

## **PAS Student Academic Grievance Procedure**

Academic grievances are generally defined as those involving (a) procedures, policies, and grades in courses, (b) program requirements, or (c) graduate degree requirements. Filing of a grievance is required by the end of the following regular semester after notification of grade or receipt of an adverse decision. Appeals must take place within 30 days of the decision notification.

1. Resolution of an academic grievance involving procedures, policies, and grades in individual courses. The resolution of academic grievances is based on two principles: first, the resolution of a grievance should be sought between the student and the course instructor, and second, pathways for appeal exist for both faculty and students. Resolution should be pursued as follows:
  - a. Students submit an initial written grievance to the course instructor. The course instructor should respond to the grievance within 30 days of receipt.
  - b. If the grievance is not resolved to the student's satisfaction, a written appeal can be made to the PAS Program Director and/or Department Chair. The PAS student and course instructor are notified in writing of the decision within 30 days of receipt of the appeal.
  - c. If the decision made by the PAS Program Director and/or Department Chair is not acceptable to the student or the course instructor, a written appeal may be made by either party to the Dean of the College of Health Professions. If the Dean of the College of Health Professions feels that there is some merit in the written grievance, he or she may establish a committee to review the grievance and make a recommendation within 30 days to the Dean. This committee may include a representative of the Dean's office, a faculty representative from the PAS program, and a student representative. If a student representative is to be included in the committee, the student that is a party to the appeal must sign a FERPA release/waiver prior to the committee convening. The Dean shall rule on the grievance within 30 days of receiving the committee's recommendation in the latter procedure. The student, the course instructor, the PAS Program Director, and PAS Department Chair are notified in writing of the Dean's decision. The Dean's review and judgment in the case are final.
2. Resolution of an academic grievance involving fulfillment of program or degree requirements should be pursued as follows:
  - a. Students submit an initial written grievance to the PAS Program Director and/or Department Chair.
  - b. If the grievance is not resolved to the student's satisfaction by the PAS Program Director and/or Department Chair, an appeal to the Dean of the College of Health Professions would be possible in the same manner as outlined in 1 above.
3. Exceptions to institutional graduate degree requirements sought by individual students are determined by the Dean of the College of Health Professions and the Provost or the Provost's designate.
  - a. The student filing the grievance may have an observer from the Dean of Students Office or a person of their choice attend any meeting at which the student appears. The faculty member involved in the grievance may have an observer of their choice attend any meeting at which the faculty member appears.

4. After institutional grievance and review mechanisms are exhausted, a written complaint may be submitted to the Accreditation Review Commission on Education for the Physician Assistant ([ARC-PA](#)).
5. This policy is in compliance with the [University's Academic Grievance Procedures](#).