

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-33

ACADEMIC APPEAL POLICY

1. General Information

- 1.1. Scope: Academic policy regarding student appeals of course grades, dismissals, and other academic actions.
- 1.2. Authority: WV Code §18B-1-6
- 1.3. Passage Date: TBD
- 1.4. Effective Date: TBD
- 1.5. Controlling over: Marshall University
- 1.6. Related Rules and Policies: SA-1 Student Rights and Responsibilities, SA-2 Student Academic Rights, UPAA-1 Academic Dishonesty
- 1.7. History: First adopted: TBD.

2. Scope

- 2.1. This policy covers undergraduate and graduate students in all programs other than the M.D. Doctor of Medicine program. Students in the M.D. program should consult the most recent edition of the Joan C. Edwards School of Medicine *Academic Bulletin* for academic appeal policies.
- 2.2. This policy covers three kinds of appeals:
 - 2.2.1. **Course grade appeals**, which are appeals of the final grade in an academic course.
 - 2.2.2. **Academic dishonesty appeals**, which are appeals of a finding of academic dishonesty or a sanction related to a finding of academic dishonesty.
 - 2.2.3. **Performance appeals**, which are appeals of probation, suspension, or dismissal from an academic program, when that action is made by a program, department, college, school, or other subunit of Academic Affairs. This includes probation, suspension, or dismissal for any reason, including but not limited to GPA, progression, time to graduation, and professionalism.
- 2.3. **Other varieties of appeals.** There are other reports or appeals that a student may wish to make that are not within the scope of this policy. For guidance about the correct forum for a particular complaint or appeal, please contact the [Office of Advocacy and Accountability in the Division of Student Affairs](#)

(<https://www.marshall.edu/student-affairs/student-advocacy/>). Appeals outside the scope of this policy include, but are not limited to:

- 2.3.1. **Title IX appeals.** Students with Title IX complaints or appeals should contact the Title IX Office. See BOG Rule GA-3 “Discrimination, Harassment, Sexual Harassment, Sexual & Domestic Misconduct, Stalking, and Retaliation Policy – Including Title IX” for additional information.
- 2.3.2. **Academic Accommodation appeals.** Students with complaints about academic accommodations should submit their complaint to the Office of Accessibility and Accommodations. See procedure STUDENT-5, “Appeals Process for Provision of Reasonable Accommodations” for additional information.
- 2.3.3. **Student Conduct appeals.** Students with appeals regarding the student conduct process should contact the Office of Student Advocacy and Accountability. See procedure STUDENT-3, “Student Disciplinary Procedures” for additional information.
- 2.3.4. **Residency appeals.** Students with appeals regarding residency for tuition purposes should contact the Office of the Registrar.
- 2.3.5. **General complaints.** These may be filed using the “Student Complaints” area of the Marshall website. See procedure STUDENT-7 “General University Reporting Procedure” for additional information.

3. Definitions

- 3.1. **Business day:** A day when Marshall University is open, even if classes are not meeting. Business days exclude weekends and days when the university is closed due to holidays or inclement weather.
- 3.2. **Instructional day:** A weekday when classes are in session, including the week of final exams each term. Instructional days do not include weekends, days when the academic calendar does not schedule classes, or days when classes are canceled.
- 3.3. **Written decision and date of receipt:** The written decision is the final decision from a particular level of the appeal process. The written decision will be sent by email to the student’s official Marshall email account and, optionally, may also be sent by postal mail. The date of receipt is the date when the email was sent. The written decision will be accompanied by a routing form available at the [Academic Affairs website](https://www.marshall.edu/academic-affairs/students/) (<https://www.marshall.edu/academic-affairs/students/>).

4. Provisions specific to course grade appeals

- 4.1. A student may initiate a course grade appeal only after the final grade for the course has been posted in Banner and appears on the student’s unofficial transcript.
 - 4.1.1. Only the final grade in a course may be appealed. Grades on individual assignments may not be appealed.
 - 4.1.2. The posted grade will remain in place until the appeal process is completed, at which time a grade change will be initiated as necessary.

4.2. A student may appeal a course grade only for the following reasons. The determinations made at each level of a course grade appeal are limited to these reasons as considerations. The student appellant must provide evidence that one or more of these reasons applies to the grade assigned for the course.

4.2.1. The grade reflects an error in calculation or reporting (e.g., a computational error, oversight of submitted materials, posting the wrong grade, or similar objective error).

