

Appeal/Grievance Process

Specific policies and procedures have been established for students seeking to appeal an admissions decision, a grade in a course, or an extension of time to complete a degree. The policies are outlined below:

1. Appeals concerning admission to the UNTHSC-SPH should be addressed to the Dean.
2. To request an extension of time, a petition in the form of a letter must be submitted to the UNTHSC-SPH-OSAS. The student's academic record and the petition letter is then forwarded to the appropriate department Chair for review and decision.
3. Information concerning how to pursue appeals on any other matter can be sought from the UNTHSC-SPH-OSAS.

Course Assignment Grade Appeal

Any student who believes a grade for a course assignment has been inequitably awarded should contact the instructor first within five (5) working days after the grade was assigned to discuss and resolve the issue. If unable to resolve the issue, the student should submit a written appeal to the faculty member's department Chair. The decision of the department Chair is final. If the instructor is the department Chair, the appeal should be submitted to the Associate Dean of Academic Affairs.

Course Grade Appeal

Any student who believes a course grade has been inequitably awarded should first contact the instructor who awarded the grade in order to discuss and attempt to resolve the issue. Any instructor no longer associated with the UNTHSC at the time of the appeal will be represented in these proceedings by the department Chair over the concentration in question. The student who is unable to resolve the differences with the instructor has five (5) working days following the first class day of the subsequent semester to file a written appeal with the appropriate department Chair. If the instructor is the department Chair, the appeal should be submitted to the Associate Dean of Academic Affairs, who will act as a substitute for the department Chair. If the Associate Dean of Academic Affairs is the instructor, the appeal should be submitted to the Dean of the UNTHSC-SPH for review and final decision of the course grade appeal.

Comprehensive Examination Grade Appeal

Any student who believes a grade in the comprehensive examination has been inequitably awarded should contact the Comprehensive Examination Coordinator first within five (5) working days after the grade was assigned to discuss and resolve the issue. If unable to resolve the issue, the student should submit a written appeal to the department Chair within five (5) working days. If unable to resolve after discussion with the department Chair, the student can submit a written appeal in the form of a letter to the Associate Dean of Academic Affairs within five (5) working days.

Every stage of the appeal process will be carried out in an efficient manner to render a decision within thirty (30) days of the original appeal request.

If a grade appeal is requested by a student on academic probation, the student remains active in the program until the grade appeal process has concluded.