GRADE APPEAL PROCEDURES

Procedures

- The student must first attempt to resolve the dispute with the course instructor of record.
- If a resolution cannot be reached between the student and instructor, the student then must complete and submit a formal appeal, using the Grade Appeal Application Form. In addition, all supporting documentation must be included with the form. This packet must be submitted to the departmental office, addressed to the authority who addresses grade appeals who deals with departmental grade appeals.
  - Applied Health Science (PH 116) – Director of Undergraduate Education (undergraduate students) or the Assistant Chair (graduate students)
  - Environmental Health (PH C033) – Director of Undergraduate Education (all students)
  - Epidemiology and Biostatistics (PH C036) – Assistant Chair (all students)
  - Kinesiology (PH 112) – Director of Undergraduate Education (all students)
  - Recreation, Park, and Tourism Studies (PH 133) – Associate Chair for Instruction and Undergraduate Studies (all students)
- The formal complaint will be considered by the departmental authority within fourteen (14) working days, during which time departmental authority may request additional information from both the student and instructor. The departmental authority will serve as a mediator between the student and instructor.
- If the issue is not resolved to the student’s satisfaction, the student may appeal the outcome to the School of Public Health Academic Fairness Committee. This request is to be made in writing and submitted to the Office of the Executive Associate Dean of the School of Public Health (PH 111), addressed to the Academic Fairness Committee.
- The Academic Fairness Committee will study the documentation and conduct a hearing on the case within fourteen (14) days, at which time, both the student and instructor will be present. The decision of the committee will be the determination of the case at the school level.
- Appeals of grades should be made as soon as possible after the end of the semester. Requests for consideration of an appeal must occur within one calendar year from the end of the term in which the course was taken. Requests after this time limit will not be considered.