

School of Community Health and Policy
GRADE AND OTHER GRIEVANCE APPEAL GUIDANCE

The School of Community Health and Policy (SCHP) adheres to the University process for review of all grade appeals and other grievances. The full description can be found in the [University Catalog](#). A student must appeal to the faculty member who accused the student and/or assigned the grade and/or imposed or initiated the penalty. **If the dispute is not resolved with the faculty member, the student shall next address the matter with the Chairperson of the department in which the course is taught. If the matter is still in dispute following the investigation and determination by the Chairperson, the student has a right to appeal to the Dean (or the Dean's designee) of the school or college in which the dispute arose.**

(see <https://catalog.morgan.edu/content.php?catoid=24&navoid=1703#academic-appeal-process>) but excerpted is provided for you here for your convenience and quick access.

Academic Appeal Process

The academic appeals process shall apply to any dispute concerning a student's academic standing at the University including, but not limited to, disputes over grades as well as allegations of academic dishonesty. [...]

Students who feel that they have been treated unfairly in the award of a grade or in the imposition of a penalty for committing an act of academic dishonesty have a right to use the academic appeal process at the University. **A student shall first address the matter of the academic dishonesty, the grade, and/or any other academic penalty or issue with the faculty member** who accused the student and/or assigned the grade and/or imposed or initiated the penalty. **Second, if the dispute is not resolved with the faculty member, the student shall next address the matter with the Chairperson of the department in which the course is taught.**

The Chairperson shall investigate the matter thoroughly; make a record of the relevant evidence; and make a determination about the appropriateness of the accusation, the grade, or the penalty imposed on the student. **If the matter is still in dispute following the investigation and determination by the Chairperson, the student has a right to appeal to the Dean (or the Dean's designee) of the school or college in which the dispute arose.**

In all matters of academic appeal, the student may request a final appeal by writing to the Provost and Vice President for Academic Affairs (VPAA) within seven (7) working days of the receipt of the final decision of the Dean of the school/college. Appeals not filed in proper form with the Provost/VPAA within this time frame shall not be considered. An appeal which fails to specifically set forth alleged procedural error with regard to the application of academic policy shall not be considered.

The decision of the Provost/VPAA is final and binding on all parties. The student's initiation of the appeals procedure shall not dislodge or delay any other consequences of the decision or action under dispute, such as placement on academic probation or dismissal; loss of scholarship; awarding of financial aid; or participation in activities that are dependent on the grade point average of the student.

GRADE/GRIEVANCE SUBMISSION TEMPLATE

The process for an appeal at the Dean's level requires a formal request be submitted. The email and letter/memo should be addressed to the Dean (email is acceptable). The communication should contain the following (full sentences):

1. **Demographic:** Student name, ID, and major
2. **Appeal Type:** Student should indicate a statement regarding the type of appeal (grade or other grievance) specifying course/instructor
3. **History/Actions Taken:** Any decision by an instructor and/or Program Director should be included as the grievance should not come to the dean before the matter has been reviewed and decided upon by either of those individuals.
4. **Basis for Appeal:** Grade Changes are governed by University Academic policy that limits changes to be made only based on calculation or instructor error. If there are other issues, these circumstances need to be well described. Supporting documentation should be provided where possible.
5. **Resolution Being Requested:** The appeal should include the desired outcome if the appeal is granted.

Grade grievances and other appeals are generally resolved within 10 business days. If the matter requires further review or investigation, the student will be notified by the Dean (or designee) that additional time is required.

All appeal decisions at the Dean's level are shared with the Department Chair/Program Director and Instructor where applicable.

Appeals should be addressed to

Schpdean@morgan.edu

Subject Line: Appeal