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 Statues, 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).