

- d. propose and/or approve changes in requirements for the admission of students to the Honors courses;
- e. certify those students who fulfill the requirements for a degree with University Honors;
- f. select the student who receives the Honors Award on Awards Day;
- g. maintain contact with Honors students through advising, registration, and informal meetings;
- h. select Honors Ambassador Abroad from applicant pool;
- i. assist and encourage academic achievement at the University.

#### J. Grade Appeals

1. *Membership*. The committee shall consist of five members elected from the faculty for a three-year period.
2. *Responsibilities*. If a student appeals a final grade in a course and that appeal cannot be resolved at the level of the academic unit, the committee shall determine if (1) the instructor acted in an arbitrary or capricious manner, (2) the instructor's grading policy is in violation of the guidelines established by the University, or (3) the assigned grade is in violation of the grading policy of the instructor as described in his or her syllabus or other written documents. If any of these conditions exist, the committee will follow the procedure described in the *Faculty Handbook*. The committee will hear each case only once.

#### K. Graduate Council

1. *Membership*. The voting membership of the council shall consist of the following:
  - a. one program director from each school or department that offers graduate degrees.
  - b. one tenured faculty member from each school or department that offers graduate degrees elected by the general faculty; (If a school or department does not have a tenured member to serve in this capacity, a tenure-track faculty member may serve.)
  - c. three at-large tenured members from any other schools or departments without a Graduate Program elected by the general faculty.

All voting members of the council should be eligible for membership in the graduate faculty. Elected members shall serve a three-year term. The Director of Graduate Programs, Chair of the Academic Affairs Committee and the Registrar shall serve as *ex officio* members without vote.