



**OHIO**  
UNIVERSITY

College of Health Sciences and Professions

**Grade and Disciplinary Appeals:  
College Policy and Procedure**

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## PREAMBLE

Because the primary mission of the College is to prepare students for careers as *health and social services professionals*, we in the academy have a heightened duty to instill both academic knowledge and professional standards of conduct<sup>1</sup> in our students.

Therefore, the academic programs are responsible for establishing and disseminating academic performance and professional conduct standards to all students, for reinforcing these standards through grading and advising, and for explaining the range of potential consequences for failing to meet performance standards associated with academic learning and conduct standards that reflect the norms of the health professions. In turn, students have a responsibility to adhere to these standards, and to take responsibility for academic performance or professional conduct that falls below expectations. By maintaining the highest achievable standards, the College will honor its responsibility—to past, present, and future students—to maintain its integrity and reputation.

The College recognizes that receiving a low grade for academic performance, or receiving a penalty for lapses in professionalism such as a grade penalty, formal reprimand, mandatory progressive improvement plan, suspension from a program, or dismissal from a program can have significant and lasting effects on students. Therefore, the College is committed to providing appeals processes that are transparent, procedurally fair, and equitable. With these goals in mind, this College policy regarding *Grade and Disciplinary Appeals* reinforces several essential elements: providing *notice* of all policies and procedures to all students; giving aggrieved students the *opportunity to be heard* (i.e., to give their “side of the story”), and giving students the opportunity to *appeal* adverse decisions to an impartial panel.

A policy about appeals related to academic and professional standards developed by an academic program or unit derives its authority from the College, which articulates a minimum threshold of expectations; a program may impose more rigorous expectations as long as all the other essential elements are present as outlined below. Therefore, program/unit policies pertaining to *Grade and Disciplinary Appeals* (a) must be consistent with this College policy, and (b) must receive initial approval (and periodic re-approval) by the Dean in order to be operative. If an academic unit does not have a freestanding policy, this College policy will serve as the guiding document.

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<sup>1</sup> E.g., Professional programs may be subject to professional codes of ethics, licensure standards, and accreditation standards, as well as standards and laws or regulations pertaining to patient safety, hygiene, privacy, etc.

## POLICY AND PROCEDURE

This College policy is applicable to undergraduate and graduate students enrolled in a course or a major program in the College and governs appeals of an assigned grade for academic performance, or any disciplinary action (e.g., grade penalty or other disciplinary measure) related to alleged professional or academic misconduct that the student thinks is unwarranted or unfair.<sup>2</sup>

This College policy stipulates that all concerns pertaining to *academic achievement or standards of conduct*, both academic and professional, as articulated and promulgated to students by academic units in the College are appealable first to the Department/School and then to the College Dean in light of the *definitions, guiding principles, and procedures* outlined in this document.

**If so advised by the Ohio University Office of Legal Counsel, the Dean reserves the right to suspend this policy without prior notice to faculty or students.**

### Definitions

**Academic performance:** As reflected in grades assigned, all performance related to fulfillment of academic requirements, learning outcome objectives, and key grade factors articulated in course syllabi and program handbooks. Academic grades and progress toward fulfillment of programs of study pertain to course-specific learning objectives, summative examinations, capstone projects, and theses and dissertations.

**Academic misconduct:** As defined by the Student Code of Conduct (see resource list, ADDENDUM): “Dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to cheating, plagiarism, un-permitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one’s work, or submitting the same assignment in different courses without consent of the instructor. Note: An instructor may impose a grade penalty for academic misconduct and/or file a disciplinary referral.”

### Disciplinary Actions for Professional or Academic Misconduct

- Disciplinary action may include a grade penalty and/or a formal reprimand, a program of progressive improvement, suspension, and, in the most serious cases, dismissal from an academic program.

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<sup>2</sup> If the concern involves a student enrolled as a major in a college other than the College of Health Sciences and Professions, the Deans of **both colleges** should resolve jurisdictional issues and advise the affected student or the affected faculty and programs immediately. If the student is an undergraduate student, the Dean of University College should be consulted. If the student is a graduate student, the Dean of Graduate College should be consulted.

