint, most follow-up contact regarding the complaint will be completed within 4-6 weeks

**Attachment 3**



**Attachment 4**

C. Andrews Program Review Coordinator 2016-2017

Findings of Academic Senate Program Review Committee, 2016-2017

**Academic Senate Program Review Committee Members:**

Corey E. Andrews (coordinator), Jane Beese (BCOE), Rebecca M. Curnalia (CCAC), Kin P. Moy (STEM), William G. Vendemia (WCBA), Albert J. Sumell (CLASS), Patricia Hoyson (HHS)

**Process of Program Review:**

This year marked the second academic year of formalized program review. Twenty-one academic programs were selected by College Deans to undergo full program review. The process for full program review was explained in the Program Review Handbook, which included specific categories for review as well as a rubric that was used in the evaluation process. In addition, program-level data was provided for program coordinators to use in the review process.

**Evaluation of Program Reviews**:

Programs were evaluated using the following categories: *approved*, *provisional approval*, *not approved*. The category *approved* means that the program review document has been accepted in its current form and no further action is needed. The category *provisional approval* means that the program review document has been tentatively accepted, but further action is required before final approval can be granted. The category *not approved* means that the program review document is unacceptable in its current form or was not submitted during the current cycle; resubmission will be required for a future cycle to be determined.

**Evaluation Results:**

1. BE Middle Childhood: *Approved*
2. BSBA Human Resource Management: *Approved*
3. BSBA Finance: *Provisional Approval*
4. AA Associate of Arts: *Not applicable*
5. BA Italian: *Approved*
6. BA Philosophy: *Provisional Approval*
7. BA Sociology: *Provisional Approval*
8. BDH Dental Hygiene: *Approved*
9. AAS Medical Assisting Technology: *Approved*
10. AAS Early Childhood: *Provisional Approval*
11. AAS Hospitality Management: *Approved*
12. BSAS Hospitality Management: *Approved*
13. BA Biological Sciences: *Approved*
14. BS Biological Sciences: *Approved*
15. BE Civil Engineering: *Provisional Approval*
16. BFA Studio Art: *Provisional Approval*
17. BA Telecommunications Studies: *Provisional Approval*
18. BFA Musical Theater: *Provisional Approval*

1

C. Andrews Program Review Coordinator 2016-2017

**Program Reviews Approved / Not Approved:**

All program reviews were *approved* (fully or provisionally) with the exception of the following: BE Industrial and Systems Engineering, BE Chemical Engineering, and BM Music Performance. AA Associate of Arts was deemed *not applicable* to the criteria used to evaluate program reviews. Coordinators for these programs will be required to revise and resubmit these program reviews on a timeline to be determined; in addition, a policy statement concerning non-approved programs will be formulated in consultation with the Academic Senate Executive Committee and the Office of the Provost. Coordinators for provisionally-approved program reviews will also be required to revise and resubmit on a timeline to be determined, following the committee’s specific requirements for full approval.

Please note that program reviews were approved or not approved solely on the quality of the review itself. In some cases, the reviews were incomplete or lacked data; in others, coordinators did not follow the program review guidelines in writing the review. Feedback from all committees on the full program reviews will archived online and made accessible to program coordinators and faculty.

**Overall Success of Program Review:**

Program review approval rate for this first round was 81% (17/21). All program reviews underwent three stages of evaluation: College level, University level, and Academic Senate Program Review Committee level.

**COMMITTEE RECOMMENDATIONS**

1. Program reviews need to provide specific evidence (such as enrollment and retention data) to substantiate claims about both program quality and program needs; a variety of program-level data was provided for all program coordinators.
2. Program effectiveness needs to be more clearly stated and explained in terms of both goals and action steps; the implementation process and timeline for both also need to be clarified within the program review.
3. Programs which are requesting resources for growth and development need to provide a specific rationale for their implementation; in addition, programs need to present proposals that substantiate the need for resources. Faculty and facilities may be considered as resource requests in this respect.
4. Coordinators of accredited programs should be allowed to use accreditation data in their program reviews; these programs should also be scheduled in the program review process to coordinate with the program’s most current round of accreditation evaluation.
5. Programs require additional support for advising and student outreach, including additional faculty, administrative staff and other necessary resources. In addition, the impact of lost faculty upon a program’s success needs to be accounted for in the evaluation process.