4.2.2. The grade departed significantly from written policies or standards without reasonable notification.

4.2.3. The standards used to establish the grade were applied in an arbitrary or capricious manner.

5. General process and levels of review for all academic appeals

5.1. The academic appeal process has five levels. These levels are described in individual sections below and summarized in the Appendix. The specific individual or committee responsible for each level depends on the kind of appeal and the level of the appeal (undergraduate or graduate).

5.2. Before beginning an appeal, the student is encouraged to contact the [Office of Student Advocacy and Accountability](https://www.marshall.edu/student-affairs/student-advocacy/) (https://www.marshall.edu/student-affairs/student-advocacy/) but is not required to do so. This office provides guidance about the appeal process and can provide information about the deadlines and individuals responsible for each level of review.

5.3. Appeals must be filed by email or in writing. Appeals must be accompanied by the academic appeal routing form and include all materials required by that form. The academic appeal routing form is available from the [Academic Affairs website](https://www.marshall.edu/academic-affairs/students/) (https://www.marshall.edu/academic-affairs/students/).

5.4. A student may be accompanied or represented by an advisor or legal counsel for any portion of an appeal at the student's own discretion and expense.

5.5. At each level, the analysis for an academic dishonesty or performance appeal will begin with a presumption that the student did not commit the act being appealed.

5.6. Once an appeal is initiated, each party is responsible for providing a response or initiating the next step of the appeal within the timeline provided for the corresponding step of the appeal.

5.7. The decision at each level of appeal will be based on the following questions. These questions apply to all appeals included under this policy.

5.7.1. What is the evidence related to the grade assigned or the action(s) being appealed?

5.7.2. Was the interpretation of the evidence in keeping with a common understanding and/or published standards for assigning the grade or for the action(s) being appealed? Relevant policies may include, but are not limited to, syllabus policies, program policies, department/college policies, catalog policies, and university policies.

5.7.3. Was there evidence of capricious or prejudicial application of definitions or standards for the student?

5.7.4. Can the individual who is reviewing the appeal come to a reasonable conclusion that the evidence justifies the action or actions being appealed?

5.8. If a student's probation, suspension, or dismissal is related to a final course grade or to a finding of academic dishonesty, and the student wishes to appeal the course grade or academic dishonesty finding, the appeal for the course grade or academic dishonesty finding must be completed before the performance appeal is initiated. A student may not appeal a specific final course grade or academic dishonesty finding after an unsuccessful appeal of a suspension, probation, or dismissal based on that course grade or academic dishonesty finding.

5.9. The student may revise their argument and/or provide additional evidence or reasoning at each level of appeal.

5.10. Falsification, distortion, misrepresentation of information, or furnishing false information to any Marshall official, faculty member, or office, is a violation of the Student Code of Conduct as described in BOG Rule SA-1 "Student Rights and Responsibilities".

5.11. At all levels after the Level 1 review, either the student or the faculty member may appeal a decision about a course grade or academic dishonesty to the next level. The student, department chair or program director may appeal a decision about probation, suspension, or dismissal to the next level.

5.12. At all levels of review, the designated individual or committee will send the written response to the student appellant and to all designated individuals or committees from previous levels of review.

5.13. **Continued participation during an appeal.** In most cases, a student should continue to fully participate in classes, clinical placements, and other academic and co-curricular activities during an appeal. The Academic Dean has the authority to temporarily restrict a student's participation in some or all academic, clinical, or co-curricular activities if the Dean determines the student's participation could pose a risk to students, faculty, patients, or other individuals, or when participation could significantly compromise the integrity or functioning of the program. The Dean will notify the student of any such restrictions in writing. These temporary restrictions will remain in place only as long as they are justified during the appeal.

6. **Level 1 Review.** This first level of appeal involves the individual or committee most directly responsible for the grade or decision being appealed.

6.1. **Designated individual.**

6.1.1. For course grade and academic dishonesty appeals, the Level 1 appeal is directed to the professor who assigned the grade or the individual or committee who made the formal accusation of academic dishonesty. If this professor, individual, or committee is not available, the appeal proceeds directly to Level 2.

6.1.2. For performance appeals, the Level 1 appeal is directed to the committee or process designated by the academic program to handle the appeal. Certain programs, especially professional programs, have a process described in their program handbook involving a specific committee that recommends probation, suspension, or dismissal.

