

BYLAWS OF THE ACADEMIC APPEALS COMMITTEE
OF GLENVILLE STATE UNIVERSITY
October 16, 2020

Article I. Name

The name of this committee is the Academic Appeals Committee.

Article II. Membership

The members of this committee shall be comprised of a faculty representative from each academic department, who will vote on matters that come before this committee. All members will be appointed by Faculty Senate and will serve a term designated by the appointing body.

Article III. Duties of the Committee

The responsibility of the Academic Appeals Committee is to receive, evaluate, and make recommendations to the Vice-President for Academic Affairs on appeals from students in the areas of:

- a. penalties for academic misconduct
- b. suspensions for academic reasons
- c. suspensions for attendance reasons
- d. applications for readmission following academic suspension
- e. grade appeals
- f. credits transferred to Glenville State University
- g. prior learning assessment credits
- h. or any related academic issues.

Article IV. Officers and their duties

Section 1. The Registrar shall serve as chairperson of the committee. The chairperson will gather relevant supporting documentation and present appeals for consideration by the committee. The chairperson shall have full privileges of discussion on all issues which come before the committee. The chairperson is a non-voting member of the committee. (except as stated in Article V, Section 7 of these bylaws.)

Section 2. The chairperson will maintain detailed minutes of the work of the committee. The minutes shall be maintained in the Office of the Registrar and shall remain confidential.

Section 3. A summary concerning the number and type of appeals heard by the committee shall be provided on an annual basis to the Faculty Senate.

Article V. Procedures for Meetings

Section 1. A quorum for meetings shall consist of four voting members of the Committee where membership is as defined in **Article II**.

Section 2. Meetings shall be called as needed by the chairperson.

Section 3. The chairperson shall give at least 48 hours notice of the date, time, and place for regular meetings to the membership. This requirement may be waived in the case of emergency necessity.

Section 4. Meetings of the Academic Appeals Committee will be closed meetings.

- Section 5. The chairperson shall give at least 48 hours notice to the student requesting the appeal of the date, time, and place of the meeting. The student may present evidence and relevant information on their behalf and has the right to make statements to the committee. The student may be accompanied by an advisor/council of their choice who may speak on the student's behalf at the request of the student. The student shall give at least 48 hours notice to the chairperson if an advisor/council will be accompanying them.
- Section 6. The chairperson shall give at least 48 hours notice to the faculty/staff member involved in the appeal of the date, time, and place of the meeting. Said faculty/staff member may present evidence and relevant information on their behalf and has the right to make statements to the committee. The faculty/staff member may be accompanied by council of their choice who may speak on their behalf at the request of the faculty/staff member.
- Section 7. Meetings shall be conducted according to generally accepted principles of parliamentary law for committees. Decisions of the committee shall be made by majority vote of those voting members present and voting on a motion. In the case of a tie vote, the chairperson to the committee shall cast the deciding vote. All votes shall be recorded in detail and included in the minutes.

Article VI. Reporting

- Section 1. Recommendations from the committee will be forwarded to the Vice-President for Academic Affairs within five work days of the committee's meeting.
- Section 2. The provost will notify the student, the committee, and the faculty member in writing of their decision within seven work days weekdays.
- Section 3. In cases where the Provost has overturned the decision of the committee, they will notify the committee and the faculty member in writing, explaining the decision.
- Section 4. A student wishing to appeal the decision of the Provost may submit a written appeal to the President with seven regular class days of receipt of the written notification from the Provost. The President will send a written decision within seven regular class days of receipt of the appeal. The decision of the President is final.

Article VII. Ratification

These bylaws shall be officially adopted when they have received a majority vote of the Academic Appeals Committee of Glenville State University and have been approved by the Faculty Senate, College Leadership Council, and by the President of the University.

Article VIII. Amendment Procedure

These bylaws may be amended from time to time as needed. The procedure for amendment shall be the same as the procedure for the original ratification of these bylaws.

Faculty Senate Representative

Date

College Leadership Representative

Date

University President

Date