

Grade and Disciplinary Appeals

FAQs FOR STUDENTS

GENERAL INFORMATION

Who, outside the college, can counsel me?

- The University Ombudsperson is an impartial and confidential advisor. Website: <https://www.ohio.edu/ombuds/> Email: ombuds@ohio.edu

What are the steps?

1 START the process:

- Always start by talking with the instructor of record—the instructor of the course or the academic supervisor where the problem arose—to see if you can resolve the concern.

2 If dissatisfied with the instructor's response:

- After speaking with the instructor, go to the **department or school** responsible for the course or academic experience—normally, this is the school or department where your academic program is located.

3 If dissatisfied with the department/school's response:

- If you are dissatisfied with a decision made by your department or school—you may appeal a second time to the **College Dean's office**.

COLLEGE APPEALS POLICY

What should I do if I want to appeal an **assigned grade** or a **disciplinary action** taken against me?

- Go to: CURRENT STUDENTS: *Grade and Disciplinary Appeals: College Policy and Procedure* <http://www.ohio.edu/chsp/currentstudents/index.cfm>

Section I: Appealing an Assigned Grade

What are the DEADLINES and STEPS if I am appealing an academic grade?

- See **Table I-1** for an appeal to the school or department regarding an assigned grade.
- See **Table I-2** for an appeal to the Dean regarding an assigned grade.

What FORM must I use to submit my academic grade appeal?

- **Use** form I-A (grade).
- **Attach** supplementary material.
- **Submit by email** (both the form and additional material) to your school or department.

Section II: Appealing a Disciplinary Measure

What are the DEADLINES and STEPS if I am appealing a disciplinary measure (a disciplinary grade or any other type of penalty for an alleged infraction of professional conduct)?

- See **Table II-1** for appeal to the school or department regarding a disciplinary penalty.
- See **Table II-2** for appeal to the Dean regarding a disciplinary penalty.

What FORM must I use to submit my appeal of a disciplinary measure?

- **Use** form **II-A** (disciplinary).
- **Attach** supplementary material.
- **Submit by email** (both the form and additional material) to your school or department.

Contact Information

Department Chair / School Director:

- Department of Interdisciplinary Health Studies: Dr. Michael Kushnick, Chair: kushnick@ohio.edu
- Department of Social and Public Health: Dr. Tania Basta, Chair: basta@ohio.edu
- School of Nursing: Dr. Deborah Henderson, Director: hendersd@ohio.edu
- School of Applied Health Sciences and Wellness: Dr. Dhiraj Vatttem, Director: vatttem@ohio.edu
- School of Rehabilitation and Communication Sciences: Dr. Gary Chleboun, Director: chleboun@ohio.edu

College Dean:

- Dean Leite: leite@ohio.edu

Helpful advice:

- If you are an **undergraduate student**, contact Dr. Sally Marinellie, Associate Dean for Academic Affairs at marinels@ohio.edu
- If you are a **graduate student**, contact Dr. Jennifer Horner, Associate Dean for Research and Graduate Studies at hornerj@ohio.edu

Impartial university counsellor:

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