



**MAHIDOL UNIVERSITY**

*Since 1888*

**Master of Science Program in Food Science for Nutrition  
(International Program)  
Institute of Nutrition, Mahidol University**

**Student Appeal of Grades and Academic Program Actions**

In the event a student believes an assigned grade or an imposed academic action is incorrect or not appropriate, the student may follow the processes outlined below to seek prompt and equitable resolution of the matter.

If a student believes a grade has been incorrectly assigned, the student should:

1. Present the case to the *course director*, providing all supporting data concerning the nature of the discrepancy.
2. If, after a decision is rendered, the student believes that his or her concerns have not been adequately resolved, the student may pursue a formal appeal with the *academic program*. To appeal to the academic program, a student must present a written statement detailing the grounds for the appeal with appropriate documentation to the program director. This appeal must be within seven (7) days of the course director's decision. The program director will provide a written decision, including the basis for it, within seven (7) days, or as soon thereafter as practical.
3. If the student is not satisfied with the program director's resolution, the student may pursue the appeal at the faculty level. To appeal at the faculty level, the student must present copies of all documents originally sent to the course director and the program director, along with a formal letter of appeal, to the *director of the Institute of Nutrition*. This appeal must be submitted within seven (7) days of the program director's decision. The director of the Institute of Nutrition will review the appeal and will render a written decision, including the basis for it, within seven (7) days, or as soon thereafter as practical.



If a student believes an academic program action is inconsistent with the policies of the Institute of Nutrition or of Mahidol University, a student should:

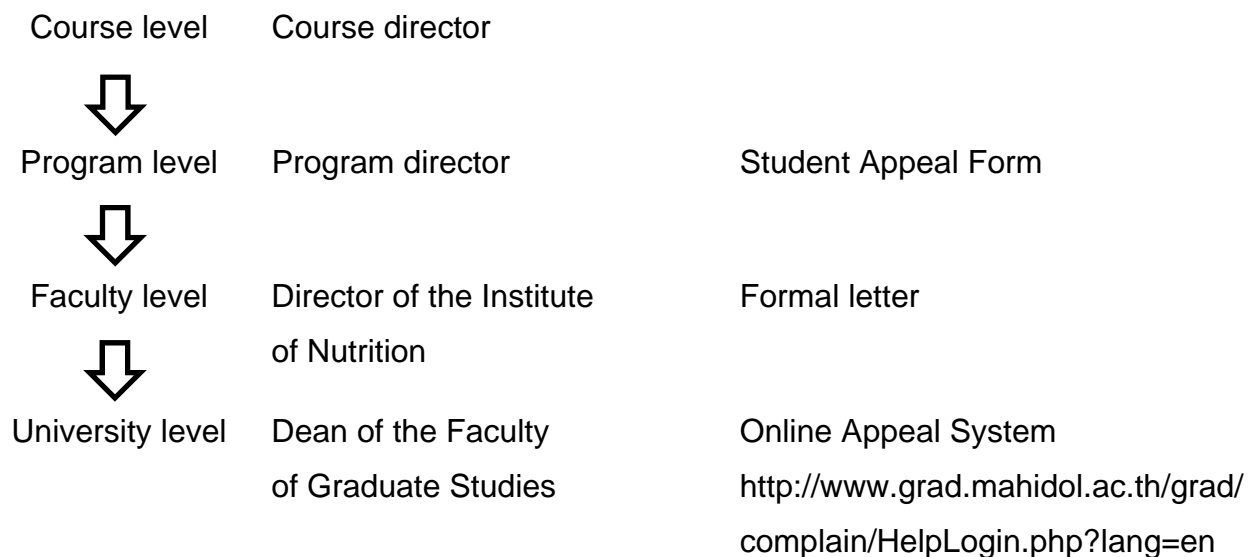
1. Submit a formal written appeal to the *deputy director* of the Institute of Nutrition who responsible for the decision, with a copy to the director, requesting review of the action including all relevant materials to substantiate the inconsistency in policy and to support their concerns.
2. The deputy director will review the appeal and issue a decision and the basis for it within seven (7) days.

If, after carrying out the steps of either process described above, the student believes that the matter has not been adequately resolved, or if no decision has been rendered by the appropriate date, the student may appeal at the university level at the *Faculty of Graduate Studies*. To appeal at the university level, the student must present copies of all documents and a formal letter of appeal to the dean of the Faculty of Graduate Studies. The dean will respond in writing with a final resolution, including the basis for it, as soon thereafter as practical.



## Student Appeal of Grades and Academic Program Actions Flow diagram

Case 1: A grade has been incorrectly assigned



Case 2: An academic program action is inconsistent with the policies of the Institute of Nutrition or of Mahidol University