**Attachment 5**



**FACULTY-LED STUDY ABROAD PROCEDURE PROPOSAL**

**Prepared by the Ad Hoc Sub-Committee of the Academic Senate for consideration at the May 3, 2017 Academic Senate**

**Chair:** Ann Gardner, Assistant Director, International Programs Office

**Faculty Members:** Dr. Max Grubb, Dr. Carl Johnston, Dr. Matt O’Mansky, Dr. Pamela Schuster, Dr. Ron Shaklee, Dr. Carla Simonini

Table of Contents

[Youngstown State University Mission Statement 3](#_Toc480539026)

[Introduction 4](#_Toc480539027)

[Expected Learning Outcomes for Faculty-led Study Abroad Programs 4](#_Toc480539029)

[Proposing a Faculty-Led Program 5](#_Toc480539031)

[Research 6](#_Toc480539032)

[Site visits 6](#_Toc480539033)

[Timing and Planning of Faculty-led Programs 6](#_Toc480539034)

[Proposal Process 7](#_Toc480539035)

[Program Approval Process 7](#_Toc480539036)

[Timelines for the Application and Program Approval Process 8](#_Toc480539037)

[Accounting Matters: Field Course Studies Fund Setup Process 9](#_Toc480539038)

[Purchasing Guidelines 11](#_Toc480539039)

[Safety and Security Abroad 13](#_Toc480539040)

[Pre-departure Preparation 13](#_Toc480539041)

[Requirements Abroad 14](#_Toc480539042)

[Effective Date 15](#_Toc480539043)

# Youngstown State University Mission Statement

Youngstown State University—an urban research university—emphasizes a creative, integrated approach to education, scholarship, and service. The University places students at its center; leads in the discovery, dissemination, and application of knowledge; advances civic, scientific, and technological development; and fosters collaboration to enrich the region and the world.

The University:

* Creates diverse educational experiences that develop ethical, intellectually curious students who are invested in their communities;
* Provides access to a broad range of undergraduate programs;
* Offers graduate programs in selected areas of excellence, including those that meet the needs of the region;
* Supports economic development through applied learning and research;
* Integrates teaching and learning, scholarship, and civic engagement;
* Fosters understanding of diversity, sustainability, and global perspectives; and
* Advances the intellectual and cultural life of the city, region, and world.

# Introduction

Study abroad courses and experiences serve the mission of YSU through fostering understanding of diversity, culture and global perspectives.  Study abroad entails a deep level of cultural immersion not possible in traditional courses, and is designed to teach students the knowledge and skills of a discipline from a global perspective.  Student experiences during study abroad are designed to impact their professional practices upon return to their home communities. To serve the core purposes of the University, faculty-led study abroad courses should:

* fit within departmental or school and college goals;
* incorporate the academic rigor expected in any Youngstown State University course;
* be developed in the context of existing study abroad programs;
* take place in locations that complement course content and enhance learning;
* incorporate activities that further understanding of subject matter as well as local culture; and
* provide opportunities for students to interact with and learn from local people.

# Expected Learning Outcomes for Faculty-led Study Abroad Programs

# In addition to any learning outcomes related to the specific subject matter of the course, the following are expected learning outcomes for faculty-led study abroad programs:

1. Students demonstrate knowledge of artistic, social, economic, political, historical life or physical environment of communities outside of the United States.
2. Students function effectively within host countries and prepare to become globally engaged citizens through collaboration with and/or service to people in diverse societies.
3. Students develop an appreciation of differences through an awareness of one’s own values and culture.

# Proposing a Faculty-Led Program

A faculty-led program contains three components:

1. For-Credit: This will be part of a course that participants will be enrolled in during their time abroad;

2. Costs: Costs related to participation will be billed to the student accounts;

3. Leader: A YSU faculty or staff member will accompany the students abroad.

Each study abroad experience containing these three components is considered a separate program.

Students from other universities who wish to enroll in the program may do so after applying as transient students at YSU.

Members of the community who wish to join a YSU faculty-led study abroad program, including YSU alumni, must sign up for a one credit study abroad course, which they may audit if desired.

Volunteers/chaperones who participate for the benefit of the program are required to pay all program fees and are subject to all university policies. They are not required to sign up for a one credit study abroad course.

Proposing a faculty-led program involves several stages:

## Research

Faculty members are encouraged to reach out to the following individuals as they research proposed programs:

* Ann Gardner, Assistant Director, International Programs Office (X4713, [amgardner01@ysu.edu](mailto:amgardner01@ysu.edu)).
* Faculty mentors from each college with experience in leading faculty-led study abroad programs. The International Programs Office will maintain a list of faculty mentors by college.

## Site visits

Faculty or staff should be familiar with the foreign country they wish to visit with students on a faculty-led study abroad program. Faculty members are encouraged to visit the country prior to preparing a proposal to work on logistics and course content and to familiarize themselves with the culture, customs, security and environment of the country.

## Timing and Planning of Faculty-led Programs

Programs should be registered for the term in which the class and travel will take place. Programs leaving in May after finals week should be registered as summer courses.

Any new faculty-led study abroad course must first be approved by Academic Senate.

