

COLLEGE OF ARTS AND SCIENCES  
GRADUATE STUDENT APPEAL AND COMPLAINT PROCEDURES

The College Graduate Academic Fairness Committee (“GAFC”) considers appeals of academic misconduct charges involving graduate students which originate in graduate courses of the College of Arts and Sciences, and evaluations of student academic performance including course grades and qualifying exams. Other appeals and complaints related to violations of rights (as defined in Part I of the *Code of Student Rights, Responsibilities, and Conduct*) are considered by the Associate Dean for Graduate Education (“Associate Dean”). Procedures for academic misconduct cases are described in Section II below. Procedures for all other appeals and complaints are described in Section III below.

**I. Composition of the GAFC**

A. The GAFC shall be composed of a minimum of six faculty members and four student members, chosen by the Associate Dean with the goal of representing diverse disciplines and perspectives. Student members shall be chosen from the graduate student body of the College of Arts and Sciences on the recommendation of departmental advisors.

B. The GAFC convened for each case shall be composed of three faculty members, two graduate students, and a non-voting administrative convener, either the Associate Dean or his/her designee (the “Convener”).

C. A presiding officer, or Chair, for each hearing is to be chosen by the Associate Dean or his/her designee from the faculty members on the committee. He/she, in conjunction with the Convener, ensures that the hearing is conducted according to the procedures outlined in the *Code of Student Rights, Responsibilities, and Conduct*.

**II. Procedures for Academic Misconduct Cases**

A. If a faculty member believes a student has committed an act of academic misconduct, the faculty member is required to hold an informal conference with the student. At this conference, the faculty member will advise the student of the information on which the allegation is based and give the student an opportunity to respond pursuant to the terms listed in the *Code of Student Rights, Responsibilities, and Conduct* Section II (A).

B. If the faculty member concludes that the student committed an act of academic misconduct, the faculty member may impose an appropriate academic sanction. The faculty member is required to report the matter in writing to the Dean of Students via the online form available at <http://studentaffairs.indiana.edu/office-student-ethics/file-a-report.shtml>. The Office of Student Ethics will send the report to the student and the student’s dean, within fourteen (14) calendar days.

C. The student may appeal the finding of misconduct, the sanction imposed, or both to the Associate Dean within fourteen (14) calendar days of receiving the report.

D. To file an appeal, the student must complete the Academic Misconduct Appeal Form,

available on-line or from the Director of Graduate Student Services. Any information students wish the Associate Dean to consider must be attached to the Form. Forms can be submitted in paper or electronic format.

E. Before scheduling a hearing with the GAFC, the Associate Dean or his/her designee will consult with the student and the faculty member to determine whether an informal resolution is possible. If an informal resolution is not possible, the Associate Dean will schedule a formal hearing with the GAFC. Whenever possible, hearings will be held within one month of the Associate Dean's receipt of the Form; hearings typically are not held over the summer. Students may seek an advocate from the Student Advocate's Office to assist them in preparing to present their cases to the GAFC. Students may ask any witnesses to attend the hearing who can provide information relevant to the case. Character witnesses are not appropriate. International students may ask for an interpreter if necessary.

### **III. Procedures for Other Appeals and Complaints**

A. Students who believe they have been evaluated unfairly in a course, qualifying exam, or other measure of academic progress should first attempt to address their concerns through informal resolution, calling on their Director of Graduate Studies and the Department Chair for guidance and support, as needed. If the problem is not resolved and there is evidence of a clear procedural error (e.g., change in syllabus or grading procedure) or unfair bias (e.g., discrimination), the student may appeal to the College Graduate Office. Students should submit the Appeal and Complaint Form, available online or from the Director of Graduate Student Services. Forms can be submitted in paper or electronic format. Such appeals must be received by the last day of the semester following the semester when the course or exam was taken. Upon receipt of the appeal, the Associate Dean will consult with both the student and person(s) alleged to have violated the student's rights to determine if an informal resolution is possible. If informal resolution is not possible, the student may request a hearing with the GAFC. Issues dealing with the substantive quality of the student's academic performance and involving intrinsic, professional, academic judgments by a faculty member lie outside the committee's jurisdiction.

B. Students who otherwise believe that their rights have been violated by specific members of the university faculty or administration should follow the complaint procedures outlined in Part I of the *Code of Student Rights, Responsibilities, and Conduct* ([www.iu.edu/~code/bloomington/complaints/faculty/index.shtml](http://www.iu.edu/~code/bloomington/complaints/faculty/index.shtml)). Students who wish to file a formal complaint may contact the College Graduate Office for help. Such complaints must be submitted in writing no later than 21 days after receiving unsatisfactory response to attempts at informal resolution, or if the formal complaint is made without a prior informal complaint, six months after the student learned of the incident. These appeals may be submitted directly to the College Graduate Office using the Appeal and Complaint Form, available online or from the Director of Graduate Student Services. Forms can be submitted in paper or electronic format. Upon receipt of the Appeal and Complaint Form, the Associate Dean or his/her designee (typically the Director of Graduate Student Services) will consult with the student

and the person(s) alleged to have treated the student unfairly to determine whether an informal resolution is possible. If an informal resolution is not possible, the Associate Dean will further investigate the case and render a decision regarding the complaint. Such a decision will, whenever possible, be rendered within fourteen (14) calendar days of the Associate Dean's receipt of the Form. Depending on the nature of the appeal or complaint, students may have access to additional review at the campus level.

C. Students alleging harassment or discrimination should consider filing a complaint with the Affirmative Action Office at the same time as they file an appeal or complaint under this Section.