

## **College of Architecture Academic Appeal Process**

*All procedures and deadlines specified in the OU Student Rights and Responsibility Code must be satisfied.*

1. The student attempts to resolve the grade dispute with the instructor.
2. If resolution is not reached with the instructor, the student should consult with the division director and attempt to resolve the issue at the division level.
3. If the student does not believe the issue was satisfactorily resolved at the division level, the student may submit a written appeal to the Associate Dean for Instructional Services. This appeal, whether for a semester grade or for a grade on an individual assignment, must be submitted within the timeframe as detailed by the University's Office of Academic Integrity. See this link for more information:

[http://integrity.ou.edu/files/Grade\\_Appeals\\_and\\_Academic\\_Appeals\\_Boards.pdf](http://integrity.ou.edu/files/Grade_Appeals_and_Academic_Appeals_Boards.pdf)

The appeal must include evidence of attempts to resolve the issue with the professor and division director according to the *OU Student Rights and Responsibility Code*. In addition, the appeal must include supporting evidence of prejudiced or capricious evaluation or alleged inability to speak the English language to the extent necessary to adequately instruct students.

4. The student's written appeal is forwarded to the instructor for review.
5. The instructor provides a written response to the student's appeal to the Associate Dean for Instructional Services.
6. The instructor's response is forwarded to the student for review.
7. If the student does not believe the issue has been satisfactorily resolved, the student may request review by the College of Architecture's Academic Appeals Board.
8. The board reviews the student's appeal and instructor's response to determine if the student's appeal has merit.

### **If the Board Deems there is No Merit:**

9. The student has the opportunity to appeal that decision to the Dean of the College of Architecture. There will not be a hearing, and the Dean's decision is final.

### **If the Board Deems there is Merit:**

10. An administrative hearing will be held to determine if the student's coursework was evaluated in a prejudiced or capricious manner. This is not a legal hearing; however, the student and the instructor each have the option of consulting legal counsel. The student may consult with UOSA student attorneys or a private attorney. The instructor may consult with OU legal counsel.
  - A. If the board determines the student's coursework was not evaluated in a prejudiced or capricious manner, a grade change will not be granted. The student has the opportunity to appeal the decision to the Dean of the College of Architecture. There will not be a hearing, and the Dean's decision is final.
  - B. If the board determines the student's coursework was evaluated in a prejudiced or capricious manner, the board will determine the appropriate grade to be assigned. The instructor has the opportunity to appeal the decision to the Dean of the College of Architecture. There will not be a hearing, and the Dean's decision is final.