

## SON ACADEMIC APPEALS

The following has been adapted from the Marshall University academic appeals policy. It applies to academic appeals for nursing courses only. Students should refer to the Marshall University student handbook, for academic appeals in non-nursing courses.

In cases where a student is appealing a grade, the grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved.

The intent of the appeals process is to treat all parties fairly, and to make all parties aware of the appeals procedure.

In those cases in which an undergraduate student has received an instructor-imposed sanction, the student shall follow the procedures outlined below:

1. The student should first attempt a resolution with the course instructor. This initial step must be taken within ten (10) days from the imposition of the sanction or, in the case of an appeal of a final grade in the course, within thirty (30) days of the beginning of the next regular term. The student who makes an appeal is responsible for submitting **all** applicable documentation. If the instructor is unavailable for any reason, the process starts with the Departmental Chair.
2. If the procedure in Step 1 does not have a mutually satisfactory result, the student may appeal in writing to the Departmental Chair within ten (10) days after the initial action, who will attempt to resolve the issue at the program level. When a student appeals a final grade, the faculty member must provide all criteria used for determining grades.
3. Should the issue not be resolved at the program level, either the student or instructor may appeal in writing to the Dean of the College of Health Professions within ten (10) days of the action taken in Step 2. The Dean will attempt to achieve a mutually satisfactory resolution.
4. Should the issue not be resolved by the Dean, either the student or instructor may appeal in writing within (10) days of the action taken in Step 3 to the Budget and Academic Policy Committee who shall refer the matter to the University Academic Appeals Board for resolution. The hearing panel has the right to seek additional documentation if necessary.
5. Should the student or the instructor be dissatisfied with the determination of the Academic Appeals Board, then either party may file an appeal with the V. P. for Health Sciences within thirty (30) days from receipt of the decision of the Board. The decision of the Vice President shall be final.

**Note:** A day is defined as a calendar day.

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