Faculty should avoid scheduling programs that depart when classes are in session. If they do schedule programs that necessitate students being away during the semester, students must be informed of their obligation to make up missed work and finals for other courses in which they are enrolled. The faculty leader should include this information in the course syllabus and orally advise the students the first week of class. Faculty members are prohibited from scheduling programs during finals week as it is disruptive to the students and their faculty colleagues. Appeal may be made to the Provost to grant permission in exceptional cases.

Where feasible, it is preferred to have two faculty leaders on a faculty-led study abroad program. Leaders can be faculty or staff. A graduate assistant could act as a secondary leader.

All faculty-led programs must be registered in Concur. The faculty leader must complete a travel request and obtain approval prior to departure.

## Proposal Process

The International Programs Office will hold annual workshops to guide faculty on the development of faculty-led study abroad programs and the proposal process.

An approval rubric will be provided to faculty and deans to guide them in the proposal process and alert them to the criteria for a successful proposal.

The International Programs Office will provide a proposal application form, a budget template and an itinerary template for faculty leaders to complete. The application form will ask faculty leaders to list the expected learning outcomes.

## Program Approval Process

The completed proposal consisting of the application form, budget and itinerary will first be reviewed by the faculty member’s chair and dean of the college. The chair and dean will indicate their approval for the proposed program by signing the application form.

The signed proposal will then be forwarded to the International Programs Office where it will be reviewed and evaluated against the approval rubric, which will address safety and security concerns, budget, etc. The faculty, chairs and deans have control over curriculum and academic content. The International Programs Office will not review curriculum and academic content.

If there are concerns, the faculty member will be invited to a meeting to discuss the concerns. If the proposal does not satisfy the criteria set forth in the approval rubric, the faculty member will be asked to revise the proposal and re-submit the revised proposal with the approval of his or her chair and dean.

If the revised proposal still does not satisfy the approval rubric, the proposal will be denied. Appeal may be made to the Provost in the case of denial.

When faculty leaders collaborate with other universities and seek to combine faculty-led programs, any conflict between the policies and procedures of the universities will be evaluated on a case-by-case basis.

## Timelines for the Application and Program Approval Process

Completed proposals for faculty-led study abroad programs registered in the **Summer or Fall** terms must be submitted to the International Programs Office 60 days prior to the opening of online student registration for those terms. (Example: For Summer 2018 and Fall 2018, the deadline for proposals would be approximately mid-February 2018.)

Completed proposals for faculty-led study abroad programs registered in the **Spring** term must be submitted to the International Programs Office 60 days prior to the opening of online student registration for the Spring term. (Example: For Spring 2018, the deadline for proposals would be approximately early September 2017.)

Adherence to these guidelines is necessary to ensure adequate time for a thorough review and vetting of the program. Proposals submitted outside of these timelines will generally be denied. A faculty member who wishes to submit a proposal outside of these timelines may submit an extension request in writing that is signed by the chair and dean of the college. If the International Programs Office is unable to grant the request for an extension, appeal may be made to the Provost.

The International Programs Office will either approve a proposal or request additional information on a proposal within two weeks of submission. When a revised proposal is submitted, a final decision will be made within two weeks of submission of the revised proposal.

Faculty-led study abroad programs at YSU are subject to student travel policies adopted by the YSU Board of Trustees.

No faculty member may proceed with a faculty-led study abroad program that has not been approved pursuant to the process outlined above or specifically approved by the Provost in the case of an appeal. No course credit will be given for faculty-led study abroad programs that have not complied with the approval process.

# Accounting Matters: Field Course Studies Fund Setup Process

After a program has been approved, faculty members should contact Deanna Parsons in the Controller’s Office (X3384 [djparsons@ysu.edu](mailto:djparsons@ysu.edu)) to request setup of a new Field Course Fund. Faculty should include a copy of the approved budget for the program.

The Bursar’s Office will be notified of the approved program cost for a faculty-led study abroad program and will automatically bill the approved fee to the students’ account when they register for the affiliated study abroad course. Faculty leaders should refer students to Gina McHenry (X1594, [gcmchenry@ysu.edu](mailto:gcmchenry@ysu.edu)) in the Office of Financial Aid and Scholarships for all questions regarding financial aid and how the faculty-led program will impact their financial aid.

Deanna Parsons will email the faculty member when the fund has been set up and instruct them to fill out the Banner Common and Banner Financial Forms in order to gain access to the fund as financial manager.

The budget will provide Deanna Parsons with an approved cost per student and the estimated number of students for the field course trip. The initial budget is then advanced, making funds available immediately for use. Faculty should ensure that deposits for non-refundable items like plane tickets have been paid by the students before the faculty member purchases the items.

