

**MEMO**

August 26th, 2014

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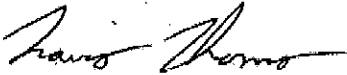
OFFICE OF THE  
SENATE COUNCIL

**TO:** Sharon R. Stewart, Ed.D., Interim Dean and Professor  
**FROM:** Travis Thomas – Chair Academic Affairs  
**RE:** AA approval of CHS Student Appeals Process

Dear Dr. Stewart,

The Academic Affairs (AA) Committee has thoroughly reviewed Dr. Remer's responses to reviewer inquiries and the Committee recommends approval of the CHS Student Appeals Process. Thanks for the opportunity to review this Appeals policy document. Please let me know if I can help clarify anything regarding our recommendation.

Sincerely,



Travis Thomas, PhD, RD, CSSD, *Chair – CHS Academic Affairs Committee (2013-15)*

# College of Health Sciences Student Appeals Process

## Academic Policy: APPEAL PROCEDURES

Objective of the Policy: To define the appeal process for any academic disciplinary action or dispute of a course grade.

Policy Statement: A student who is placed on probation, suspended, or dismissed for academic reasons, or who desires to dispute a course grade, may appeal such matters within the College of Health Sciences as provided in this policy.

Responsible Agent(s): CHS Academic Standing Committee

Methods and Procedures: The procedures to appeal any academic disciplinary action or course grade include the following:

### A. Appeal of Academic Disciplinary Actions

1. Within five (5) business days of receiving written notice of an academic disciplinary action, a student wishing to appeal shall state in writing the grounds for his or her appeal to the program's Program Standards and Progression committee. The Program Standards and Progression committee shall deliberate and issue a written decision on the student's appeal within ten (10) business days from the receipt of the appeal. In connection with its investigation into the appeal, the Program Standards and Progression committee may meet with the student to gather information necessary to render a decision.
2. If the student's appeal to the Program Standards and Progression committee is denied, the student shall have five (5) business days to file a written appeal with the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs shall review the appeal with the College of Health Sciences' Academic Standing Committee and issue a written decision on the student's appeal within thirty (30) days from the receipt of the appeal. In connection with its investigation into the appeal, the Academic Standing Committee may meet with the student to gather information necessary to render a decision.

The Academic Standing Committee consists of the Assistant Dean of Student Affairs and one representative from each of the eight divisions within the college appointed by the Dean of the College of Health Sciences for one and two year terms. Five of the eight division representatives, plus the Assistant Dean of Student Affairs must be present at a meeting to constitute a quorum. The division representative from which the student is appealing will not be a part of the committee meeting, but may provide information to the committee, if deemed necessary. The Assistant Dean of Student Affairs only casts a vote in the event of a tie.

3. If the student's appeal is denied by the Academic Standing Committee, the student may refer to Section 6 of the University Senate Rules regarding Student Academic Affairs.

4. While the academic disciplinary action is on appeal, except in situations where clinical competence is involved, the student will be allowed to continue in clinical and didactic classes. The student will not, however, be allowed to participate in any College of Health Sciences activities after having received written notification of discipline involving interruption in instructional time, suspension or dismissal.

B. Grade Appeals

1. Within five (5) business days of the date final grades are posted, a student wishing to appeal a grade shall state in writing the grounds for his or her appeal to the instructor of record. The instructor shall consider the appeal and issue a written decision on the student's appeal within ten (10) business days from the receipt of the appeal. In connection with his or her decision related to the grade appeal, the instructor may meet with the student to gather information necessary to render a decision.
2. If the student's appeal to the instructor is denied, the student shall have five (5) business days to file a written appeal with the Program Director. The Program Director shall review the appeal and issue a written recommendation on the student's appeal within ten (10) business days from the receipt of the appeal to both the instructor and the student. In connection with his or her decision related to the grade appeal, the Program Director may meet with the student to gather information necessary to render a decision.
3. If the student's appeal is denied by the Program Director, the student shall have five (5) business days to file a written appeal with the Assistant Dean of Student Affairs. The Assistant Dean of Student Affairs shall review the appeal with the College of Health Sciences' Academic Standing Committee and issue a written decision on the student's appeal within thirty (30) days from the receipt of the appeal. In connection with its investigation into the appeal, the Academic Standing Committee may meet with the student to gather information necessary to render a decision.
4. If the student's appeal is denied by the Academic Standing Committee, the student may refer to Section 6 of the University Senate Rules regarding Student Academic Affairs.
5. Students who are appealing a course grade only, may continue attending all College of Health Sciences activities (e.g. club events, class meetings, presentations) without interruption, except in situations where clinical competence is involved.

**Ellis, Janie**

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**From:** Brothers, Sheila C  
**Sent:** Tuesday, October 07, 2014 11:42 AM  
**To:** Ellis, Janie  
**Subject:** FW: CHS Student Appeals Process Proposal 2014  
**Attachments:** College of Health Sciences Appeals Process Proposal 2014.pdf

**Importance:** High

Hi, Janie. Can you please process this? It's from dept, and should be titled, "Health Sciences Grade Appeals."

Sheila

Staff Representative to the Board of Trustees  
Office of the Senate Council  
Phone: (859) 257-5872

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**From:** Stewart, Sharon R  
**Sent:** Thursday, October 02, 2014 12:43 PM  
**To:** Brothers, Sheila C  
**Subject:** CHS Student Appeals Process Proposal 2014  
**Importance:** High

Dear Sheila,

I believe that this request goes directly to the Senate.

Would you let me know if you receive this and also tell me if I should send it elsewhere?

Thanks.  
Sharon

**Sharon R. Stewart, Ed.D.**  
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College of Health Sciences  
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