

15.618 SPH-Grade Appeal Policy and Procedures

A grade may be appealed if the student believes the grade was awarded inequitably.

Application:

All School of Public Health students.

Procedures and Responsibilities:

1. Any student who believes that a grade on an assignment has been awarded inequitably should first contact the instructor who awarded the grade in writing within 5 business days of receipt of the grade to discuss and attempt to resolve the issue. The student who is unable to resolve the differences with the instructor has 5 business days to file a written appeal to the appropriate chair. The chair's decision is final.

Responsible Party: Student, Instructor, Chair

2. Any student who believes that a course grade has been awarded inequitably should first contact the instructor who awarded the grade in writing within 5 business days of receipt of the grade to discuss and attempt to resolve the issue. The student who is unable to resolve the differences with the instructor has 5 business days to file a written appeal to the appropriate chair. If the differences remain unresolved, the student has 5 days to file a written appeal to the Associate Dean of Academic Affairs. The decision by the Associate Dean is final.

Responsible Party: Student, Instructor, Chair, Associate Dean

3. If the instructor is the Chair or the Associate Dean, the appeal should be submitted to the Dean, who will act as a substitute. The Dean's decision is final.

Responsible Party: Student, Dean

4. If a student is placed on probation or dismissed due to unsatisfactory academic progress, the student may appeal to the Dean of the School of Public Health in writing within 5 business days of receipt of the probation or dismissal status. The Dean of the School of Public Health will review the documented information and will render a decision in writing within 5 business days. All decisions made by the Dean are final.

Responsible Party: Student, Dean

5. All written appeals must be filed with the Office of Admission and Academic Services.

Responsible Party: Instructor, Chair, Associate Dean, or Dean