

POLICIES

Graduate Grade Point Average

All students who are admitted into a graduate program must maintain a minimum B grade average or 3.0 grade point average on a 4.0 scale while in the program. If, after nine hours of enrollment in core or elective courses, a student's cumulative grade point is less than 3.0, the student will be placed on probation. If the G.P.A. has not risen above 3.0 within the next nine hours of enrollment, the student will be suspended from the program. Graduate students enrolled in courses numbered 100-199 and approved for graduate credit are required to do extra work and exhibit a higher degree of competency than students taking the courses for undergraduate credit.

Time Limits

All requirements for a master's degree must be met within five years of the end of the semester of the student's first enrollment in core or elective courses. Under special circumstances, a one-year extension for completion without additional course requirements may be granted by the Graduate Curriculum Committee.

A written request for an exception must be submitted prior to the expiration of the student's five-year time limit.

Academic Integrity Policy

Violations

A violation of academic integrity involves any activity that seeks to gain credit for work one has not done or to deliberately damage or destroy the work of others. It includes, but is not limited to, the following:

- Plagiarism - the misrepresentation, either by intent or negligence, of another's ideas, phrases, discourse, or works as one's own.
- Cheating - the act, or attempted act, of giving or obtaining aid and/or information by illicit means in meeting academic requirements, including examinations.
- Fabrication - intentional and unauthorized falsification or invention of any information or citation in an academic sense in any academic exercise.

Policy

This policy applies to all courses offered in the Zimpleman College of Business regardless of the status of the student involved and the college/school of the student.

If it is determined by an instructor that a student has violated academic integrity, it is the prerogative of the instructor to assign a penalty. Possible penalties are a reprimand, a grade reduction (including the possibility of a failing grade), and dismissal from the course with a failing grade. The penalty for violating academic integrity will vary from incident to incident depending upon the scope and magnitude of the offense and the circumstances in which it occurred; upon the prior record of the student being penalized; and upon evidence suggesting the existence or absence of a pattern of violations in the academic performance of the student committing the offense.

If a penalty for the violation of academic integrity is imposed by the instructor, the incident must be reported immediately in writing to the Associate Dean of Student Affairs of the Zimpleman College of Business. The report must, at a minimum, state the nature of the misconduct and

the penalty assigned. The Associate Dean of Student Affairs will report the incident to the proper university system, which will be accessible only to individuals with proper authority. If the student is not enrolled in the Zimpleman College of Business, the Associate Dean of Student Affairs will report the incident for information purposes to the Associate Dean of the college/school in which the student is enrolled.

Upon receipt of a report, either from a Zimpleman College instructor or concerning a Zimpleman College student taking a course in another college/school, the Dean's Office may concur with the action taken by the instructor or impose or recommend further disciplinary action. Further action may include probation, suspension, or dismissal from the University. If the student is a Zimpleman College student, the Dean's Office may impose further disciplinary action. If the student is not a Zimpleman College student, the Dean's Office may recommend further disciplinary action to the student's college/school. Within 14 calendar days of the receipt of the report from the instructor, the Dean's Office will notify the student in writing regarding his/her concurrence with the penalty imposed by the instructor or the imposition/recommendation of any additional penalty. Any additional disciplinary action imposed by the Dean's Office or recommended by the Dean's Office to another college/school also will be reported to the Provost.

If the student wishes to appeal the instructor's determination of a violation of academic integrity and/or the penalty imposed by the instructor or if the student wishes to appeal any additional penalty imposed by the Dean's Office, the grievance procedure provided in this document will be followed. If after appeal, it is determined that there is insufficient evidence of a violation of academic integrity, the instructor is bound by that finding and may only evaluate the assignment as to its content or other time-honored bases of academic evaluation.

Appeals Procedure

Grade Appeals

Students must initiate a grade appeal within 10 business days following the final grade submission due date published by the Registrar. The appeal is initiated by first seeking a resolution with the instructor.

Students may appeal a final grade for one or more of the following reasons:

1. Procedural or clerical error by the instructor that had a negative impact on the student's grade.
2. The grading being arbitrary, capricious, or outside accepted norms with resultant negative impact on the student's grade. *Possible examples: work is graded differently than stated in the rubric; final grades are calculated with a different method than stated on the syllabus, etc.*
3. The evaluation was of a different standard than that required of other students in the class, resulting in a negative impact on the student's grade. *Possible examples: some students were permitted to submit late work without penalty and others were not; extra credit opportunities were provided to some, but not all students, etc.*

If the student believes that the grade received is based upon discrimination, harassment, or related retaliation, as defined and prohibited by Drake policy, the student should initiate the complaint process set forth in the related policy: Non-Discrimination and Discriminatory Harassment Policy (Non-Sex-Based) (<https://www.drake.edu/policy/category/administration/sexualharassmentpolicy/#den282088>) or Sexual Harassment

Policy (<https://www.drake.edu/policy/category/administration/sexualharassmentpolicy/#den282088>).

