



College of Health Sciences and Professions

**Academic and Disciplinary Appeals:
CHSP College Policy and Procedure**

**STUDENT: PLEASE READ THIS CAREFULLY—YOU ARE RESPONSIBLE FOR
KNOWING THIS INFORMATION.**

THERE ARE DATES AND DEADLINES RELATED TO THE APPEALS PROCESS.

If you have questions, please contact:

Sally Marion-Fetty, Dean's Office

marinels@ohio.edu

Original policy approved: December 1, 2012.

Revision (reviewed by university legal counsel & approved by the Dean): November 25, 2014

Revision and approval by the Dean: July 15, 2015 (next review October 1, 2016).

Revision and approval by the Dean: November 9, 2016 (next review November 1, 2017).

Revision per Faculty Senate Resolution signed 11/27/17; approved by the Dean April 10, 2018); policy effective fall 2018.

Major revision to clarify and simplify information. January 2021

Revision to align with OHIO faculty handbook. February 13, 2023

TABLE OF CONTENTS

Section	Page Number
I. What are you Appealing?	3
II. Steps in the Appeal Process	3
Appendix A: Worksheet to help Students though the Steps	6
Appendix B: Instructor Response Information	9
Appendix C: Definitions and Resources	10

I. Definitions: What are You (the student) Appealing?

This table lists the various reasons for an appeal and who has the burden of proof.

The person with the burden of proof has the responsibility to provide the evidence that will shift or change a conclusion, action, or decision.

I want to appeal:	Burden of proof is on:
A final grade that I believe is unfair according to the grading policy in a course	The student
An action or decision that relates to my academic performance (e.g., academic probation, dismissal, or suspension)	The student
A disciplinary penalty related to academic misconduct (plagiarism, cheating, fabrication or falsification, or misrepresentations)	The faculty member or program
A grade penalty for professional or academic misconduct articulated by an academic program	The faculty member or program
A formal letter of reprimand	The faculty member or program

II. Steps in the Appeals Process: Instructions for Students

****Please use the appeal worksheet in Appendix A to work through the steps below in your appeal****

STEP 1: *Immediately* upon the notice of a grade (a final grade in a course), action, or decision, contact your department chair or school director to determine whether your program has a grievance procedure of its own—before using the process outlined in this college policy document. **DO NOT SKIP THIS STEP!**

STEP 2: IF using the process outlined in this document, the first step is to attempt to resolve the matter with your instructor, as soon as possible, on your own. You should make a concerted effort to resolve the matter with the instructor. **DO NOT SKIP THIS STEP!**

STEP 3: Depending on whether your department or school has a grievance process of its own, you may follow the process outlined in this document.

Your appeal must be received by the chair or director of your school or department no later than 21 work/school/business days from the beginning of the next semester following the semester in which you received the grade. For example, if the final grade is for a FULL-TERM summer class, you have 21

work/school/business days from the beginning (first day of class) of the immediate next fall semester to submit the appeal.

If you are appealing a grade from a 7-week term class, you have up to 21 work/school/business days from the start of the next immediate 7-week term. For example, if you are appealing a final grade from a first fall semester 7-week course, you have up to 21 work/school/business days from the start of second 7-week term in that fall semester to submit your appeal.

It is in *your best interest* to submit your grade appeal *immediately* upon notice of the grade. If you are unsure about your deadline for submission of your grade appeal, please contact Dr. Marion-Fetty (marinels@ohio.edu).

If the disputed grade is one that does not allow you to move on to a higher-level course in your program sequence, please make sure you reach out to your academic advisor to discuss options.

***Note: Please be aware of university holidays and closures. For example, you will likely not receive a response if you submit your appeal during the winter closure dates.*

What happens during those 21 days after you submit your appeal?

- Your instructor will also submit a response using the Form in Appendix B. You will receive a copy of this response when you receive the decision of the appeal.
- The department chair/school director will attempt a resolution acceptable to both you and the instructor but does not have the authority to change a grade. The chair/director may convene a panel of impartial faculty members from within the department or school to review the appeal and assist in resolving the appeal at the department or school level. If the panel interviews you, they must also interview the instructor (and vice versa).

STEP 4: You will receive a response to your appeal (a decision) from the department or school within 21 work/school/business days from when you submitted the appeal.

If the decision is not in your favor, then you will be notified that you may appeal to the College Dean.

STEP 5: If you are unsatisfied with the appeal at the Department/School level, you may appeal to the College Dean.

To begin a college-level appeal, the Dean of the College must determine that your appeal has merit to continue in the appeal process. Inform your department chair/school director to please forward your appeal documents to the College Dean. Do this upon notice of the appeal decision, or no later than 35 work/school/business days from the start of the semester (defined as the first day of classes).

You may revise your original grade appeal submission (your instructor will receive your revised version). Your instructor may also revise their response (you will receive their revised version).

The Dean of the College has 15 work/school/business days to decide if your appeal has merit. If the Dean decides that your appeal does not have merit, you will be informed of that decision and that there are no more appeal opportunities.

If the Dean decides that your appeal does have merit, the dean will form a College Appeal Committee comprised of five (5) impartial faculty members from the College. If the committee interviews you, they must also interview the instructor (and vice versa). The Dean's appeal committee has up to fifteen (15) work/school/business days from the time of receiving the referral from the dean to reach a decision concerning the appeal. Majority vote rules and cannot be appealed any further.

For academic appeals, the committee has the authority to change the grade, action, or decision.

For disciplinary appeals, The Dean has up to 10 work/school/business days to review the committee's report regarding the disciplinary penalty and/or to consult with the upper university administration or legal counsel. The Dean may accept the committee's disciplinary recommendation, reject it, or revise it. The Dean's decision regarding non-grade disciplinary matters is final and cannot be appealed.

