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## **GRADE APPEAL**

All students have a legitimate right to seek redress when they consider their final grade in a course to be unreasonable, unjust, or capricious. This grade appeal procedure shall be initiated during the term immediately following issuance of the grade in question; in cases involving special and unusual circumstances this time period may be reasonably extended.

Procedure:

1. The student should consult the faculty member who issued the grade for reconsideration of the grade.
2. If, after seeing the faculty member, the student wishes to pursue the issue or if the faculty member is unavailable, he/she should then approach the faculty member's Department/Unit Head and ask for an investigation of the grade appeal.

At this time the student must present a written statement to the Department/Unit Head explaining the reasons for believing the grade to be unreasonable, unjust, or capricious. The Department/Unit Head is responsible for consulting the parties involved, gathering all pertinent information, and for preparing a written statement of the facts which will be given to the student and faculty member and be used in reviewing the facts with the student and the faculty member. The Department/Unit Head shall be responsible for:

- a. either concurring with the faculty member that the grade should remain as recorded or,
- b. suggesting to the faculty member that the grade be reviewed.

The student and faculty member shall be informed in writing of this conclusion. If the student believes the grade appeal has not been resolved satisfactorily, he/she may appeal the grade in writing to the appropriate dean.

3. If the Department/Unit Head is the teacher of record, the student shall appeal in writing directly to the appropriate Dean, instead of to the Department/Unit Head as in 2 above. (For undergraduate and unclassified graduate students, the appropriate dean is the Dean of the College in which the academic department is located. For graduate students in a degree program, the appropriate dean is the Dean of the Graduate College). The Academic Dean shall be responsible for requesting a written statement from the Department/Unit Head. If the issue is not resolved to the student's satisfaction, the student may write to the Dean and request a hearing by the Grade Appeal Committee. (see 4 on page 2)

4. The Dean, in consultation with the Grade Appeal Committee, will review the statement prepared by the Department/Unit Head. If the Dean believes the issue should be pursued, he/she will convene the Grade Appeal Committee for a hearing. If the Dean decides the issue should not be pursued, the grade remains as recorded. The decision of the Dean is final. All parties must be so notified.
5. For undergraduate and unclassified graduate students, the Academic Dean will have a standing Grade Appeal Committee, to be selected each year, composed of five members as follows:
  - Two faculty members and two alternates selected by the college assembly.
  - Two student members with two alternates selected by the Student Senate.
  - The dean of the college involved, or his/her representative.For students in a graduate degree program, the Dean of the Graduate College will have a standing Grade Appeal Committee, selected each year, consisting of five members, as follows:
  - Two faculty members and two alternates selected by the Graduate Executive Council.
  - Two students and two alternates selected by the Student Senate.
  - The graduate dean or his/her representative.
6. The Grade Appeal Committee will investigate the case, and hold a hearing in which the student, the faculty member, and the Department/Unit Head shall be invited to participate. The Committee deliberations following the hearing will be confidential.
7. If the Committee decides the challenged grade is unreasonable, unjust, or capricious, it shall so recommend to the Dean, who shall have the power to change the grade from a letter grade to a grade of "P" (pass). The credits for this course will count toward undergraduate degree requirements. If the committee decides there is insufficient evidence to support the student's claim, it shall recommend to the Dean that the original grade should stand.
8. In all instances the Committee will reach a conclusion and submit its recommendation in writing to the Dean, who shall render a written decision, copies of which shall be sent to the student and faculty member. The decision of the Dean shall be final.

## **BOARD OF GOVERNORS BACHELOR OF ARTS DEGREE PROGRAM ASSESSMENT OF COLLEGE LEVEL EXPERIENTIAL LEARNING APPEAL PROCEDURE**

### **PART I**

In order to file an appeal, the following procedures must be completed within four weeks after the student has received the portfolio assessment award. If satisfaction cannot be obtained at the Director/student level, the Director will contact the evaluator and discuss the possibility of reviewing the portfolio and the recommendation.

1. Complete Part II of this form (please obtain in B-147) and submit it along with a written statement describing the rationale or reason for the appeal to the Director of Nontraditional Degree Programs.
2. Discuss the issue with the Director.
3. If the evaluator chooses not to re-examine the assessment, the student will be instructed to submit a formal appeal to the Director of the Program requesting a re-evaluation of the portfolio. The Director shall request a written statement from the Department/Unit Head. If the issue is not resolved to the student's satisfaction, the Director will forward the student's appeal to the Dean of the Graduate College (to whom the program is administratively affiliated). If the Dean decides the issue should not be pursued, the credit recommendation remains as awarded. In case the Dean decides an appeal is warranted, an appeals committee will be formulated to re-examine the assessment. The decision of the Dean is final. All parties must be notified.

