The following procedure applies to all grades assigned by faculty from the Department of Accounting and Finance and is to be utilized by a student who wishes to challenge an assigned grade.

ACADEMIC APPEALS

The academic appeals process applies to all students enrolled at IPFW. It can be used by any student who believes that a course grade was assigned, or a similar evaluation was made, as a result of error, prejudice, caprice, or other improper condition such as mechanical error.

The student must support, in writing, the allegation that an improper decision has been made and must specify the remedy sought. The form to be used to initiate the appeal process is attached. The student should seek the assistance of the Vice Chancellor for Student Affairs in pursuing an appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees. The advisor may advise the student but may not speak for the student unless specific permission is granted.

Grades may be changed only by the appropriate university authority upon the decision of the IPFW Academic Appeals Subcommittee, or by the instructor any time prior to the decision of the IPFW Academic Appeals Subcommittee.

Timing of Appeals

An appeal must be initiated no later than the fourth week of the Fall or Spring semester immediately following the session in which the challenged action was taken. Each successive step in the appeals procedure must be initiated within three calendar weeks after the completion of the prior step.

Steps in the process of an Academic Appeal

1. Course instructor: The student makes an appointment with the instructor to discuss the matter. (If the instructor is unavailable, the Department Chair can either authorize an extension of time or allow the student to proceed to Step 2.)
2. Department: If the matter is not resolved at Step 1, the student makes an appointment with the Chair of the Department, who may attempt informal resolution before initiating formal procedures. If no informal resolution is reached, the Department Chair will refer the matter to the Department Grade Appeals Committee, or appoint an ad hoc Department Committee to consider the matter.

The Department committee shall consist of three Department faculty members, who will be responsible for hearing the appeal. The instructor involved in the appeal can not be a member of the committee. If the Department chair is the instructor who assigned the grade, the reviewing committee will be appointed by the Dean of the School of Business & Management Science from faculty members in other departments.

The date and time for Committee consideration shall be set considering the convenience of all persons involved. The student will be given notice of the time and date no less than 10 days in advance.

At the committee meeting, the student will be given the opportunity to present relevant evidence and argument, including witnesses. The instructor will have an opportunity to present similar evidence and argument. The Committee has the power to continue the meeting to a later date if it considers a continuation appropriate to allow the student fair opportunity to present evidence.

The Committee will objectively consider the evidence and argument presented. Only evidence and argument presented during scheduled meetings will be considered. However, neither the student nor the instructor have a right to be present during the Committee’s deliberative discussions.

If the Department Committee decides in favor of the student, the Committee will recommend to the instructor that the grade be changed. If the instructor refuses the recommendation, or if the Departmental Committee cannot resolve the matter, the case will be submitted to the IPFW Academic Appeals Subcommittee.

3. IPFW Academic Appeals Subcommittee: If the matter is not satisfactory resolved at Step 2, the student may make an appointment with the Dean of the Faculty, who will direct the student procedurally concerning submitting the case to the IPFW Academic Appeals Subcommittee.

A copy of these procedures is on file with the Dean of Student Services and the Dean of the Faculty. A copy will be given to any student, upon request.

Department of Accounting and Finance
Indiana University-Purdue University
at Fort Wayne

STUDENT APPEAL OF FACULTY ACTION

Name: ________________________________________________________________

Name of faculty/staff member against whom appeal is directed:

____________________________________________________________________

Course Identification:

Course #__________
Term______________

Briefly describe the situation in the space below, including desired resolution. (Additional information and documents may be attached.)

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

_________________________________________  ____________________________
Student’s Signature  Date

Department Committee Decision:

________________________
Committee Chair’s Signature  Date

Appeal Resolved

_______ Yes

_______ No

_________________________________________  ____________________________
Student’s Signature  Date

_________________________________________  ____________________________
Committee Chair’s Signature  Date