You will be notified of the decision/action as a result of the Dean's level appeal.

Notes relating to the grade appeal process/timeline:

1. The calendar is the official university calendar from the Registrar's office.
2. "Work/school/business 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. The grade appeal process/timeline may be suspended at any point in the process at the Senior Associate Dean's discretion. Possible examples include but are not limited to summer semester or unavailable instructor.

APPENDIX A – APPEAL WORKSHEET

Use this worksheet to work through your appeal. DO NOT submit as part of your appeal-- this is a worksheet to help you follow the steps in the process.

What type of appeal are you seeking?

- A grade that I believe is unfair according to the grading policy in a course.
- An action or decision that relates to my academic performance (e.g., academic probation, dismissal, or suspension)
- A disciplinary penalty related to academic misconduct (plagiarism, cheating, fabrication or falsification, or misrepresentations)
- A grade penalty for professional or academic misconduct articulated by an academic program
- A formal letter of reprimand

What semester are you seeking an appeal for?

Name of course and course number:

Semester:

Academic Year:

Step 1: Contact your department chair/school director to determine if your program has a grievance procedure of their own?

Who did you contact: _____

Date:

Time:

Method: Email, phone call, or in-person?

Does the program have its own procedure?

If yes, follow that procedure first. If no, continue to step 2.

Step 2: Did you attempt to resolve the matter with your instructor immediately after receiving notice of the grade?

First and last name of instructor:

Date and time of contact:

Method of contact: Email, phone call, or in-person?

Was the matter resolved?

If not, why?

Step 3: Complete Form B no later than 21 days from the beginning of the next semester following the semester in which you received the grade.

Work through each of these steps before completing Form B.

- A. What semester (Fall, Spring, or Summer) did you get the grade you are appealing for?
- B. What will the next semester or term be? (Fall, Spring, Summer, or 7-week term)
- C. Look at the academic calendar <https://www.ohio.edu/registrar/academic-calendar>
- D. What is the start date for the semester or term identified in step B above? _____
- E. To identify the 21-day deadline, look at a regular calendar, count 21 work/school/business days from the start date of the semester identified in step D.
21-day deadline: _____
- F. Submit your appeal using this Qualtrics link: https://ohio.qualtrics.com/jfe/form/SV_cO21qZMFmazxM2i
- G. Look at a regular calendar and count 21 work/school/business days from the date you submitted Form B.
21-day Response deadline: _____

Step 4: Did you receive a response to your appeal within 21 work/school/business days from when you submitted the appeal?

What is the date you received your response?

If you are satisfied with your response, stop here.

If not, continue to step 5.

Step 5: Appeal to the College Dean.

- A. Looking at a regular calendar, count 35 work/school/business days from the start of the semester (step 3, part D).

35-day deadline to submit to the dean: _____

- B. Ask the department chair/school director (the person you sent your appeal to) to forward your appeal documents to the college dean before the 35-day deadline date.

Date of request:

Look at a calendar and count 15 work/school/business days from the date of request for the decision of merit for the appeal from the dean.

15-day deadline for merit of appeal:

- C. Merit:

- A. Did the dean determine the appeal has merit?

If not, the appeal is over and will go no further. Stop here.

If yes, the appeal will go to the committee who will have 15 work/school/business days to review.

- B. What date did the appeal go to the committee?

Look at a calendar and count 15 work/school/business days from the date it was sent to the committee for the 15-day committee deadline.

15-day committee deadline date:

For disciplinary appeals only: The dean will have up to 10 work/school/business days to review the committee report and/or consult with upper administration and/or legal counsel.

10-day disciplinary deadline date:

D. Result of the committee appeal:

The majority vote of the committee rules and cannot be appealed any further.

End of the worksheet

APPENDIX B: Instructor Response

Date:

Purpose: To be used by the instructor/program to respond to an appeal filed by a student.

Instructions:

Provide the information below in a word or pdf document.

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}:

Instructor name {PRINT/TYPE}:

Instructor signature:

Date:

Contact details

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

APPENDIX C– DEFINITIONS AND RESOURCES

Academic Appeal: Involves any decision relating to a student’s academic performance.

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.

Burden of Proof: The person with the burden of proof has the obligation to produce the evidence that will shift or change a conclusion, action, or decision.

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/or discontinuation of financial support (e.g., scholarships, GA appointments); or, in the most serious cases, dismissal from an academic program.

Disciplinary Appeal: Involves any decision relating to a penalty arising from unprofessional behavior or academic misconduct.

Dismissal From a Program: The most common reason students leave a program is due to low academic performance, often after a period of probation. Dismissal from a program may also occur in response to academic misconduct or professional misconduct.

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.”ⁱ

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 ethicsⁱⁱ accreditation standards, licensure requirements and laws/regulations of a general nature pertaining to the academic environment as well as health care delivery and health research¹ regardless of the nature of the activity—clinical practica, 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.

Submit a Grade Appeal: Means to send as an attachment to School/Department Chair or Director

Work/School Days: Regular business days M-F that do not include holidays or university closures.

UNIVERSITY POLICIES AND RESOURCES

Grade Appeal

- Faculty Handbook, August 2017 (Section IV.C.3). Revised November 2022

<https://www.ohio.edu/faculty-senate/current-handbook>

Academic Misconduct

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

Office of Community Standards and Student Responsibility

Code of Conduct (effective August 24, 2017): Retrieved February 22, 2018, from

<https://www.ohio.edu/communitystandards/upload/Student-Code-of-Conduct-082417.pdf>

Office of the Ombudsperson: Important note: A visit to the Ombudsperson does NOT mean that you have submitted a grade appeal to the college.

<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
