



Policy: Procedure for Review and Appeal of Academic Actions	Applicability: SOGSR Students
Policy Owner: School of Graduate Studies and Research	Approved By: Dean of the School of Graduate Studies and Research
Effective Date:	Last Reviewed:
Next Review:	Contact:

POLICY: A student's academic status is determined by the appropriate Student Evaluation and Promotion Committee

DEFINITIONS: None.

PROCEDURE:

1. The responsible faculty awards definitive grades. The instructor or course committee designates a grade for the student and submits it electronically to the Office of the Registrar.
2. The Registrar (or his/her designee) receives all grades from each of the Schools and provides them to the appropriate Student Evaluation and Promotion Committee (SEPC), which consists of members of the teaching faculty appointed by the Dean. The Dean of the School concerned determines the number and mix of each SEPC.
3. The appropriate SEPC recommends an academic status for each enrolled student based on the School's academic policies. The Office of the Registrar records the recommendations. If SEPC makes a dismissal recommendation, the Associate Vice President (AVP) for Enrollment Management will notify the appropriate Academic Affairs Dean of the SEPC recommendation within 24 hours. The Academic Affairs Dean will then notify the student of the dismissal recommendation, in person and in writing, within three (3) working days. The student will be required to sign for the letter.
4. The AVP for Enrollment Management will also notify the Financial Aid Office of the dismissal recommendation for closer monitoring of future disbursements and continued eligibility for federal financial aid.
5. If a student is recommended for dismissal, they will be invited to appear in a dismissal hearing with the appropriate School's Ad Hoc Dismissal Committee where they can present their case and respond to questions from the Committee. The School's Dean in consultation with the Academic Affairs Dean will establish the Ad Hoc Dismissal Committee's membership. The dismissal hearing must occur within ten (10) working days of the date of the written notification to the student. Failure to appear for the hearing will be interpreted as acceptance and confirmation of the dismissal recommendation. For the hearing, the Committee will accept, either in person or in writing, up to three expressions of support for the student. This is not a legal



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proceeding. Therefore, representation by legal counsel is not permitted. The Committee will then deliberate and make a decision. The Dean can decide to dismiss or allow a student to return detailing specific curricular and/or behavioral requirements and stipulations. The Dean's decision will be communicated by phone within twenty-four (24) hours, with the student required to pick-up and sign for the written decision letter within three (3) calendar days.

6. If a student is dismissed, they may appeal the dismissal decision to the Dean of their respective School. However, the basis for the appeal must be a compelling reason such as 1) bias or 2) failure to follow due process on the part of the SEPC or Ad Hoc Dismissal Committee. A student must notify the Dean's Office within five (5) calendar days of the date of the dismissal notification letter if they wish to appeal. The Dean will hear the appeal based on the claim of compelling reasons, bias or failure to follow due process within ten (10) calendar days. The Dean will not rehear the case itself, but will evaluate the merit of the appeal claim. The Dean can either uphold or overturn the dismissal decision. The Dean will inform the Executive Vice President/Provost and General Counsel of their final decision before it is communicated to the student. All decisions at the Dean's level are final and must be communicated to the student, appropriate School Academic and/or Student Affairs Dean, Office of the Registrar, Treasurer's Office, and Financial Aid within five (5) calendar days.
7. A student will continue to be enrolled, or eligible to be enrolled, throughout the dismissal hearing and appeals process until all appeal rights have been exhausted. Financial Aid and Training Grant Directors (such as T32 training grants in graduate school) will closely monitor the potential financial impact on the student to ensure their needs are met and reserves the right to establish a special disbursement schedule for living expenses. Financial Aid and Training Grant Directors will also protect the College's interests and compliance with federal regulations to ensure that if the dismissal recommendation is upheld, the student will not have been over-awarded financial aid.
8. If the dismissal recommendation is upheld, the effective date of the dismissal will be the hearing or final appeal date, whichever is later, and the College's refund policies would apply as of that date. Failure to comply with these requirements shall waive and terminate any further rights the student may have under this procedure.



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EXHIBITS: None.

RELATED POLICIES: None.