6.1.2.1. If there is no such committee for the student's academic program, performance appeals begin at Level 2.

6.1.2.2. If the student is unsure of where to direct the appeal, they may file it with the Department Chair, who will either forward it to the appropriate committee for Level 1 review or initiate Level 2 review.

6.1.3. For appeals of actions imposed by an academic college office, the appeal begins at Level 3.

6.2. **Deadline to appeal.** The deadline to file the Level 1 appeal is the tenth instructional day of the next Fall or Spring term following the term when the grade was assigned. For Fall terms, this is the following Spring term; for Spring and Summer terms it is the following Fall term.

6.2.1. A student is not obligated to begin an appeal until this deadline but may file an appeal earlier. Once the appeal is initiated, all subsequent deadlines are measured in business days. Therefore, the student may choose when to begin the appeal before the initial deadline but must be available during the remainder of the appeal process.

6.3. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days. The designated individual is expected to respond within the deadline, but a student who has not received a written decision after twelve business days may immediately appeal to Level 2 without receiving the Level 1 decision.

7. **Level 2 Review.** The Level 2 appeal is directed to the department chair or other designated individual responsible for Level 2 appeals in the appropriate program.

7.1. **Designated individual.** The Level 2 appeal is directed to the department chair or the individual designated to handle Level 2 appeals for the academic program or for the department in which the course is being taught.

- 7.1.1. For courses taught through WV ROCKS, the Department Chair should coordinate with the Director of the Regents Bachelor of Arts program.
 - 7.1.2. If the student is unsure of where to direct the appeal, they may file it with the Department Chair, who will either forward it to the appropriate individual or initiate Level 2 review.
- 7.2. **Scope.** The Level 2 review does not include a hearing. The designated individual may investigate the appeal by contacting the student and, optionally, other individuals. The designated individual may solicit and review evidence beyond that provided by the student.
- 7.3. **Deadline to appeal.** The deadline to file a Level 2 appeal is the tenth business day after receiving the written decision for the Level 1 appeal, or the 20th business day after filing the Level 1 appeal if no written decision for the Level 1 appeal is received.
- 7.4. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days. The designated individual is expected to respond within the deadline, but a student who has not received a written decision after twelve business days may immediately appeal to Level 3 without receiving the Level 2 decision.
8. **Level 3 Review.** The Level 3 appeal is directed to a Dean or Assistant Provost.
 - 8.1. **Designated individual.** At the undergraduate level, appeals are directed to the Dean of the academic college or their appointed designee. At the graduate level, appeals are directed to the Assistant Provost for Graduate Studies or their appointed designee. The Assistant Provost for Graduate Studies or designee will consult the Dean of the academic college while evaluating an appeal.
 - 8.1.1. For course grade appeals, the academic college is the college in which the course was taught.
 - 8.1.2. For academic integrity appeals, the academic college is the college of the individual making a finding of academic dishonesty. For performance appeals, the academic college is the college in which the action being appealed was made.
 - 8.2. **Scope.** The Level 3 review does not include a hearing. The designated individual may investigate the appeal by contacting the student and, optionally, other individuals. The designated individual may solicit and review evidence beyond that provided by the student.
 - 8.3. **Deadline to appeal.** The deadline to file the Level 3 appeal is the tenth business day after receiving the written decision for the Level 2 appeal, or the 20th business day after filing the Level 2 appeal if no written decision is received.
 - 8.4. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days. The designated individual is

expected to respond within the deadline, but a student who has not received a written decision after twelve business days may immediately appeal to Level 4 without receiving the Level 3 decision.

8.5. **Graduate Course Grade Appeals.** Appeals of graduate-level course grades in which the grade assigned was B, A, CR, S, PR, or equivalent, and which did not result in dismissal or other action beyond the grade itself, will end at Level 3. For these appeals, the decision of the Assistant Provost for Graduate Studies is final and no further appeal is possible.

9. **Level 4 Review.** The Level 4 appeal is directed to a faculty committee which has the authority to hold hearings.

9.1. **Designated committee.** At the undergraduate level, Level 4 appeals are directed to the Budget and Academic Policy Committee. At the graduate level, Level 4 appeals are directed to the Graduate Council.

9.2. **Deadline to appeal.** The deadline to file the Level 4 appeal is the tenth business day after receiving the written decision for the Level 3 appeal.

9.3. **Pre-Hearing Panel.** The designated committee will promptly form a Pre-Hearing Panel to determine whether a hearing will be scheduled.

