

Official Policies and Procedures

College Policy No. 89.01 FINAL COURSE GRADE APPEALS

The following is the policy for Final Course Grade Appeals in the Eugene Applebaum College of Pharmacy and Health Sciences. At the beginning of each term, the instructor is to inform students in writing of the criteria used in arriving at grades for the class including the relative importance of prepared papers, quizzes and examinations, class participation and attendance. Where student performance in other practical and structured activities is relevant in evaluating professional competency, criteria used in such evaluations should be stated. Written materials should be graded in a timely manner and such materials, together with comments and an explanation of grading criteria, are to be made available to students. Students should be encouraged to discuss any class related problems with the instructor.

Instructors are expected to evaluate student work according to sound academic standards. Equal expectations should be required of all students in a class (although more work is expected from graduate students than from undergraduates) and grades should be assigned without departing from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his or her academic and professional judgment and the student assumes the burden of proof in the appeals process. Grounds for appeals are: (1) evaluation of student work by criteria not directly reflective of performance relative to course requirements; (2) sexual harassment or discrimination; or (3) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.

Final grade appeals and dismissal appeals that fail to cite one or more of the above criteria will be automatically rejected and will not be considered on the merits. Dismissal for failure to cite appeal criteria does not extend the deadline for filing an amended appeal.

This final course grade change policy does not apply to allegations of academic misbehavior.

Academic misbehavior matters are addressed by Section 10.1 of the *WSU Student Code of Conduct* link: <https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>

Definition: *Instructor* - Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

FINAL COURSE GRADE APPEALS POLICY AND PROCEDURE

Informal Final Course Grade Review

1. **Prior** to an appeal of a course final grade all issues must first be directed to the instructor of the course for consideration of resolution.
2. **The initial** request of a grade review should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.

Approved September 28, 2016 Provost Office addendum September 13, 2017. Provost Office update July 12, 2018, November 13, 2018, February 23, 2021. Approved April 28, 2021. This policy is effective immediately for final course grades received Fall 2016 and forward. **REPLACES AND SUPERSEDES ALL PRIOR VERSIONS OF FINAL COURSE GRADE APPEALS POLICY.**

3. **If a student** has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within ten calendar days the student will then have the right to proceed to a formal grade appeal within thirty calendar days following posting of the final course grade. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

Formal Final Course Grade Appeal Policy and Procedure

If the final grade in question remains unchanged after the informal final course grade review, any formal Course Grade Appeal to change the grade in question must be initiated in writing by the student within thirty calendar days following the posting of the final course grade. The student must submit ***a formal written appeal together with a completed [grade appeal form](#)*** prescribed by the College to the appropriate Department Chair (or designee). This formal appeal must include a copy of the current course syllabus and a student appeal letter including detailed justification for the appeal. This documentation must explicitly state which of the three criteria of allowable rationales is applicable and how the alleged violation occurred.

Formal Final Course Grade Appeal:

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student course grade appeal to the instructor, program director or program/department grade appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department grade appeal committee.
2. Students or Faculty involved in a grade appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with a grade decision or the grade appeal process.
3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dispute.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal course grade appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department grade appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Office of the Dean.
5. Appeals to the Office of the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (or designee) of the College level and the College appeal path is exhausted, if the student wishes to continue with the grade appeal process, per the University Academic policy (<https://provost.wayne.edu/academic-policy>), the student may request a Provost Review within 30 days of this decision. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at ombudsoffice@wayne.edu. The student's

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course grade appeal for Provost Review must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

College Policy No. 89.06 DISMISSAL POLICY

Established and Approved September 28, 2016

The following is the policy implemented when a student has been dismissed from a program or department in the Eugene Applebaum College of Pharmacy and Health Sciences. Specific guidelines for dismissal are available (by programs and departments) in student handbooks and in other electronic formats on program, department, and College web pages.

COMBINED Grade Appeal/Dismissal Policy

If the final course grade leads to dismissal, the dismissal will be considered simultaneously in the final course grade appeal process. There is no separate or additional appeal process for a dismissal based on a final course grade. This would be referred to as a "combined" appeal. In the event the combined final grade/dismissal appeal is denied by the Dean (or designee) a final appeal can be made by the student to the Provost as part of the combined grade appeal/dismissal process.