4. The appeals committee would include a representative of the Dean of the Graduate College; one member from the Nontraditional Degree Programs Advisory Committee; one faculty member from the corresponding discipline; and two students, preferably seniors enrolled in Nontraditional Degree Programs and elected by Student Government.
5. The Portfolio Assessment Appeals Committee, in consultation with the Dean, will review the statement prepared by the Department/Unit Head from the corresponding academic discipline. If the Dean believes the issue should be pursued, he/she will convene the portfolio Assessment Appeals Committee for a hearing. The Portfolio Assessment Appeals Committee will investigate the case and hold a hearing in which the student, the faculty member, and the Department/Unit Head shall be invited to participate.
6. The Committee will reach a conclusion and submit the decision in writing to the Dean, who shall render a written decision, copies of which shall be sent to the student and faculty member. The decision of the Dean shall be final.

## **TOBACCO FREE POLICY**

### **POLICY AND GUIDELINE**

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The use of tobacco products is prohibited in all indoor university facilities, owned or leased, and in university owned vehicles.

## **DEMONSTRATIONS ON CAMPUS**

### **A. STATEMENT OF PURPOSE**

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The right of free speech and expression is basic to our system of law and fundamental to the purpose of a university. Included in this right is the privilege to present peacefully views and positions, and to attempt without coercion, to convince others of the correctness of those views. The exercise of these rights will be protected by the full authority of this institution.

Rights do not, however, exist in a vacuum, and those of different persons and groups often come into conflict. To assure the continued exercise of these rights, to preserve the opportunity for free and open discourse within our campus community, and to protect persons and property, rules and regulations have been established governing conduct within the confines of the campus. These principles are consistent with state of Illinois statutes (720 ILCS 5/21-4, 5/21-5 and 5/21.2-2) and with the Regulations of the Board of Trustees of Northeastern Illinois University (Sec. VI.E.). Accordingly, activities which disrupt the proper functioning of the campus, or which threaten the rights, persons, or property of others will not be permitted. Interference with the conduct or performance of a scheduled campus event or regular instructional activities will be considered disruptive.

These regulations are essential to the protection of the rights of each student, faculty, and staff member. Violations will be dealt with in an appropriate manner, which may include criminal prosecution, disciplinary proceedings, or both.

### **B. LOCATION OF DEMONSTRATIONS**

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Demonstrations on property owned or operated by Northeastern Illinois University may take place only at the following locations:

1. Village Square, Main Campus, or other indoor locations acceptable to the responsible University Personnel.
2. Outside buildings on campus property.
3. Northernmost section of parking lot, Jacob H. Carruthers Center for Inner City Studies.
4. El Centro (outside the building).

Demonstrations in other locations are strictly prohibited. Activities which restrict access to, egress from, or passage through public areas of the campus, or which threaten a breach of the peace in such public areas are not permitted. Orders to disperse, issued by authorized university personnel, shall be obeyed.

## **C. SPECIFIC ACTIVITIES WHICH ARE PROHIBITED**

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1. Harassing or otherwise interfering with orderly conduct of classes or other University activities.
2. Harassing or otherwise interfering with activities of University employees or visitors.
3. Noise-making activity or congestion that disturbs classes or any other scheduled event or University activity.
4. Damage to property or littering of University premises.
5. Obstruction of automobile and pedestrian traffic.
6. Blocking of entrances to buildings and driveways.
7. Blocking of passageways and/or stairwells.

## **D. ENFORCEMENT**

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### 1. Violations

Alleged violations of this policy by students should be reported to the Office of the Dean of Students. In cases where faculty and/or other employees are involved, the Provost and Vice-President for Finance and Administration (or their designees) should be informed. Non-university constituents will be dealt with in accordance with the Regulations of the Board of Trustees of Northeastern Illinois University and/or state of Illinois Compiled Statutes. The aid of the Public Safety Department may be requested to ensure compliance with this policy.

### 2. Penalties

Failure to comply with a cease and desist directive may lead to arrest and prosecution and/or result in enforcement of sanctions through the Student Conduct Code, or in the case of employees, other disciplinary actions as provided for in employee rules or bargaining unit agreements. Non-university constituents will be dealt with in accordance with the provisions of Chapter 720, Sections 5/21-4, 5/21-5 and 5/21.2-2 of the Illinois Compiled Statutes.

## **PARKING VIOLATION APPEAL**

- A. A person may register an appeal to a violation notice by filing an appeal form available at either Public Safety or the Parking Office and returning the appeal form to the Public Safety office within fourteen (14) days of the date of issuance. Failure to appeal within the prescribed time limit shall be deemed a waiver of the right to do so.
- B. Appeals are reviewed by the University Parking and Traffic Appeals Board and its decision is final.
- C. The University Parking and Traffic Appeals Board meets on a regular basis to hear motorist appeals. The board consists of two (2) student members, two (2) civil service members, two (2) faculty members, two (2) administrative and professional members, one (1) at large member (staff, faculty, or A&P on alternate years), and the Director of Public Safety or his designee who is an ex-officio, non-voting member. Vacancies on the Appeal Board may be filled by temporary appointments by the Student Senate president, Faculty Senate chairperson, or Civil Service Council chairperson, as appropriate.
- D. The appellant may request a personal appearance before the University Appeals Board. Such a request must be in writing.
- E. An official appeal will stay any penalty fee until notification of outcome.
- F. If an appeal has been denied, failure to pay within a fourteen (14) day period will result in additional penalty fees. Transcripts and other documents will not be released from the Office of Admissions and Records until such violation fees are paid.

