

situations which create undue hardship for the student. Appeals should state actions that have been taken to ensure satisfactory performance in subsequent enrollments. [The Appeal Form and Academic Recovery Plan](#) are available online or at the sš μ v š [• u % μ • } (š š vsmust X ^ š μ v š attach documentation of their circumstance(s) to the appeal when submitted for review. SAP Appeals without supporting documentation will not be considered.

Grade Appeal The student should first present, in writing, the grade appeal to the instructor of the course. This must be done within thirty calendar days after the beginning of the next regular semester. If agreement is reached, the faculty member will either sustain the judgment made or make a change according to the agreement reached within two weeks.

If the student feels the matter is not satisfactorily resolved at the student/faculty level, the student should submit the grade appeal to the dean of the school in which the course is taught. The appeal must be made in writing within two weeks after the faculty member has acted on the grade appeal; otherwise, the grade appeal shall be considered withdrawn. The dean will respond in writing to the student and the faculty member within two weeks after the receipt of the grievance. If the grievance is not further appealed, it will be considered resolved.

If the student or the faculty member is not satisfied, he/she may request the vice president of academic affairs to refer the appeal to the university Faculty Assembly Grade Appeals Committee. This request must be made in

misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wayland Baptist University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20259-2020.

Sexual Misconduct See [t Co v \[le IX\] Information website](#) for information.