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, BS in Respiratory Therapy and the MS in Anesthesia programs for which program-specific student appeal 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/Program Director 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/Program Director cannot reach a satisfactory solution, the Student will contact the PHHS department office to set appointment with the Program Director (or Department Director) within 5 business days of the “meeting” with the instructor. Once meeting date with Program Director (or Department Director) is scheduled, student will need to send email to Sandy Campbell at campbesa@umflint.edu and attach any supporting documents/emails.

3) Before meeting with the student, the Program Director (or Department Director) will speak with the Instructor/Program Director 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 may submit an appeal. An appeal cover sheet will be emailed to the student. The student must complete the cover sheet and include a written statement and evidence. This can either be emailed back to Sandy Campbell at campbesa@umflint.edu or brought into the office. It 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 deny or support the student’s appeal. Within 5 business days, the Program Director (or Department Director) will email and send a hard copy of 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) appeal 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 contact the department staff for an appeal coversheet and submit a written statement to Sandy Campbell at campbesa@umflint.edu. Please follow same process as listed above.

2) If the Student is appealing an issue with the Department Director, the student shall submit an appeal from the School of Health Professions and Studies website and submit to the Dean of School of Health Professions and Studies.
Classification of Appeals is set by the Policy and Procedures at the Public Health and Health Sciences-Student Appeal Committee.

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 learning 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. (https://www.umflint.edu/rights-and-responsibilities)

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.