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To: Inworks Faculty and Students

Re: Inworks Student Appeal Policy

This policy describes the process by which a student may dispute an academic outcome regarding academic dishonesty, student code of conduct violation, or honor code violation. This policy only address academic sanctions administered by Inworks faculty, and only those sanctions unrelated to grade appeals. The process for grade appeals is described in a companion policy “Inworks Grade Appeal Policy.”

Like all academic programs at the University of Colorado, Inworks is a community of students, faculty and staff who together work to carry out the educational mission of the University. Occasionally, a student may be found to have violated the standards of conduct for our community, and an academic sanction is assigned by a faculty member. On very rare occasions, a student may believe that basic standards of fairness and procedures have not been applied with respect to their case, and may wish to dispute the outcome. The process by which such a dispute can be raised is provided below.

The following shall be the official policy of Inworks, which shall apply to all academic appeals other that grade appeals of Inworks courses (IWKS courses and courses taught by Inworks faculty), whether at the graduate or undergraduate level. This policy does not address non-academic or disciplinary sanctions, which are governed by campus-level policies, and it applies only to academic sanctions administered by Inworks faculty.

Non-academic issues should be referred to other avenues of appeal, for example:

- sexual harassment or discrimination of any kind - University of Colorado Denver Civil Rights Officer;
- financial concerns - Bursar's Office or Financial Aid;
- student conduct - Student Code of Conduct;

Student Appeal Procedures

1. The first step in an appeal is for the student to meet with the faculty member or members who made the decision the student is appealing. Differences of opinion that exist should be discussed in an attempt to work through the disagreement. The student may seek assistance from his or her advisor or from the CU Denver Ombuds Office for best approaches to discussing issues with a faculty member or members.

2. When discussions between the faculty member or members and the student have not led to a resolution, the student shall have the option of making a formal written appeal. The appeal must detail the basis for the appeal, and should state the specific remedy desired by the student. Any relevant written documentation should be included with the appeal. The appeal must be submitted within 30 days of the date the academic sanction was administered. The faculty member or members will be provided the opportunity to respond in writing to the student's appeal.
3. The Associate Vice Chancellor for Innovation Initiatives (AVC) will annually designate an Inworks faculty member to handle appeals. In cases where the designated faculty member is also the involved instructor, the designated faculty member will notify the AVC, who will appoint another faculty member to perform the duties of the designated faculty member as called for in this policy. In cases where the AVC is the involved instructor, the AVC will appoint a non-involved senior faculty member to perform the appeal review duties of the AVC as called for in this policy.
4. The designated faculty member will meet (together or separately) with the student and with the faculty member or members. If the designated faculty member is unable to secure a solution mutually acceptable to both student and faculty member or members, then the following procedures will be followed:
 - a. The designated faculty member will assemble an ad hoc Student Appeals Committee, which will review the dispute. This Committee shall consist of at least three non-involved faculty members, one staff member and at least one student member. Members of this committee need not be affiliated with Inworks. The designated faculty member will provide the Committee with the student's appeal, a written response from the faculty member or members, and such other materials as may be considered relevant.
 - b. If considered appropriate by a majority of Committee, the Committee, at its sole discretion, may ask the student and the faculty member or members to meet with the Committee. If such a meeting is held, the student and the faculty member/members will each be given the opportunity to make a fifteen-minute (maximum) oral presentation prior to responding to the Committee's questions. The student may bring one advocate to the Committee meeting. This individual may listen, take notes and advise the student, but may not present to or address the Committee. The advocate may be any person chosen by the student who is willing to serve in that role.
 - c. Within 30 days, the Committee will submit a report and recommendation to the designated faculty member. After considering the Committee's recommendation, the designated faculty member will either (1) let the originally administered sanction stand; or (2) administer a revised sanction. The designated faculty member will not increase the severity of a sanction. The student and faculty member or members will be notified by letter of the concluding recommendations of the Committee and the decision of the designated faculty member.
 - d. In cases where the faculty member or members or student does not agree with the decision of the designated faculty member, all written materials associated with the appeal, together with the recommendation of the Committee and the recommendation of the designated faculty member, will be forwarded to the AVC. The AVC will make the final decision on the student's appeal within 30 days. There is no appeal of the decision of the Associate Vice Chancellor.