

COLLEGE OF HEALTH SCIENCES
Guidelines and Procedures for Student Academic Appeals

References

- UW SAP [2-100.1](#), Course Syllabus Requirements
- UW Regulation [2-121](#), Change of Grades
- UW Regulation [2-114](#), Student Academic Dishonesty
- UW Regulation [4-2](#), Discrimination and Harassment
- UW Regulation [11-1](#), Student Conduct

Philosophy

Students have the right to expect thoughtful, non-capricious evaluation of their academic performance. Academic standards and approaches to grading may vary across colleges, units, and instructors. Grading policies should be clearly articulated in course syllabi as specified in UW SAP [2-100.1](#), Course Syllabus Requirements.

The College of Health Sciences encourages resolution of academic disputes at the level closest to the issue. Often these disputes can be resolved when a student and instructor engage in reflective and respectful deliberation about the academic issue. Instructors may change grades if they have made an error in calculating or reporting the grade as specified in UW Regulation [2-121](#), Change of Grades.

Each academic unit in the College of Health Sciences shall have its own written procedures for resolution of student disputes arising from decisions or actions of faculty, staff and/or administrators as per accreditation standards. If the student disagrees with the outcome, the student may appeal to the Dean of the College of Health Sciences. The appeal will be forwarded to the Associate Dean for Student Affairs and will proceed according to the appeals procedures outlined in this policy.

A formal appeal should be considered carefully by the student before submission to the College of Health Sciences and should be based on substantial evidence. Prior to filing a formal appeal, the student should exhaust all channels of relief at the level closest to the issue (e.g., division/school).

Grounds for Appeal

The right of a student to appeal at the college level is limited to allegations of prejudice, capricious evaluation, capricious treatment, or unprofessional conduct related to an academic evaluation or academic decision, including evaluations arising from didactic coursework, clinical rotations, practica, internships, or other required experiential learning activities.

Definitions

- Prejudice: adverse, preconceived judgment about the student based on personal characteristics or group membership.
- Capricious evaluation: applying different standards of evaluation to members of the same course without legitimate reason; or grading assignments or assigning course grades in a manner inconsistent with the articulated standards of evaluation for the assignment or course.
- Capricious treatment: unpredictable or inconsistent actions that affect the student in an adverse way.
- Unprofessional conduct: behavior by a student that falls substantially below the established standards of professional responsibility, ethical conduct, or program-specific professionalism expectations applicable to the academic program, including conduct occurring in clinical rotations, internships, practica, or other supervised experiential learning settings, when such conduct results in an academic evaluation, grade, or academic decision subject to appeal.

For an appeal to be successful, one of these conditions must be clearly evident to impartial committee members who are not in the field of study in the class. The burden of proof is on the student. These accusations are serious, and students should consider their ability to document the grounds for appeal before proceeding. By the same token, students have the right to raise an appeal and expect that every effort will be made to resolve it in accordance with these guidelines, without prejudice or fear of reprisal.

The guidelines included in the following sections pertain to College of Health Sciences-level appeals of academic evaluations and decisions (including final course grades and experiential learning evaluations) and not those that involve charges of academic dishonesty or allegations of discrimination based on a protected class. Policies and procedures involving cases of academic dishonesty fall under the jurisdiction of UW Regulation [2-114](#), Student Academic Dishonesty. Students and faculty involved in appeals of academic dishonesty charges should follow the process and procedure detailed in UW Regulation [2-114](#). Any allegations of discrimination or retaliation based on a protected class as defined in UW Regulation [4-2](#), Discrimination and Harassment will be referred to the University's Equal Opportunity Report and Response unit and will not be heard under the processes set forth in this College of Health Sciences appeal policy.

Allegations of student unprofessional conduct that do not result in an academic evaluation or academic decision are addressed under other applicable University or program policies and are not subject to appeal under this policy.

Jurisdiction

The Dean of the College of Health Sciences retains ultimate authority over all student academic appeals. The Associate Dean for Student Affairs (ADSA) will coordinate and administer the appeals process, serve as the primary point of contact, and ensure that all

documents, communications, and procedural steps flow through their office. The ADSA does not serve as a voting member of the College of Health Sciences Student Appeals Board (CHSSAB).

This policy applies to academic appeals arising from student performance and professional conduct expectations in all components of College of Health Sciences programs, including classroom instruction, laboratories, clinical rotations, internships, field placements, practica, and other supervised experiential learning required for program completion.

When the Dean determines that a formal hearing panel is necessary to address an allegation within the jurisdiction of this policy, a CHSSAB will be convened as outlined below. The Dean may alternatively resolve the matter informally or issue a decision based on the record without convening the CHSSAB. Notice of any resolution or decision rendered without CHSSAB review will be provided to all parties within fifteen (15) business days of receipt of the formal appeal.