9.3.1. The Pre-Hearing Panel will decide, based on the evidence and arguments in the appeal filing, whether:

9.3.1.1. The prior steps of the appeal process have been completed, and

9.3.1.2. There is an issue which, if interpreted in the best light possible for the student, could lead to a change in the grade being appealed or a reversal of the academic action being appealed.

9.3.2. Appropriate written evidence must be provided in order to justify a hearing. It is the student's responsibility to provide documentation for the claims in an appeal. The Pre-Hearing Panel may ask for additional documentation to determine whether a hearing is justified.

9.3.3. The Pre-Hearing Panel will issue a written determination to the student within ten business days of receiving the Level 4 appeal. If the Pre-Hearing Panel finds there is an issue warranting a hearing, the panel will recommend for a hearing to be scheduled. If the Pre-Hearing Panel finds there is no such issue, they will issue a written decision to the student, which ends the Level 4 review. The student may appeal this negative decision to Level 5.

9.4. **Hearing Panel.** If the Pre-Hearing Panel recommends a hearing to be scheduled, the designated committee will convene a Hearing Panel. The hearing will follow the process outlined under "Hearing process" in this policy. The Hearing Panel will meet within 30 business days unless a continuance is granted as described in the

hearing process. The Hearing Panel will issue a written decision within ten business days of the hearing.

10. Level 5 Review. The Level 5 appeal is the final level of review.

10.1. **Designated individual.** The designated individual for Level 5 academic appeals is the Provost or their appointed designee.

10.2. **Scope.** The scope of the Level 5 review is limited to the following:

10.2.1. Substantive procedural errors during the appeal process.

10.2.2. Evidence not available at the time of the hearing which could materially influence the outcome of the hearing.

10.2.3. Insufficient evidence to support the findings of the Hearing Panel.

10.2.4. Misinterpretation of University policies and regulations.

10.2.5. A sanction disproportionate to the offense.

10.2.6. Lack of jurisdiction.

10.2.7. If applicable, whether the decision of the Pre-Hearing Panel was appropriate.

10.3. **Deadline to appeal.** The deadline to file the Level 5 appeal is the tenth business day after the written response for the Level 4 appeal is received.

10.4. **Deadline to respond.** The deadline for the designated individual to provide a written decision for the appeal is ten business days.

10.5. **Possible actions.** The designated individual for the Level 5 review may uphold the decision of the Pre-Hearing Panel or Hearing Panel or may remand the appeal to any earlier stage for further consideration. If the appeal is remanded to an earlier stage, the process restarts at that stage as if the student had filed the appeal at that stage in a timely manner and proceeds through the remainder of the appeal process.

10.6. **Final authority.** The decision at the end of Level 5 review is final. No additional appeal is possible.

11. Hearing Panels

11.1. Each Hearing Panel will consist of at least four members. The purpose of the Hearing Panel is to hear arguments, evaluate evidence, and reach a decision. One of the members is designated as the Hearing Officer. The Hearing Officer is a non-voting member responsible for running the hearing. The remaining members are voting members of the Hearing Panel.

11.2. **Hearing Officer pool.** The Hearing Officer pool will consist of four individuals. Each spring, the Budget and Academic Policy Committee and the Graduate Council will each appoint two Hearing Officers to the pool. It is desirable but not required that the Hearing Officers have served on a Hearing Panel.

11.3. **Undergraduate-level Hearing Panels.** Undergraduate-level hearings are organized by the Academic Appeals Board, a subcommittee of the Budget and Academic Policy Committee.

11.3.1. **Faculty Members.** The Dean of each academic unit which offers undergraduate degrees will appoint five (5) faculty members from his/her unit to serve on a Hearing Panel Pool. These appointments will be made annually in the spring semester with the understanding that some of these faculty members will be available to hear appeals during the summer terms and the week before the beginning of Spring semester. Terms will run from May 15 to the following May 15.

11.3.2. **Student Members.** The Student Government Association President will appoint three (3) students from each of the constituent colleges and schools of the University to serve on the Hearing Panel Pool. These students will be rising juniors, juniors, or seniors. Terms will run from May 15 to the following May 15.

11.3.3. **Composition of undergraduate-level Hearing Panels.** Each Hearing Panel for an undergraduate-level appeal will have one Hearing Officer as a non-voting member. There will be three voting members: two faculty from the Hearing Panel Pool and one student from the Hearing Panel Pool.

