DEPARTMENT OF PUBLIC HEALTH & HEALTH SCIENCES (PHHS) APPEAL POLICY

Jurisdiction: The PHHS Appeal Policy applies to all PHHS programs and courses except the BS in Radiation Therapy and the MS in Anesthesia programs for which program-specific student appeals policies exist. For all other PHHS programs (BS in Health Education/Public Health, BS in Health Care Administration, BS in Health Sciences, BS in Clinical Laboratory Science/Medical Technology, MS in Health Education and MPH) the following procedures apply:

I(a). ISSUES CONCERNING COURSE GRADE OR INDIVIDUAL INSTRUCTOR:

1) Student shall seek to resolve academic issues directly with the Instructor via email, face-to-face meeting or telephone within 10 business days of the following major semester (“meeting” may take place later as it will be based on the instructor’s and student’s schedules).

2) After such a “meeting” occurs and if the Student and the Instructor cannot reach a satisfactory solution, the Student will complete the Appeal Cover Sheet (see page 2) and include a written statement, and evidence describing the concern to the Program Director (or Department Director) within 5 business days of the “meeting” with the instructor.

3) Within 5 business days of receipt of the written statement, the Program Director (or Department Director) will speak with the Student and the Instructor to obtain clarification regarding the Student’s concern to find a resolution acceptable to the Student and the Instructor.

4) If the Director cannot facilitate a mutually acceptable solution, the student will submit an appeal, and the appeal will be presented to the Department Faculty members at its next scheduled faculty meeting. The involved faculty member will be excused from this meeting. The Department Faculty* has the authority to either overturn or support the student’s appeal. Within 5 business days, the Program Director (or Department Director) will email and mail a letter to the Student informing him/her of the Department’s decision following the faculty meeting.

5) If Student is not satisfied with the resolution, they will be informed of the School of Health Professions and Studies (SHPS) appeals process by the Program Director (or Department Director)

I(b). ISSUES CONCERNING THE PROGRAM OR DEPARTMENT DIRECTOR:

1) If the Student is appealing an issue with the Program Director, the Student shall submit a written statement (item #2) to the Department Director.

2) If the Student is appealing an issue with the Department Director, the student shall submit a written statement (item #2) to the School of Health Professions and Studies Dean.

II. ISSUES CONCERNING ACTIONS OF THE SHPS ACADEMIC STANDARDS COMMITTEE (ASC):

Students who wish to appeal actions of the SHPS ASC, e.g., program dismissal, may appeal the action by submitting an appeal to the Department Director. The appeal will be presented to the Department Faculty* at its next scheduled faculty meeting. Within 5 business days, the Department Director will email and mail a letter to the Student informing him/her of the Department’s decision.

* Departmental Faculty includes tenured track/tenure assistant professors, associate professors and professors as well as clinical full time instructors.
Classification of Appeals is set by the Policy and Procedures at the Public Health and Health Sciences-Student Appeals Committee Standing Rules.

Will accept:

1) Appeals related to academic rights defined as the PHHS Department, the PHHS programs, or the PHHS faculty and instructors’ decisions which impact directly on the student’s academic standing and/or progression. Academic rights appeals are related to faculty, instructors, and committees or administrative determinations of leaning related performance. Such determinations include grade discrepancy and academic integrity.

2) Appeals related to professional conduct only when the appeal does not involve an issue of sexual harassment or discrimination, as defined by the University of Michigan-Flint Student Rights Policy. Professional conduct is defined by the specific policies and procedures of the departments within the SHPS. Issues and appeals of professional conduct which involve harassment or discrimination must be heard through the University-wide process, as described in the Student Rights Policy.

Will not accept:

1) Appeals related to non-academic rights. Non-academic rights are those defined by the University in its (current) Student Rights Policy and include but are not limited to violations of ethical conduct and right to privacy, claims of discrimination, sexual harassment, and inappropriate access to student records. The University has an established process for students to follow by which non-academic rights grievances are addressed.

2) In cases of appeals involving both non-academic and academic issues, the Department committee will refer the student to the University-wide student grievance procedure, as described in the University of Michigan-Flint Student Rights Policy.
Student Appeal Cover Sheet

This form must be properly completed and accompany a formal letter of appeal to the Program Director or Department Director as appropriate. Completion of this form will help to expedite the appeal process.

Student Name: __________________________________________

Mailing Address: _________________________________________

Phone Number: __________________________________________

Email Address: __________________________________________

UM Student ID #: ____________________________

Date of Submission to the PHHS Office: ________________

I am appealing the PHHS faculty member’s decision to ______________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Submit this form with written statement and written evidence of appeal to:
Department of Public Health and Health Sciences Office
3124 William S. White Building