

GRADUATE ACADEMIC APPEALS PROCEDURE

Grievances covered by this Graduate Academic Appeals Process include:

- Graduate Grade Appeals Policy
- [Graduate Academic Integrity Policy](#)
- [Graduate Professional Dispositions](#)
- [Academic Dismissal](#)

It is the student's responsibility to take initiative in the appeal, and it is the student's decision whether or not to proceed to each step of the process.

"Notification" throughout this policy shall be made through official college email accounts and will be determined as the first business day following the date-stamp indicated on the email.

Informal Efforts at Resolution

In many situations, an academic issue may be resolved through informal efforts and no appeal will be necessary. Thus, parties must first attempt to resolve an academic issue informally.

- **For Grade Appeals**, this means that the Student must try to informally resolve the Grade concern directly with the Instructor before appealing to the Program Coordinator.
- **For Academic Integrity Appeals**, this means that the Instructor must notify the Student of an Academic Integrity concern and discuss the concern prior to announcing a Penalty. Additionally, unless the violation is very minor or likely the result of misinformation or confusion, the Instructor must involve the Program Coordinator and Academic Dean, and Academic Dean must inform the Associate Provost and Dean of Graduate, Professional & Interdisciplinary Studies, to informally discuss appropriate penalties and to confirm that there are no prior violations that may constitute a pattern or practice and, thus, indicate an elevation in Penalty.
- **For Professional Disposition Appeals**, except in extreme cases where informal resolution is not appropriate, this means that an Instructor, Internship Coordinator, and/or Site Placement Supervisor must attempt to address the Professional Disposition issue(s) informally before making a call for Professional Competency Review.
- **For Academic Dismissal**, this means that the Student must alert the Office of Graduate, Professional & Interdisciplinary Studies they are asking to have the Academic Dismissal reviewed.

Informal efforts at resolution include emails, phone calls, office visits, and/or any other digital or in person communications related to a Grade dispute, Academic Integrity violation, or Professional Disposition issue.

Initial Graduate Academic Action

The Graduate Academic Appeals Procedure is applicable when a Student wishes to appeal an Initial Graduate Academic Action related to a Grade, an Academic Integrity Penalty, or a Professional Disposition determination.

- **For Grade Appeals**, the initial action is the award of the final course Grade.

- **For Academic Integrity Appeals**, the initial action is the notification of the Academic Integrity Penalty. See [Graduate Academic Integrity Policy](#) for the process used to issue an Academic Integrity Penalty.
- **For Professional Disposition Appeals**, the initial action is notification of a Professional Disposition decision. Each professional program has its own Professional Disposition standards and processes. Please see the applicable graduate professional program for details specific to that program.
- **For Academic Dismissal**, the initial action is notification of Dismissal.

Academic Appeals Process

Step 1: Program-level Review

The first step in the appeals process is at the Program level. A Student wishing to appeal an Initial Graduate Academic Action related to a Grade, Academic Integrity Penalty, or Professional Disposition determination may appeal to the Graduate Program Coordinator. The Graduate Program Coordinator will notify the Department Chair and consult as appropriate.

Note: If the Program Coordinator is a party to the appeal, then the Student progresses directly to Step 2: Academic Dean Review.

Timeliness of Appeal

A graduate Student who wishes to appeal an Initial Action must do so in a timely manner.

- **For Grade Appeals**, this means by the second week of the semester following the final Grade the Student is appealing.
- **For Academic Integrity Appeals**, this means within 10 business days of the Student's notification of the Penalty.
- **For Professional Disposition Appeals**, this means within 10 business days of the Student's notification of the Professional Disposition determination.
- **For Academic Dismissal**, this means within 10 business days of the student's notification of Academic Dismissal.

Note: Many faculty and staff are not on campus during Special Sessions (this includes Summer and Winter Session). Delays in responding to an appeal may occur if the appeal is made during a special session and key participants in the appeal process are not available for resolution. Students attempting an appeal who are not able to reach a faculty member should contact the program coordinator or department chair for assistance.

