

Appeals Process

Roles and Responsibilities

Policy Contact	Associate Dean for Student Affairs
Responsible	Appeals Committee
Accountable	Advancement Committee
Consulted	
Informed	

LCME Standards

9.9 Student Advancement and Appeal Process

Policy Statement

1. The Advancement Committee must abide by the established Advancement, Graduation & Dismissal Policy.
2. A student may appeal to the Dean:
 - a. Dismissal from school
 - b. Failing grade
 - c. Probation
3. The Appeals Committee shall be comprised of three (3) faculty members of the School of Medicine.
4. If an appeal hearing is granted, the student must meet with a dean in the Office of Student Affairs to review the appeals process. The entirety of the student's academic record will be made available to the Appeals Committee by the Office of Student Affairs. The student may also request a copy of their academic record.
5. If an Appeals Committee is appointed, the student may submit additional, relevant information, including a written statement which should address circumstances not previously considered, and may include letters of support from faculty, students or others. The student's written statement must be received at least two (2) official school days prior to the hearing.
6. The Office of Student Affairs will notify the student in writing of the Committee members and any individuals the School of Medicine intends to call to the hearing no fewer than two (2) official school days in advance of the hearing. It is improper conduct and grounds for disciplinary action for a student or other person to contact a member of the Committee or other individuals invited to attend the hearing about the appeal at any time during the process. Issues or concerns should be directed to a dean in the Office of Student Affairs.
7. Any person to be called to the hearing by the student must be made known to a dean in the Office of Student Affairs no fewer than two (2) official school days in advance of the Hearing.
8. The Committee Chair may limit or refuse to consider testimony or other information that is irrelevant or repetitive.
9. The purpose of the hearing is to permit the student, and persons called by the student or Committee, to answer questions presented by or through the Committee, which will allow the Committee to clarify its understanding of issues relevant to the dismissal. Persons called will be limited to faculty, staff and students who are able to speak about a significant role the person has had in the events leading to the dismissal/failure or the recommendation for dismissal. A

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student will not be permitted to call more than one character witness but may submit written statements from others.

10. Only individuals identified in writing to the OSA at least two (2) official school days in advance of the hearing may participate.
11. Neither the student nor the School may be represented by counsel at the hearing. The student may be accompanied by a non-attorney advisor of their choice. In instances where criminal charges may be pending or under investigation, the student may have an attorney present. The Committee may, at its option, have University Counsel or an Assistant Attorney General present or available to provide guidance. Advisors and attorneys may act only in an advisory capacity and may not address the Committee or examine or cross-examine participants. The student will be permitted to be present during the presentation of all testimony and other information. The student will be permitted to speak to the Committee and to request that questions be presented to individuals through the Committee.
12. A dean from the Office of Student Affairs will be present at the hearing ex officio, to assure adherence to policy and to provide information as required or requested by the Committee. The Dean from the Office of Student Affairs does not participate in deliberations or vote on the outcome of the hearing.
13. The hearing will be closed to the public. All proceedings and decisions will be considered confidential by all participants and advisors.
14. The three members of the Committee are the sole voting members. Discussions about the Appeal, except for final deliberations of the Committee, will occur with the student present.
15. The recommendation of the Appeals Committee will be sent to the Dean who will consider the recommendation and communicate their decision to the student. The recommendations of the Appeals Committee are advisory only and not binding on the Dean.

History

Revised: July 15, 2015

Approved: July 15, 2015

Review Cycle

February 25, 2022