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| Policy Name:                      | Appeal of Academic Dismissal |
| Original Approval Date:           | 8/19/22                      |
| Approving Officer/Committee:      | Medical Curriculum Committee |
| Revision Dates and Notes:         |                              |
| Related LCME Element(s) (if any): |                              |

**A. Purpose** – This policy outlines the procedure for the appeal of a dismissal for academic reasons including, but not limited to:

- Failure to demonstrate satisfactory academic progress as determined by School of Medicine policy.
- Failure to complete all graduation requirements within six (6) years from the date of matriculation, including all approved leaves of absence but excluding the PhD phase for the MD/PhD students.

**B. Scope** – This policy applies to all School of Medicine students.

**C. Procedure/Process** – A student who believes that his or her dismissal is unjust or inaccurate may appeal that decision formally. All appeals must be in writing and contain the basis for the appeal.

**Two levels of appeals are available as follows:**

**Level 1: The Appeals Subcommittee of the Academic Success Council.**

A student may appeal an academic dismissal to the Appeals Subcommittee of the Academic Success Council, in its authority as the Student Promotions Committee, no later than ten (10) business days following receipt of the written notification of dismissal. The written appeal must clearly state the specific grounds for appeal, include any relevant documentation to support the stated grounds for appeal, include the date of the appeal, and be signed by the student.

The Appeals Subcommittee of the Academic Success Council will have ten (10) business days from the date of receipt of the request to do the following: review the appeal, meet with the student and with relevant faculty (if deemed necessary), formulate and deliver a written response to the student. In considering the appeal, the Appeals Subcommittee of the Academic Success Council will seek to determine:

- Whether the evaluation or grading procedure used in the case of the student was essentially the same as that used for all other students in the course/clerkship,
- Whether there is evidence of capricious, unjust or erroneous evaluation or grading which led to the student’s dismissal.
- Whether the academic issues leading to the student’s dismissal were caused or exacerbated by unanticipated, medical, personal, or financial issues. For an appeal on these grounds, the Office for Student Affairs will provide the student with the rubric used by the Appeals Subcommittee and the appeal should be presented with the rubric in mind.

While a student may have an advisor of his/her choice, the student cannot use legal representation to respond, but must interact directly with the Appeals Subcommittee of the Academic Success Council.

The Appeals Subcommittee of the Academic Success Council shall communicate its decision to the student within five (5) business days after the meeting.

**Level 2: The Dean of the School of Medicine** or his/her designee.

Appeals may only be brought on one or more of the following grounds:

- New evidence has become available of which the student was not aware or could not have been reasonably obtained at the time of the original review in which a decision was rendered, and had it been known, would have had material impact on the outcome of the decision.
- The decision is grossly disproportionate to the findings.
- The Appeals Subcommittee of the Academic Success Council deviated from the process set forth in this policy and such deviation had a material impact on the decision.

If the student meets the criteria for an appeal, the student will have five (5) business days from the receipt of Appeals Subcommittee's decision to make a final appeal in writing to the Dean of the School of Medicine or his/her designee.

The written appeal must clearly state the specific grounds for appeal, include any relevant documentation to support of the stated grounds for appeal, include the date of the appeal, and be signed by the student.

The Dean or his/her designee will have ten (10) business days from the date of receipt of the request to do the following: review the appeal, meet with the student and with relevant faculty (if deemed necessary), formulate and deliver a written response to the student. The Dean or his/her designee will render a decision based on the written appeal and his/her review of all documentation and investigation.

While a student may have an advisor of his/her choice, the student must interact directly with the Dean or his/her designee and cannot use legal representation to respond.

The decision of the appeal reached by the Dean or his/her designee represents the final level of due process for appeal of dismissal from the School of Medicine.