The following procedures address those student appeals and grievances arising from suspension, termination, or dismissal from the Graduate School or its programs, or denial of progression based on unsatisfactory academic performances.

The intent of the academic appeal procedure is to assure fairness and due process to all involved parties. **Good faith efforts should always be made by students, faculty, and administration to settle all appeals, complaints, and grievances on an informal basis.** These efforts will include conferences between the persons directly involved and others whom these persons believe to be able to help solve the problems.

**GENERAL PROCEDURES**

1. The student should be informed in writing by the relevant instructor, faculty committee, program chair, or administrator (e.g., Dean or Assistant Dean) that he/she is not meeting the academic requirements to continue in that course or program. Written notices of course failures, unsatisfactory program progress, and intent to request dismissal or suspension from the Graduate School are distributed to the involved student, the student's academic advisor, the Program Director, the program progressions committee (if present), and the Assistant Dean of the Graduate School.

2. Should the student disagree with the decision made by the faculty, committee, Program Director, or administrator regarding course failure or intent to terminate progression in the program based on unsatisfactory academic performance, the student initiates a conference with the involved person(s) to determine if the disagreement can be resolved as soon as possible.

3. If the results of the first conference are not acceptable to the student, the student informs the involved faculty soon thereafter and requests a conference with the involved faculty and Program Director or school administrator. **NOTE:** This step is required only in situations in which the Program Director and/or school administrator have not already approved or concurred with the initial notice of failure or intent to terminate.

**FORMAL WRITTEN ACADEMIC APPEALS PROCEDURES:**

1. If the outcome of the second conference involving the student, the faculty, Program Director, or school administrator is not acceptable to the student, the student formalizes the appeal by submitting a formal **Statement of Academic Appeal**, including the resolution sought. The student sends copies to the
involved faculty, Program Director, and Assistant Dean, retaining one copy for personal reference.

The formal Statement of Academic Appeal and request for a hearing should be submitted by the student as soon as reasonably possible following the second conference with the Program Director, involved faculty, or school administrator (or the first conference if the second conference is not held).

NOTE: Statement of Academic Appeal forms are available in the Graduate School Office, Academic Office 1, room L15-2609.

2. It is the responsibility of the Assistant Dean (or designee) to contact the involved faculty member(s) and members of the **Graduate School Academic Appeals Committee** and to schedule a date, time, and place for the formal appeal/grievance hearing, which normally will be held as soon as reasonably possible after receipt of the formal appeal statement and request for hearing.

3. The involved faculty or administrators must submit a written statement supporting his/her/their decisions to the Dean at least one week prior to the scheduled appeal hearing. It is the responsibility of the Assistant Dean (or designee) to distribute the formal Statement of Academic Appeal submitted by the student and the written statements submitted by the involved faculty to members of the Academic Appeals Committee at least three (3) days prior to the grievance hearing.

4. The Academic Appeals Committee will meet to review the information submitted by the student and involved faculty to elicit facts of the appeal/grievance. The involved parties will not be present for the full hearing but will be offered a time-specific opportunity to present their views, including additional supporting information, before the Committee and to clarify any questions the Committee may wish to ask.

5. The Academic Appeals Committee chair will prepare a timely written recommendation to the Dean for disposition of the appeal. Copies will be distributed by the Assistant Dean (or designee) to:
   a. involved student,
   b. the involved faculty member(s), and
   c. the Program Director.

6. Should the student wish to appeal the Committee's recommendation, the student should submit a written response to the Dean (or Dean's designee) within two weeks of receiving the written recommendation of the Committee. The student also may request a personal interview with the Dean (or Dean's designee) to discuss the situation.
7. The final decision within the Graduate School rests with the Dean of the Graduate School. At the Dean's discretion, he/she may discuss the Committee's recommendation with the involved faculty and student as well as any other persons affected by the recommended resolutions.

8. The Dean (or Dean's designee) will prepare a timely written decision and rationale for the student after receipt of the Committee's recommendations or interview with the student (whichever falls last).

**ACADEMIC APPEALS COMMITTEE:**

**Purpose:** The Academic Appeals Committee is a non-adversarial forum for the hearing and examination of information presented to the Committee by the involved parties, which have exhausted prior procedural channels without a resolution of the issue(s).

**Membership:** Membership of the Committee shall consist of:

- a. A graduate faculty member from the School of Medicine who has not had previous involvement with the student.
- b. A graduate faculty member from the College of Nursing who has not had previous involvement with the student.
- c. A graduate faculty member from the School of Pharmacy who has not had previous involvement with the student.
- d. A graduate faculty member from the School of Public Health who has not had previous involvement with the student.

One of the three faculty members, who are not from the school with which the student’s graduate program is associated, shall serve as Chair of the Committee.

The Assistant Dean (or designee) will coordinate the activities of the Committee and attend the hearings as a non-voting observer.