

Student Grievances and Appeals Policies and Procedures

(Accreditation Standard A3.15g)

Physician Assistant students desiring to appeal an academic or disciplinary decision of the Promotions, Retention and Disciplinary Committee must submit their appeal in writing to the Physician Assistant Program Director within seven calendar days of the decision notification. The Program Director will respond within seven calendar days.

If the Physician Assistant student desires to appeal the decisions of the Program's Promotions, Retention and Disciplinary Committee and 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 decision of the University Provost is final.

University Final Grade Appeal Policy and Procedures

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 Promotion, Retention, and Disciplinary 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 Promotion, Retention, and Disciplinary 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 Promotion, Retention, and Disciplinary 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. University policy information can be found in the graduate catalog: [Trevecca Nazarene University - Final Grade Appeal Policy and Procedures \(smartcatalogiq.com\)](http://smartcatalogiq.com)