

**Biomedical Graduate Studies**  
**DRAFT 3/13/2009**

**Grievance Policy**

A BGS student who wishes to register a grievance regarding the evaluation of his/her academic work or a matter related to the program or a course should discuss the matter with the instructor or the appropriate Graduate Group Chair. If the grievance is not addressed, the student may bring the issue to the Director of BGS.

**Appeal of a Grade**

Evaluation of a student's performance is the responsibility of the Instructor. Should a final grade in a course be disputed, the student must submit a written appeal to the Instructor within the first two weeks of the academic semester immediately following the semester in which the grade was received. The Instructor must respond in writing to the student within two weeks of receiving the written appeal from the student. If, after receiving the written response to the appeal from the Instructor, the student still believes that the grade has been unfairly assigned, the student must submit a written appeal to the student's Graduate Group Chair. If the Chair believes the appeal demonstrates evidence of negligence or discriminatory behavior, an advisory committee will be formed to review the student's appeal and make a recommendation to the Chair. The decision of the Chair is final.

**Course Attendance**

Attendance at all scheduled class meetings is expected and Instructors may base final grades on attendance. Absences from class for medical reasons or family emergencies are acceptable excuses. If requested by the Instructor, written documentation must be submitted for an absence to be excused. BGS reserves the right to withdraw students from courses for failure to attend the first class meeting.