

A student dissatisfied with a grade-related decision must first contact their instructor, either in person or via email and try to resolve the issue through a conversation.

2. A problem or issue that is not satisfactorily resolved through conversation with the instructor may progress to the next step, which is a written letter of appeal from the student to the instructor.
  - a. The student must clearly indicate their concern and provide a rationale for their belief that the grade is inaccurate. Supporting evidence must be provided.
  - b. The instructor must provide a written decision to the student (email is preferable) within 5 business days.
3. Should the student disagree with the instructor's decision, the student may appeal to the Kinesiology Department Chairperson (Dr. Jaime DeLuca, [jdeluca@towson.edu](mailto:jdeluca@towson.edu)) through an email with supporting documents submitted as a single email attachment.
  - a. The student's letter of appeal must come within 5 business days of receiving the instructor's decision.
  - b. The student's appeal to the Chair must include all prior correspondence and clearly indicate a rationale for their disagreement with the instructor's decision.
  - c. The Chair will provide a written letter to the Associate Dean (Dr. Tab Uhrich, [tuhrich@towson.edu](mailto:tuhrich@towson.edu)).
5. Students have a final level of appeal if dissatisfied with the decision reached by the Associate Dean. Undergraduate students may send an appeal to the Academic Standards Committee and graduate students may send an appeal to the Graduate Studies Committee.

## Academic Integrity Appeals

1. Should the student disagree with the instructor's decision regarding an academic integrity violation, the student may appeal to the Kinesiology Department Chairperson (Dr. Jaime DeLuca, [jdeluca@towson.edu](mailto:jdeluca@towson.edu)) through a written letter with supporting documents which may be emailed wi. ~~9m-6t~~-5.92 (t. )Tj-0.00.4 (i)-3.2 (t)-~~6h~~-0.7s)-4.3 1 ip