11.4. **Graduate-level Hearing Panels.** The Chair of the Graduate Council will form Hearing Panels as necessary by appointing one member of the Hearing Officer Pool as the non-voting Hearing Officer and at least two additional members of the Graduate Council from distinct colleges and one graduate student as voting Hearing Panel members. The Chair of the Graduate Council may appoint themselves as a Hearing Panel member or Hearing Officer.

12. Hearing process

12.1. It is the intent of these procedures to ensure Marshall University students receive appropriate due process in academic matters. This includes fundamental fairness, just sanctions, and all rights in accordance with the belief that academic appeal hearings at an institution of higher education such as Marshall University should have an educational objective.

12.2. General principles

12.2.1. All information discussed or shared during a hearing is confidential. All written information presented to the Hearing Panel will be collected upon

completion of the hearing. These materials will be held by the University for one year.

12.2.2. Hearings will be recorded when the Hearing Panel is not meeting in closed session. The University will maintain a copy of each hearing recording for one year.

12.2.3. The student and the respondents to the appeal each have the right to nominate an advisor to counsel and/or speak for them during a hearing.

12.2.4. The student has the right to retain legal counsel at his or her own discretion and expense. In these cases, an attorney is allowed to fully represent and speak on behalf of the student.

12.2.5. Rules of evidence and other formal rules of courtroom procedure do not apply to academic appeal hearings. The Hearing Panel may admit as evidence any testimony, written documents, or demonstrative evidence which it believes is relevant to a fair determination of the issues. The Hearing Officer will make a final decision about what is relevant and what is not relevant.

12.2.6. The student or other parties involved may petition the Hearing Officer to obtain appropriate written information or documents. These petitions must be made by email or in writing.

12.2.7. The Hearing Panel will make a decision based on the evidence presented to them before and during the hearing.

12.2.8. All information presented to the Hearing Panel before the hearing must be submitted in writing or by email. Written evidence to be considered by the panelists should be received by the Hearing Officer at least five (5) business days prior to the hearing to be distributed to the panelists prior to the hearing. Exceptions to this five (5) day rule are at the discretion of the Hearing Officer, who may disallow long written documents or large numbers of documents from being introduced if the panelists will not have time to consider them fully.

12.3. **Scheduling of a hearing**

12.3.1. Hearings will be held virtually over the Internet (e.g., using software such as Microsoft Teams) unless the student requests in writing or by email to the Hearing Officer for a face-to-face hearing to be scheduled.

12.3.2. Upon written request, the Hearing Officer may, at his/her discretion, grant a continuance to any party for good cause.

12.3.3. The Hearing Officer will notify the student and other appropriate parties in writing at least five (5) business days prior to the hearing, of the date, time, and manner or place of the hearing. A statement of the facts and evidence to be presented in support of the student's grounds for appeal will be provided to the respondent(s) in appropriate cases.

12.4. Hearing sessions

- 12.4.1. Academic hearings are closed to the public. Admission of any person to the hearing will be at the discretion of the Hearing Officer.
- 12.4.2. All persons to be called as witnesses, other than the student appellant and their advisor or counsel (if any) and the respondents and their advisors (if any), will be excluded from the hearing when not presenting testimony. Any person who remains in the hearing after the hearing has begun may be prohibited from appearing as a witness at the discretion of the Hearing Officer.
- 12.4.3. All parties at the hearing must address all questions and comments to the Hearing Officer. Parties may not directly speak to or question each other.
- 12.4.4. Prior to the scheduled hearing, the members of the Hearing Panel may convene in closed session to examine the content of the appeal, the specific issues to be considered, and all supporting documents.
- 12.4.5. The student, with advisor or counsel (if any), will be called before the Hearing Panel and the Hearing Officer will restate the nature of the appeal, the issues to be decided, and procedures for the hearing.
- 12.4.6. If the student or the respondent(s) fails to appear at a hearing and fails to make advance explanation for their absence which is satisfactory to the Hearing Panel, or if the student appellant or the respondent(s) leave before the conclusion of the hearing without permission of the Hearing Panel, the hearing may continue and the Hearing Panel may make a determination on the evidence presented at the hearing, or the Hearing Panel may, at its discretion, dismiss the appeal.
- 12.4.7. Anyone disrupting the hearing may be excluded from the hearing if, after due warning, they engage in conduct which substantially delays or disrupts the hearing, in which case the hearing will continue. If excluded, the person may be readmitted on the assurance of good behavior. Any person who refuses the Hearing Panel's order to leave the hearing room may be subject to appropriate disciplinary action pursuant to Marshall University policy. When a student appellant is excluded for disruptive behavior and does not have a recognized representative, the Hearing Officer will appoint one if possible, or may continue the hearing to a later date.
- 12.4.8. Except as provided in 12.4.7 and 12.4.10, all evidence presented during the hearing must be presented in the presence of the student appellant.
- 12.4.9. The student appellant and the respondents will be given the opportunity to testify and present evidence and witnesses and to pose questions to the other parties and to any witnesses provided by the other parties. Questions will be given to the Hearing Officer to ask; the parties to the appeal will not question each other directly.

