



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

#### PROCEDURE:

1. The Student Discipline Committee and its chairperson shall be appointed by the President. Appointments of members of the committee shall be for a two-year term, except the student member who shall be appointed annually by the President of the Pre-Alumni Association.
2. The Student Discipline Committee reviews charges or breaches of the rules, regulations, policies and procedures of Meharry Medical College by a student relating to all non-academic matters.
3. Any person may inform any member of the Student Discipline Committee of an allegation of a breach of a rule, regulation, policy, and/or procedure of Meharry Medical College within the jurisdiction of the Student Discipline Committee.
4. The Student Discipline Committee shall determine whether the allegation or charge is governed by the procedures for Review and Appeal of Disciplinary actions governing non-academic matters. If the Student Discipline Committee determines that the allegation or charge is governed by the Procedures for Review and Appeal of Disciplinary Actions, the chair shall send to the accused student a written notice of a hearing before the Student Discipline Committee.
5. The student shall receive notice of the scheduled hearing no later than 72 hours before the hearing. The student may request additional time, which will be considered by the Discipline Committee. In any case the hearing must be held within 10 working days after notification.
6. In the event of a challenge of whether a matter should be governed by the procedure for review and appeal of academic actions, procedure for review and appeal of disciplinary action, the Vice-President for Academic Affairs shall have sole responsibility for determining which procedure shall govern. Any such challenge must be submitted in writing to the Vice President for Academic Affairs no less than 24 hours before the scheduled hearing.
7. The student shall have the right to be present at the hearing, to present witnesses, and to rebut the evidence against him/her or to have a Meharry Medical College student or faculty member accompany him/her. Legal counsel may be present but may not participate in the hearing.



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8. The hearing will be an informal one, not governed by technical rules of evidence as employed in a court of law, but the Student Discipline Committee may accept any information it deems pertinent to the charges made.
9. The Student Discipline Committee shall render its decision based upon the evidence presented at the hearing.
10. The standard for determining whether the student has breached a rule, regulation, policy or procedure and is therefore subject to a disciplinary action shall be whether there is a preponderance of the evidence to support the Committee's decision. The burden of proof shall be upon the College.
11. The Student Discipline Committee shall maintain a record of the hearing pending final determination of the charges against the student.
12. The Student Discipline Committee shall notify the student of its decision in writing by certified or registered mail at the address as maintained in the Office of Admissions and Records, within fifteen days.
13. A student may appeal the decision, on the grounds as set forth in the following paragraph, by writing a letter of appeal to the President or Dean no later than 72 hours from receipt of the decision of the Student Discipline Committee.
14. The President or his designee reviews the decision of the Student Discipline Committee, and notifies the student by certified or registered mail at the student's address as recorded by the Office of Admissions and Records. The President shall also inform the Dean of the student's school and the Office of Admission and Records.
15. At his discretion, the President may request that the student and/or the Student Discipline Committee provide additional information prior to issuing a final decision.
16. The decision of the President or his designee is final. The student shall be notified of the President's decision in writing no later than fifteen days from the receipt of the student's appeal.
17. The student shall be allowed to continue in the academic program during the proceedings unless circumstances exist that poses a threat to himself/herself or others.
18. Breach of rules, regulations, policies and procedures governed by the disciplinary procedure shall include but are not limited to:
  - a. furnishing false information to the College with the intent to deceive;



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- b. knowingly giving false information or testimony during the investigation or hearing of a disciplinary matter;
  - c. forgery, alteration, destruction, damage or misuse of College documents, records, or identification;
  - d. physical abuse of any person on College - owned or controlled property; or conduct that threatens or endangers the health or safety of any person;
  - e. theft;
  - f. unauthorized use of or entry to College facilities and/or unauthorized possession of keys to College facilities;
  - g. failure to comply with directives of College officials acting in the performance of their duties;
  - h. violation of written College policies and regulations as stipulated herein or as announced by authorized personnel;
  - i. violation of the terms of probation;
  - j. an attempt to commit or to be accessory to the commission of any act in violation of other standards of conduct Academic Policies & Procedures;
  - k. breach of any municipal, state or federal laws, rules, regulations, ordinances on college property;
  - l. breach of rules of any institution while on rotation at that institution; and
  - m. breach of recognized ethical and professional standards applied to student area health professional schools.
19. The Student Discipline Committee's sanctions may include expulsion, suspension from one or more classes for a specific or indefinite period of time, probation, reprimand, and restriction of privileges. The Student Discipline Committee may use its discretion in requiring alternative disciplinary actions.

**EXHIBITS:** None.

**RELATED POLICIES:** None.