



MARTIN LUTHER COLLEGE

Master of Science in Education Master of Science in Educational Administration

Student Appeal Process/Grievance Procedure

The Student Appeal Process/Grievance procedure is designed to resolve disagreements related to interpretation of college or graduate studies policies. This procedure is also followed by students who wish to appeal their grade or dismissal from the Graduate Studies program. The grievance procedure must be initiated within 30 calendar days after the student is aware of the complaint. The following steps define the appeals procedure.

1. The student discusses the problem with the professor to resolve the issue.
2. If the student does not feel the problem is resolved, the student may inform the Director of Graduate Studies and ask for resolution of the concern. The Director makes a decision about the concern.
3. If the student is not satisfied with the Director of Graduate Studies' resolution, the student may appeal in writing to an Appeals Board (two Graduate Faculty Council members and one graduate student) using the appropriate Appeal Form that is available online. The student has the right to appeal in person and to be accompanied by one other person. The student may present the case via teleconference or other technology. The decision of the Appeals Board is final in all cases except cases of dismissal. The Appeals Board informs the student of the decision in writing.
4. In cases of dismissal from the program, the student has the right to appeal to the Vice President for Academics. The student has the right to appeal in person and to be accompanied by one other person. The student may present the case via teleconference or other technology. The decision of the Vice President for Academics is final.



MARTIN LUTHER COLLEGE

Appeal Form

I. Contact information

Name _____

Address _____
Street City State Zip

Telephone Numbers _____
Home Work Cell

Email address _____

Academic Program _____

II. Appeal

Appeals must be filed within 30 calendar days after the student is aware of the complaint.

An appeal meets one or more of the following objectives:

- To bring new information that might not have been available or previously considered.
- To protest a procedural error or inconsistency in the appeal process.
- To question the appropriateness of a decision.

To complete the appeal process

1. Review the objectives above and write a letter that states clearly in the opening paragraph the reason(s) you believe an appeal is warranted. Use the following paragraph(s) to expand or support the reason(s).
2. Attach any documentation (e.g. letter from a medical professional) that may be supportive.
3. Indicate on this form whether or not you wish to be present at the appeal hearing if it is granted, and whether or not you wish to have someone present with you. Please note that you will need to comply with the appeal hearing time that is set.

___ I plan to be present for the appeal hearing if granted.

___ I plan to have someone present with me at the appeal hearing if granted.

Submit appeals to the Vice President for Academics.

After you submit this appeal form, you will receive notice of whether or not your appeal will be heard and the date and time of the hearing.