The Bursar, Gloria Kobus, (X3142 [jkobus@ysu.edu](mailto:gjkobus@ysu.edu)) should be notified of nonrefundable deposit amounts and payment that must be made by the students before faculty can purchase non-refundable items. The Bursar will issue reports on student payments to the Financial Manager and his or her chair. The Financial Manager is responsible for confirming that all students have made their non-refundable payments prior to non-refundable disbursements by YSU.

Once the program has concluded and all expenditures have been entered into the Concur system, any difference in actual vs. estimated costs will be addressed and the banner fund zeroed out and closed. No funds will be returned to the students. Any excess funds will move to a contingency fund held by the International Programs Office for all faculty-led study abroad programs. If a deficit exists, the financial manager must seek resources from the contingency fund or other sources. Each faculty-led program is treated as its own and reconciled before incurring any new expenditures for a subsequent program.

# Purchasing Guidelines

All YSU faculty members are required to follow the procurement guidelines set forth below:

[Purchasing Guidelines](http://cms.ysu.edu/sites/default/files/documents/Purchasing_Guidelines.pdf)

Concur training can be arranged as needed for faculty leaders.

Please consult the brochure below for specific contact persons:





# Safety and Security Abroad

## Pre-departure Preparation

Pre-departure preparation procedures are mandatory and must be followed by all faculty and staff leaders and student participants.

* 1. All student participants will register on the YSU study abroad site and complete: a study abroad application that contains emergency contact information, a medical disclosure form screening for medical and mental health concerns, a statement of responsibility/release of liability and a passport enrollment form with a copy of the student’s passport and passport details.
  2. Faculty leaders may require additional medical, fitness or mental health screening measures or tests as reasonable and necessary to ensure students will be able to participate successfully. Faculty leaders may conduct interviews with participants as well.
  3. Faculty leaders may require students to obtain special permission to register for the study abroad course. Faculty leaders have final discretion over which students they approve to study abroad, subject to the student’s completion of all required forms.
  4. All students, faculty and staff participating in faculty-led study abroad programs must obtain international travel medical insurance and provide documentation of such.
  5. All YSU faculty, staff and students are required to follow the [YSU Campus Emergency Management Plan](https://cms.ysu.edu/administrative-offices/police/campus-emergency-management-plan) and any appendices.
  6. All student participants must attend a pre-departure orientation coordinated with the faculty leader and the International Programs Office.
  7. All YSU faculty, staff and student participants must enroll in the free US State Department’s Smart Traveler Enrollment Program (STEP).
  8. The International Programs Office will re-evaluate risk and security concerns for each program one week prior to departure by reviewing updated US State Department Travel Warnings and Advisories and updated briefings from International SOS, a contracted medical and travel security assistance company working with YSU.

## Requirements Abroad

1. All faculty leaders must carry contact details for the nearest US embassy or consulate.

2. All faculty leaders should have a working international cell phone that can send and receive calls from the USA.

3. In the event of a major incident, faculty leaders should first seek assistance from the nearest American embassy or consulate, local authorities and local medical facilities, as appropriate. Faculty leaders should contact the YSU police and the International Programs Office as soon as possible.

Major incidents include, but are not limited to:

* Natural disaster (hurricane, earthquake, fire, flood, etc.)
* Major sickness or injury (car accident, epidemics, death, etc.)
* Assault or rape
* Missing person
* Student Arrest
* Hostage situation
* Socio-political (riot, military coup, terrorist attack)
* Behavior of any participant that causes or threatens harm to themselves or other

## Effective Date

This policy will go into effect in Fall 2017, with the assumption that programs leaving in Fall 2017 will not be subject to the same proposal timing requirements which have already passed.

**Attachment 6**

**STUDENT ACADEMIC GRIEVANCE PROCEDURE\***

Youngstown State University strives to resolve graduate and undergraduate student grievances as they arise. For grievances that cannot be resolved by consultation, a formal process to assure faculty and student actions are evaluated fairly and thoroughly is contained within this document.

Any student or group of students that believe there has been a material breach of faculty contractual obligations to the detriment of the individual student or the entire class is entitled to file a grievance using the Academic Grievance Form submitted to the Office of the Provost.

The process, outlined below, has been designed to recognize a student’s right to due process in a fair and equitable manner.