Appeal Format

The Student appeal must be in writing, submitted through official college email accounts. The following items must be included:

- A statement of the case in detail including:
 - Student's name and contact information
 - The names and contact information for Instructors, Internship Coordinators, Site Placement Supervisors or any others involved in the matter the Student is appealing
 - The reasons the Student believes the academic decision should be reconsidered.
- All relevant supporting materials, which should be identified and listed in an appendix.
 - Evidence of efforts at informal resolution of the issue.
 - The Initial Graduate Academic Action (i.e.: Grade, Penalty, Professional Disposition determination)

- Copies of digital communications and/or summaries of consultations the Student had with the Instructor, Internship Coordinator, Site Placement Supervisor or any others involved in the matter the Student is appealing
- Copies of all formal communication the Student received (ex: Student evaluation rubrics, Professional Disposition determination, remediation plan, etc.)
- Any other supporting documents.

Response to Appeal

Within 5 business days of notification of the Student's appeal, the Program Coordinator will notify the Instructor, Internship Coordinator, Site Placement Supervisor and others involved in the matter the Student is appealing of the Student's appeal, providing a copy of the appeal and its associated documents. These individuals have 5 business days to submit any additional information or documentation appropriate to inform the Program Coordinator's decision-making.

Program Coordinator Decision

Within 20 business days of notification of the Student's appeal (inclusive of the response to appeal), the Program Coordinator will have:

1. Examined the documentation.
 - a. If necessary to reach a decision, the Program Coordinator may contact, via phone or email, the Student, Instructor, the Professional Disposition Committee (if applicable), and/or other relevant parties to the dispute for additional information to help clarify their understanding of the written materials.
2. Issued his/her/their decision.
 - a. The Program Coordinator will communicate the decision to the Student via official campus email and will copy the Instructor, Department Chair, Internship Coordinator, the Professional Disposition Committee (if applicable), and others involved in the matter the Student appealed.
 - b. The decision should briefly state the nature of the appeal and the reason for its approval or denial.
 - c. If the decision impacts the Student's Grade, the Program Coordinator, in consultation with the course Instructor, will determine what the correct Grade should be or direct the Instructor to recalculate the Grade based upon the Program Coordinator's determination and findings. The Program Coordinator will inform the Student of the decision and require the course Instructor to change the Grade by submitting a Grade change via my.newpaltz.edu. A record of this decision will be kept on file in the Program Coordinator's office for six years.

- A statement of the case in detail including:
 - Student's name and contact information
 - The names and contact information for Instructors, Internship Coordinators, Site Placement Supervisor or any others involved in the matter the Student is appealing
 - The reasons the Student believes the academic decision should be reconsidered.
- All relevant supporting materials, which should be identified and listed in an appendix.
 - Evidence of efforts at informal resolution of the issue.
 - The Initial Graduate Academic Action (i.e.: Grade, Penalty, Professional Disposition determination)
 - The Program Coordinator's decision
 - Copies of digital communications and/or summaries of consultations the Student had with the Instructor, Internship Coordinator, Site Placement Supervisor or any others involved in the matter the Student is appealing
 - Copies of all formal communication the Student received (ex: Student evaluation rubrics, Professional Disposition determination, remediation plan, etc.)
 - Any other supporting documents.

Response to Appeal

Within 5 business days of notification of the Student's appeal, the Dean or his/her/their Designee will notify the Instructor, Internship Coordinator, Site Placement Supervisor, Program Coordinator, the Professional Disposition Committee (if applicable), and others involved in the matter the Student is appealing of the Student's appeal, providing a copy of the appeal and its associated documents. These individuals have 5 business days to submit any additional information or documentation appropriate to inform the Academic Dean/Designee's decision-making.

Academic Dean/Designee Decision

Within 20 business days of notification of the Student's appeal (inclusive of the response to appeal), the Academic Dean/Designee will have:

1. Examined the documentation.
 - a. If necessary to reach a decision, the Academic Dean/Designee may contact, via phone or email, the Student, Instructor, and/or other relevant parties to the dispute and/or appeal for additional information to help clarify their understanding of the written materials.
2. Issued his/her/their decision.
 - a. The Academic Dean/Designee will communicate the decision to the Student via official campus email and will copy the Instructor, Internship Coordinator, Program Coordinator, the Department Chair, the Professional Disposition Committee (if applicable), and others involved in the matter the Student appealed. (Note: If the decision is made by the Dean's Designee, the Designee will also copy the Academic Dean.)
 - b. The decision should briefly state the nature of the appeal and the reason for its approval or denial.
 - c. If the decision impacts the Student's Grade, the Dean/Designee, in consultation with the course Instructor and Program Coordinator, will determine what the correct Grade should be or direct the Instructor to recalculate the Grade based upon the Program Coordinator's determination and findings. The Dean/Designee will inform the Student of the decision and require the course Instructor to change the Grade by submitting a Grade

Step 2: Academic College Review

The next step in the appeals process is at the Academic College level. A Student wishing to appeal the Graduate Program Coordinator's decision related to a Grade, Academic Integrity Penalty, or Professional Disposition determination may appeal to the Academic Dean who may refer the appeal to his/her/their Designee. The Academic Dean must assign a Designee in the event of a conflict of interest.

