

Ram Plan: Assessment Appeals Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

West Chester University recognizes the value of student learning outside the classroom and has created the Ram Plan: Co-curricular Transcript to document students' experiences, knowledge, and skills. The goal of the co-curricular transcript is to provide an official university document to support all students in their experiential learning, employment, graduate school, and scholarship endeavors. The purpose of this policy is to outline the criteria, responsibilities, and processes for assessment appeals.

Policy Statement

Appeals Criteria

Students may appeal their assessment score for the following reasons:

- Student believes the answers provided were sufficient and acceptable for passing the assessment.
- The information needed to pass the learning outcomes assessment questions was not covered in the experience.
- A conflict of interest exists between the student and the faculty/staff member(s) involved in the delivery of the experience or the scoring of their assessment.
- Technology for the assessment was not available during the scheduled time.
- Student was unable to complete the assessment as scheduled due to documented emergency or illness.

Assessment Appeals Responsibilities and Processes

A student who wishes to appeal their assessment score(s) must submit an appeal through the Ram Plan Assessment Appeals Form, located on the

Ram Plan website, within 10 business days of receiving their assessment score. A representative of the department will review the appeal and a decision will be emailed to the student within 10 business days.

After receiving the department's decision, a student who wishes to further appeal their assessment score can request a second review by the Executive Director for Assessment and Planning in the Division of Student Affairs, or their designee. A decision will be emailed to the student within 10 business days. This decision is final.

Definitions

Appeals process: Process for students to dispute a decision that is related to their experience at West Chester University. In this instance, the appeals process is related to their Ram Plan co-curricular experience(s), assessment processes, and associated outcome(s).

Business day: A business day is one day when the University is open. West Chester University offices are generally open for business Monday through Friday from 8:00AM to 4:30PM, excluding University closures (e.g., holidays, inclement weather).

Co-curricular: Educational programs outside of the classroom that are intentionally designed to build students' skills and competencies that complete the educational mission of the university in fostering student success.

Learning outcomes assessment: An instrument that is used to determine the extent of student learning in a program (e.g., survey, test, rubric, observation form, poll).

References

Ram Plan website:

<https://www.wcupa.edu/ramplan>

American Disabilities Act:

<https://www.ada.gov/>

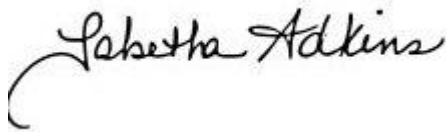
Ram Plan Assessment Appeals Form: <https://cglink.me/2f3/s71867>

Reviewed by: Amanda Thomas, Student Affairs Policy Designee; Ram Plan Leadership Team; Ram Review Committee; and Student Affairs Leadership Team.

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Approved by:



Dr. Tabetha Adkins, Interim Vice President for Student Affairs
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— UNIVERSITY POLICY —

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