Students must provide sufficient evidence to support how their appeal meets one or more of the grounds for appeal, and the inability to provide this evidence may result in dismissal of the appeal. To be clear, students may not appeal the final grade on the grounds that they disagree with the professional judgment of the instructor as to the quality of the students' performance or work or whether they met course standards.

It is expected that most, if not all, appeals will be resolved between the student and their instructor. If an agreement is not reached between the instructor and the student, the appeal may be escalated based on each college, school or unit's appeal process and time frame. If unsure about which college, school or unit offers the course please contact the Office of the Registrar (registrar@drake.edu). If an agreement between the parties involved occurs at any step of the appeals process, the appeal has concluded, and the grade may not be appealed again.

The timeline for a grade appeals process is as follows:

Step One

The student appeals the final course grade with the instructor within 10 business days of the final grade being posted with the Registrar. Details are outlined above for the basis of the appeal and may be dismissed by the Associate Dean of Student Affairs if it does not meet these bases. If the Associate Dean of Student Affairs is the course instructor, the Dean will make this determination.

Step Two

The student must consult with the Department Chair or supervisor of the instructor involved within 14 calendar days after notification of a lack of resolution with the instructor in Step One. If the department chair is the instructor involved in the circumstance, then one of the other department chairs will be designated by the Associate Dean of Student Affairs to complete this step. The Department Chair will investigate the circumstance and seek to resolve the issues arising from the circumstance with the student and the faculty member/administrator. The Chair/supervisor will endeavor to resolve the grievance within 14 calendar days of notification from the student; a lack of response from the student will conclude the appeals process.

Step Three

No later than 14 calendar days after the notification of a lack of resolution from the Department Chair in Step Two, the student must file a formal, written complaint stating specifically in what way the student has been wronged, indicating supporting evidence, and explaining the corrective action desired. Students will file their written complaint with the Associate Dean of Student Affairs. Receipt of the complaint will be acknowledged in writing. The Associate Dean of Student Affairs will then convene an Appeals Panel from the membership of the Academic Integrity and Appeals Committee within 14 calendar days. If the Associate Dean of Student Affairs is the faculty member/administrator involved in the circumstance, the Dean of the Zimbleman College of Business will complete this step.

Step Four

The appeals panel will consist of two faculty members and one student from the Academic Integrity and Appeals Committee. The student member should be of the same status (undergraduate or graduate) as the student bringing the appeal. The Appeals Panel will conduct whatever investigation it deems necessary and determine a date for a hearing. The chair of the Appeals Panel will notify the student of the date of the hearing. The hearing will follow the guidelines outlined. The Panel will

make a written recommendation to the Dean regarding the disposition of the complaint. The Dean will review the recommendations of the Appeals Panel and provide a written conclusion to the student and the instructor. The Dean's decision is considered final.

Academic Integrity Appeals

Students can appeal a penalty imposed by an instructor, or further disciplinary action by the Dean's Office for academic integrity violations. Appeals must have substantial evidence that there was no violation of the academic integrity policy and will consist of the following two steps.

Step One

No later than 14 calendar days after the notification to the student of the academic integrity violation, the student must provide a written complaint to the Associate Dean of Student Affairs stating specifically in what way the student has been wronged, indicating supporting evidence, and explaining the corrective action desired by the student. Receipt of the complaint will be acknowledged in writing. The Associate Dean of Student Affairs will then convene an Appeals Panel from the membership of the Academic Integrity and Appeals Committee within 14 calendar days. If the Associate Dean of Student Affairs is the faculty member involved in the circumstance, the Dean of the Zimbleman College of Business will complete this step.

Step Two

The Appeals Panel will consist of two faculty members and one student from the Academic Integrity and Appeals Committee (see Section 1.26 (https://catalog.drake.edu/graduate/business/policies/_Academic_Integrity_and/)). The student member should be of the same status (undergraduate or graduate) as the student bringing the appeal. The Appeals Panel will conduct whatever investigation it deems necessary and determine a date for a hearing. The chair of the Appeals Panel will notify the student of the date of the hearing. The hearing will follow the guidelines in Appendix B (https://catalog.drake.edu/graduate/business/policies/_Appendix_B_%E2%80%93/) of the faculty handbook. The Panel will make a written recommendation to the Dean regarding the disposition of the complaint. The Dean will review the recommendations of the Appeals Panel and provide a written conclusion to the student and the instructor. If after appeal, it is determined that there is insufficient evidence of a violation of academic integrity, the instructor is bound by that finding and may only evaluate the assignment as to its content or other time-honored bases of academic evaluation.

Notice of Appeals Processes

The appeals processes will be available to the public through the Zimbleman College website. Faculty members are encouraged to reference the web address in their syllabi.