1. Introduction
   1. **This document applies to students taking courses in pursuit of an associate, bachelor, or graduate degree, and/or other students taking courses for undergraduate and graduate credit.**
   2. **Grievances filed concerning academic matters must conform to the process described in this document.**
   3. **The Student Academic Grievance Subcommittee, an appointed chartered committee of the Academic Senate, is the sole body responsible for adjudicating grievances concerning academic matters. Any grievances concerning academic matters filed and adjudicated by bodies or processes not specified in this section are null and void.**
2. Student Academic Grievance Subcommittee Structure. This committee is drawn from the same committee as the Academic Integrity Hearing Panel as discussed in the Student Code of Conduct with the exception of the graduate school student and faculty representative.
   1. Judicial Chair: Associate Provost for Academic Administration or designee appointed by the Provost.
   2. Faculty members are appointed by the Academic Senate and serve a two (2) year term. One (1) faculty member shall be selected from each of the six (6) colleges. At least three (3) of these appointees will have graduate faculty status.
   3. In consultation with one another, the Student Government Association and the Associate Vice President for Student Experiences shall appoint student committee members who shall serve a two (2) year term. This appointment shall be based upon the criteria established below. These appointments are subject to approval by the Senate Executive Committee.

Students must complete an application available at the Student Experiences office.

One (1) undergraduate is selected from each of the six (6) Colleges.

Students must have a minimum GPA of 2.5.

Students must not have a previous judicial record.

Students should be sophomore status or above.

In addition, six (6) graduate students will be appointed by the Graduate Council. These students must be in *good standing* without a previous judicial record.

1. **Academic matters that may be grieved.**
   1. **Per the YSU–OEA Agreement, Article 20 (current contractual obligations are specified in Appendix A of this document) academic matters that may be grieved are the following:**

**Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.**

**Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Faculty Collective Bargaining Agreement, to the detriment of the individual student or the entire class (current contractual obligations are specified in Appendix B of this document).**

**Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member’s department or the dean of the college housing the faculty member’s department for further advisement in these situations.**

1. **Overview of the grievance process.**
   1. **Depending upon the disposition of the grievance, there are three possible phases of the grievance process.**

**Pre-Grievance hearing activities**

**Grievance hearing**

**Appeal**

* 1. **Agreement may be reached between the student and the faculty member at any time during the process. The Judicial Chair may also intervene as he or she sees fit to mediate an agreement. Any resulting agreement ends the grievance. A summary of this agreement should be put in writing and distributed to the student, faculty, chair and Dean of the appropriate Department and College.**

1. **Phase One: Pre-Grievance hearing activities.**
   1. **Upon discovery of an event the student wishes to grieve, the student must first attempt to resolve the conflict through discussion with the faculty member.**
   2. **If the matter is not resolved from any such student/faculty member discussion, the student must then initiate discussion with the department chair.**

**If after five working days (working days are defined as Monday through Friday not including Holidays) the department chair fails to respond to University email correspondence initiated by the student requesting a conference, the student may seek consultation by the dean of the faculty member’s college.**

* 1. **If the matter is not resolved from the student/chair discussion, the student must then initiate discussion with the dean of the college in which the faculty member’s department is housed. This discussion with the dean is to occur as soon as possible after the student’s discussion with the department chair in order to meet the time deadline discussed in item four (4) immediately below.**

**If after five working days the college dean fails to respond to University email correspondence initiated by the student requesting a conference, the student may then submit a written statement as outlined in section 4. immediately below**

* 1. **If the matter is not settled following these discussions, the student may then submit a written statement describing the complaint on the standard Grievance Form, available from the Office of the Provost, second floor in Tod Hall. A copy of the form is found in Appendix C. This completed form must be submitted to the Office of the Provost no later than 5:00 PM the fourth Friday in the semester following the incident, even if the student has graduated. Specifically, the Grievance Form for incidents occurring in fall semester must be filed no later than 5:00 PM of the fourth Friday of the subsequent spring semester; the Grievance Form for incidents occurring in spring or summer semesters must be filed no later than 5:00 PM of the fourth Friday of the subsequent fall semester.**
  2. **The Associate Provost for Academic Administration, or designated Judicial Chair, will assess the grievability of the complaint within fifteen University working days of receipt of the Grievance Form.**

**While assessing grievability, the Judicial Chair will have access to the written documents provided by the student and submitted through the Provost’s office. In addition, the Judicial Chair must confirm with the instructor, departmental chairperson, and dean that the student has in fact met or has documented evidence of attempting to meet with each party. Furthermore, the Judicial Chair should discuss the grievance with the instructor, chair, and dean either separately or together. The Judicial Chair shall attempt to mediate a resolution to the matter. If no resolution is possible then one of the following will occur:**

**If after thorough examination of the complaint, it is assessed as non-grievable, the student is informed in writing by the Judicial Chair and the matter is closed.**

