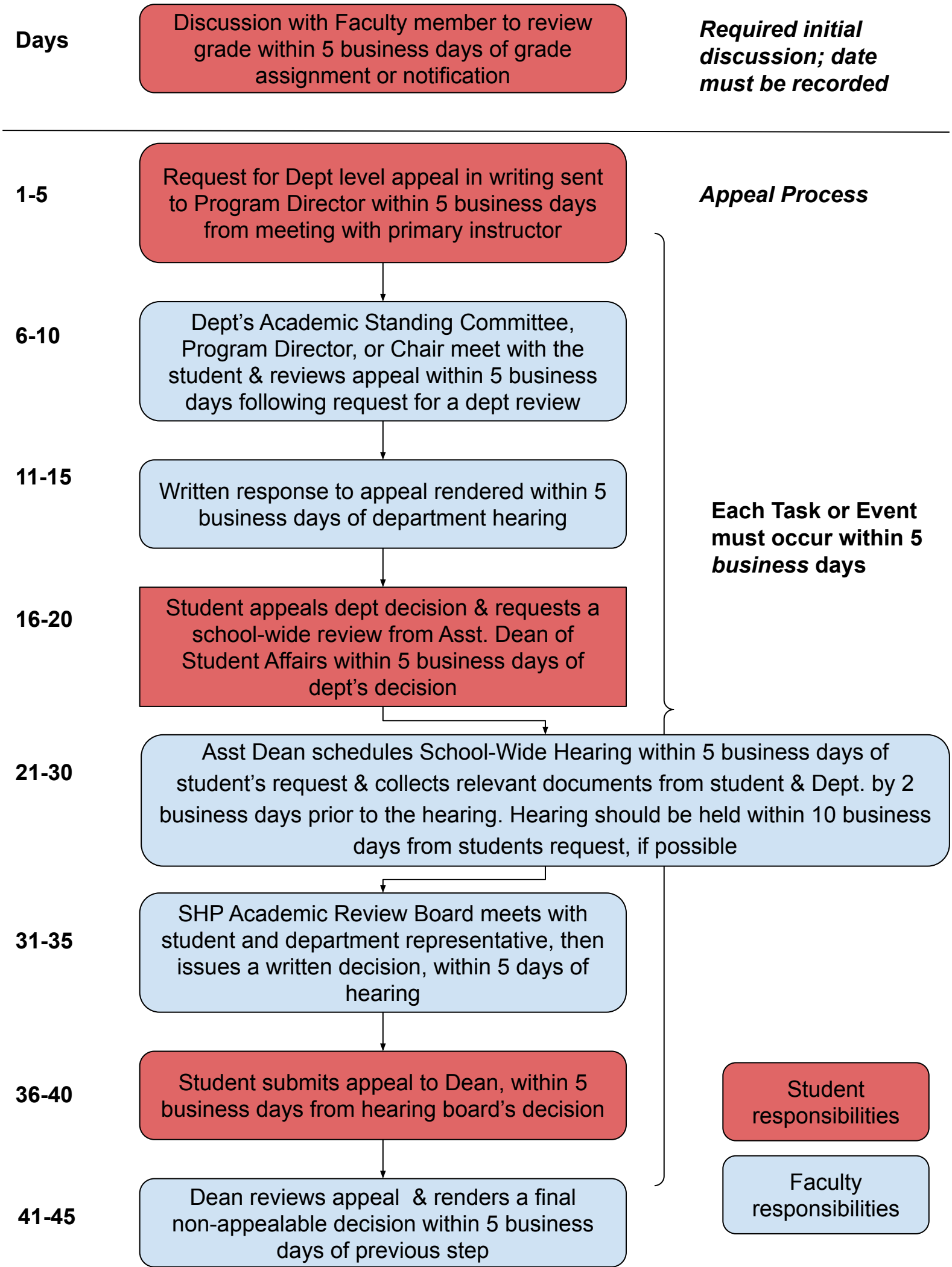
Days
Discussion with Faculty member to review grade within 5 business days of grade assignment or notification
Required initial discussion; date must be recorded
1-5
Request for Dept level appeal in writing sent to Program Director within 5 business days from meeting with primary instructor
Appeal Process
6-10
Dept's Academic Standing Committee, Program Director, or Chair meet with the student & reviews appeal within 5 business days following request for a dept review
11-15
Written response to appeal rendered within 5 business days of department hearing
Each Task or Event must occur within 5 business days
16-20
Student appeals dept decision & requests a school-wide review from Asst. Dean of Student Affairs within 5 business days of dept's decision
21-30
Asst Dean schedules School-Wide Hearing within 5 business days of student's request & collects relevant documents from student & Dept. by 2 business days prior to the hearing. Hearing should be held within 10 business days from students request, if possible
31-35
SHP Academic Review Board meets with student and department representative, then issues a written decision, within 5 days of hearing
36-40
Student submits appeal to Dean, within 5 business days from hearing board's decision
41-45
Dean reviews appeal & renders a final non-appealable decision within 5 business days of previous step
Student responsibilities
Faculty responsibilities