

**Student Appeals
Policies and Procedures
Division of Communication Disorders
(adopted 2/5/08)**

It is our policy to settle disputes initially through discussion with the effected parties. If disputes are not resolved, then the following dispute process applies.

I. Student Disputes

Disputes may include but are not limited to: 1) grading disputes, 2) issues of unjust, inequitable, arbitrary or capricious treatment.

II. Procedures

- a. It is the responsibility of the student to initiate the dispute process.
- b. For final course grades, the dispute process must be initiated within 14 working days after the posting of grades.
- c. For all other disputes, the appeal process must be initiated within 14 working days following the incident.
- d. A discussion of the issue should be initiated first with instructor. If the student is not satisfied with the outcome or is not comfortable talking with the instructor, s/he may request a meeting with the Director to discuss the instructor's decision/action. If this meeting does not resolve the issue, the student must put the dispute in writing to the Director within the time frame specified above. The written dispute should specify the action being disputed, the basis of the dispute, and any supporting evidence. (Note: If the Director is directly involved in the dispute as the instructor of record, the dispute will be forwarded to the Associate Dean of Academic Affairs in the College who will perform the administrative review using this appeal process.)
- e. The Director will meet with the student and instructor within 10 working days of receiving the written request to discuss the dispute and review any documentation submitted by both parties.
- f. The Director has the discretion to invite two other instructors in the Division to review the appeal and submit a written recommendation.
- g. The Director will render a decision in writing and inform the necessary parties. A copy of the decision may be placed in the student's permanent file.
- h. If the student is not satisfied with the Director's decision, the decision may be appealed to the Dean of the College of Health Sciences.