

Jacobs School of Music Academic Fairness Committee Procedures for Hearings in Cases of Grade Appeal or Academic Misconduct

(based on procedures specified in the Bloomington Campus Procedures of the Code of Student Rights, Responsibilities, and Conduct, Indiana University [see pages 15-18] and on procedures in the College of Arts and Sciences)

Formal hearings for grade appeal or academic misconduct cases in the Jacobs School of Music will be conducted by the five-member Academic Fairness Committee (AFC) (three faculty, two students). The Associate Dean for Instruction schedules the hearing, receives material from all parties related to the hearing, and attends the hearing (but does not vote). All relevant materials submitted for the hearing will be available to the student, the faculty member, and the committee members before the hearing. All notices regarding the hearing and the materials available shall be made in writing, which may include electronic mail.

One of the tenured faculty members of the committee will be the presiding officer for the hearing. The presiding officer shall maintain order and make all rulings necessary for the fair, orderly, and expeditious conduct of the hearing, and will determine the relevance of information presented. The presiding officer writes the letter summarizing the result of the hearing. All members of the AFC shall be free from conflicts of interest in the case.

Normally all parties must be present in person. The AFC may allow for presence in formal hearings by electronic means, when warranted by special circumstances. The hearing will be closed unless either the student or the faculty member presents convincing reasons to the AFC as to why the hearing should be open.

Both the student and the faculty may be accompanied by an advisor and/or witnesses, if applicable, and if approved ahead of time by the AFC. Only committee members, the student, the faculty member, and witnesses will be allowed to speak at the hearing. If an advisor is present for either the student or faculty or both, the advisor may not speak to address the AFC directly nor answer questions posed by the AFC or the other party involved.

Proceedings before the AFC will be audio recorded. Deliberations will be private and not audio recorded. Decisions of the AFC will be made by majority vote. A copy of the audio recording will be maintained in the archives of the office of the Associate Dean for Instruction, but copies will not be distributed to participants in the hearing.

The student bringing the appeal presents first to the Academic Fairness Committee in the presence of the faculty member who awarded the grade being appealed, or who levied the charge of academic misconduct and the sanction. The faculty member then presents to the Committee in the presence of the student. Student and faculty initial presentations are limited to a "reasonable length," usually around 5 minutes. Since all parties present have gained a thorough understanding of the issues and details involved through the materials submitted in advance, it is not necessary for the student and faculty presentations to reiterate them. Rather, these presentations should focus on a brief review of the most salient points of the case, point out any perceived discrepancies, and pose any questions to the other party involved.

After both the student and the faculty member have presented, the AFC members ask questions of either party. The student and faculty member may also ask questions of each other. Witnesses may be called to address questions posed to them – either by the person who requested their presence or by members of the AFC or by the other party involved. Their responses are to be brief and directly answer only the question(s) posed.

After all student and faculty member presentations are complete, all AFC questions are answered, and the witnesses have answered questions, the student and the faculty member may each make a brief (around 1-2 minute) summary statement. The audio taping then ceases. The student and faculty member (and those who accompanied them, including any advisors or witnesses) leave the hearing; the Associate Dean for Instruction also leaves the hearing. The AFC members begin their deliberations. The student and faculty are excused at this point, unless one or more members of the AFC ask them to remain available to be recalled for further questioning.

The options for the AFC in the case of **grade appeal** are:

- 1) to change the grade given by the faculty to the grade requested by the student.
- 2) to change the grade given by the faculty to a grade different from the one requested by the student.
- 3) to uphold the grade given by the faculty and to deny the grade appeal.

Grade appeals may also be decided by the AFC on the basis of written evidence, without a hearing.

The student and faculty will be notified of the AFC's decision in writing, by a letter from the presiding officer within 14 calendar days after the hearing. Copies of the letter will be sent to the Dean of the Jacobs School of Music, who will be directed to process the grade change (if applicable), and to the Associate Dean for Instruction.

The options for the AFC in the case of **academic misconduct** are:

- 1) to overturn the initial charge and sanction (all materials destroyed)
- 2) to uphold the charge but reduce the sanction (an amended report to be sent to Student Ethics, and the course grade changed [if applicable])
- 3) to uphold both the charge and sanction

The student and faculty will be notified of the AFC's decision in writing, by a letter from the presiding officer within 14 calendar days after the hearing, as specified in the *Code of Student Rights, Responsibilities, and Conduct* (p. 18). Copies of the letter will be sent to the Dean of the Jacobs School of Music, to the Associate Dean for Instruction, to the Dean of Students, and to the Dean of the unit in which the student is enrolled (if different from the Jacobs School).

March 2007; updated January 2011; July 2012