College of Health Sciences Student Appeals Board (CHSSAB)

The Student Affairs Committee shall serve as the CHSSAB, consistent with the bylaws of the College of Health Sciences. The CHSSAB consists of three academic personnel elected to three-year staggered terms.

The Chairperson of the CHSSAB shall be the current chair of the Student Affairs Committee, elected by the CHSSAB members. Exception: If the chairperson is a faculty member from the unit in which the grievance originated, another Student Affairs Committee member from outside that unit must serve as chair.

Conflicts of Interest

If any CHSSAB member—academic personnel or student—has a conflict of interest (e.g., unavoidable commitment, emergency, or personal knowledge of the underlying facts), the ADSA, in consultation with the Dean, will review the circumstances and determine whether the conflict is unmanageable. When a conflict exists, the ADSA may appoint an ad-hoc replacement member to ensure impartiality.

Basic Authority and Responsibilities

- The CHSSAB has final authority over procedural matters related to the hearing.
- The CHSSAB may recommend affirmation or reversal of the decision under appeal and may propose additional actions as appropriate.
- The CHSSAB will submit its written recommendation(s), including findings of fact, to the Dean within five (5) business days of the hearing. The Dean may extend this timeline at their discretion.

Professional Conduct

All parties involved in the academic appeal process are expected to respect the rights of all members of the University community and to refrain from willful disruption of the educational process or interference with the orderly processes of the institution.

- Communicate respectfully and in good faith throughout the process.
- Refrain from intimidating, retaliatory, harassing, or disruptive behavior.
- Comply with established timelines, procedures, and directives.

Conduct that interferes with the integrity or orderly administration of the appeal may result in reasonable procedural limitations by the CHSSAB Chairperson to maintain order and may be referred to the appropriate University office for review under applicable University Regulations and policies.

Procedures

Initiating the Appeal (Timeframe)

An appeal of a School or Division's decision arising from student performance or professional conduct must be submitted by the student to the Dean of the College of Health Sciences or designee no later than fifteen (15) business days after the student receives the final decision.

Within fifteen (15) business days of the receipt of a written appeal, the Dean of the College of Health Sciences, in consultation with the ADSA, shall determine whether there is jurisdiction under this policy for informal review by the Dean of the College of Health Sciences or formal review by the CHSSAB.

- If the appeal does not fall within the jurisdiction for informal or formal review, the ADSA shall notify the student that the matter will not be heard due to a lack of jurisdiction.
- If the appeal falls within the jurisdiction of an informal review by the Dean, the Dean shall notify the student and the appellee of the resolution or decision within fifteen (15) business days of receipt of the formal appeal.
- If the appeal falls within the jurisdiction of a formal review by the CHSSAB, the ADSA shall notify the student and appellee and include a notice of the time and place of the hearing.

Filing the Appeal

A written appeal shall consist of a letter to the Dean of the College of Health Sciences, presenting the action being appealed, the basis of the appeal, and any supporting documents. The written appeal will not be considered filed until all required materials are provided. An appeal must include the following:

- Evidence that all normal channels of relief in the School or Division for adjustment of the action being appealed have been exhausted.

- A copy of the final decision rendered by the School or Division with the date of such decision and the date that the student received notification of the decision.
- The grounds for appeal (prejudice, capricious evaluation, capricious treatment, or unprofessional conduct) and a clear statement of how the ground(s) apply.
- A step-by-step description of the factual matters of the case, including documentation of the student's attempts to resolve the matter through normal channels of relief at the School or Division level.
- Relevant course or experiential learning materials (e.g., syllabus, amendments, grading rubrics, evaluation forms, competency checklists).
- Relevant supporting materials (e.g., copies of any non-UW pertinent policies or procedures applicable to the appeal).
- A list of witnesses (if any) the student intends to call at the hearing.

Exchange of Hearing Documentation

The ADSA will provide the appellee with a copy of the written appeal, any supporting documents, and a list of the student's proposed witnesses within five (5) business days of receipt.

The appellee may make a written reply to the ADSA within five (5) business days of receipt of the student's appeal materials but is not required to do so.

The appellee must notify the ADSA of any proposed witnesses the appellee intends to call at the hearing and provide supporting documents no less than five (5) business days before the hearing.

The appellee's materials (including any written reply), and the student's materials, will be made available to the CHSSAB and both parties at least three (3) business days before the hearing.

Hearing

The ADSA will schedule the hearing and inform all parties and the CHSSAB of the date, time, and place.