## Dismissal From a Program

- The most common reason students leave a program is due to low academic performance, often after a period of probation (see Part I). Dismissal from a program may also occur in response to academic misconduct or professional misconduct (see Part II).
- When suspension or dismissal from the program is recommended by a program, a program *may* forbid a student from attending program courses or engaging in other program-sponsored learning opportunities and events; however (a) removal from program course(s) is an option to be used only in the most serious of cases, and (b) “the student is entitled to appeals procedures and will not be suspended or dismissed *from the University* while the appeals are in process.”<sup>3</sup>
- This College policy does not govern disciplinary actions related to strictly *nonacademic misconduct* articulated in the University’s Student Code of Conduct (i.e., those not directly related to academic or professional conduct), which are referred to the office of Community Standards and Student Responsibility.

**Instructor of record:** This is the faculty member who takes primary responsibility for creating the course syllabus (e.g., creating learning objectives, assignments, rubrics) and for overseeing the quality and consistency of the instructional work and grading by graduate teaching assistants, faculty facilitators and others. In cases when a teaching assistant, facilitator, or other individual is assigned to teach a section under the oversight of a lead faculty member assigned to a course, the lead faculty member will serve as the instructor of record for the sake of an appeal.

**Nonacademic misconduct:** Applies to all conduct *not directly related to academic objectives or standards of professional conduct*. This College Appeals Policy does not cover these situations but refers all such issues to the office of Community Standards and Student Responsibility.

**Professional misconduct:** Misconduct pertaining to adherence to program standards, relevant codes of ethics<sup>4</sup> accreditation standards, licensure requirements and laws/regulations of a general nature pertaining to the academic environment as well as health care delivery and health research<sup>5</sup> regardless of the nature of the activity—clinical practica,

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<sup>3</sup> Source: Faculty Handbook, 2016, VIII. F, p. 107.

<sup>4</sup> E.g., maintaining a standard of care; making referrals to other health professionals.

<sup>5</sup> E.g., safety, privacy, nondiscrimination.

internships, externships, hourly hires, graduate appointments (GA, TA, RA), activities related to scholarships and fellowships, and volunteer work in affiliation with Ohio University

*Note.* Professional conduct standards may include “zero tolerance” behavior triggering a “one-strike” penalty—namely, particularly serious misconduct identified in writing by a program to be incompatible with the norms of the discipline, profession, or academic program and warranting immediate dismissal from a program.

### Guiding Principles

#### Grade Appeals for Academic Performance (PART I, page 8).

When an assigned grade is for academic performance, the student is accorded a right of appeal (but not due process as defined on page 6).

#### Due Process for Disciplinary Penalties (PART II, page 16).

Due process is owed to any student who disputes a disciplinary measure/penalty associated with alleged professional or academic misconduct. See Section II on page 16.

Due process for disciplinary measures includes:

- *Notice* of policy and potential penalties for different types of infractions shall be in writing and distributed to all students.<sup>6</sup>
- *Opportunity to be heard* means that students are given the chance to respond to allegations in writing; and, an opportunity to speak to the appeals panels at both the department/school and college levels.
- *Right to appeal* should include a process involving a panel of impartial individuals and reasonable time limits.

#### Burden of Proof

- *Academic grade appeal:* The student has the burden of proving that a higher grade was deserved.
- *Academic misconduct:* The person/program alleging the academic misconduct has the burden of proving that the misconduct occurred and is deserving of the proposed penalty.

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<sup>6</sup> For example, the following information should be included in each course syllabus distributed on or before the first class meeting: A statement of the instructor’s policy of academic dishonesty and other types of academic misconduct with cross reference to program handbooks and orientation materials readily accessible to the student. Source: “Instructor’s Statement in Syllabus,” Faculty Handbook, September, 2016, IV. A.3.e. i.-iv, p. 62-63.

- *Professional misconduct.* The person/program alleging the professional misconduct has the burden of proving that the misconduct occurred and is deserving of the proposed penalty.

*Note.* Individuals with the burden of proof must prove their position by a “preponderance of the evidence,” meaning that their evidence *outweighs* the evidence on the opposing side.

