Section 7 Subject 7.1 **Policy 7.1.17**	Student Policies Student Services and Activities **Graduate School of Biomedical Sciences - Academic Dismissal Appeals**	01/15/96 - Originated 07/12/12 - Reviewed w/ changes - Reviewed w/o changes 08/06/12 - Effective Student Affairs - Author

GSBS - Academic Dismissal Appeals

Policy

Sometimes there are extenuating circumstances that may lead to failure and consequently, dismissal. It is for these extenuating circumstances, the correctable causes of poor performances, that the appeal system exists.

A student will be informed in writing that he or she has been dismissed from the Graduate School of Biomedical Sciences (GSBS) when the student's record reflects any of the bases for academic dismissal (See GSBS Academic Policy 4.45713).

- A student who has received a letter of dismissal from the Dean of the GSBS may appeal the dismissal to a special Academic Review Committee (ARC) provided the appeal is filed in writing with the student affairs dean of the GSBS within two weeks of the date of the notice of dismissal. The letter appealing the dismissal must include a description of the extenuating circumstances that may have led to the failure and subsequent dismissal of the student. The student must be prepared to discuss with the ARC how he/she would expect to deal with similar situations in the future. A student who fails to properly initiate an appeal in writing within the timeframe specified above shall be deemed to have waived his/her right to appeal the dismissal.

  The special ARC shall be appointed by the dean of the GSBS and shall be composed of five faculty members, one of whom shall be an assistant/associate dean of the GSBS who shall serve as chairperson. None of the committee members should represent the program with which the appealing student is affiliated. In the case of Basic Biomedical Sciences (BBSC) students, no committee member should be a participant in the course(s) which has or have occasioned the student's dismissal. When the committee has been confirmed, the student, the committee members, and the respective program director will be notified via email of the initiation of the appeal procedure and of the date of the hearing

- Should the student, committee chair or program director question

Policy, continued

the composition of the ARC, they may request replacement of member(s). This is to ensure that prior to the review of the appeal and to the extent possible, no member of the ARC has a bias for either party involved in the appeal. The Dean of the GSBS will evaluate any such challenge and may appoint a replacement in his/her sole discretion.

- At a time usually not to exceed ten (10) working days from the date of receipt of the student's written statement by the Dean of the GSBS, a hearing should be scheduled for a time when all necessary parties will be available. The hearing should be held at the earliest possible date to ensure efficient remediation of the appeal.

- Attendance at the hearing is limited to the committee, the student, the student's advisor (if applicable) and a recording secretary. The student has the right to an advisor during the hearing. At no time can the advisor address the committee unless requested to do so. The advisor may however, confer privately with his/her advisee during the hearing.

- All documentation pertaining to the appeal will remain confidential and be provided to the student, the program director, the assistant/associate dean of the GSBS chairing the committee and members of the ARC only. This documentation (student record, letter of appeal, correspondence with the dean, etc.) will be distributed at least **twenty-four (24) hours** prior to the scheduled hearing.

  On the day of the hearing, the student will be allowed to bring a maximum of two advocates to speak to the committee on his/her behalf. The advocates will be considered "witnesses" in the hearing, and their participation in the process will be limited, as described below. The committee will not consider letters from advocates; for their input to be considered, advocates must be present at the hearing.

- The program director of the appealing student's program will be invited as a "witness" to clarify any parts of the record the committee finds confusing, and to give the point of view of the program. Other than this, the program director will have no role

Policy, continued

- in the process. (Note: In the case of first year BBSC students, the director of the first year curriculum shall assume the role of Program Director.)

- The hearing will begin with the ARC in closed session. This session will have as its purpose the delineation and clarification of the "ground rules" for the hearing, and confirmation that all committee members have had access to the same information.

- After the closed session, the program director and the student will be invited to join the hearing. The program director may present any information considered relevant, and may be questioned by the committee member, after which he/she will leave. The student will be allowed to present during this presentation, but will not be permitted to speak at this time.

- Any advocates for the student will be invited to join the hearing, either singly or together, in the sole discretion of the committee. The student will be present for their advocate's remarks and subsequent questioning. After questioning by the committee, the advocate(s) must leave the hearing.

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Policy (cont'd)

- The student will then be asked to make a statement on his/her own behalf, after which the committee will questions the student. Once the questioning has completed, the student will leave the hearing.

- All "witnesses" are subject to recall in the committee's discretion.

- The committee will then deliberate, and make recommendations to be presented to the Dean of the GSBS.

- The conclusion of the ARC shall be presented in writing within **one (1) working day** of the close of the hearing to the Dean of the GSBS. The Dean may question any party involved in his/her discretion, including any member of the ARC before reaching a final decision on the matter. The Dean shall render a written decision usually within **three (3) working days** of receiving the conclusion of the ARC.

- The decision of the Dean shall be final.