Appeal Format

The Student appeal must be in writing, submitted through official college email accounts. The following items must be included:

change via my.newpaltz.edu. A record of this decision will be kept on file in the Program Coordinator's office for six years.

Step 3: Graduate Studies Review

The next step in the appeals process is at the Graduate Studies level.

A Student wishing to appeal the Academic Dean/Designee's decision related to a Grade, Academic Integrity Penalty, or Professional Disposition determination may appeal to Graduate Studies.

Graduate Studies Review involves review by the Graduate Council Subcommittee for Graduate Academic Appeals.

Graduate Council Subcommittee for Graduate Academic Appeals

- The Associate Provost and Dean of Graduate, Professional & Interdisciplinary Studies (hereinafter Associate Provost and Dean of GPIS) will Chair and be a voting member of the Graduate Council Subcommittee for Graduate Academic Appeals (hereinafter "Appeals Subcommittee". The Associate Provost and Dean of GPIS may designate his/her/their role to the Executive Director and Assistant Dean of Graduate, Professional & Interdisciplinary Studies or to another member of Graduate Council. The Associate Provost and Dean of GPIS must assign a Designee in the event of a conflict of interest.
- The Presiding Officer of the Graduate Faculty (hereinafter "Presiding Officer" will be a voting member of the Appeals Subcommittee. The Presiding Officer may designate his/her/their role to the Assistant Dean of Graduate, Professional & Interdisciplinary Studies or to another member of Graduate Council. The Presiding Officer must assign a Designee in the event of a conflict of interest.
- At the beginning of each academic year, Graduate Council will select 3 members of Graduate Council to serve on the Appeals Subcommittee. Those members, in addition to the Associate Provost and Dean of GPIS (Chair) and Presiding Officer will constitute the Appeals Subcommittee of 5 that will hear any graduate academic appeals that arise until the selection of the next year's Appeals Subcommittee.
 - If a member of the Appeals Subcommittee is unable to serve due to a conflict of interest or other unavailability, the Associate Provost and Dean of GPIS and Presiding Officer will identify from Graduate Council a replacement for that Appeals Subcommittee member.

Appeal Format

The Student appeal must be in writing, submitted to the Associate Provost and Dean of GPIS through official college email accounts. The following items must be included:

- A statement of the case in detail including:
 - Student's name and contact information
 - The names and contact information for Instructors, Internship Coordinators, Site Placement Supervisor or any others involved in the matter the Student is appealing
 - The reasons the Student believes the academic decision should be reconsidered.
- All relevant supporting materials, which should be identified and listed in an appendix.
 - Evidence of efforts at informal resolution of the issue.
 - The Initial Graduate Academic Action (i.e.: Grade, Penalty, Professional Disposition determination)

- The Program Coordinator's decision
- The Academic Dean/Designee's decision
- Copies of digital communications and/or summaries of consultations the Student had with the Instructor, Internship Coordinator, Site Placement Supervisor or any others involved in the matter the Student is appealing
- Copies of all formal communication the Student received (ex: Student evaluation rubrics, Professional Disposition determination, remediation plan, etc.)
- Any other supporting documents.

Response to Appeal

Within 5 business days of notification of the Student's appeal, the Associate Provost and Dean of GPIS or his/her/their Designee will notify the Instructor, Internship Coordinator, Site Placement Supervisor, Program Coordinator, the Professional Disposition Committee (if applicable), Academic Dean (and/or Designee, if applicable), and others involved in the matter the Student is appealing of the Student's appeal, providing a copy of the appeal and its associated documents. These individuals have 5 business days to submit any additional information or documentation appropriate to inform the Graduate Studies' decision-making.

