To: UTC Faculty Senate

From: Dr. Claire McCullough, Chair, Undergraduate Grade Appeals Committee, 2010-2011

Subject: Undergraduate Grade Appeals Committee 2010-2011 School Year Report

Committee Activities:

During the 2010-2011 school year, the Undergraduate Grade Appeals Committee heard a total of 5 grade appeals. All appeals were rejected, but not all votes were unanimous.

Difficulties Encountered:

Due to scheduling conflicts and lack of availability of committee members after the official end of the spring semester, the final grade appeals from the spring semester were not completed until mid-July. We therefore recommend that care should be taken in recruiting future committee members to insure that a quorum be available to hear appeals during summer months, as necessary.

The grade appeals procedure for undergraduates is described in three documents, *The UTC Undergraduate Catalog, The UTC Faculty Handbook,* and *The UTC Student Handbook;* however, the language describing the process is not consistent in all documents. Some issues identified include whether it is the dean of the college in which the appeal occurs or the chair of the appeals committee who chairs the meeting in which the appeal is heard, whether the dean is considered as part of the quorum required for the meeting, and whether the dean votes in a case other than a tie. Some inconsistencies have been identified by the Appeals Committee in previous years, but these remain. We recommend that the Faculty Senate act in the 2011-2012 school year to harmonize the documents, and provide a single, authoritative description of the process for the protection of both faculty and students involved in grade appeals.