**If the complaint is assessed as grievable, the Judicial Chair initiates Phase Two of the grievance process below.**

1. **Phase Two: Grievance hearing**
   1. **Within five University working days of initiating Phase Two of the grievance process, the Judicial Chair shall distribute copies of the completed grievance form to the student, faculty member, department chair, and appropriate dean.**
   2. **Within five university working days of receiving the completed grievance, the faculty member, department chair, and dean must return their responses regarding the student(s) claim(s) to the Judicial Chair via University email. All of these documents together constitute the Grievance Packet.**
   3. **The Judicial Chair shall email the completed Grievance Packet to the entire Student Academic Grievance Subcommittee, the student, faculty member, department chair, and dean within two University working days of receipt of all responses. In addition, at this point a hearing date, time, and place will be established by the Judicial Chair. All affected parties will be notified so as to afford the parties an opportunity to be present. The Grievance Hearing notice shall be sent to the student, faculty, chair and dean using university email. If the faculty member cannot or refuses to participate in the hearing, the faculty member's department chair shall provide a substitute who will exercise all the rights and responsibilities of the absent faculty member.**
   4. **Parties directly involved in the grievance procedure**

**The parties directly involved in the grievance procedure are as follows:**

**Student/Faculty: The party who files the grievance and the party against whom the grievance is filed. At the discretion of the Judicial Chair, grievances involving multiple students can be handled individually or as a group.**

**Department Chair: The chairperson of the department in which the faculty member resides. The chair is permitted to speak only about how he/she came to the decision to support or not support the involved parties. He/she will be brought in to speak during the grievance hearing, but will not remain in the room throughout the hearing. Attendance of the chairperson is strongly encouraged.**

**Dean: The dean of the college in which the faculty member’s department is housed. The Dean is permitted to speak only about how he/she came to the decision to support or not support the involved parties. He/she will be brought in to speak during the grievance hearing, but will not remain in the room throughout the hearing. Attendance of the dean is strongly encouraged**

**Grievance Hearing Panel. Derived from the membership of the Student Academic Grievance Subcommittee. At minimum, it consists of three faculty members (in grievances involving graduate matters, graduate faculty will be appointed), three undergraduate students (in grievances involving graduate matters, graduate students will be appointed), and the Judicial Chair. This panel conducts the formal hearing and renders a decision about the grievance.**

**Advisors: The student and the faculty member may avail themselves of the services of an advisor throughout the grievance process. Such an advisor may be drawn from within or outside the university community. Advisors may not present testimony or speak on behalf of the grievant. They are permitted, however, to give notes or whisper instructions/advice to the student or faculty member involved. Examples of advisors include a parent, attorney, clergy, other faculty member, coach, etc.**

**Witness(es): Witnesses who have something to add to the hearing either in support of the faculty member or student are permitted. While the number of witnesses is not limited, the number who will present repetitive testimony is limited to two witnesses.**

* 1. **Grievance hearing principles and procedures**

**No member of a Grievance Hearing Panel will hear a case directly affecting him/her.**

**The Judicial Chair must be made aware of all parties planning on attending the grievance hearing a minimum of 24 hours prior to the scheduled hearing. This should be done via university email to the Judicial Chair and include the name(s) of any and all witness(es), advisors, chair/dean/faculty/students, attending.**

**Prior to the hearing, the Grievance Hearing Panel members shall have a minimum of five working days to review all written materials in the Grievance Packet submitted by the affected parties.**

**During the hearing, the following rights are guaranteed to the student and the faculty member: the right to be present; the right to be accompanied by an advisor of their choice; the right to speak in support of their argument; the right to bring witnesses in support of their case; the right to present information directly supporting their written items in the Grievance Packet, including oral testimony; and the right to refute information presented.**

**With the exception of advisors and the Grievance Hearing Panel, all parties listed above can be queried by any member of the grievance procedure regarding testimony.**

**The Judicial Chair has the right to limit the amount of time testimony is presented by any given individual; remove disruptive individuals from the room; ensure that only the members of the Grievance Hearing Panel, student, and faculty member are present in the room; ensure that all witnesses remain outside the hearing room and are brought in and dismissed after their testimony is presented.**

**After hearing both sides, the Grievance Hearing Panel shall meet in closed session to review the information presented and reach a decision. The panel shall vote using closed ballots tallied by the Judicial Chair. The Judicial Chair will only vote in circumstances of a tie vote among the panel.**

**Matters within the hearing are bound by Family Educational Rights and Privacy Act (FERPA) and, as such, all discussions regarding the hearing should be treated with discretion.**

**An audio recording of all proceedings will be made.**

* 1. **Documentation of Grievance Hearing Panel's decision**

**A written statement of the Grievance Hearing Panel's decision shall be prepared and signed by the Judicial Chair.**

**This written statement of the Grievance Hearing Panel's decision shall be forwarded to the members of the Grievance Hearing Panel, student, faculty member, department chair, dean, (including the graduate dean for matters involving graduate students and/or graduate faculty) and provost within three University working days of the Grievance Hearing Panel’s decision.**

**The forwarding of the written statement of the Grievance Hearing Panel's decision ends the Student Academic Grievance Subcommittee's involvement in the disposition of the grievance.**

