

J-Term Policy Appeals Process:

Rationale:

The implementation of J-Term has led to the introduction of a number of administrative policies. Some J-Term policies are identical to policies in other terms/semesters. Other policies are unique to J-Term. Presumably, over time, policies can be adapted to eliminate the need for appeals in many of the areas where we now receive requests. However, it is impossible to anticipate all potential circumstances when crafting policy, so some type of appeals process will always be needed. Up until now, we have operated with an ad-hoc system, taking each request as it comes in. That is not an efficient use of people's time. The purpose of the process outlined below is to create a mechanism that will streamline appeals, allowing those who are empowered to make final decisions to do so in a manner that allows them full information and recommendations for how to proceed.

The process described is general and flexible in order to be able to handle appeals based on policies in a variety of different areas including curricular rules, and cost/finance issues.

Appeals process:

The J-Term Oversight Committee will serve as the J-Term Procedure/Rules Appeals Committee (referred to below as the Appeals Committee).

If the appeal involves confidential student information, the student members of the Oversight Committee will not participate in the process. If it does not involve such information, they may participate, but in the summary provided by the chair to the Provost, their perspectives will be kept separate.

Process:

Whenever possible, appeals to waive rules will be routed through the "normal" appeals processes in place for existing units. However, in cases where those units have questions or where it is not clear how an appeal can be handled through our current structures, the process outlined here will be used.

When a request to waive the rules is made, the student involved will be asked to fill out the form found at: (<http://tinyurl.com/J-TermAppeal>). The form will be a simple two question form, asking the student to note the particular rule/process they are asking to be changed, and the extraordinary circumstances that are the reason they are requesting the waiver of the rule or process. The Associate Provost will take the information in the form and gather the information necessary for the Appeals Committee to make a determination. The Associate Provost and/or

Appeals Committee will consult with any individuals who might have pertinent information.

The Appeals Committee will examine the information and make a recommendation as to how to proceed.¹ This process will normally not take more than one week from the time the student submits the waiver form.² If special circumstances might delay this process – for example, one of the key individuals whose input is required will be unavailable – the Associate Provost will contact the student and provide a revised timetable. The Associate Provost will then create a document with a summary of the issue, the recommendation as to how to proceed and the rationale behind the recommendation that will be provided to those with decision-making authority in the area where the appeal is being made, most commonly the Provost. The Appeals Committee may also, in their recommendation, include broader suggestions concerning changes in procedure/rules in cases where they believe such a change in policy/procedure is warranted.³ Such broader recommendations are not subject to the timetables that apply to individual waiver requests.

Informing people about this process:

Information about this process will be posted on the J-Term webpage. This will include links to the appeals form. Information will also be sent to all those teaching J-Term classes as students often contact their instructors when they have questions. However, most requests for appeals are likely to begin in the Deans' Offices in the Schools/Colleges. Thus, an effort will be made to insure that CAAD is reminded of these procedures on a regular basis, particularly around the times when appeals are most likely to occur, at the time of J-Term registration and in the final weeks of the fall semester as we move into J-Term.

¹ Much of the time, the Appeals Committee will conduct business electronically, but if circumstances warrant, in-person meetings can occur.

² There is no requirement for a certain number of people on the Appeals Committee to provide feedback in order to move forward. Every effort will be made to involve all members, but if some do not respond in time, the process will still proceed.

³ This is particularly important in cases where there are multiple appeals on a regular basis, almost always leading to the same recommendation.