# Due Process - Standard Practice

This policy is designed to outline, for the student, the due process for which any of his/her complaints, misgivings, or grievances can be handled and given prompt consideration until resolved.

The student has the right to appeal decisions through the Student Grade Appeals provision as documented in the RCBC student handbook. See: <http://www.rcbc.edu/publications>

All student academic concerns must follow the chain of command. These issues are to be presented in the following manner: (a) discuss the problem with the course instructor/clinical preceptor, (b) if said problem is not resolved, it will then be presented to the Radiography Director, and (c) if the problem is still not resolved the student must request a meeting with the Dean of Health Sciences. She can be contacted through an email to the Health Sciences departmental assistant.

The student grade appeal policy applies to all students enrolled in credit-bearing courses offered under any mode of delivery. The student grade appeal policy offers students an avenue to discuss and resolve problems in a timely manner that may arise during his/her/ educational progress. Board Policy No. 217 defines a grade appeal process that provides due process for students in the event of a final grade dispute with a course professor. Grade appeals governed under this policy must be formally initiated by a student in a timely manner that shall not exceed the conclusion of the next successive semester of the regular academic year or, in the case of a summer term appeal, the next successive fall semester. Student grade appeals that do not conform to this deadline shall be considered untimely and without merit.

This policy requires:

1. A written request for a formal meeting with the course professor related to the grade dispute;

2. A review and recommendation by the Health Science Dean;

3. An appeal to the Provost who will convene the grade appeal committee to review the records relevant to any dispute and make a recommendation to the President or designee, whose decision will be final.