



Rush University, College of Nursing

Policies and Procedures-Grading Policies

Student Academic Appeal Process

The purpose of the student academic appeal process is to provide a system for reviewing a final course grade or evaluation that a student believes was the result of a mistake, illegal discrimination, or differential treatment. It is the responsibility of the student to initiate the appeal process. All steps must be followed sequentially unless resolution is met at an earlier step in the process.

An academic appeal not filed in accordance with the following steps shall be considered withdrawn. At any point, the student may withdraw the appeal by written notification to the course director with a copy directed to the Dean of the College of Nursing at Rush University. In the event that dismissal has resulted from a final course grade, the student may continue to take nonclinical coursework as an unclassified student during the appeal process.

Documentation

All documentation related to the appeal should be considered confidential and its distribution limited to individuals on a need-to-know basis. The decision of the Advisory Panel shall be in writing, shall contain a summary of the evidence and testimony upon which the decision is based, and shall be delivered to the Dean. Notification of the Dean's decision will be sent to the student (by certified mail), the Progression Committee and to the Advisory Panel. The Dean will place a copy of the final decision in the appropriate file(s).

Appeal Process

Step I. The student will contact the faculty person who gave the grade or evaluation by the end of week one (Friday) of the following term and arrange a meeting to discuss any possible actions that could result in resolution of the grade issued.

Step II. If no satisfactory resolution is achieved, the student initiates the appeal process by notifying the advisor, Course Coordinator and the appropriate Program Director in writing of his/her desire to pursue the formal academic appeal process. This notification is done within five (5) working days of the meeting in Step I.

After notifying the above persons, the student has five (5) days to arrange a meeting with the Course Coordinator and the appropriate Program Director. The faculty person who gave the grade and the student's advisor may be included as appropriate. The Program Director will review relevant data from the student, faculty member, course coordinator and issue a decision to the student.

Step III. If no satisfactory resolution is achieved, the student shall submit a written statement to the Dean requesting consideration of her/his case by a Faculty Advisory Panel. The request to the Dean must be submitted within five (5) working days of receiving the Program Director's decision. The student must provide:

1. Course number and grade or evaluation being appealed;
2. Action requested;
3. Justification for request;
4. Outline of effort and actions already taken to obtain consideration of the request.

Copies of this communication must be sent by the student to the Course Coordinator, faculty member (if different from the course coordinator), advisor, and the Associate Provost for Student Affairs (Rush University).

Step IV. Within ten (10) working days after notification, the Advisory Panel shall meet and submit a written recommendation to the Dean. The panel will consist of the College of Nursing Faculty Senate and the Associate Provost for Student Affairs (Rush University). Faculty Senate should ensure that at least one Advisory Panel member is actively involved in teaching at the level of the student involved in the appeal. The Dean or designee may be an observer during the hearing.

Formal rules of evidence shall not be applicable. Evidence presented should be reasonably related to the issues before the Advisory Panel and shall not be unduly repetitious. All evidence shall be admissible unless clearly redundant.

Both the student and the Advisory Panel may be accompanied by legal counsel or other person at the Advisory Panel session. However, the accompanying legal counsel or other person may not participate in the actual session proceedings.

Step V. Within five (5) working days or as soon thereafter as possible following receipt of the Advisory Panel recommendation, and upon discussion with the student and others as appropriate, the Dean shall reach a final decision and notify each party of the decision. The decision reached by the Dean is final.

Rules for the Conduct of the Advisory Panel

The Presiding Officer of the Faculty Senate:

1. Shall preside over the Advisory Panel;
2. Rule upon the relevance of the evidence and dispose of procedural requests;
3. Interpret these rules, the Rules of Governance of Rush University, and the Policies and Procedures of Rush College of Nursing;
4. Take any action authorized by these rules, the Rules of Governance of Rush University, or the Policies and Procedures of Rush College of Nursing.

The Advisory Panel shall:

1. Consider evidence in the form of documentary evidence, written statements, or oral testimony from the student and/or such other relevant witnesses as may be called by the Advisory Panel or the student.
2. Reach a decision on the appeal by simple majority vote by a quorum (i.e., a simple majority of voting members), that the preponderance of the evidence establishes that there was or was not adequate cause to support the student's appeal. Advisory Panel members who are not present at the hearing cannot be part of the deliberations nor can they vote on the outcome of the hearing.
3. Hear the student's presentation of evidence first. During the Conduct of the Advisory Panel for the Student Academic Appeal Procedure, the student with his or her advisor and involved faculty members may appear before the Advisory Panel individually, with additional time granted as deemed appropriate by the Advisory Panel. The student shall present before other evidence is heard by the Advisory Panel.
4. Document their decision in writing, including a summary of the evidence and testimony upon which the decision is based.
5. Deliver their decision to the Dean.

The Dean:

1. Considers the matter and renders a final decision with respect to the appeal.
2. Notifies the student of the decision by certified mail and the Advisory Panel by email.
3. Places a copy of the final decision in the student's file.