### Essential Policy Elements

Policies pertaining to academic and professional standards promulgated by academic programs should identify:

- *grading standards;*
- *performance/conduct expectations;*
- *types and seriousness of infractions;*
- *potential penalties or disciplinary actions associated with each type of infraction;* and,
- *the criteria* used to determine the *seriousness* of the infraction to assure that similar types of infractions are treated consistently.

### Resources for Students

Student considering an appeal of an academic grade or any disciplinary measure/penalty should be advised that they may seek guidance from:

- University Ombudsman, see: [ombuds@ohio.edu](mailto:ombuds@ohio.edu).
- For undergraduate students, the Associate Dean of Academic Affairs, College of Health Sciences and Professions.
- For graduate students, the Associate Dean for Research and Graduate Studies, College of Health Sciences and Professions.

### Resources for Faculty

- Instructors/programs with questions about appropriate jurisdiction for disciplinary measures and appeals should consult with the Ombudsman, the office of Community Standards and Student Responsibility, and/or University Counsel before proceeding. Within the College, undergraduate students are welcome to consult with the Associate Dean for Academic Affairs; graduate students are welcome to consult with the Associate Dean for Research and Graduate Studies.

### Office of Community Standards and Student Responsibility

Cases relating to alleged offenses as defined in the Student Code of Conduct are referred to, and adjudicated by, the Office of Community Standards and Student Responsibility (see ADDENDUM).

The exception is academic misconduct, which may be adjudicated within the department/school and college *or* on referral to the Office of Community Standards and Student Responsibility by the instructor of the course in which the allegation of academic misconduct arises.

If the instructor/program decides to refer academic misconduct cases to the office of Community Standards and Student Responsibility for adjudication, *the decision of the office of CSSR will be final, and cannot be appealed*. If, in contrast, the alleged academic misconduct is adjudicated and appealed within the College, then *the decision of the College is final and cannot be appealed*.



# **Part I.**

# **Appeal of a Grade for Academic Performance**

## Part I. Appeal of a Grade for Academic Performance

### Scope of Academic Grade Appeal Policy

PART I of the College of Health Sciences and Professions appeal policy governs appeals related to the following situation:

Contested grade related strictly to academic performance as explained in each course syllabus or program handbook (e.g., learning objectives, course assignments, key grade factors, and grading matrices associated with specific assignments; interval or summative assessments; progress regarding theses or dissertations) or other program learning objectives articulated in program handbooks or official memoranda promulgated by programs within the College's academic units.<sup>7</sup>

In turn, when substandard academic achievement yields a low cumulative grade point average (GPA) and leads to probation and eventual dismissal from a program (according to policy in the Graduate Catalog), the student may use this academic appeals policy to appeal the program faculty's determination of academic probation or dismissal status.

### Role of the Faculty Appeals Panel

The role of the committee is to decide the appeal and communicate that decision to the chair/director. The chair/director will inform the student in writing about the decision of the appeal. If the committee has a recommendation to the program that relates to the circumstances of the grade appeal, they are encouraged to communicate their opinion (recommendation) separately to the chair/director of the department/school (and/or to the Dean).

### Timeline for Grade Appeal

1. The governing calendar is the official university calendar promulgated by the Registrar.
2. "Work/school days" are those that occur during the fall, spring and summer semesters from the "opening date" to the "closing date" as reflected in the official university calendar, but do not include weekends, university closings, university holidays, or university breaks (e.g., spring break).
3. Meetings pertaining to appeals normally occur within the timeframes specified by official semester opening and closing dates.
4. If the faculty member is not obligated to be present at the university (e.g., if they are not on contract during the summer; if they are on approved leave; if they are on sabbatical;

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<sup>7</sup> If a low grade is assigned as a *penalty* for professional or academic or professional misconduct, the appeal process should be governed by PART II of this policy.

or, if they are absent from the university on official university business), the clock reflected in the table below may be stopped temporarily until the faculty member is back on duty.

