7/2/2019 Faculty Senate Minutes #89

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head who will make every effort to contact the

instructor BY THE 15TH CLASS DAY OF THE NEXT

REGULAR SEMESTER.

a. If the instructor can not be contacted but

course records are available, the department head

WILL EFFECT RESOLUTION WITHIN 5 CLASS DAYS OF

NOTIFICATION BY THE STUDENT. THE DEPARTMENT

HEAD may correct a grading error through the

regular change of grade process on behalf of the

instructor.

b. If the instructor can not be contacted and

course records are either unavailable or

indecisive, the student may request a review

following the procedure outlined below.

c. If the instructor can be contacted and elects

to participate, then a constructive participation

is to be welcomed by the review committee. The

procedures of Paragraph III.A.5.a. or Paragraph

III.A.5.b. will be instituted if the instructor

withdraws from participation.

6. There may be extenuating circumstances when the

deadlines cannot be met due to illness, mail disruption,

or other situations over which the student may have no

control. In such a case, upon request from the student,

the dean of students, after review of supporting

documentation provided by the student, may recommend

to the grade appeals committee that the deadlines be

adjusted accordingly. An extension of the deadline will

be limited to one semester but every effort should be

made to complete the appeal process within the cu�0Fఁఀeఁఀeఁఀࣰ0�̀within th�0ĀĀ or qccu�, the 0 iwing p

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