12.4.10. After completion of the testimony and presentation of evidence, the Hearing Panel will meet in closed session to review the evidence presented. The Hearing Panel will make its findings based upon a preponderance of the evidence and will reach its determination by a majority vote. The results will be recorded in writing and filed with the Chairperson of the Budget and Academic Policy Committee (for undergraduate appeals) or the Chair of the Graduate Council (for graduate appeals) as well as the Provost and Senior Vice President of Academic Affairs.

12.4.11. If the Hearing Panel's decision includes the imposition or confirmation of academic sanction, the sanction given and its duration must be specified for the record. A report of a dissenting opinion or opinions may be submitted by any Hearing Panel member to the Chairperson of the Budget and Academic Policy Committee (for undergraduate appeals) or the Chair of the Graduate Council (for graduate appeals) and to the Provost and Senior Vice President for Academic Affairs.

12.5. **Decision**

12.5.1. The student, Academic Dean, and all designated individuals from previous steps of the appeal process will be notified in writing of the findings and any sanction at the conclusion of the hearing.

12.5.2. A record of the hearing will be prepared by the Hearing Officer in the form of summary minutes and relevant attachments, which will be provided to the student upon request.

12.5.3. In an appeal related to a final grade, the Hearing Officer will notify the Academic Dean of any necessary grade changes. The Dean will complete any necessary change of grade forms and submit that information to the Office of the Registrar and to the faculty member.

Appendix: Tables of appeal levels, individuals, and deadlines

Undergraduate Course Grade and Academic Dishonesty Appeals

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Professor assigning the grade or individual or committee making the finding or sanction for academic dishonesty	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or designee	10 business days from receiving written response	10 business days
Level 3	Academic Dean	10 business days from receiving written response	10 business days
Level 4	Budget and Academic Policy Committee	10 business days from receiving written response	10 business days for the pre-Hearing Panel to determine if a hearing will be held
Level 5	Provost	10 business days from receiving written response	10 business days

Graduate Course Grade and Academic Dishonesty Appeals

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Professor assigning the grade or individual or committee making the finding or sanction for academic dishonesty	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or program designee	10 business days from receiving written response	10 business days
Level 3	Assistant Provost for Graduate Studies (*)	10 business days from receiving written response	10 business days
Level 4	Graduate Council	10 business days from receiving written response	10 business days for the pre-Hearing Panel to determine if a hearing will be held
Level 5	Provost	10 business days from receiving written response	10 business days

(*) Certain graduate-level course appeals end at Level 3. See item 8.5.

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Undergraduate Performance Appeals (Probation, Suspension, Dismissal)

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Program-specific committee or process if there is one. Otherwise, proceed directly to Level 2	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or program designee	10 business days from receiving written response	10 business days
Level 3	Academic Dean	10 business days from receiving written response	10 business days
Level 4	Budget and Academic Policy Committee	10 business days from receiving written response	10 business days for the pre-Hearing Panel to determine if a hearing will be held
Level 5	Provost	10 business days from receiving written response	10 business days

Graduate Performance Appeals (Probation, Suspension, Dismissal)

Level	Designated Individual	Deadline to file appeal at this level	Deadline to receive response
Level 1	Program-specific committee or process if there is one. Otherwise, proceed directly to Level 2	10 instructional days in the following Fall or Spring term.	10 business days
Level 2	Department chair or designee	10 business days from receiving written response	10 business days
Level 3	Assistant Provost for Graduate Studies	10 business days from receiving written response	10 business days
Level 4	Graduate Council	10 business days from receiving written response	10 business days for the pre-Hearing Panel to determine if a hearing will be held
Level 5	Provost	10 business days from receiving written response	10 business days