RIT | Kosovo

Rochester Institute of Technology in Kosovo

RIT Kosovo (A.U.K)
Gërmia Campus, Dr. Shpëtim Robaj st. nn
10000 Prishtina, Republic of Kosovo

Terms of Reference
Institutional Student Appeal Committee

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1. Committee Name

Institutional Student Appeal Committee - ISAC

2. Reporting Line

The Institutional Student Appeal Committee reports to the Academic Senate.

3. Purpose and Scope

The main function of the Institutional Student Appeal Committee is to review, evaluate, and adjudicate student appeals related to academic decisions, including but not limited to course grades, academic misconduct outcomes (cheating, plagiarism…), academic standing, and dismissal decisions.

The committee ensures:

- The review of formal student appeals submitted in accordance with RIT Kosovo policies.
- The appeals procedure, ensuring procedural fairness and consistency across cases.
- Recommendations for improvements to appeal processes, documentation, and timelines.
- Alignment with RIT Kosovo academic standards, fairness principles, and student rights.

The committee can:

- Issue decisions on individual student appeals within the scope granted by Senate policy.
- Uphold, modify, or overturn decisions previously taken at the course, department, or administrative level.

The committee provides recommendations to Senate regarding:

- Policy revisions related to appeals.
- Clarifications needed in academic procedures.
- Patterns identified through appeal cases that require institutional attention

4. Responsibilities and Duties

- Requesting additional documentation or clarification when necessary.
- Conducting hearings when appropriate.
- Preparing written decisions and communicating outcomes to relevant parties.
- Monitoring appeal trends and identifying recurring issues.
- Submitting an annual report to the Academic Senate summarizing:
    - Number and types of appeals
    - Outcomes
    - Recommendations for policy or procedural improvements

Deliverables include:

- Case-specific written decisions
- Annual summary report
- Policy recommendations as needed.
- Procedural improvement proposals

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5. Authority and Decision-Making

The committee may make final determinations on appeal cases within Senate-approved policy, including upholding, modifying, or overturning prior academic decisions. Any proposed changes to institutional policy must be submitted to the Academic Senate for approval.

6. Membership and Composition

6.1. The Institutional Student Appeal Committee consist of the following members:

- Three full-time faculty representatives,
- One full-time faculty chair,
- One student representative (non-voting).

6.2. The term of service:

- Each Institutional Student Appeal Committee members is involved in the committee for three years, renewable,
- The chair is involved in the committee for a three-year term,
- The student representative is involved in the committee for a one-year term.

6.3. Selection Process:

- Faculty nominated by the Senate
- Chair appointed or elected as per the Senate,
- The student representative nominated by the students government.

7. Meeting Procedures

7.1. The committee shall convene at least once per semester during the academic year, and meetings shall hold as needed based on the volume and urgency of appeals.

7.2. A quorum shall consist of 51% of the members.

7.3. Decision shall be made by majority vote, with consensus encouraged whenever possible.

7.4. The committee communicates outcomes to relevant parties and submits required reports to the Senate.

8. Reporting Requirements

The committee submits an annual report to the Academic Senate summarizing appeal activity, outcomes, trends, and any recommendations for policy or process improvements.

9. Review and Amendment of Terms of Reference

9.1. The Terms of Reference shall be subject to review by the Academic Senate on a two-year cycle or on an as-needed basis.

9.2. Any amendments to the Terms of Reference prior to the schedules review period shall require formal approval by the Academic Senate.

10. Alignment with Institutional Policies

The committee ensures that all procedures and decisions align with RIT Kosovo's mission, academic standards, shared governance principles, and applicable RIT Global policies.