

DMS 13 - Due Process, Grievance, and Appeals Policy

I. PURPOSE

To establish a clear, fair, and consistent process for the Lincoln Memorial University - School of Medical Sciences (LMU-SMS) Doctor of Medical Science (DMS) students to address academic and non-academic grievances. This policy ensures that all students are afforded due process and are aware of the proper channels for conflict resolution and appeals.

II. POLICY STATEMENT

The DMS program is committed to the timely and equitable resolution of student grievances. Students are encouraged to seek informal resolution directly with the involved parties whenever possible and appropriate. When informal resolution is not possible or is unsuccessful, this policy provides a structured procedure for submitting a formal grievance. All proceedings under this policy will be conducted professionally and confidentially, with protection against retaliation.

III. DEFINITIONS

- **Academic Grievance:** A grievance related to the evaluation of a student's academic performance. This includes, but is not limited to, disputes over an assignment grade or a final course grade.
- **Non-Academic Grievance:** A grievance related to the application of program policies or procedures, or conflicts with other students, faculty, or staff that do not involve academic evaluation or fall under the specific definitions of mistreatment, harassment, or discrimination.
- **Chain of Command:** The established hierarchy for escalating a grievance, beginning with the individual most directly involved and progressing to higher levels of administrative authority.

IV. AUDIENCE

This policy applies to all LMU-SMS DMS students.

V. COMPLIANCE

All members of the DMS community are expected to participate in grievance and appeals processes in good faith. Any retaliation against an individual for filing a grievance is strictly prohibited and will be addressed as a separate violation of university policy through the [Office of Institutional Compliance](#).

VI. ROLES AND RESPONSIBILITIES

The Doctor of Medical Science Program Director is the Responsible University Officer for revising and updating this policy.

VII. PROCEDURES

General Principles

Students should attempt to resolve all grievances informally and at the earliest possible stage. A formal grievance should be initiated only after direct, good-faith efforts to resolve the issue have failed. All formal grievances must be submitted in writing.

Academic Grievances

- **Assignment Grade Reconsideration:** A student who wishes to dispute a grade on a specific assignment must contact the Course Director through LMU email within five (5) business days of the grade being posted. The Course Director will review the concern and provide a final decision within five (5) business days.
- **Final Course Grade Reconsideration:** A student who wishes to dispute a final course grade must first discuss the matter with the Course Director within five (5) business days of the final grade being published. If the issue is not resolved, the student may submit a formal written grievance to the Program Director. The Program Director will review the matter and provide a final decision at the program level within five (5) business days. If the Program Director is the Course Director, the student may escalate their grievance to the School of Medical Sciences (SMS) Assistant/Associate Dean of Academic Affairs (ADAA), or the SMS Dean in the absence of the ADAA.
 - When the request occurs during a grading or semester break period, the timeline for review and response may be adjusted to accommodate university closures, faculty availability, and grade submission deadlines. The Program Director will notify the student in writing if additional time is required to complete the review. The Program Director's decision is final.

Non-Academic Grievances

- **Grievance Against Another Student:** Attempt to resolve the conflict directly. If unsuccessful, submit a written grievance to the Program Director. The Program Director will review the matter confidentially and may consult with relevant faculty or administrators as needed to ensure an equitable resolution. The Program Director may refer the matter to the [LMU Office of Institutional Compliance](#).
- **Grievance Against a Faculty or Staff Member:** Attempt to resolve the conflict directly. If unresolved, the student may submit a written grievance to the Program Director. The Program Director will review the matter confidentially and may consult with relevant faculty or administrators as needed to ensure an equitable resolution. If the grievance involves the Program Director, or if the conflict remains unresolved after the Program Director's review, the student may escalate the grievance to the SMS ADAA, or the SMS Dean in the absence of the ADAA.

- **Grievance Against the Program or University:** Direct grievances in writing to the Program Director. Broader school or university grievances should follow the chain of command (SMS ADAA, then SMS Dean).

Grievances Involving Mistreatment, Harassment, or Discrimination

Certain grievances fall under specific SMS and University policies and must be reported through designated channels outside of the DMS program's grievance process.

- **Mistreatment:** Grievances involving perceived mistreatment (e.g., public belittlement, humiliation, unfair treatment) are governed by [SMS: Student Grievance Policy: Mistreatment](#). Students must follow the procedures outlined in that policy.
- **Sexual Harassment/Title IX Policy:** Any grievance stemming from harassment or discrimination (including discriminatory harassment), sexual harassment, or sexual misconduct must be reported directly to the [LMU Office of Institutional Compliance](#) and will be handled exclusively under the relevant official university policies.

Appeals of Student Progress Committee (SPC) Decisions

The appeals process is separate from the grievance process and is only initiated after a formal decision has been made by the DMS SPC.

- Any student who wishes to appeal a decision must do so in accordance with the [SMS Policy: Student Appeals](#).
- Appeals must be submitted in writing to the ADAA within two (2) business days of receiving written notification of the SPC's decision.

VIII. CONTACT INFORMATION

For more information regarding this policy, please contact the Doctor of Medical Science Program Director.

IX. DOCUMENT HISTORY

Effective date: 2/17/2026