

HONORS COLLEGE
APPEAL PROCEDURES

February 28, 2015

When students disagree with a grade they earned in a course or with an allegation of academic dishonesty, they have a right to appeal. This document outlines the appeal procedures in the Towson University Honors College.

1. If a student is dissatisfied with a grade, s/he must first meet with the professor. Some problems or misunderstandings can be resolved through a conversation. ***For allegations of academic dishonesty, the professor meets with the student to present the evidence. If the student's explanation is acceptable, no further action is required. If not, the professor must inform the student in writing of her/his decision and copy the Chair. The professor must follow the procedures outlined in the Student Academic Integrity Policy (www.towson.edu/academicintegritypolicy).***
2. If the student is dissatisfied with the explanation provided by the professor, s/he must write a letter of appeal* to the professor expressing specific concerns. The professor must respond to the student in writing regarding her/his decision and copy the Faculty Director. ***For allegations of academic dishonesty, if the student is dissatisfied with the professor's decision, s/he must appeal in writing to the professor within five working days.***
3. If the student is dissatisfied with the professor's response, s/he must write a letter to the Faculty Director attaching a copy of the professor's written response. The Faculty Director will review the appeal. S/he may ask to meet with the student if further clarification is needed. The Faculty Director must inform the student in writing of her/his decision and copy the professor. (If the Faculty Director is the professor, the student should skip this step and appeal to the Dean.) ***For allegations of academic dishonesty, the student must write a letter to the Faculty Director and include all correspondence and any additional information. The Faculty Director must meet with the student within five working days, excepting holidays and University closings.***
4. If the student is dissatisfied with the Faculty Director's response, s/he may write a letter of appeal to the Honors College Dean (Dr. Terry Cooney). Copies of **all** prior correspondence from the professor and Faculty Director must be attached. ***For allegations of academic dishonesty, the student must submit a letter of appeal to the Dean within five working days of the receipt of the Faculty Director's letter, excepting holidays and University closings.***
5. The Dean will review the appeal and may ask to meet with the student if further information is required. The Dean will inform the student in writing of the decision

regarding the appeal and copy the Faculty Director and the professor. ***For allegations of academic dishonesty, the Dean will review the appeal and respond in writing within five working days, excepting holidays and University closings, and copy the Faculty Director and professor.***

6. If the student is dissatisfied with the decision of the Dean, s/he may appeal the decision by submitting a letter to the Student Appeals Committee, Office of Student Conduct & Civility Education. ***For allegations of academic dishonesty, the student must submit a letter of appeal to the Student Appeals Committee, Office of Student Conduct & Civility Education within five working days.***

7. The Student Appeals Committee will inform the student in writing of its decision regarding the appeal. The decision of the Student Appeals Committee is final.

GRADE APPEALS MUST BE SUBMITTED WITHIN ONE CALENDAR YEAR

*Letters may be mailed via regular post, hand delivered as a hard copy or submitted as email attachments.