STUDENT GRADE APPEAL POLICY
Issued: June 15, 2026
Revised: —
Reviewed: —
Relevant Units: Academic Affairs; Student Affairs; School of Allied Health Professions; Academic Departments
Monitoring Unit: Associate Dean of Academic Affairs

I. PURPOSE

This policy establishes the formal process by which students in the School of Allied Health Professions may appeal a final grade. The policy ensures a fair, consistent, and timely review process in accordance with sound academic governance and institutional procedures.

II. DEFINITIONS

Associate Dean of Academic Affairs (ADAA): The academic administrator responsible for oversight of the grade appeal process and final decision-making authority at the School level.

Associate Dean of Student Affairs (ADSA): The administrator who advises students regarding preparation of a formal written appeal.

Course Director: The faculty member assigned primary responsibility for a course and for assigning final grades.

Department Head: The administrative head of the department in which the course was taught.

Final Grade: The official course grade recorded at the conclusion of the academic term.

Hearing Panel: A five-member panel convened by the ADAA to review a grade appeal when deemed appropriate.

Working Day: A day during which the University is officially open for business.

III. GENERAL POLICY GUIDELINES

1. A student may appeal a final grade when the student believes the grade was assigned in error or in a manner inconsistent with established course policies.

    a. Errors may include, but are not limited to, mathematical or clerical errors, misapplication of grading rubrics, or deviation from grading criteria stated in the course syllabus.

2. A grade appeal may not be based solely on disagreement with the faculty member's academic judgment or evaluation of performance.
3. Appeals must be initiated within ten (10) working days of the end of the semester in which the final grade was assigned.
4. The appeal must proceed sequentially through each level of review described in this policy unless otherwise specified.
5. Timelines mentioned in this policy begin upon completion of the previous step unless otherwise specified.
6. If the faculty member who assigned the final grade also serves as department head or in another administrative capacity within the appeal process, that individual shall be recused from that step. The associate dean of academic affairs shall appoint an appropriate faculty member to serve in an ad hoc capacity as needed. If the faculty member is the ADAA, then the ADAA should recuse themself, and the dean of the School will complete their role in the process.
7. Advisors (if present) may provide guidance to the party they accompany but may not speak on behalf of the student or faculty member during meetings or hearings.
8. The original grade shall remain in effect unless and until a grade change is approved following completion of the appeal process. If the original assigned grade results in a student being dismissed from the School, the student will be permitted to continue pending the results of the appeal.
9. Any approved grade change must be processed in accordance with all applicable LSU System and University regulations governing official academic records.

IV. PROCEDURES

Overview of Appeal Process

The grade appeal process proceeds sequentially as follows:

1. Initiation of Appeal – Student notifies the ADSA and prepares a written appeal within ten (10) working days.
2. Course Director Review – Appeal submitted and reviewed within 5 working days.
3. Department Head Review – If unresolved, reviewed by department head within 5 working days.
4. ADAA Review – Final review; may include meeting or referral to a hearing panel. Decision rendered within 15 working days.
5. Hearing Panel (if convened) – Provides recommendation to the ADAA within 5 working days.

Each step must be completed before proceeding to the next unless otherwise specified.

A. Initiation of Appeal

1. Within ten (10) working days of the end of the semester, the student shall notify the associate dean of student affairs (ADSA) of the intent to file a formal appeal.
2. The student shall meet with the ADSA to ensure that the written appeal includes:
    - A clear explanation of the complaint;
    - The specific resolution requested; and
    - A detailed statement of the reasons supporting the requested resolution.

B. Step One: Course Director Review

1. The student shall submit the written appeal to the course director within 5 working days of notification of the ADSA.
2. The student shall meet with the course director to discuss the disputed final grade and attempt to reach a resolution.
3. Although both parties may have an advisor present, meetings are generally most productive when limited to the student and faculty member.
4. If an administrative officer (e.g., department head or dean) assigned the final grade being appealed, that individual shall be excused from the process and replaced by a faculty member appointed by the ADAA.
5. If a resolution requires a change to an official academic record, the faculty member shall comply with all University regulations and procedures necessary to effect the change.

If the matter is resolved at this stage, the appeal process concludes.

C. Step Two: Department Head Review

1. If the issue is not resolved and the student wishes to proceed, the student shall submit a written request to the department head requesting a meeting.
2. The written request must:
    - Clearly state the purpose of the meeting; and
    - Identify the course director involved.
3. The department head will request documentation of the grade appeal from the course director, as well as a written explanation of the course director's decision regarding the appeal. The department head shall schedule a meeting to occur within five (5) working days of receipt of the request.
4. Both the student and the faculty member may be accompanied by an advisor.
5. The department head shall render a decision either:
    - At the conclusion of the meeting (communicated verbally and subsequently in writing), or
    - Within five (5) working days if the matter is taken under advisement.
6. If the department head assigned the final grade being appealed, this step is bypassed and the student may proceed directly to Step Three.
7. If a grade change is warranted, the faculty member shall comply with all applicable regulations governing official academic records.

D. Step Three: Appeal to the Associate Dean of Academic Affairs

1. If the student is not satisfied with the department head's decision, the student may appeal in writing to the ADAA within five (5) working days of receipt of the department head's decision.
2. The appeal must:
    - Confirm that prior meetings with the course director and department head have occurred; and
    - Be consistent with the original written appeal submitted to the course director.
3. Upon receipt of the appeal, the ADAA will request documentation of the grade appeal from the course director and the department head, as well as the written response to the student from each within 5 working days. If the ADAA determines that the appeal materially differs from the original submission, the appeal may be dismissed.
4. The ADAA may:
    - Decide the matter based solely on the written submissions;
    - Meet with all parties, with advisors present if desired; or
    - Refer the matter to a Hearing Panel.

E. Hearing Panel Procedure

If the ADAA refers the appeal to a hearing panel:

1. The hearing panel shall consist of five (5) members:
    - Three (3) faculty members appointed by the ADAA, one of whom shall serve as chair. At least one faculty member shall be from a department other than the one in which the appeal originated.
    - Two (2) students appointed by the School's Student Government Association president.
2. All hearing panel members must disclose any actual or perceived conflict of interest and recuse themselves if such a conflict exists.
3. The hearing panel shall conduct a hearing to gather relevant facts from the involved parties.
4. After deliberation, the hearing panel shall submit a written recommendation to the ADAA within 5 working days.
5. Copies of the hearing panel's recommendation and the ADAA's final decision shall be provided to all parties.

F. Final Decision

1. The ADAA shall issue a written decision within fifteen (15) working days of receipt of the student's appeal.
2. The written decision shall state the reasons supporting the determination.
3. The ADAA's review shall focus on whether the grade was assigned in accordance with established policies and procedures and shall not substitute academic judgment absent evidence of error or policy violation.
4. Copies of the decision shall be provided to all parties.
5. The ADAA's decision is final at the School level.
6. If the decision requires modification of an official academic record, the responsible faculty member shall comply with all applicable University regulations and procedures.

V. POLICY REVIEW

In accordance with Academic Affairs governance procedures, this policy shall be reviewed by the Monitoring Unit on a rotating basis at least every three (3) years to ensure continued compliance with University, state, and federal requirements.

VI. POLICY DISCLAIMER

LSUHSC-NO takes due care to ensure that Academic Affairs policies comply with applicable controlling laws, rules, and regulations at the time of issuance. Changes in such laws, rules, or regulations may render portions of this policy invalid. Any portion found to conflict with controlling authority shall be deemed invalid, while the remainder of the policy shall remain in full force and effect.