

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) 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.
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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) 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~~-0.7 s)-4.3 1 ip