Disqualification of Members

Any member of the CHSSAB may recuse themselves or request any other member be disqualified for just cause by notifying the ADSA at least five (5) business days before the hearing. The decision whether to disqualify or not is made by the Dean of the College of Health Sciences.

Recorder

The ADSA is responsible for compiling and disseminating all materials for the CHSSAB members to review. The ADSA will record the hearing and its outcome and provide a copy of the recording to the student, if requested. The ADSA will forward the recordings and related materials which comprise the case file to the Dean within five (5) business days of the conclusion of the hearing.

Hearing Procedures

The CHSSAB shall have the final authority in all procedural matters. The CHSSAB Chairperson shall be responsible for creating and distributing an agenda for the hearing to the ADSA, the student, appellee, and the CHSSAB members one (1) business day before the hearing.

The CHSSAB Chairperson has the authority to maintain professional decorum during the hearing, including issuing warnings, setting reasonable behavioral boundaries, pausing proceedings, or removing individuals whose conduct is disruptive or inconsistent with professional standards.

Unless otherwise noted or agreed upon prior to the hearing, the order for the proceedings will be:

1. Hearing is called to order by the CHSSAB Chairperson.
 2. Student opening statement justifying the appeal (15 minutes maximum, 5-minute warning).
 3. Appellee opening statement (15 minutes maximum, 5-minute warning).
 4. Student response and presentation of witness(es) (15 minutes maximum, 2-minute warning).
 5. Appellee response and presentation of witness(es) (15 minutes maximum, 2-minute warning).
 6. Final response by student (2 minutes maximum).
 7. Final response by appellee (2 minutes maximum).
- CHSSAB may ask questions at any time during the hearing and extend the above time limitations in its sole discretion.
 - Hearsay is permissible with relevancy and credibility as determined by the CHSSAB.
 - Additional evidence or materials not previously submitted to the ADSA by the published deadlines/timelines will not be accepted.
 - The student shall have the burden of proof by “substantial evidence” (evidence that a reasonable mind might accept as adequate to support a conclusion) that the decision or action was based on one or more of the grounds for appeal.
 - Each party may be accompanied by one advisor, as defined in UW Student Code of Conduct, during the proceedings. The advisor may not speak on behalf of the party and may not otherwise participate in the hearing. The advisor must conduct themselves in a manner consistent with University standards of professionalism. Any party intending to have an advisor present must notify the ADSA no fewer than three (3) business days prior to the hearing.
 - Witnesses will be permitted to testify during the allotted student or appellee response time. Written statements by witnesses may also be admissible as determined by the CHSSAB. Witnesses will be present during the hearing only when they are giving statements and answering questions.

- The CHSSAB is authorized to request the appearance of any student, faculty, staff member, or other employee of the University as a witness or request additional evidence or materials it deems relevant to its decision.
- In the event the student does not appear, the matter shall be resolved by default decision of the applicable division or school, based on the record before it, including any written statements submitted. The CHSSAB's recommendation, if applicable, will be made accordingly.
- Hearings will not be adversarial in tone or fact; they will be conducted to ensure all pertinent information is heard.

Immediately following the hearing, the CHSSAB will take the matter under submission and retire to vote. All materials provided to the ADSA by the relevant parties will be available to the CHSSAB during deliberation. This deliberation period will not be recorded. A majority vote is required to reach a recommendation. The CHSSAB will record its decision on the record but is not required to record individual votes.

Implementation of Decision

The Dean of the College of Health Sciences will review the materials and written record of the hearing along with the recommendation of the CHSSAB.

The Dean will make a final decision regarding the case to affirm or reverse, in whole or in part, including modifying any recommended sanction. The Dean will notify the relevant parties (i.e., student, appellee, CHSSAB, and the ADSA) of the decision in writing within ten (10) business days of receipt of the record and recommendation by the CHSSAB.

The Dean shall be responsible for implementing the decision.

Further Appeal

If the student desires to appeal the College of Health Sciences decision, they must file an appeal with the Office of Academic Affairs within ten (10) business days of receipt of the Dean's notification of the decision. If an appeal is initiated by the student, the CHSSAB findings report, including decision and all relevant materials, will be forwarded to the Office of Academic Affairs within thirty (30) business days pursuant to the Office of Academic Affairs policy

Maintenance of the Appeals Record

A file of the appeal, consisting of the written evidence, the CHSSAB's decision and recommendation, audio recording of hearing proceedings, and the Dean's decision will be compiled and retained in a secured location in the Office of the Dean of the College for seven (7) years from the date of the incident except in cases of suspension (10 years) and dismissal (permanent retention). All other copies of the written evidence shall be destroyed immediately following the hearing.

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