**A file of all pertinent documents from all grievances shall be kept by the Office of the Provost.**

**At the discretion of the Judicial Chair, the time lines stated under Phase One and Phase Two may be extended due to extenuating circumstances.**

**If the Grievance Hearing Panel’s decision results in a change in the grade that is not acceptable to the faculty member, chairperson, or dean, the faculty member is still required to complete the grade change form. If the faculty member, chairperson, or dean refuses to sign the form, the provost shall sign the document.**

**If a student files an academic grievance against a faculty member and the grievance has been adjudicated against the faculty member, the written statement of the Grievance Hearing Panel’s decision shall be forwarded to the faculty member’s official personnel file with the names of the students redacted unless otherwise signed off by the students in accordance with Article 17 of the Collective Bargaining Agreement.**

* 1. **Possible Actions**

**The Grievance Hearing Panel may decide and enforce any of the following options:**

**Change the student’s grade on the item being grieved (i.e., particular paper, final grade, etc.) by either lowering or raising the grade**

**Enforce a withdraw grade for the class (late or otherwise)**

**Enforce university or program suspensions or expulsions**

**Enforce appropriate remedies regarding academic matters.**

**What the Grievance Hearing Panel cannot decide or enforce:**

**Tuition refunds from the University**

**Firing or authorizing disciplinary action against any faculty member (part-time or otherwise). The panel can, however, recommend disciplinary action.**

**Attendance of the provost or president of the university at any panel hearings**

1. **Phase Three: Appeal**
   1. **A written appeal of the Grievance Hearing Panel's decision is possible if there were procedural violations. If the student or faculty member alleges one or more violations of the procedures leading up to and including the Grievance Hearing, he/she may file a written appeal. Group grievances are appealed by a group only and not by individuals.**
   2. **Such an appeal shall be filed at the Office of the Provost within five university working days of receipt of the written notification of the Grievance Hearing Panel's decision. Information regarding what needs to be submitted for an appeal is located in Appendix D.**
   3. **The Office of the Provost shall forward the written appeal to the Judicial Chair within five university working days.**
   4. **Appeals will be reviewed by the Senate Executive Committee within fifteen University working days of receipt by the Judicial Chair. Such appeals are not heard as original cases and may be concluded on the basis of the written information provided. This panel shall rule only on whether procedural violations occurred.**

**If the Senate Executive Committee rules that no procedural violations occurred or that any procedural violations were minor and did not affect the Grievance Hearing Panel’s decision, the decision of the Grievance Hearing Panel is upheld and the matter is closed.**

**If the Senate Executive Committee rules that procedural violations occurred and were substantive, the case will be reviewed by the Senate Executive Committee. Within fifteen university working days of the Senate Executive Committee’s finding of procedural violations, a quorum of the full Senate Executive Committee shall undertake a full examination of the case. The decision reached by the Senate Executive Committee is final and may not be appealed.**

* 1. **Appeal Hearing**

**No member of the Senate Executive Committee will hear a case directly affecting him/her.**

**Prior to the hearing, members of the Senate Executive Committee shall review all materials of the Appeal Packet.**

**Only information contained in the Grievance Packet and any materials submitted as part of the appeal shall be considered.**

**The chair of the Appeal Panel shall inform both parties of the decision as soon as reasonably possible.**

**A written statement of the decision shall be prepared and signed by the chair of the Appeal Panel, forwarded via university email to the student, faculty member, department chair, dean, Judicial Chair and the Provost within five working days of the decision.**

**A file of all pertinent documents from all grievances and appeals shall be kept by the Office of the Provost as allowed by the Collective Bargaining Agreement.**

**The decision reached by the Appeal Panel is final and may not be appealed.**

**At the discretion of the chair of the Appeal Panel, the time lines under G.2 through G.4 above may be extended.**

**Appendix A**

**Article 20: Students**

**20. 1: Commitment to Students**: The Administration and the Association reaffirm their commitment to provide the undergraduate and graduate students of YSU with the highest quality instruction possible within the limits of the resources available to the institution. The parties shall seek to maintain an environment that encourages each student to attain his/her maximum intellectual and emotional development, heightens the individual’s awareness of contemporary forces in society and their impact upon the individual, and prepares students for productive careers and responsible citizenship. Accordingly, the parties commit themselves to:

1. The student evaluation of faculty teaching performance, as provided for in Article 14 (Faculty Evaluation).
2. Respect for the vital role of Student Government in representing and protecting the legitimate interests of the student body.
3. The continuation in future negotiations of the consultation and briefing sessions with student leaders.
4. The principle that a student with a legitimate academic grievance has the right to have his/her grievance heard.
5. The tasks, duties, and assignments enumerated in Appendix C.

