

MDT College of Health Sciences

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Appeal Board Student Appeal Process Form

Dear Student:

In order to file an appeal, you must first complete the following steps in order:

For Grade Appeal

Part I

- Contact with your instructor through email, meeting, or telephone. If contact with instructor is unable to occur (example: instructor is sick or unable to respond to student) Then the student can progress to the next step of formulating their letter.
- In order to construct a "Grade Appeal" the student has the first 3 days of the new semester to file an appeal with the Appeal Committee.
- Only D and F grades will be considered and course must be taken during previous semester
- Formulating a typed letter to the committee with any all proper documentation (i.e. graded papers, attendance records, handouts, etc.....showing your case)
Students need to provide graded work, attendance records, quizzes, and any other information they've collected through the course to assist in their case
Submit together with *Grievance Form* and attach any supporting documentation you have to appeal@atsinstitute.edu or mail it to the school address, attention Grade Appeal. Your appeal may be denied if supporting documentation is not provided.
- 2 petitions per student per semester (you can petition for multiple courses on each petition when the circumstances are the same.
- Students that are in the grade appeals process must attend classes as scheduled while the process is taking place. For example, if a student failed Math class, they are to attend that class and other classes whatever are on their schedule until further notice.

Part II

- If the request for review is not dismissed, the Appeal Committee will submit a copy of the student's written statement to the teacher with a request for a written reply within 3 working days. (If this step has not been taken prior. If it appears that the dispute may be resolved between the student and the teacher, the committee will attempt to arrange a mutually agreeable solution between these two parties.
- If a mutually agreeable solution is not achieved, the Committee will proceed to hold a meeting concerning the allegations.
- This process takes approximately 1 week. You will be notified in writing of the result of your appeal
- All grade appeal decisions are **final**.

For Other Appeals

In order to initiate and pursue a grievance, the following steps must be observed, in their entirety, within two (2) business days following the reported incident or reason for the grievance.

- The student must first meet with the instructor(s) or person(s) directly involved, in an attempt to resolve the grievance through informal discussion. This person must sign the *Grievance Form* to confirm that the student has met with him/her.

- If there is no resolution, the student may next schedule an appointment and orally grieve the matter with the Nursing Programs Administrator. The student should be prepared to discuss: the basis for concern, facts to support the grievance, and suggested remedy that would satisfy the student. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may submit two copies of a written grievance letter. The student should deliver one copy to the Nursing Programs Administrator and one copy to the Appeal Committee Chairperson, along with the *Grievance Form*. The letter should be typed, dated, and signed, and should minimally contain the following information: the course and instructor(s) or person(s) involved; a summary of the events that led to the grievance; facts that support the student's grievance; and the suggested remedy that would satisfy the student.
- During the appeals process, student can continue with class and clinical unless the reason for the appeal is due to a violation of code of conduct and/or unsafe practice at the clinical site.

**Appeal Board
Student Grievance Form**

Student Name: _____ Date: _____

Program: _____ Semester: _____

Current Address: _____

Phone Number Where We Can Contact You: _____

Course(s) Related to Grievance: _____

Instructor(s) Related to Grievance: _____

What is the grievance related to? Please check one or more of the following:

Grade:
Failure of Course:
Other:

Disciplinary Action:
Termination from the program:
If other please explain below:

Please read and check one of the options below:

I do wish for my student records and grades to be reviewed by the Appeal Committee in support of my appeal.

I do not wish for my student records and grades to be reviewed by the Appeal Committee in support of my appeal.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____
(not needed for grade appeals)

Nursing Programs Administrator: _____ Date: _____
(not needed for grade appeals)