SCHOOL OF HEALTH PROFESSIONS
Student Grievance & Appeals Process

Step	Responsible Party	Action	Timeline
Appeal of SHP GP decision	Grieving Student	Submits written request to GC* Chair explaining case	Within 5 d of SHP GP decision
ID panel members	GC Chair	Identifies two faculty and one student to serve on the panel**; GC Chair is ex officio	Within 5 d of receipt of student request
Notification of parties involved	GC Chair	Notifies student and department rep of start of appeals process	Same as above
Schedule hearing	GC Chair	Schedules time convenient to both parties	Same as above
Assembling documents	GC Chair	Assembles pertinent documents to be distributed to panel members. Protects the confidentiality of documents.	24 hours or more prior to hearing
Hearing	GC Chair	Ensures discussions and questions are relevant to the issue	Throughout hearing
Hearing	Advisor(s) if any	Student advisor is limited to counseling him/her; may not make statements or address the panel directly; same is true of department rep	Throughout hearing
Questions	Panel	Panel may question either party	Throughout hearing
Recording	Secretary	Records proceedings	
Witnesses	Witnesses	May be called in as needed	
End of Hearing	GC Chair	Dismisses all except panel; panel votes 2/3 vote is required to reach a ruling	
	GC Chair	Written conclusion to student and dept rep	Within one class day
Appeal of panel decision	Student	May appeal the panel's decision in writing to the SHP Dean	Within one day of receiving panel decision
Final decision	Dean	May question anyone involved including panel members; renders final decision	Within 5 day of written appeal

* GC: Grievance Committee (Student Grievance & Appeals Committee) Chair
** Panel members should have NO prior exposure to the grieving student. Members not acceptable to either party shall be replaced