### **Procedural Steps for Grade Appeal (see Tables I-1 and I-2 and Appendices I-A and I-B)**

1. The student should make a concerted effort to resolve the matter with the instructor.
2. If the student and instructor do not resolve the matter, the student may appeal through the chairperson or director of the department or school.
3. The student must register his/her appeal in writing in a timely way. In the case of grade appeals, the appeal/grievance must be filed within 20 school/work days after the student receives notice of the disputed grade. NOTE. The student's written appeal and supplemental material will be shared with the instructor of record (and, later, the committee).
4. In turn, within ten (10) work/school days of receiving notice from the department chair/director that an appeal has been filed, the instructor or program must submit a rebuttal to the Chair/Director, using the form provided in Appendix I-B. NOTE. The instructor's written rebuttal and supplemental material will be shared with the student who initiated the appeal (and, later, the committee).
5. The chair/director will convene a panel of impartial faculty members from within the department/school (see Table I-1).
6. The chair of the panel will submit a written decision to the chair/director, who will review it and, in turn, convey the panel's decision to the student (see Table I-1).
7. If the panel has recommendations pertaining to department or program practices that arose during its deliberations, the panel is encouraged to communicate its recommendations to the chair/director separately.
8. The final level of appeal is to the Dean who, after making a determination that the student has sufficient grounds for an appeal, will appoint a faculty committee of five members, including the chairperson of the department or director of the school, barring any conflict (see Table I-2).

*Note.* If the student pursues an appeal from the department/school to the College Dean, s/he may request that all materials from the department/school be forwarded to the Dean, or *may* submit a new/revised appeal (using the form in Appendix I-A) on the basis of the department/school's written decision.

9. Both the instructor and the student must be given the opportunity to appear before the panel to state their case and answer questions.
10. If the appeals committee interviews the parties, each party may invite one (1) person to accompany him or her; this person will *not* be allowed to speak directly to the panel, but may advise the party privately.
11. Any panel convened to hear student appeals should involve more than one discipline/profession to avoid a result that is, or is perceived to be, arbitrary or capricious.

### **Scope of Dean's Review Authority**

#### Grade for academic achievement versus grade assigned as a penalty

- a. In cases where a grade has been assigned for *allegedly poor academic achievement*, the appeals committee may decide that a grade should be changed. If the instructor does not accept the recommendation, the committee can authorize the registrar to change the grade. The faculty grade appeals committee decision is final and cannot be appealed.
- b. In cases where a grade has been assigned as a *disciplinary measure* due to alleged professional or academic misconduct (see Part II), the appeals committee may decide that a grade should be changed. If the instructor does not accept the recommendation, the committee can authorize the registrar to change the grade. The faculty grade appeals committee is final and cannot be appealed.

Thus, the Dean has no authority to override the final decision of the Dean's appeals committee *regarding an assigned grade*—regardless of whether it is assigned for poor academic performance or as a penalty for professional or academic misconduct.

**Table I-1. First-Level Appeal of an Assigned Grade in the Department/School**

<b>Timeline*</b>	<b>Action</b>		
	<p style="text-align: center;">Students meets with faculty member</p> <p style="text-align: center;"> </p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;"> <p>Matter is resolved</p> <p style="text-align: center;"> </p> <p>No appeal filed</p> </td> <td style="width: 50%; text-align: center; border: none;"> <p>Matter is not resolved</p> <p style="text-align: center;"> </p> </td> </tr> </table> <p style="text-align: center;">The student files written appeal (must use form, Appendix I-A) with Chair/Director <b>within 20 school/work days</b> of receiving notice of the disputed grade.</p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p>Day 1                      The appeals clock starts on the day that the Chair/Director receives the written appeal.</p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p>By day 10                The instructor or program must submit a rebuttal to the Chair/Director within <b>ten (10) work/school days</b>, using the form provided in Appendix I-B.</p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p>By day 10                The Chair/Director forms committee of five (5) faculty members.</p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p>By day 25                The committee meets, reviews written documents, interviews both parties, interviews witnesses if appropriate, deliberates on the merits of the case, and votes.</p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p>By day 30                The committee communicates its final decision to the Chair/Director.</p> <p style="text-align: center;"> </p> <p style="text-align: center;"> </p> <p>By day 35                The Chair/Director conveys the committee’s decision in writing to the student and the program.</p> <p style="text-align: center;">&amp;</p> <p style="text-align: center;">The Chair/Director notifies the student of right to appeal to the College Dean.</p>	<p>Matter is resolved</p> <p style="text-align: center;"> </p> <p>No appeal filed</p>	<p>Matter is not resolved</p> <p style="text-align: center;"> </p>
<p>Matter is resolved</p> <p style="text-align: center;"> </p> <p>No appeal filed</p>	<p>Matter is not resolved</p> <p style="text-align: center;"> </p>		

\*These are suggested interval deadlines; may be significantly shorter or the process may take longer if the appeal spans university holidays or breaks; see guidelines in *Timeline* above.

