

I. Policy Title: Policies and Procedures for Student Appeals**II. ARC-PA Standard(s) Addressed**

A3.14 The program publishes, consistently applies, and makes readily available to enrolled and prospective students:
h) policies and procedures for student appeals

III. Purpose and Scope

This policy establishes clear procedures for student appeals within the PA program to ensure fair and consistent resolution of academic disputes while protecting students' rights to due process in compliance with ARC-PA Standard A3.14h. The policy applies to all enrolled students seeking to appeal Student Progress Committee decisions not covered by other specific appeal policies, as well as final grade appeals.

IV. Responsible Party

- Program Director and principal faculty

V. Definitions of Policy

- **Academic Grievance Policy for Courses in Progress:** University policy addressing disputes about grades or academic matters while a course is still being taken, separate from final grade appeals.
- **Appeal:** A formal written request by a student to have a decision, grade, or academic determination reviewed and potentially reversed by a higher authority.
- **Dismissal Appeal:** A specific appeal process for students who have been involuntarily dismissed from the program, covered under separate dismissal policies.
- **Final Grade Appeal Policy:** University policy specifically addressing disputes about final course grades after completion of a course.
- **Legal Counsel:** Professional legal representation, which is not permitted in program-level appeal meetings.
- **Non-Program Faculty Member:** A TNU faculty member from outside the PA program who may serve as an advisor to students during appeal meetings, subject to Program Director approval.
- **Student Progress Committee (SPC):** A committee of PA program faculty responsible for monitoring student progress and making decisions about academic standing, remediation, probation, and dismissal.
- **University Provost:** The chief academic officer of Trevecca Nazarene University who serves as the final authority for student appeals within the institution.
- **Working Days:** Monday through Friday, excluding university holidays and closure days, used for calculating appeal deadlines and response timeframes.

VI. Policy

Students who wish to appeal a Student Progress Committee decision that is not covered under the *Final Grade Appeal Policy*, *Academic Grievance Policy for Courses in Progress*, or *Dismissal Appeal*.

1. The student must submit an appeal in writing to the Program Director within five (5) working days of the SPC decision notification. Included in the appeal must be justification for the appeal such as procedural errors, new evidence, or circumstances affecting fairness.
2. The Program Director will oversee the appeal process and convene the Student Progress Committee (SPC) within ten (10) working days of receiving the appeal. The SPC may request the student's presence if clarification is needed. Students may also request to attend their SPC appeal meeting, subject to Program Director approval. Students may request a non-program faculty member to attend the SPC meeting as an advisor, subject to Program Director approval. This meeting is purely for academic or professional problems. Legal counsel is not permitted. Proceedings may not be recorded in any manner (audio, video, digital, etc.). The SPC will issue a final program-level decision. The Program Director will notify the student in writing immediately upon receiving the SPC's decision, but no later than five (5) working days.
3. If the SPC appeal is denied, the student may submit a final written appeal to the University Provost within ten (10) working days of receiving the decision from the Program Director. The ruling of the provost is final and binding.

TNU Final Grade Appeal Policy and Procedures

Trevecca Nazarene University recognizes a student's right to appeal decisions and practices that affect his or her academic status without fear of punishment or unfair treatment. A student can expect the University to deal with a final course grade appeal sincerely, objectively, within a reasonable time frame, and as appropriate, in confidence. Appeals will be heard when the student alleges that an arbitrary, capricious, or prejudiced evaluation or a mechanical error has occurred. The purpose of the appeal process is to treat all parties fairly and to alert all parties to the appeal procedure. Every student will have the right to have his/her appeal considered by the professor and the Grade Appeal Committee. During the appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, in which case the professor must support the accusation. The student may elect to discontinue the appeal process at any level. The grade appealed shall remain in effect until the appeal process is completed, or the problem is resolved.

Order of Appeal

Should a student feel there is concrete reason to appeal a final course grade, these procedures

should be followed sequentially:

1. The University supports and encourages responsive and respectful dialogue between faculty and students when there is a disagreement about a final course grade. Whatever the nature of the grade appeal, the student must make an effort to first discuss the matter with the faculty member. In order to begin the appeal process, students must initiate a complaint to the faculty member in writing or via e-mail within 15 calendar days of the posting of a final grade. The faculty member will provide a written response within 15 calendar days of receiving the letter or e-mail from the student.
2. If the student is not satisfied with the faculty member's response or lack of response, the student shall contact the Student Progress Committee within 30 calendar days of the posting of a final grade. The contact needs to be in writing. Upon receipt of the written appeal, the Committee will communicate with the student within 30 calendar days to attempt to resolve the issue.
3. If after communicating with the Student Progress Committee the student is still not satisfied with the decision, the student may choose to file an appeal in writing to the Physician Assistant Program Director within seven calendar days of the Student Progress Committee's decision notification. The Program Director will respond within seven calendar days.
4. If the Physician Assistant student desires to appeal the decision of the Program Director, the student may make their appeal to the University Provost. Student appeals must be made in writing and received by the University Provost within 15 calendar days of the Program Director's decision notification date. The Provost will contact the student within 15 calendar days of receiving the appeal in an attempt to resolve the issue. The Provost may elect to include or consult with others in evaluating the appeal. The decision of the Provost is final.

The failure of the student to proceed from one level of the appeal procedure to the next level within the prescribed time limits shall be deemed to be an acceptance of the decision previously rendered. All further considerations and proceedings regarding that particular appeal will cease at that point. Under unusual circumstances, deadlines may be extended.

Published

- Trevecca Nazarene University Physician Assistant Program Student Handbook
- Program website

Review Cycle

- Annually