

**THE COMMUNITY COLLEGE OF BALTIMORE COUNTY  
SCHOOL OF HEALTH PROFESSIONS**

**STUDENT APPEALS POLICY**

**1. PURPOSE**

The Student Appeals Committee (SAC) is responsible for ensuring equitable application of program policy for all programs within the School of Health Professions (SHP). The SAC shall hear a student appeal when the problem cannot be resolved through consultation with the involved faculty member(s), the course coordinator (if different from the faculty member), and Program Director whether a student has been treated unfairly or differently in the application of program policy and make a recommendation to the Dean of the School of Health Professions.

**2. MEMBERSHIP**

- a. The chairperson shall be appointed by the Dean of the School of Health Professions each fall.
- b. SAC membership shall consist of five (5) people, including three (3) SHP faculty representatives and two (2) student representatives from the SHP programs. No program will be represented by more than two (2) faculty.
- c. When a student appeal is submitted, a call for faculty and student volunteers will be sent out by the SAC chairperson.
- d. There will be no representative on the committee from the program in which the student appealing is enrolled.

**3. AREA OF RESPONSIBILITY**

- a. If the appeal involves a clinical failure, the student will not be permitted to continue in the clinical setting until the appeal has been resolved. If the student appeal is upheld, the Program Director will provide for clinical makeup.
- b. For appeals not involving a clinical failure, but where clinical rotations are nonetheless involved, the issue of the student's continuation in the clinical setting will be decided by the program director.
- c. For appeals that involve a program course failure, not a clinical failure, students will be permitted to progress through the program until the appeal has been resolved.
- d. The SAC has the responsibility to maintain confidentiality of appeals presented.
- e. The SAC is charged to review student appeals regarding administrative decision(s) or

application of policy. The SAC will interview all parties involved in the appeal.

- f. The SAC cannot change program policy. However, the SAC will review an appeal to ensure that existing policies have been equitably applied. After viewing all submitted statements regarding the appeal, the SAC will vote by secret ballot. When unfair application of program policy is determined, the student appeal will be upheld. When equitable application of the program policy is determined, the faculty decision regarding the student's progression in the program will be upheld.
- g. The SAC has the responsibility to objectively review all written and/or verbal testimony presented. The Chairperson of the SAC will forward the committee's recommendations in writing to the Dean, School of Health Professions.

#### **4. BACKGROUND**

- a. The student must identify the program policy that they feel has not been applied fairly.
- b. Students cannot appeal exam grades unless the student feels they were held to a different standard from other students in the class.

#### **5. REVIEW PROCEDURE**

- a. A student with an appeal must first try to resolve the issue by: Meeting with the (in this order):
  - i. Involved faculty member(s).
  - ii. Course Coordinator (if different from the faculty member).
  - iii. Program Director

**THESE MEETINGS MUST BE ACCOMPLISHED WITHIN TEN (10) BUSINESS DAYS OF THE COURSE OR PROGRAM DECISION/GRADE/ACTION.**

- b. If unable to resolve the appeal to the student's satisfaction after conferences with the involved faculty, course coordinator (if different from the faculty member), and Program Director, the student must obtain a 'School of Health Professions Student Appeals Policy' and file an 'Appeal Statement Form' (attached) with any administrative assistant of the School of Health Professions within five (5) college business days of the meeting with the Program Director.
- c. The involved faculty member(s), course coordinator or Program Director, will complete the 'Conference Form' and the Program Director will then submit (attached).
- d. The Dean, School of Health Professions, will then inform the SAC chairperson within two (2) college business days of the receipt of a written appeal.
- e. The SAC, the involved student, the appropriate faculty member(s), the course coordinator (if different from the faculty member), and program director will meet