**Table I-2. Second-Level Appeal of an Assigned Grade to the College Dean**

<b>Timeline*</b>	<b>Action</b>
	After the student receives department/school decision, s/he files written appeal with the Dean of the College (may but is not required to update the form and appended materials, Appendix I-A).
	The student must file the dean's appeal <b>within ten (10) work/school days</b> of receiving the written notice from the chair/director.
Day 1	The Dean's appeal clock starts the day the Dean's office receives the student's written appeal and forwards it to the affected instructor or program.
By day 10	The instructor or program must submit a rebuttal to the Dean within <b>ten (10) work/school days</b> , using the form provided in Appendix I-B.
By day 10	The Dean appoints a faculty committee of at least five (5) faculty members not including a faculty member from the student's home program.
By day 25	The committee meets, reviews written documents, interviews both parties, interviews witnesses if appropriate, deliberates on the merits of the case, and votes.
By day 30	The committee communicates its final decision in writing to the Dean.
By day 35	The Dean conveys final decision in writing to the student and the program.

\*These are suggested interval deadlines; may be significantly shorter or the process may take longer if the appeal spans university holidays or breaks; see guidelines in *Timeline* above.

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**APPENDIX I-A:  
FORM FOR STUDENT  
TO APPEAL A GRADE ASSIGNED FOR ACADEMIC PERFORMANCE**

**Purpose:** Form to be used to appeal a grade for academic performance.

**Instruction:**

- **Extract** this form and save it on your computer. Type information into this form and submit to the chairperson or director of the department or school that assigned the contested grade and/or misconduct penalty.
- **Attach** or email supplemental material if it will help express the concern or clarify points made on this form.
- **Print and sign** this form, or email it from your ohio.edu student account to verify your identity and date of filing.

**Name of faculty member(s) involved:**

**Background of problem** (provide facts supporting your appeal; attach supportive material {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}):

**Proposed resolution** {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}:

Student name {PRINT/TYPE}:

Student signature:

Date:

**Contact details**

- Student name:
- PID #:
- Email address; use ohio.edu email address only:
- Mailing address:
- Phone:

***Form and supplemental material must be signed and dated—OR—sent from student's ohio.edu email account, which will automatically include a name and date.***

For office use only

Date received in the School/Department: \_\_\_\_\_

Date received by the Dean's Office: \_\_\_\_\_

**APPENDIX I-B:  
FORM FOR FACULTY MEMBER  
TO EXPLAIN REASONS FOR ASSIGNING A GRADE FOR ACADEMIC PERFORMANCE**

**Purpose:** Form to be used by the instructor/program to rebut an academic grade appeal filed by a student.

**Instruction:**

- **Extract** this form and save it on your computer. Type information into this form and submit to the School or Department that assigned the contested academic grade.
- **Attach** or email supplemental material if it will help state your position or clarify points made on this form.
- **Print and sign** this form, or email it from your ohio.edu account to verify your identity and date of filing.

**Name of student(s) involved:**

**Background of problem** (provide facts defending your decision to impose disciplinary measures; attach supporting material relevant to the case) {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}:

**Proposed resolution** {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}:

Faculty name {PRINT/TYPE}:

Faculty signature:

Date:

**Contact details**

- Email address; use ohio.edu email address only:
- Mailing address:
- Phone:

***Form and supplemental material must be signed and dated—OR—sent from student's ohio.edu email account, which will automatically include a name and date.***

For office use only	
Date received in the Department/School:	_____
Date received by the Dean's Office	: _____



# **Part II. Appeal of a Disciplinary Penalty**

## Part II. Appeal of a Disciplinary Penalty

### Scope of Disciplinary Appeal Policy

Part II of the College of Health Sciences and Professions appeal policy pertains to alleged misconduct associated with academic or professional standards as defined by the academic program and its associated department/school and disseminated uniformly to all students enrolled in the program through program handbooks or other official memoranda.

