1. Student must initiate this process within (3) business days following a written sanction, or notification of a grade which student disputes.
   - Student must submit a written statement to the instructor, and a copy to the manager/designee of the program outlining the basis for the appeal, along with the appropriate documentation.
   - The instructor/designee of the program must respond in writing to the student within three (3) business days.

2. If unresolved at Step #1, it is the student’s responsibility to proceed, in writing, to the manager/designee of the program within one (1) business day of receiving the instructor’s written response.
   - Manager/designee of the program will review student’s documentation and respond to the student, both in writing and in arranged conference.
   - Manager/designee of the program must respond, in writing, to the student within three (3) business days.

3. If the student is dissatisfied with the outcome of Step #2, he/she may appeal to the Associate Dean of Academic Affairs (for those appeals initiated on the Palm Beach Gardens or Boca Raton campus) or the Associate Dean of Health Science (for those appeals initiated on the Lake Worth or Belle Glade campus) within one (1) business day following receipt of written response from manager/designee of program.
   - The student must submit in writing the basis for the appeal, along with the appropriate documentation and outcomes of the previous steps.
   - The Associate Dean will respond, in writing, to the student within three (3) business days.

4. If the student is dissatisfied with the outcome of Step #3, he/she may submit a written request for a hearing with the Health Science Appeals Committee, within one (1) business day following receipt of written response from Associate Dean.
   - The student must submit a written request for the hearing, detailing the outcomes of the previous steps, along with a basis for the appeal.
   - The manager/designee of the program will arrange a meeting of the committee within three (3) business days of the request.
   - The Health Science Appeals Committee will render a decision at the close of the hearing.
   - The student will be given a written copy of the decision of the Health Science Appeals Committee.
5. If the student is dissatisfied with the decision of the Health Science Appeals Committee, he/she may submit a written appeal to either the *Dean of Academic Affairs (for those appeals initiated in either the Palm Beach Gardens or Boca Raton campus), or to the *Dean of Health Science (for those appeals initiated on the Lake Worth or Belle Glade campus). In the absence of the *Dean of Academic Affairs, the final decision will be made by the *Dean of Health Science. In the absence of the *Dean of Health Science and the *Dean of Academic Affairs, the final decision will be made by the *Associate Dean of the campus where the appeal was initiated.

- This decision will be rendered within three (3) business days. The student will receive written notification of the decision.

* The Academic Dean or designee, and the Dean of Health Science or designee act as the President’s designee. The decision of the Dean or designee is final.

\[^1\text{Health Science Appeals Committee}\]

1. The Health Science Appeals Committee will be convened by the manager/designee of the program for resolution of a student appeal.

2. The committee will consist of three (3) or five (5) members. This will include the manager/designee of the program who initiated the meeting, as well as other non-clerical Health Science Department employees. A non-biased student and/or a member of the Business Partnership Council may be invited to sit on the committee as well; however, this is not a requirement.

3. The Committee will elect a Hearing Officer and a scribe.

4. Decision is by majority vote of the committee.

Effective August 1, 2006.