



University of Wisconsin Oshkosh Graduate Studies Appeals Procedures

[Reference Document: Current edition, UW Oshkosh Graduate Bulletin]

INTRODUCTION

These procedures apply to graduate applicant/student appeals concerning admission or other policies, decisions or procedures made or implemented by the Office of Graduate Studies office. An appeal is defined as a process whereby a graduate applicant/student is given the opportunity to submit a written request for reconsideration of a decision or action by the staff of the Graduate Studies Office with which the student/applicant disagrees. All matters discussed, materials reviewed and evidence presented in the course of the appeal process are to be treated confidentially by all participants.

These Office of Graduate Studies appeal procedures do not apply to:

- Academic issues between an applicant/student and individual instructors, i.e. grades, academic dishonesty, advising etc. Contact the instructor, program coordinator, department chair or college administration as appropriate.
- Curricular issues between an applicant/student and instructor or graduate program/department regarding course content, requirements, availability, academic progress, modifications, etc. Contact the instructor, program coordinator, department chair or college administration as appropriate.
- Claims of equal opportunity violations, affirmative action infractions, discrimination, sexual harassment or other offensive behaviors. Contact the UW Oshkosh Office of Affirmative Action or other appropriate office.

PROCEDURES

(1) INFORMAL RESOLUTION PROCESS BEFORE FORMAL WRITTEN APPEAL

The applicant/student may contact the Director of Graduate Admissions and Records to attempt an informal resolution before a formal appeal. If the graduate applicant/student or the Graduate Studies staff involved feel a mediator could assist with an informal resolution, the Office of Graduate Studies will request this assistance from a recognized mediator through UW Oshkosh's Affirmative Action office.



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(2) SUBMISSION OF FORMAL WRITTEN APPEAL

An applicant/student who intends to submit a written appeal must do so no later than the end of the semester (including summer session) following the semester of the decision that is being appealed. Formal submission of a written appeal does not require the applicant/student attempt an informal resolution. The Director of Graduate Admissions and Records will make the appeals procedures available to the applicant/student. Upon receipt of a written appeal at the of Graduate Studies office, the Director of Graduate Admissions and Records will give notice to the Executive Committee of the Graduate Council (ECGC) of an impending appeal. In this written appeal, the applicant/student must clearly state:

- (a) the nature of the appeal;
- (b) the rationale which supports the appeal;
- (c) any background information deemed relevant including steps taken to date

(3) REVIEW OF NATURE OF APPEAL

After receiving a written appeal, the Office of Graduate Studies will forward the appeal to the ECGC. The ECGC may return the appeal to the graduate applicant/student with a request for additional information, responsive to sections (2) (a)--(c) above, before the appeal is formally reviewed.

(4) ROLE OF THE EXECUTIVE COMMITTEE AND APPEAL CHAIR

A member of the ECGC will be selected by its members to chair the appeal. The appeal chair may attempt to discuss with the graduate applicant/student, as soon as possible after an appeal is received, options to resolve the appeal informally. If a resolution acceptable to all parties is not reached, the ECGC will convene to begin its deliberations no later than ten business days after receiving an appeal that meets the conditions outlined in section (2) above.

(5) REVIEW BY THE ECGC. The review of the appeal by the ECGC shall be conducted in the following manner:

(a) EVALUATION

The appeal chair of the ECGC, acting on behalf of the committee, or the committee itself, may ask those familiar with the subject matter of the appeal to submit or present information explaining the actions that were taken, the reasons for those actions and any recommendations



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concerning the requested outcomes that are being sought by the graduate applicant/student. Based on the graduate student's/applicant's appeal and any information that is gathered by the committee pursuant to section (5) (a), herein, the committee shall evaluate all of the available evidence.

(b) RECOMMENDATIONS

The ECGC shall issue a written recommendation(s) outlining the committee's conclusion on the appeal. Copies of the committee's recommendation(s)/decision(s) shall be sent to the graduate applicant/student raising the appeal and the Office of Graduate Studies within ten working days of the final deliberations of the ECGC. In no case shall this notice of recommendation(s)/decision(s) be later than 30 business days after receipt of the appeal by the ECGC. In formulating recommendation(s)/decision(s), the dispositional alternatives available to the committee include:

- (i) Deny the appeal;
- (ii) Grant the appeal;
- (iii) Offer a modified resolution to the appeal;

(c) RIGHT TO OBSERVER

A graduate applicant/student and/or other party appearing before the ECGC appeal committee has the right to have in attendance a non-participating observer of his/her choice.

(6) SECOND REVIEW BY THE GRADUATE COUNCIL

The appeal chair of the ECGC and/or the graduate applicant/student presenting the appeal may request that a randomly selected subcommittee (no more than three members none of whom are involved with the circumstances of the appeal) of the Graduate Council be convened, facilitated by a Dean of Students' designee, for further review and testimony on the recommendation(s)/decision(s) of the ECGC. This second review can be initiated only after the ECGC issues its final recommendation(s). A request for a review by the Graduate Council subcommittee shall be addressed to the Dean of Students in writing no later than ten working days after the recommendation(s) of the ECGC are received by the graduate applicant/student. The procedures outlined in section (5) (a) - (c), above, shall apply to this review by a Graduate Council subcommittee.



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(7) FINAL REVIEW BY THE PROVOST OR HIS/HER DESIGNEE

- (a) After a ruling by the Graduate Council subcommittee, the ECGC appeal chair, Dean of Students' designee, or the graduate applicant/student presenting the appeal may request a third and final review of the appeal, by the Provost or his/her designee. The request for review shall be addressed to the Provost or his/her designee in writing no later than ten working days after the recommendation(s) of the Graduate Council subcommittee are received by the graduate applicant/student. The request for review shall include all background and supporting information, including the original appeal and copies of the recommendation(s)/decision(s) issued by the ECGC and the Graduate Council subcommittee.
- (b) The Provost or his/her designee may meet informally with the appeal chair of the ECGC, the Dean of Students' designee, the graduate applicant/student presenting the appeal, or any other parties in preparing a final recommendation(s) about the appeal.
- (c) The Provost or his/her designee shall issue a written decision(s) based on the written records and such other evidence as reviewed and deemed relevant by the Provost or his/her designee. The decision of the Provost or his/her designee is final and not subject to further review.

(8) DEADLINES

The deadlines as specified in these procedures may be modified or extended by mutual agreement between the graduate applicant/student submitting the appeal and the appropriate reviewing authority (i.e., ECGC appeal chair, Dean of Students' designee, or Provost or his/her designee). Any mutually agreed upon deadline should allow for flexibility unique to the University's academic year calendar (including the limited summer calendar) and the contractual and schedule obligations of all parties.

Approved by Graduate Council:
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February 20, 1998
October 6, 2004