The types of penalties that may be appealed under this part include:

- Grade penalty for professional or academic misconduct<sup>8</sup> articulated by academic programs.
- Other disciplinary measures include but are not limited to:
  - formal letter of reprimand,
  - program of progressive improvement,
  - suspension from a program, or
  - dismissal from a program.

### Role of the Faculty Appeals Panel

The role of the committee is to decide the appeal and communicate that decision to the chair/director. The chair/director will inform the student in writing about the decision of the appeal. If the committee has a recommendation to the program that relates to the circumstances of the grade appeal, they are encouraged to communicate their opinion (recommendation) separately to the chair/director of the department/school (and/or to the Dean).

### Timeline for Disciplinary Appeal

1. The governing calendar is the official university calendar promulgated by the Registrar.
2. “Work/school days” are those that occur during the fall, spring and summer semesters from the “opening date” to the “closing date” as reflected in the official university calendar, but do not include weekends, university closings, university holidays, or university breaks (e.g., spring break).
3. Meetings pertaining to appeals normally occur within the timeframes specified by official semester opening and closing dates.

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<sup>8</sup> Because academic misconduct is in the Student Code of Conduct (see ADDENDUM), a program may choose to assign a grade penalty or refer to the Office of Community Standards and Student Responsibility for disciplinary action (see resource list, ADDENDUM).

4. If the faculty member is not obligated to be present at the university (e.g., if they are not on contract during the summer; if they are on approved leave; if they are on sabbatical; or, if they are absent from the university on official university business), the clock reflected in the table below may be stopped temporarily until the faculty member is back on duty.

**Procedural Steps for Disciplinary Appeal (see Tables II-1 and II-2 and Appendices II-A and II-B)**

1. The student should make a concerted effort to resolve the matter with the instructor.
2. If the student and instructor do not resolve the matter, the student may appeal through the chairperson or director of the department or school.
3. The student must register his/her appeal in writing in a timely way. In the case of appeals pertaining to disciplinary actions (examples include but are not limited to a grade penalty and/or a formal reprimand, a program of progressive improvement, suspension, and, in the most serious cases, dismissal from an academic program), the appeal/grievance must be filed within 20 school/work days after the student receives notice of the disciplinary action. NOTE. The student's written appeal and supplemental material will be shared with the instructor of record (and, later, the committee).
4. In turn, within ten (10) work/school days of receiving notice from the department chair/director that an appeal has been filed, the instructor or program must submit a rebuttal to the Associate Dean, using the form provided in Appendix II-B. NOTE. The instructor's written rebuttal and supplemental material will be shared with the student who initiated the appeal (and, later, the committee).
5. The chair/director will convene a panel of five (5) impartial faculty members from within the department/school.
6. The chair of the panel will submit a written decision to the chair/director, who will send the written decision to the student and the program.
7. If the panel has recommendations pertaining to department or program practices that arose during its deliberations, the panel is encouraged to communicate its recommendations to the chair/director separately.
8. The final level of appeal is to the Dean who, after making a determination that the student has sufficient grounds for an appeal,<sup>9</sup> appoints a faculty committee of five

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<sup>9</sup> Conversely, according to university policy, the Dean may make a determination that the student has insufficient grounds for an appeal, at which point the Dean will notify the student that there can be no further appeal by the student. See Faculty Handbook, *Grade Appeals*, 2013, IV. C. 3. p. 65.

members, including the chairperson of the department or director of the school (barring any conflict).

*Note.* If the student pursues an appeal from the department/school to the college dean, s/he may request that all materials from the department/school be forwarded to the Dean, or *may* submit a new/revised appeal (using the form in APPENDIX II-A) on the basis of the LEVEL I (department/school) written decision.

9. Both the instructor and the student must be given the opportunity to appear before the panel to state their case and answer questions.
10. If the appeals committee interviews the parties, each party may invite one (1) person to accompany him or her; this person will not be allowed to speak directly to the panel, but may advise the party privately.
11. Any panel convened to hear student appeals should involve more than one discipline/profession to avoid a result that is, or is perceived to be, arbitrary or capricious.

