

## Academic Appeals Policy & Procedure

Created May 27, 2015. Revised 7/13/15, 7/21/15, 6/1/16, 7/13/16, 9/2/21

### Policy

#### Informal Resolution

It is expected that students will take an initial step to resolve a dispute informally and in good faith with the faculty (or with whomever they have an issue) prior to accessing the appeals process. Students are expected to utilize internal mechanisms of dispute resolution, such as this appeals process, before utilizing external mechanisms.

#### Scope

This policy governs appeals for students with academic issues which affect a student's progression in their program. Program handbooks and policy manuals may amplify or modify the procedures detailed below.

#### Student Responsibility

An appeal of a dismissal from the College of Health Professions (CHP) or the McAuley School of Nursing (MSON) should be accompanied by a description of the student's rationale that the dismissal should be overturned, and identify strategies to improve success. The student has the responsibility to demonstrate why an academic decision or its consequences should be overturned in all appeal procedures. There are specific guidelines for the submission of an appeal. A student is responsible for reading this entire document, and following its guidelines. Any questions about the appeal process should be directed to the program administrator.

#### Appealing a Dismissal from the Program

Upon receipt of the appeal letter, the status of the student is considered dismissal pending. While an appeal of a dismissal is pending, students may not attend any program activities (e.g., classroom, clinical placements or internships, labs, student meetings, etc.).

#### Assignment of Grades

Grades are assigned by the faculty scheduled to teach a course. Grades are determined based on the evaluation criteria and competencies described in the course syllabus. Faculty utilize rubrics, specific criteria, clinical expertise and academic judgment when assigning a grade. Grades cannot be assigned by any other person than the faculty teaching that course, and a grade can only be changed by the faculty member who assigned the grade. **Grades cannot be appealed.**

#### Resources for Non-Academic Issues

Students seeking guidance or resolution of non-academic issues should seek advice from the Detroit Mercy Dean of Students. Examples of issues which are non-academic are listed in the 0 G(D)5(etr)-6(oi)

- CHP Honor Code/Honor Council - [Policies, Procedures and Handbooks | University of Detroit Mercy \(udmercy.edu\)](#)
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8. The Program Administrator makes the decision to affirm or overturn the original decision on academic progression based on the committee's recommendation within five (5) business days. This communication will be sent by email to the student's Detroit Mercy email account
9. While the Program Administrator's decision is final, the student may request that the Dean review the decision. This request for review must be written on paper and signed, state the