

Example A

Sample: Departmental Appeals Procedure
Department of _____
Graduate Student Appeals Procedure

Graduate students who wish to appeal a decision must comply with the procedures listed on the "Prospective & Current Students" section of the Graduate School Web site.

For purposes of appeals to the Department of _____, the following definitions apply to terms used in on the Web site:

1. "Graduate Student" is defined as any student enrolled for graduate credit in the Department and registered as a graduate student at the University of Wisconsin-Milwaukee.
2. "Appropriate Authority Within the Department Faculty Body" and "Graduate Faculty of the Program Concerned" are defined as the Department graduate faculty members who are present at the meeting during which an appeal is heard; there is no separate appeals body (*or specify name and membership of departmental appeal committee*).
3. Graduate programs include non-degree as well as degree, and non-certification as well as certification, courses of study.

In order that the Department faculty may make an informed and impartial ruling on Step 2 Appeals, the following procedures will be followed:

1. Appeals must be made in writing and submitted to the Department Chair and must include the following:
 - a. A description of the action that prompted the appeal.
 - b. The rationale for claiming that the action was inappropriate.
 - c. The specific remedy sought.
 - d. A rationale explaining why the remedy sought is appropriate.
2. The appeals meeting will have both evidentiary and deliberation portions:
 - a. Students may present witnesses and evidence in support of their appeals during the evidentiary portion, to be heard in his or her own behalf, and to be accompanied by a representative of his or her choice.

- b. The evidentiary portion can be closed where the provisions of Wisconsin Statutes 19.85 (1) (f) are met and an appropriate closed session motion is passed.
 - c. The deliberation portion of the meeting will be held in closed session if a closed session motion is passed either under Sec. 19.85 (1) (a) or Sec. 19.85 (1) (f) Wisconsin Statutes, and no one other than fully qualified faculty members of the Department will be present during that time. The faculty member(s) directly involved in the matter will not vote on the final motion; neither will they be present during the Department deliberations on it.
3. The Department's action will be determined by a majority vote of the members present and voting. The vote will be by a show of hands and recorded in the regular departmental minutes.
 4. Student appeals will be placed on the agenda of the next regular departmental meeting. Special meetings to hear student appeals will be scheduled when a majority of those present and voting at a regular meeting of the Department vote to do so.