

Example D

Sample Form: Minutes of Department Appeals Committee

Minutes
(date)

The Department Appeals Committee met on _____ at (time) in (building and room).

Members Present: _____, _____, _____, _____, _____.

Visitors Present: _____, _____, _____, _____.

1. The meeting was called to order to consider an appeal of a grade by _____. Per his/her request, an *open/closed* meeting was held.
2. _____ was appealing the Grade of C he received in Course Number _____, (name of course) during Semester _____, 2000-2001.
3. _____ presented the rationale for his appeal and responded to questions from Committee members.
4. Professor _____ enumerated the grading criteria she used in the class and the basis for the grade given to _____. Professor _____ responded to questions from Committee members.
5. Moved by (name of professor) and seconded by (name of professor) that in accordance with Wisconsin Statutes, Section 19.85 (1) (a), the Committee convened in closed session for the purpose of deliberations and action on the appeal submitted by _____. The motion was approved unanimously.
6. The following motion was made by (name of professor) and seconded by (name of professor):
The (name of committee), the designated academic appeals committee of the Department of _____, concludes that there is *sufficient/insufficient* evidence to suggest that _____ was graded in Course Number _____, (name of course), by procedures other than those stated in the course syllabus and subsequently modified by Professor _____. The Committee, therefore, *does/does not* recommend any change of grade or course status as requested by _____.
Motion passed: _____ yes; _____ no; _____ abstain
7. The meeting was adjourned at (time).