

**College of Education and Human Services**  
**Policy # 1.5.2**  
**Unit/Division/Department: COEHS**  
**Policy Title: COEHS Student Appeals Policy**

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Original Issuance Date: 01/01/2013  
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Policy Committee Recommendation Date: 05/25/2022  
College Approval (if applicable):  
Dean Approval Date: 05/25/2022  
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**1. PURPOSE**

The purpose of this policy is to provide guidance about student appeals in the College of Education and Human Services.

**2. RESPONSIBLE OFFICER**

The Associate Dean who oversees the appeals process in COEHS.

**3. SCOPE**

The *COEHS Student Appeal Policy* applies to all academic departments and units and both undergraduate and graduate programs of the college.

**4. BACKGROUND**

Recognizing that evaluation of student performance and programmatic decisions are based on the professional judgments of faculty and staff, decisions that may be appealed by students are limited to the two types of appeals addressed in this policy. At the same time, this policy acknowledges that there are appeal options to students in addition to this policy as established by UW System and/or the State of Wisconsin.

**5. DEFINITIONS**

Type One Appeals: those that are specific to grade decisions made by an individual instructor related to a specific course.

Type Two Appeals: those that are specific to program related decisions made by COEHS Department Chairs, Graduate Program Coordinators and Unit Directors

Working Days: Monday through Friday excepting official University holidays.

Instructor: those that conduct instruction at the University including

instructional academic staff, lecturers, and faculty.

## 6. POLICY STATEMENT

There are two types of appeals within the College of Education and Human Services.

Type One Appeals are specific to grade decisions made by an individual instructor related to a specific course. An instructor's decision regarding individual student product evaluation (i.e. a single assignment within a course) is only subject to appeal if it meets one of the four following criteria:

1. An error was made in grade computation.
2. The grade was based on factors contrary to those stated in the course syllabus or a reasonable interpretation of said syllabus.
3. The grade reflects, in whole or part, some penalty for actions involving the freedom of written or spoken classroom expression.
4. The grade involves a breach of federal or state constitutional protections, federal laws, state statutes, Regent's rules or UW Oshkosh policies.

Type Two Appeals are specific to program related decisions made by COEHS Department Chairs, Graduate Program Coordinators and Unit Directors. These appeals are limited to the following programmatic decisions:

1. Program admission to the COEHS and/or a program, major or licensure.
2. Transitional decisions (i.e. Admission to student teaching, Admission to Professional Counseling).
3. Exit and/or decisions associated with the graduation process.
4. Program requirements within licensure programs which are available in the UWO bulletin, on the COEHS web site, the department web site and/or in UARC's website for undergraduate concerns.
5. Field experience placements in PEP, Professional Counseling, and HSL, site arrangements, processes and procedures within the divisions.
6. Curricular/program modifications

Type Two Appeals may only appeal decisions made at department and /or division level if they meet one of the following criteria:

- a. The decision was made in error.
- b. The decision was based on factors contrary to those published and/or publicly announced.
- c. The decision was made as a penalty for unrelated factors.
- d. The decision was made in an arbitrary, capricious manner.
- e. The decision was made in violation of federal, state, Regent's, and/or University protections.
- f. While the decision was appropriately made, there exist strong compelling and unique reasons why the standing policy should be set aside totally or be limited to just this instance.

## 7. SUPPORTING DOCUMENTATION

- [Student Teach Policy](#)
- [Undergraduate Advising Resource Center Planning Sheets](#)
- [Undergraduate Bulletin 2021-2023](#)
- [Graduate Bulletin 2020-2022](#)
- [Graduate Studies Appeals Procedure](#)

**8. PROCEDURES**

Procedures and the process for how to comply with the policy are found in the following documents:

1. [Procedures for Type One Appeals](#) and
2. [Procedures for Type Two Appeals](#)

**9. REVISION HISTORY**

Date	Brief revision description
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