

**Kutztown University**  
**Kutztown, Pennsylvania**

## **Grade Appeal Board By-Laws**

### **I Purpose**

[I-A Overview](#)

#### **I-A Overview**

The Grade Appeal Board reports to the University Senate and is responsible for the following:

- I-A-1 Reviews and acts on petitions from students who believe that their final course grades reflect unsubstantiated academic evaluation and who wish to pursue a grade-change appeal in accordance with the Grade Appeal Petition.
- I-A-2 Hears cases germane to final course grades, and not to grades regarding individual tests or assignments.

### **II Composition and Terms of Appointment**

[II-A Composition](#) | [II-B Terms of Appointment](#) | [II-C Election of Officers](#)

#### **II-A Composition**

- II-A-1 One (1) tenured Graduate Faculty Representative.
- II-A-2 One (1) tenured Faculty Representative from each of the four colleges.
- II-A-3 At least one (1) and no more than two (2) Student Representatives appointed by the Student Government Board.

#### **II-B Terms of Appointment**

- II-B-1 The five tenured Faculty Representatives are elected through the Senate Office for staggered three-year terms.
- II-B-2 The Student Representative(s) are appointed by the Student Government Board.

#### **II-C Election of Officers**

- II-C-1 At the beginning of each academic year, the Board will elect its own Chair and Secretary, who must be faculty members.

### III Meetings

Meetings are held when a new grade appeal is filed or at the discretion of the Chair. In the event that all members of the Board cannot find a scheduled time to meet, the Chair may elect to gather input from the members of the Board regarding policy adaptations/changes but **not** regarding voting in an actual case.

### IV Duties

[IV-A Duties of Committee Members](#) | [IV-B Duties of the Chair](#) | [IV-C Duties of the Secretary](#)

#### IV-A Duties of Board Members

- IV-A-1 Review and update, as needed, both the GAB By-Laws and the GAB Procedural Guidelines on a continual basis.
- IV-A-2 Perform committee duties as assigned.
- IV-A-3 Attend scheduled meetings of the GAB to his/her best ability
- IV-A-4 Inform the Chair as early as possible if unable to attend the meeting or need to recuse oneself.
- IV-A-5 Carefully and thoughtfully review all materials submitted with petitions. Return all materials to the Chair after deciding a petition.
- IV-A-6 Maintain confidentiality.

#### IV-B Duties of the Chair

- IV-B-1 To distribute the GAB By-Laws to members at the first meeting of the year for information and review.
- IV-B-2 To arrange meeting times and places with consideration of availability of members.
- IV-B-3 To prepare an agenda that is to be distributed at least one week prior to any meeting.
- IV-B-4 To hold elections for Secretary and Chair.
- IV-B-5 To present an annual report to the University Senate.
- IV-B-6 To deliver meeting minutes to the University Senate and post them to the committee website in a timely fashion.
- IV-B-7 To provide letters of participation to committee members at the end of each academic year.

## **IV-C Duties of the Secretary**

- IV-C-1 To record the minutes of each meeting.
- IV-C-2 To record the names of those attending and those absent at each meeting.
- IV-C-3 To submit copies of the minutes to the Chair.

## **V Voting**

- V-A** All five faculty members of the Board shall be voting members, including the Chair.
- V-B** All members of the GAB will recuse themselves from involvement in any case where prior personal contact with a party might create potential bias.
- V-C** In this event, the GAB chair shall assign a substitute.
- V-D** A quorum must be reached to hold a vote on a case.
- V-E** At least three (3) favorable votes must be received at the consideration stage for a hearing to be called.
- V-F** At least four (4) favorable votes must be received for the GAB to recommend a change of grade.

## **VI Agenda**

The agenda shall consist of the following order of priority (recommended):

- VI-A** Call to Order
- VI-B** Approval of Minutes
- VI-C** Announcements
- VI-D** Old Business
- VI-E** New Business
- VI-F** Adjournment

## **VII Rules of Order**

- VII-A** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the GAB or University Senate may adopt.
- VII-B** A quorum will consist of a simple majority of voting members of the full committee.
- VII-C** In order to have a vote, there must be a quorum.
- VII-D** Amendment of the GAB By-Laws shall require a two-thirds majority of the voting membership.

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