Graduate Studies Decision

Within 25 business days of notification of the Student's appeal (inclusive of the response to appeal), the Associate Provost and Dean of GPIS/Designee will have:

1. Convened the Appeals Subcommittee
2. Together with the Appeals Subcommittee, examined the documentation.
 - a. If necessary to reach a decision, the Appeals Subcommittee may contact, via phone or email, the Student, Instructor, Program Coordinator, the Department Chair, Academic Dean/Designee, and/or other relevant parties to the dispute and/or appeal for additional information to help clarify their understanding of the written materials.
3. Issued their decision.
 - a. The Associate Provost and Dean of GPIS/Designee will communicate, on behalf of the Appeals Subcommittee, the decision to the Student via official campus email and will copy the Instructor, Internship Coordinator, Program Coordinator, the Professional Disposition Committee members (if applicable), the Academic Dean (and Designee, if applicable), and others involved in the matter the Student appealed., (Note: If the decision is made by the Associate Provost and Dean of GPIS' Designee, the Designee will also copy the Associate Provost and Dean of GPIS.)
 - b. The decision should briefly state the nature of the appeal and the reason for its approval or denial.
 - c. If the decision impacts the Student's Grade, the Associate Provost and Dean of GPIS/Designee, in consultation with the course Instructor and Program Coordinator, will determine what the correct Grade should be or direct the Instructor to recalculate the Grade based upon the Program Coordinator's determination and findings. The Associate Provost and Dean of GPIS/Designee will inform the Student of the decision and require the course Instructor to change the Grade by submitting a Grade change via my.newpaltz.edu. A record of this decision will be kept on file in the Program Coordinator's office for six years.

Step 4: Provost Review

The next and final step in the appeals process is at the Provost's level.

A Student wishing to appeal the Graduate Studies' decision related to a Grade, Academic Integrity Penalty, or Professional Disposition determination may appeal to the Provost.

Appeal Format

The Student appeal must be in writing, submitted by through official college email accounts. The following items must be included:

- A statement of the case in detail including:
 - Student's name and contact information
 - The names and contact information for Instructors, Internship Coordinators, Site Placement Supervisor or any others involved in the matter the Student is appealing
 - The reasons the Student believes the academic decision should be reconsidered.
- All relevant supporting materials, which should be identified and listed in an appendix.
 - Evidence of efforts at informal resolution of the issue.
 - The Initial Graduate Academic Action (i.e.: Grade, Penalty, Professional Disposition determination)
 - The Program Coordinator's decision
 - The Academic Dean/Designee's decision
 - The Graduate Studies decision
 - Copies of digital communications and/or summaries of consultations the Student had with the Instructor, Internship Coordinator, Site Placement Supervisor or any others involved in the matter the Student is appealing
 - Copies of all formal communication the Student received (ex: Student evaluation rubrics, Professional Disposition determination, remediation plan, etc.)
 - Any other supporting documents.

(if applicable), Program Coordinator, the Department Chair, Professional Disposition Committee (if applicable), Academic Dean (and Designee if applicable), Associate Provost and Dean of GPIS (and Designee, if applicable), the other 4 members of the Appeals Subcommittee and others involved in the matter the Student appealed.

- b. The decision should briefly state the nature of the appeal and the reason for its approval or denial.

If the decision impacts the Student's Grade, the Provost, in consultation with the course Instructor and Program Coordinator, will determine what the correct Grade should be or direct the Instructor to recalculate the Grade based upon the Program Coordinator's determination and findings.

The Provost will inform the Student of the decision and require the course Instructor to change the Grade by submitting a Grade change via my.newpaltz.edu. A record of this decision will be kept on file in the Program Coordinator's office for six years.

Confidentiality

All individuals involved with an academic appeal are required to maintain the confidentiality of the proceedings and of all materials presented.

Response to Appeal

Within 5 business days of notification of the Student's appeal, the Provost will notify the Instructor, Internship Coordinator, Site Placement Supervisor, Program Coordinator, the Professional Disposition Committee (if applicable), Academic Dean (and/or Designee, if applicable), Associate Provost and Dean of GPIS (and/or Designee, if applicable), the other 4 members of the Appeals Subcommittee, and others involved in the matter the Student is appealing of the Student's appeal, providing a copy of the appeal and its associated documents. These individuals have 5 business days to submit any additional information or documentation appropriate to inform the Provost's decision-making.

Provost Decision

Within 20 business days of notification of the Student's appeal (inclusive of the response to appeal), the Provost will have:

1. Examined the documentation.
 - a. If necessary to reach a decision, the Provost may contact, via phone or email, the Student, Instructor, and/or other relevant parties to the dispute and/or appeal for additional information to help clarify their understanding of the written materials.
2. Issued his/her/their decision.
 - a. The Provost will communicate the decision to the Student via official campus email and will copy the Instructor, Internship Coordinator, Professional Disposition Committee members