

School of Graduate Studies in the Health Sciences

DOCUMENT TYPE: policy

REVIEW PERIOD: 3 years

TITLE: Appeal of Dismissal Policy and Process

PURPOSE: This policy is to establish guidelines for appeal of dismissal from the School of Graduate Studies in the Health Sciences.

POLICY: Following formal notification for dismissal by the Dean of the Graduate School, the student has the right to appeal. Appeal of the decision must be made by the student, in writing, to the Dean of the School of Graduate Studies within 14 days from the date on the letter of notification. The process for dismissal and appeal of dismissal are as follows:

- a. The Office of the Dean notifies the student of the decision to dismiss and all necessary details related to the implementation of that decision via the student's UMMC email account. Written notification to the student includes a statement of the Appeals Process and the deadline for appeal. Copies of the notification are sent to the program director of the student's academic program.
- b. Appeal of the decision must be made by the student, in writing, to the Dean of the Graduate School within 14 days from the date on the letter of notification.
- c. The Graduate Council shall act as the appeal body for all matters concerning dismissal. Upon receipt of a valid request for appeal, the Dean of the Graduate School shall call a meeting of the Graduate Council to hear information from both the student and the program. During an appeal before the Graduate Council, the student shall have the right to counsel and may present witnesses and other documentation as may seem pertinent. Graduate Council members who had direct input into the recommendation for dismissal shall be excused from this deliberation process. The decision of the members of the Graduate Council who have heard the appeal will be determined by written ballot.
- d. The Dean of the Graduate School shall inform the student and the student's program director of the decision in writing. This decision by the Dean of the Graduate School shall be final. The student shall have the right to file a procedural appeal, in writing, to the Associate Vice Chancellor for Academic Affairs within 5 working days. In the case that a procedural violation is found to have occurred, the case will be returned to the point of procedural issue and readdressed.

SCOPE: All SGSHS students.