

STUDENT APPEALS POLICY

Students have a right to appeal a course grade, assignment grade, or an allegation of academic dishonesty with which they disagree. The Kinesiology Department follows the appeals process as outlined below, which is consistent with university guidelines.

Grade Appeals

Grade appeals must be submitted to the instructor within five days following the end of the semester. Appeals must be written, and submitted via email as a single email attachment. Students should follow the following steps to submit an appeal:

1. A student dissatisfied with a grade-related decision must first contact their instructor, either in person or via email and try to resolve the issue through a conversation.
2. A problem or issue that is not satisfactorily resolved through conversation with the instructor may progress to the next step, which is a written letter of appeal from the student to the instructor.
 - a. The student must clearly indicate their concern and provide a rationale for their belief that the grade is inaccurate. Supporting evidence must be provided.
 - b. The instructor must provide a written decision to the student (email is preferable) within 5 business days.
3. Should the student disagree with the instructor's decision, the student may appeal to the Kinesiology Department Chairperson (Dr. Jaime DeLuca, jdeluca@towson.edu) through an email with supporting documents submitted as a single email attachment.
 - a. The student's letter of appeal must come within 5 business days of receiving the instructor's decision.
 - b. The student's appeal to the Chair must include all prior correspondence and clearly indicate a rationale for their disagreement with the instructor's decision.
 - c. The Chair may choose to meet with the student and/or instructor member or gather further information as appropriate to investigate the appeal.
 - d. The Chair will provide a written decision to the student within 10 business days, unless circumstances prohibit full information gathering within that time frame, e.g., instructor unavailable at the end of the semester. The instructor will be copied.
 - e. If the Chair is also the course instructor, the student will follow these same steps and appeal to the Assistant Department Chair or their designee.
4. The student may appeal to the college Associate Dean if dissatisfied with the decision of the Chair via a written letter to the Associate Dean (Dr. Tab Uhrich, tuhrich@towson.edu).
5. Students have a final level of appeal if dissatisfied with the decision reached by the Associate Dean. Undergraduate students may send an appeal to the Academic Standards Committee and graduate students may send an appeal to the Graduate Studies Committee.

Academic Integrity Appeals

Academic Integrity appeals must be submitted to the department chairperson within five working days of receiving the decision from the instructor. Students should follow the following steps to submit an appeal:

1. Should the student disagree with the instructor's decision regarding an academic integrity violation, the student may appeal to the Kinesiology Department Chairperson (Dr. Jaime DeLuca, jdeluca@towson.edu) through a written letter with supporting documents which may be emailed with supporting documents submitted as a single email attachment.
 - a. The student's letter of appeal must come within 5 business days of receiving the instructor's decision.
 - b. The student's appeal to the Chair must include all prior correspondence and clearly indicate a rationale for their disagreement with the instructor's decision.
 - c. The Chair may choose to meet with the student and/or instructor member or gather further information as appropriate to investigate the appeal.
 - d. The Chair will provide a written decision to the student within 5 business days, unless circumstances prohibit full information gathering within that time frame, e.g., instructor unavailable at the end of the semester. The instructor will be copied.
 - i. The Chair will send copies of the decision to the Office of Student Conduct & Civility Education as well as the Associate Dean of the College.
 - e. If the Chair is also the course instructor, the student will follow these same steps and appeal to the Assistant Department Chair or their designee.
2. The student may appeal to the college Associate Dean if dissatisfied with the decision of the Chair via a written letter to the Associate Dean (Dr. Tab Uhrich, tuhrich@towson.edu).
3. Students have a final level of appeal if dissatisfied with the decision reached by the Associate Dean. Undergraduate students may send an appeal to the Academic Standards Committee and graduate students may send an appeal to the Graduate Studies Committee.

For more the university policy on academic integrity, please visit:

<https://www.towson.edu/about/administration/policies/03-01-00-student-academic-integrity-policy.html>