**20.2: Student Academic Grievances:** Violations by the student of the timelines established in the Academic Senate or Graduate School policies shall result in the termination of the student’s grievance. Academic matters that may be grieved are the following:

1. Material deviation from the instructor’s policy on sanctions for academic dishonesty, as indicated on the course syllabus, to the detriment of the individual student, or in disputed cases of academic dishonesty.
2. Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities (see Appendix B), to the detriment of the individual student or the entire class.
3. Material deviation from the grading scale, grading criteria, assignment specifications, or grade weight distribution indicated on the course syllabus or other course materials, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should consult the department chair of the faculty member’s department or the dean of the college housing the faculty member’s department for further advisement in these situations.

If a student files an academic grievance against a faculty member and the grievance has been adjudicated against the faculty member, the written statement of the Grievance Haring Panel’s decision shall be forwarded to the faculty member’s official personnel file.

**Appendix B**

Teaching Rights and Responsibilities

**Article 28.3: Course Requirements**

Members of the faculty must provide each student access to a course syllabus in each course taught. A printed copy of the syllabus must be provided to the chair no later than seven (7) business days after the beginning of each semester/term whether or not there has been a revision(s) to the syllabus. The course syllabus shall include a clear explanation of the faculty member’s policies on grading and class attendance for the course, a list of the days, times and location of scheduled office hours (including the methods of communication for distance education courses). The course syllabus shall be made available to students within seven (7) business days after the beginning of the semester/term. During office hours, a faculty member shall explain a grade to a student who requests such explanation. The faculty member must provide to each student at least one (1) written grade report on a class assignment (test, examination, essay, etc.) at least three (3) weeks before the deadline for student withdrawal from the course. Faculty members shall retain student materials in physical or digital form that have not been returned to the students for one (1) semester. Material from the spring or summer semester should be retained through the following fall semester. Faculty members shall retain grade and attendance records (if kept) for one (1) year. Backup of student materials through the course management system by faculty members will satisfy the materials retention requirement. During the first fourteen (14) calendar days of each term faculty members may be required to identify students who do not attend selected lower level classes. The method utilized to identify such students shall be at the discretion of the faculty member. Faculty members may not penalize a student for missing a class if the student provides advanced documentation that the absence was a result of a University-sponsored activity.

**Appendix C**

**Youngstown State University**

Office of the Provost

Undergraduate & Graduate Student Academic Grievances

Dr. Jennifer A. Pintar, Acting Judicial Administrator

330-941-3655

**Student Academic Grievance**

***STUDENT’S FORM***

Date Grievance Filed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION A (Student Information)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banner ID Number or Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your College (please circle) CLASS H&HS EDUC F&PA STEM WCBA

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B (Instructor Information)**

Instructor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number and Title of Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester and Year of Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C (Informal Process Information)**

1. Have you discussed the grievance with your instructor? (please circle) yes no

If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you discussed the grievance with the chair of the department in which the class is taught?  
   (please circle) yes no

If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you discussed the grievance with the dean of the college in which the class is taught?

(please circle) yes no

If yes, when \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of College Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please Note:*** The informal process (Section C) ***must***be completed before the formal process can be initiated by the Office of the Provost’s Grievance Judicial Officer. Procedures for the Academic Grievance process can be found in the 2011 edition of ***The Code of Student Rights, Responsibilities, and Conduct,***Article VIII, Section A.

SECTION D (Formal Grievance Statement Information)

* **Please attach** a comprehensive, **typewritten statement**, describing in your own words, the nature of your grievance including specifics you feel are relevant to this grievance.
* Specify evidence you have to support your grievance.
* **Attach a copy of the class syllabus.**
* State the specific action you would like to see taken on this grievance. (If seeking a grade change, please demonstrate where and how the instructor deviated from the syllabus.)

*Will you be bringing an advisor or support person to the hearing? Yes \_\_\_\_\_ No \_\_\_\_\_*

*If yes, my advisor or support person’s name is:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name Phone Email*

*In the event the Hearing Panel rules in favor of the student grievant, copies of the findings shall be placed in the faculty member’s personnel file. If a grade change is granted to the student, appropriate steps will be initiated. In the event the Hearing Panel rules in favor of the faculty grieved, copies of the findings shall be placed in the student’s discipline/grievance file.*

***I have read and understand the Undergraduate Student Academic Grievance Procedure as outlined in The Code.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Student’s Signature Date*

**Appendix D**

**Appeal Documentation Requirements**

## In your request for an appeal, please include the following:

## Your name and contact information, as well as the case in question.

## Thorough description of how the hearing for the case in question meets the standards for grounds for an appeal.

## Any supporting documentation.

Please note: Your written appeal should be clear, coherent, and limited to no more than four typed page