

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 25/13

Revise Academic Appeals Review Process to Include Student Deadlines

RECOMMENDATION

The Professional Concerns Committee recommends implementing a specific deadline for students to submit supporting evidence during the Academic Appeals Review (AAR) processes.

RATIONALE/PURPOSE

While other phases of the appeals process include defined timelines for student actions, no established deadline currently exists for the evidence submission phase. The absence of such a deadline has resulted in extended delays between the initial submission of an appeal and its subsequent review by the Academic Appeals Review Committee (AARC). These delays have created scheduling challenges, participation difficulties, and uncertainty among faculty reviewers. The proposed addition would establish a specific time limit for the evidence submission phase, thereby promoting consistency, fairness, and procedural efficiency in the administration of academic appeals.

RESPONSIBLE OFFICE(S) AND ENFORCEMENT OFFICIAL(S):

The Office of the University Ombuds is responsible for the monitoring and enforcing the policy.

The Faculty Senate Professional Concerns Committee is responsible revising the policy.

STAKEHOLDERS

Students who are required to adhere to the established time limit for submitting supporting evidence in accordance with the policy.

Faculty, staff, and administrators responsible for reviewing appeals within the appropriate timeframe corresponding to the semester in which the appeal is filed.

HISTORY:

- a) Effective date of current version: summer 2025
- b) Date first adopted: summer 1999
- c) Revision history: March 2004; January 2011; March 2019; July 2025
- d) Proposed date of next review: fall 2029

CURRENT POLICY MODIFICATION

Students participating in the Academic Appeals Review processes shall have 30-calendar days, with the possibility of a 15-day extension, to submit all required documentation and supporting evidence to the Office of the University Ombuds. The submission period shall begin on the date the student is notified via email by the Office of the University Ombuds that the evidence submission phase has commenced. The University Ombuds retains discretionary authority to grant additional extensions if the student provides verifiable documentation of extenuating hardship circumstances, including but not limited to, medical emergencies; mental health crises; the medical or mental health emergencies of an immediate family member; the death of a loved one; victimization due to crime; or exigencies related to military service. Students who do not submit the required evidence within the designated timeframe, including any approved extensions, will forfeit eligibility to continue in the appeal process.

RELATED PROCEDURES AND GUIDELINES

This proposed deadline supplements the existing written policies governing the Academic Appeals Review processes. It does not supersede, modify, or replace any current deadlines or established procedures.

ACCOUNTABILITY

Students who fail to provide the required documentation or evidence within the established deadline will forfeit eligibility to pursue appeal.

REFERENCES

- Faculty Senate report creating the Grade Appeal and Program Dismissal Appeal Committee processes submitted January 1999 (prior to the inception of Memorandum of Action process)
- MOA-04/09: Revise procedures for the Academic Integrity and Grade and Program Dismissal Appeals Committees (approved August 2004)
- MOA-04/10: Changes to the Graduate and Undergraduate Catalogs, Student Rights and Responsibilities, Charges of Violations of Academic Honesty and Conduct in Research (approved August 2004)
- MOA-10/01: Hardship Definitions and Verification (approved January 2011)
- MOA-10/02: Course Actions (approved January 2011)
- MOA-15/01: Revised Graduate Program Dismissal Appeals Policy (approved June 2017)
- MOA-16/03: Revised Undergraduate Program Dismissal Appeals Policy (approved June 2017)
- MOA-18/11 Revise Undergraduate Catalog-Course Grade Appeals Student's Deadline (approved October 2018)

KEY DEFINITIONS/GLOSSARY

Course Grade Appeal Process: Faculty-created process whereby students can appeal for a grade change for the final overall course grade they received in a course due to documented and approved unfair grading practices, arbitrary grading, grading not consistent with course syllabus or grading rubric or instructor's failure to record a final grade for a course.

Program Dismissal Appeal Process: Faculty-created process whereby students can appeal their removal from a departmental program due to documented and approved unfair dismissal practices, arbitrary dismissal, program dismissal not consistent with written department or program dismissal policy.

GAPDAC: Acronym for the Grade Appeal and Program Dismissal Appeal Committee that reviewed course grade and program dismissal appeals on behalf of the Office of the Provost and Vice President for Academic Affairs and the WMU faculty.

AAR: Acronym for the Academic Appeals Review that replaced the name and acronym of Grade Appeal and Program Dismissal Appeal (GAPDAC) as of June 2025.