

SHP Academic Decision and Grade Review Flow Diagram (Policy 3.1.1)

See policy for specific details

Step One

Informal Discussion with Faculty Member to Review Grade.

Step Two

If the student is not satisfied with the outcome of the Informal Discussion with the faculty, the student may request a review by the Department's Academic Standing Committee if present, or the Program Director/Chair by email within 5 days of the informal faculty review.

Step Three

The Department Academic Review Committee/Dept Chair/PD will convene within 5 days of receiving a written request from the student to hear the student's concerns.

Step Four

If the student is still not satisfied with the outcome of the Department/Program Level Review, the student may request a school wide review within 5 days of receiving the program/department written decision.

Step Five

If the student's evidence meets the criteria for review, the Assistant Dean will request additional information from the student and department, and schedule the date for the hearing before the School's Academic Review Panel within 5 days of receiving the request for a School Level Review.

Step Eight

Dean has 5 days from the time of receipt to submit a final decision.

Step Seven

The student has 5 days from the receipt of the written decision from the school's Academic Review Panel to request a final written review via email to the Dean.

Step Six

The school's Academic Review Panel will meet with the student and department representative, and issue a written decision within 5 days following the hearing.

Key Reminders

1. Student may request an academic review only if the student produces evidence of one of the following elements at each procedural step:

- Grade miscalculation or other technical error affecting the academic decision, or
- The existence of extraordinary circumstances affecting the student's performance, outside the student's control, and which the student disclosed to the program via EMAIL prior to an examination, clinical experience or other grading encounter, and which was not considered or weighed when the grade or academic decision was made.

2. Students should be stating in writing and documenting information directly related to (a) or (b) above. Written statements should include both the date of all meetings along with relevant written evidence. All communication must be in writing and sent through email for time stamping.

3. If the review includes condition (b), the request must include a printed or electronic copy of the email or other form of communication originally sent by the student to the program or faculty member notifying them of the extraordinary circumstance(s), which memorializes the date, time, and manner that the program or faculty member was notified by the student. Any evidence that the student's request has been altered, edited or fabricated in any manner, including changes in the body, heading or time stamp of those emails, will result in the immediate termination of the review process and academic penalties up to and including dismissal from the school.

4. Aspects of the official academic review that involve or address the implementation of approved student accommodations will be evaluated by the school's Student Disabilities Coordinator before the review is heard by the academic review committee. The Student Disabilities Coordinator will determine whether the student had applied for and received approved, reasonable accommodations, and whether those accommodations were implemented as directed.

5. All days refer to "business" days.