GENERAL INFORMATION

Who, outside the college, can counsel me?
- The University Ombudsperson is an impartial and confidential advisor. Website: [https://www.ohio.edu/ombuds/](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](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 Vattem, Director: vattem@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:
- The University Ombudsperson is an impartial and confidential advisor. Website: https://www.ohio.edu/ombuds/ Email: ombuds@ohio.edu

FAQs; 11/9/16 (jh)