

Student Grievances, Appeals and Petitions

Approved [10/23/2026]

Overview

The policies and regulations of the University of South Carolina serve as purposeful guidelines and standards for students as they pursue degree objectives. Occasionally, individual students may feel they have grounds to seek an exception from the uniform application of such regulations and policies. In the Floyd School of Medicine, Biomedical Sciences graduate students may file written grievances, appeals, or petitions to the [Office of the Associate Dean for Research](#), seeking to reverse or modify decisions made at a lower level of authority. Resolution of any written grievance must follow the procedures outlined below.

Types of Grievances, Appeals and Petitions

- The basis of an academic grievance shall be a complaint about a grade in a course or an absence that affects their final grade in a course or a violation of Teaching Responsibility as defined in the Faculty Manual.

NOTE: A student's disagreement with the mark or grade placed on a work is not the basis for a grievance, petition or appeal. This should be discussed by the student and instructor, with final authority remaining with the instructor.

- A non-academic grievance is a complaint by a student about an alleged action by a University employee which adversely affects the status, rights, or privileges of the student. This process shall not be used to appeal a grade, contest course requirements, examinations, course content, admission to a program, disciplinary decisions, or any other type of decision where a clearly defined appeal process has already been established.
- Grievances relating to discrimination by reason of age, color, gender, disability, national origin, genetics, race, religion, sexual orientation, or veteran's status should be submitted through the [Office of Civil Rights & Title IX](#). In addition, the [Student Disability Resource Center](#) will assist students with disabilities with University grievance procedures. For purposes of this policy, harassment is considered to be a type of discrimination.
- Student appeals request decisions made at a lower level of authority (e.g., program suspension or dismissal) to be reversed or modified.
- Student petitions request waiver of or exception to school, department, or program regulations and/or requirements.

Procedures for Graduate Students for Grievances, Appeals and Petitions

- 1) A student who wishes to submit a grievance, appeal, or petition within the Biomedical Sciences Graduate Program should first seek resolution with the faculty or staff member in question. If no satisfactory resolution is achieved, the student may pursue the matter further with the Department Chair.
- 2) If not satisfied with the resolution attempt at the Departmental level, the student may further seek resolution at the Program level through the Biomedical Sciences Graduate Program Director (Contact: [Dr. Aaron Jasnow](#)). Students who have a dispute should submit the dispute in writing to the Program Director as soon as possible, but no later than thirty (30) calendar days after the facts on which the dispute is based become available to the student. The student's written document should recap the facts of the situation or event. Delay in submittal of the requested information will result in a forfeiture of the grievance rights. The

decision to extend the deadline will be made by the Program Director and made based on extenuating circumstances.

- a) The Program Director will convene a Grievance Review Committee within two weeks (14 calendar days) to hear the dispute. The Grievance Review Committee will be composed of the following: (1) Biomedical Sciences Program Director, (2) Departmental Graduate Directors, (3) Three faculty members, one from each of the Basic Science Departments at the SOM, selected by the Program Director and Departmental Graduate Directors. If the departmental graduate director is unable to attend the meeting, the Graduate Committee representative on the Biomedical Sciences Graduate Committee will attend.
 - b) A copy of the student's documentation relevant to their case will be shared with members of the Grievance Review Committee. The Review Committee may request additional documentation from the student or from the department/program.
 - c) The Review Committee may schedule a meeting with the student if needed to discuss the grievance, appeal or petition and to clarify the documentation provided.
 - d) The Review Committee will request relevant information and supporting documentation from the individual against whom the grievance has been filed (the respondent) and provide the respondent an opportunity to respond to the grievance.
 - e) After considering all of the information, the decision of the Grievance Review Committee will be sent in writing to the Program Director, the student, and the respondent.
- 3) Committee findings will be distributed to the primary parties and a copy filed with the Office of the Dean within seven (7) calendar days of the meeting.
 - 4) All parties are bound by the committee's decisions unless either party chooses to appeal the matter further. An appeal or petition can be submitted in writing to the [Office of the Associate Dean for Research](#).
 - 5) If the student feels they need to appeal beyond the Floyd School of Medicine, an appeal can be made to the Dean of the Graduate School (see [Graduate School Appeals on the Graduate School Website](#)).