- within ten (10) college business days of notification by the SAC chairperson to review the appeal.
- f. In general, Robert's Rules of Order will govern the procedures for conducting the meeting and voting.
  - g. An appeal may be withdrawn at any time in the process if the student submits a written statement to the Dean, School of Health Professions. Once the appeal is withdrawn, it may not be reintroduced.
  - h. In the event a student appeal is initiated for a student that has already been through a SHP Honor Council hearing, any persons (student, faculty and/or chair) who were members of the Honor Council hearing cannot serve as members of the SAC.
  - i. The SAC chairperson shall send the committee report and recommendations to the Dean, School of Health Professions within five (5) college business days after the committee has convened.
  - j. The student, the involved faculty member(s), course coordinator (if different from the faculty member), and program director shall be notified by their CCBC email concerning the committee's decision by the Dean, School of Health Professions within five (5) college business days after receipt of the committee's final report and recommendation(s).
  - k. Following the outcome of the Appeal Committee, the student has five (5) working days (from the date on the notification email) to appeal the decision with the Dean of the School of Health Professions. The Appeal must be in writing and clearly state why you feel the decision is incorrect and include additional evidence. The Dean will render a decision based on your documentation within seven (7) days. The decision is based solely on documentation and no further meetings will occur. The Dean's decision is the final decision and there are no further appeal options.

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**Student Appeal Conference Statement**

<b>Student Name:</b>	<b>ID #:</b>
<b>SHP Program:</b>	<b>Program Director Signature:</b>
<b>Summary of Issue:</b>          	
<b>Conference Documentation In Attendance:</b>  <b>Date of Conference:</b>   <b>Check appropriate outcome:</b> <input type="checkbox"/> <b>Appeal Resolved</b> <input type="checkbox"/> <b>Appeal Unresolved</b>  <b>Explanation of Decision:</b>          	

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Student Appeal Statement Form**

**To be completed by student and submitted with all relevant written supporting documentation to an administrative assistant of the School of Health Professions.**

**1. IDENTIFYING DATA**

<b>Student Name:</b>	
<b>Student ID:</b>	
<b>Student CCBC Email Address:</b>	

**2. APPEAL STATEMENT**

<b>Program:</b>	
<b>Course Number:</b>	
<b>Course Title:</b>	
<b>Involved Faculty:</b>	
<b>Policies Violated (cite document, page and paragraph)</b>	

Attach a written statement supporting the allegation of an unfair application of policy. Explain how you have been treated differently from other students. Include supporting evidence or documentation if appropriate (e.g. evaluations, written assignments, etc.)

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**Student Appeal Process Cover Form**

**To be completed by the Dean, School of Health Professions and submitted to the chairperson, Student Appeals Committee with all relevant written materials.**

**3. IDENTIFYING DATA**

Name of student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Student CCBC Email Address: \_\_\_\_\_

**4. REQUIRED PROCESS DATES**

ACTION	DATE	TIME
1. Notification to student of course/program decision/grade/action.		
2. Conference with involved faculty member(s).		
3. Conference with course coordinator (if different from faculty member)		
4. Conference with program director.		
5. Request by student of School of Health Professions Student Appeals Policy from SHP administrative assistant.		
6. Filing by student of appeal statement form with SHP administrative assistant.		
7. Filing of Student Grievance Form and Conference Form to Dean, School of Health Professions.		
8. Student Appeals Committee chairperson notified of appeal.		
9. Notification to student of Student Appeals Hearing.		
10. Completion of Student Appeals Hearing.		
11. Report/recommendations by SAC to Dean, School of Health Professions.		
12. Email/letters sent to:		
a. student		
b. faculty member(s) involved/course coordinator (if different from faculty member)		
c. Program Director		

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**Student Appeal Process Timetable**

<i>Day</i>	<i>Date</i>	<i>Activity/Action</i>
0		Occurrence
10		Deadline for completion of required conferences
15		Deadline for submission of written appeal to the Dean
17		Deadline for Dean to submit to SAC
27		Deadline for SAC Meeting with student
32		Deadline for SAC finding to be received by Dean
37		Deadline for Final Decision Letter to be mailed