**Clarifying Language in Academic Action Appeal Procedure**

WHEREAS the current language of the Academic Action Appeal Procedure Overview contains nebulous language regarding student’s ``receipt’’ of notification as the student may not access grades until after 35 calendar days have passed, and

WHEREAS Mary Ann Lochner in Legal Review has suggested improved language, and

WHEREAS Scott Higgins, the Dean of the Graduate School, has approved the suggested language for graduate academic action and appeals,

BE IT RESOLVED the Faculty Senate suggests the following changes be made to clarify the Academic Action Appeal Procedure Overview:

*Excerpts From the Faculty Handbook (<http://www.wcu.edu/10743.asp>)*

**Section 5.16: Instructional Responsibilities of the Faculty**:

Academic Action and Appeal Policy/Procedures

**Academic Action Appeal Procedure Overview**:

Students who wish to appeal a final assigned grade or dismissal from an academic program for any reason other than academic dishonesty should follow, in order, the academic appeal procedure outlined below. (n.b. For these procedures, a “working day” = a day classes are held on campus).

***Final Grade Appeal Procedures:***

**(Step 1) Appeal to Instructor**:

Within 35 calendar days after the final due date for posting grades for a specific course or posting of other academic action the student should submit a formal written appeal to the instructor.

***Program Dismissal Appeal Procedures:***

**(Step 1) Appeal to Program Director**:

Within 35 working days after final due date for posting grades for a specific course or posting of other academic action the student should submit a formal written appeal to the instructor.