# OTHER APPEALS AND GRIEVANCES

Where a student believes him/herself to be grieved by an employee of the University, the following procedure should be followed:

1. The aggrieved student should initiate discussion with the person who is believed to be causing the grievance for the purpose of resolving the situation.
2. If the student believes his/her grievance not to be resolved, he/she should appeal in writing to that person's immediate supervisor.
3. If the student still feels aggrieved, he/she should appeal in writing to the next level of supervision.
4. Supervisors may utilize a committee model (see Grade Appeal as an example) in their attempt to resolve the grievance.
5. Final appeal in writing should be made to the appropriate vice-president.

All of the above decisions and appeals must be made in a timely manner. That is, within a reasonable time under the circumstances. Grievances involving alleged discrimination on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, or veteran's status may be pursued through the Affirmative Action Office (C-219, 773 / 442-5614). In all instances an aggrieved student may contact the Dean of Students Office for guidance relative to procedural matters.

# CLASSROOM DISRUPTION POLICY

A classroom environment that encourages and allows for the free and open exchange of ideas is critical to the learning experience. A faculty member may ensure such conditions by excluding from the classroom any individual, who in her/his determination;

- a. threatens or engages in physical violence toward another individual, or
- b. threatens or interferes with the property of another, or
- c. otherwise disrupts the class.

If a faculty member feels that condition a, b, or c exists, she/he should issue a verbal warning to the individual involved. If the individual continues to disrupt, the faculty member should instruct the individual to leave the classroom. If the individual does not respond, the faculty member should call the Office of Public Safety for assistance. In instances where the faculty member believes there to be immediate danger to personal safety or property, she/he should immediately call the Office of Public Safety. If continued exclusion from class is deemed necessary by the instructor, a conference with the department chair, instructor and student must be held AS SOON AS POSSIBLE after the disruption to determine whether the student committed a, b, or c above, and if such behavior warrants additional action. (If the department chair or Dean is the instructor of the course, the Provost's designee shall convene the conference.)

When a conference is scheduled, the department chair must notify the student and faculty member in writing of the date, time, place and purpose of the meeting. At the conclusion of the conference, the department chair shall determine:

- a. whether the student shall be allowed to continue with the class for the remainder of the term; or
- b. whether other assignments shall be made to complete class requirements (assignments, tests, tutored study or other means). These assignments should be as nearly comparable as possible to normal class requirements; or
- c. whether an academic grade, a "W" or other grade shall be assigned for the course.

The department chair shall notify the student and faculty member in writing within three (3) working days, or as soon as possible thereafter, of the decision reached at the conference. This decision may be appealed by engaging step 3 of the grievance procedure in this document titled "Other Appeals and Grievances". If it is the opinion of either the faculty member or the department chair that further action is warranted, the faculty member should refer the student to the Counseling Office and/or file a charge with the University Examiner, Dean of Students Office. (See Student Conduct Code in the Student Survival Kit).

Copies of the Student Conduct Code and/or the Student Survival Kit may be obtained from the Office of the Dean of Students in B-119.

## ANIMALS ON CAMPUS

The University strives to provide a safe and clean environment for students, faculty and staff. Therefore, **domesticated animals are permitted on University premises only under the following conditions:**

### A. OUTDOORS

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- Assistance dogs for people with visual and physical disabilities are permitted.
- All other dogs are permitted only if they are leashed and under the direct control of an individual. They must display tags indicating that they are properly licensed and that they have had a current rabies shot.
- Individuals must clean up after their pets.
- Facilities Management or Public Safety will report to the City of Chicago Animal Care & Control Commission the presence of animals on University premises that are unleashed or unattended.
- Animals, other than assistance dogs, are not allowed on or in the immediate vicinity of the athletic fields at any time.

### B. INDOORS

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- Assistance dogs for people with visual and physical disabilities are permitted.
- Laboratory or other animals used for research, observation, or demonstration purposes are permitted. The person in charge of the project is directly responsible for these animals, and the animals may only be present in those areas directly related to the research project.
- Public Health laws prohibit all animals with the exception of assistance dogs in public food service areas.

## BICYCLE, SKATEBOARDS, SKATE AND SCOOTER USE ON CAMPUS

The University has an obligation to provide a safe environment and protect University property. These procedures will assist in minimizing the risk to students, faculty and staff.

1. Skates, scooters and bicycles may be used for transportation purposes on the various pavements throughout campus. They may **not** be used within buildings.
2. Skateboarding is **not** permitted anywhere on campus.
3. Bicycles shall be parked in racks in the areas designated for bicycle parking. Improperly parked bicycles may be removed and impounded by Public Safety. Bicycles are not allowed in hallways, classrooms or offices.
4. Any behavior while utilizing skates, scooters or bicycles that can cause property damage and/or endanger self or others is prohibited.

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