### **Scope of Dean's Review Authority for Disciplinary Measures**

In cases where a disciplinary measure has been imposed due to alleged professional or academic misconduct (including but not limited to formal reprimand, program of progressive improvement, suspension, or dismissal from an academic program), the judgment of the committee is *advisory to the Dean*.

Due to the seriousness of disciplinary proceedings and the risk of a misjudgment, the Dean will review all pertinent documents (e.g., course syllabi, program handbooks, documents submitted by the parties, and summary notes of the committee) to assure that due process has been followed and that the result is fundamentally fair to all parties. The Dean may reverse or modify the Dean's Appeal Committee. The decision of the Dean is final and cannot be appealed for non-grade penalties/disciplinary measures.

**Table II-1. First-Level Appeal of a Disciplinary Penalty to the Department or School**

<b>Timeline*</b>	<b>Action</b>								
	<p style="text-align: center;">Students meets with faculty member</p> <p style="text-align: center;"> </p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">Matter is resolved</td> <td style="width: 50%; text-align: center; border: none;">Matter is not resolved</td> </tr> <tr> <td style="text-align: center; border: none;"> </td> <td style="text-align: center; border: none;"> </td> </tr> <tr> <td style="text-align: center; border: none;">No appeal filed</td> <td style="text-align: center; border: none;"> </td> </tr> <tr> <td style="text-align: center; border: none;"></td> <td style="text-align: center; border: none;"> </td> </tr> </table> <p style="text-align: center;">The student files written appeal (must use form, Appendix II-A) with Chair/Director <b>within 20 school/work days</b> of receiving notice of the disputed disciplinary action.</p> <p style="text-align: center;"> </p> <p style="text-align: center;">Day 1      The appeals clock starts on the day that the Chair/Director receives the written appeal.</p> <p style="text-align: center;"> </p> <p style="text-align: center;">By day 10      The instructor or program must submit a rebuttal to the Chair within <b>ten (10) work/school days</b>, using the form provided in Appendix II-B</p> <p style="text-align: center;"> </p> <p style="text-align: center;">By day 10      The Chair/Director appoints a faculty committee of at least five (5) faculty members.</p> <p style="text-align: center;"> </p> <p style="text-align: center;">By day 25      The committee meets to review written documents, interviews both parties, interview witnesses as appropriate, deliberates on the merits of the case, and votes.</p> <p style="text-align: center;"> </p> <p style="text-align: center;">By day 30      The committee offers recommendation to the Chair/Director.</p> <p style="text-align: center;"> </p> <p style="text-align: center;">By day 35      The Chair/Director communicates its decision in writing to the student and the program.</p> <p style="text-align: center;">&amp;</p> <p style="text-align: center;">The Chair/Director notifies student of right to appeal to the College Dean.</p>	Matter is resolved	Matter is not resolved			No appeal filed			
Matter is resolved	Matter is not resolved								
No appeal filed									

\*These are suggested interval deadlines; may be significantly shorter or the process may take longer if the appeal spans university holidays or breaks; see guidelines in *Timeline* above.

**Table II-2. Second-Level Appeal of Disciplinary Penalty to the College Dean**

<b>Timeline*</b>	<b>Action</b>
	After the student receives department/school decision, s/he files written appeal with Dean of the College (may but is not required to update the form and appended materials, Appendix II-A).
	The student must file the Dean's appeal <b>within ten (10) work/school days</b> of receiving the written notice from the Chair/Director.
Day 1	The Dean's appeal clock starts the day the Dean's office receives the student's written appeal and forwards it to the affected instructor or program.
By day 10	The instructor or program must submit a rebuttal to the Dean within <b>ten (10) work/school days</b> , using the form provided in Appendix II-B.
By day 10	The Dean appoints a faculty committee of at least five (5) faculty members not including a faculty member from the student's home program.
By day 25	The committee meets, reviews written documents, interviews both parties and witnesses as appropriate, and deliberates on the merits of the case.
By day 30	The committee communicates its advisory opinion in writing to the Dean.
By day 35	The Dean will sustain the Committee's grade decision but may affirm, reverse or modify the disciplinary decision, then conveys final decision in writing to the student and the program.