If dismissal results from an unprofessional behavior violation or other non-academic reason not addressed within the program or department student handbook, the *WSU Student Code of Conduct* will be applied. See <https://doso.wayne.edu/conduct/nonacademic-misconduct>. Academic misbehavior matters are addressed by Section 10.1 of the *WSU Student Code of Conduct* at: <https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>

Definition: *Instructor*- Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

COMBINED GRADE APPEAL/DISMISSAL POLICY AND PROCEDURE

Informal Grade Appeal/Dismissal Review

1. Prior to a combined appeal of a grade/dismissal all issues must first be directed to the instructor of the course for consideration of resolution.
2. The initial request should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.
3. If a student has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within ten calendar days the student will then have the right to proceed to a formal combined grade appeal/dismissal process. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

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Formal Combined Grade Appeal/Dismissal Appeal Policy and Procedure

If the dismissal status remains unchanged after the informal meeting with the instructor, the formal Grade Appeal/Dismissal process must be initiated in writing by the student within thirty calendar days following the notification of the final course grade that precipitated the dismissal. The student must submit ***a formal written appeal together with a completed [grade/dismissal appeal form](#)*** prescribed by the College to the appropriate Department Chair (or designee). This formal appeal must include a copy of the current course syllabus and a student appeal letter including detailed justification for the appeal of the dismissal.

Formal Combined Grade Appeal/Dismissal Process:

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student dismissal appeal to the instructor, program director or program/department appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department appeal committee.
2. Students or Faculty involved in a dismissal appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with a grade decision or the grade appeal/dismissal process.
3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dismissal.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal dismissal appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Dean.
5. Appeals to the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (or designee) of the College level and the College appeal path is exhausted, if the student wishes to continue with the final grade/dismissal appeal process, per the University Academic policy (<https://provost.wayne.edu/academicpolicy>), the student may request a Provost Review within 30 days of this decision. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at ombudsoffice@wayne.edu. The student's combined grade appeal/dismissal for Provost Review must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

DISMISSAL POLICY AND PROCEDURE: This applies to appeals of any and all dismissals that occurred because of academic, non-academic, or professional behavior violations.

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Informal Dismissal Review

1. Prior to a dismissal all issues must first be directed to the instructor of the course for consideration of resolution.
2. The initial request should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.
3. If a student has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within ten calendar days the student will then have the right to proceed to a formal dismissal appeal process. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

Formal Dismissal Appeal Policy and Procedure

If the dismissal status remains unchanged after the informal meeting with the instructor, the formal dismissal process must be initiated in writing by the student within thirty calendar days following the notification of the action that precipitated the dismissal. The student must submit a formal written appeal to the appropriate Department Chair (or designee). This formal appeal must include a letter including detailed justification for the appeal of the dismissal.

Formal Dismissal Process:

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student dismissal appeal to the instructor, program director or program/department appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department appeal committee.
2. Students or Faculty involved in a dismissal appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with the dismissal process.
3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dismissal.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal dismissal appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Dean.
5. Appeals to the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student dismissal appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the dismissal appeal is denied at the Dean (or designee) of the College level and the College appeal path is exhausted, if the student wishes to continue with the dismissal appeal process, per the University Academic policy (<https://provost.wayne.edu/academic-policy>), the student may request a Provost Review within 30 days of this decision. The request should be addressed to

Dr. R. Darin Ellis, Associate Provost for Academic Programs. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at ombudsoffice@wayne.edu. The student's dismissal appeal for Provost Review must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

Suspension

In extenuating circumstances, a suspension may be recommended during the appeal process. Suspension is a temporary removal of a student from participation in educational activities. While suspended, the student is placed on an administrative leave of absence. Suspension may occur for failure to meet program/department, College or University requirements, because of a serious allegation of unprofessional behavior, or when a student is deemed to be a danger to others or him/herself. A recommendation for suspension can be made in writing to the student by the Assistant Dean for Student Affairs, the Associate Deans for Pharmacy or Health Sciences in consultation with the Dean of Students or the Office of the Provost.

DISMISSAL POLICIES LISTED BY PROGRAM/DEPARTMENT

In order to maintain the accuracy of program specific policies, students should refer to their respective professional program or department resources, including handbooks or other sources in Canvas for applicable dismissal policy information.

History

Approved 4/30/2013; Correction 3/26/15; UPDATED August 14, 2015; Adopted September 16, 2015; Modifications April 26, 2016; Approved September 28, 2016; Provost Office addendum September 13, 2017; Provost Office updates July 12, 2018, November 13, 2018, February 23, 2021 Approved April 28, 2021. THIS VERSION REPLACES AND SUPERSEDES ALL PRIOR VERSIONS OF FINAL COURSE GRADE APPEALS POLICY.

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