\*These are suggested interval deadlines; may be significantly shorter or the process may take longer if the appeal spans university holidays or breaks; see guidelines in *Timeline* above.

**APPENDIX II-A:  
FORM FOR STUDENT  
TO APPEAL A DISCIPLINARY PENALTY**

**Purpose:** Form to be used to appeal a disciplinary penalty (e.g., grade penalty, dismissal from a course; dismissal from a program).

**Instruction:**

- **Extract** this form and save it on your computer. Type information into this form and submit to the School or Department that assigned the disciplinary penalty.
- **Attach** or email supplemental material if it will help express the concern or clarify points made on this form.
- **Print and sign** this form, or email it from your ohio.edu student account to verify your identity and date of filing.

**Name of faculty member(s) involved:**

**Background of problem** (provide facts supporting your appeal; attach supportive material {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}):

**Proposed resolution** {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}:

Student name {PRINT/TYPE}:

Student signature:

Date:

**Contact details**

- Student name:
- PID #:
- Email address; use ohio.edu email address only:
- Mailing address:
- Phone:

***Form and supplemental material must be signed and dated—OR—sent from student's ohio.edu email account, which will automatically include a name and date.***

For office use only

Date received in the School/Department: \_\_\_\_\_

Date received by the Dean's Office: \_\_\_\_\_

**APPENDIX II-B:  
FORM FOR FACULTY MEMBER  
TO EXPLAIN REASONS FOR A DISCIPLINARY PENALTY**

**Purpose:** Form to be used by the instructor/program to rebut a disciplinary appeal filed by a student for a disciplinary penalty (e.g., grade penalty, dismissal from a course; dismissal from a program).

**Instruction:**

- **Extract** this form and save it on your computer. Type information into this form and submit to the School or Department that assigned the contested disciplinary measure.
- **Attach** or email supplemental material if it will help state your position or clarify points made on this form.
- **Print and sign** this form, or email it from your ohio.edu account to verify your identity and date of filing.

**Name of student(s) involved:**

**Background of problem** (provide facts defending your decision to impose disciplinary measures; attach supporting material relevant to the case) {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}:

**Proposed resolution** {TYPE HERE, USE AS MUCH SPACE AS NECESSARY}:

Faculty name {PRINT/TYPE}:

Faculty signature:

Date:

**Contact details**

- Email address; use ohio.edu email address only:
- Mailing address:
- Phone:

***Form and supplemental material must be signed and dated—OR—sent from student's ohio.edu email account, which will automatically include a name and date.***

For office use only

Date received in the Department/School: \_\_\_\_\_

Date received by the Dean's Office : \_\_\_\_\_



**ADDENDUM:  
UNIVERSITY POLICIES AND RESOURCES**

**Grade Appeal**

- **Faculty Handbook, 2016-2017 (Section IV.C.3 p. 66). Accessed October 7, 2016.**  
<http://www.ohio.edu/facultysenate/handbook/current-handbook.cfm>
- **Grade Appeal, Graduate Catalog 2015-2017. Accessed October 7, 2016.**  
<http://www.catalogs.ohio.edu/content.php?catoid=32&navoid=1756#appeal>
- **Grade Appeal, Undergraduate Catalog 2016-2017. Accessed October 7, 2016.**  
[http://www.catalogs.ohio.edu/content.php?catoid=42&navoid=2715#grad\\_info](http://www.catalogs.ohio.edu/content.php?catoid=42&navoid=2715#grad_info)

**Academic Misconduct**

<http://www.ohio.edu/communitystandards/academic/index.cfm>

**Office of Community Standards and Student Responsibility**

Homepage. Accessed October 7, 2016. See Code of Conduct (effective August 19, 2015): <https://www.ohio.edu/communitystandards/upload/Ohio-University-Student-Code-of-Conduct-effective-081915.pdf>

**Office of the Ombudsman**

<https://www.ohio.edu/ombuds/index.cfm>  
Mac Stricklen, University Ombudsperson  
501 Baker University Center (fifth floor in Baker Center)  
P: 740-593-2627  
email: [ombuds@ohio.edu](mailto:ombuds@ohio.edu)

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\*End\*