Purpose

The purpose of this policy is to outline the process for appealing a student’s dismissal from an academic program.

Policy Details

If a student is denied continuation in a program, the student has a right to a hearing at the program level before the Graduate Studies Committee or any other appeals committee that the Program Chair or Director deems appropriate. The student must be informed in writing of the reason for termination from the program and of the right to appeal. A written request by the student to the Program Chair or Director for such a hearing must be filed within five (5) working days after receipt of the written notification of the original action. The hearing should be scheduled by the Program Chair or Director promptly but should allow sufficient time for the student and the program to prepare. At the appeals hearing, both the student and the program should present pertinent written and oral documentation, which may include statements by and examination of witnesses. The student may bring any person(s), excluding legal counsel, whom the student feels can contribute to the presentation. Committee consideration is conducted without the presence of legal counsel. Confidential records will be kept of all proceedings. The result of this hearing will be communicated in writing to the student within five (5) working days of the hearing excluding holidays and administrative closings.

If the student is not satisfied with the outcome of this hearing, the student has the right to appeal this recommendation before an ad hoc appeals committee appointed by the Dean. A written request for such an appeal must be filed with the Dean within five (5) working days of the notification of the results of the program hearing. If the student does not file such an appeal within this time, the Dean will inform the student in writing of the dismissal from the program.

The ad hoc appeals committee will be formed from the graduate faculty and may include a student member. The ad hoc appeals committee has the right to
examine witnesses appearing before the Graduate Studies Committee of the program in support of the student or in support of the action taken by the program. The appeals committee will make a recommendation to the Dean or designee who will then make a decision and communicate this decision in writing to the student within ten (10) working days.

During the period in which appeals are scheduled at the program or College level, the student will continue to receive a stipend. However, if the student is dismissed after a decision by the Dean or designee, stipend support will cease.

Students not satisfied with the result of this second-level hearing have the right for further appeal to the Chancellor of UTHSC.

Policy Scope

Applies to all enrolled students and students on approved leave.

Related Policies

None

Definitions

Dean. The administrative head of the College. An Associate Dean may substitute for the Dean when necessary.
Graduate Studies Committee. A committee existing at the academic program level that makes decisions or recommendation for the program.
Legal counsel. A person or persons with formal or informal legal training or certification.
Program Chair. The listed chair of the student’s academic program.
Program Director. The listed director of the student’s academic program.
Procedures

A student wishing to appeal dismissal from a program must:

1. Submit a written request for an appeals hearing to the Program Chair or Director within five (5) working days after receipt of the written notification of dismissal.

2. Present pertinent written and oral documentation, which may include statements by and examination of witnesses, at the appeals hearing. Legal counsel is not permitted at an appeals hearing.

3. If not satisfied with the results of the program appeals hearing, make written request for a College-level appeal to the Dean within five (5) working days of the notification of the results of the program hearing.

An appeal to the Chancellor may be made after Program- and College-level appeal processes have been completed.

Document History

Approved November 8, 2004 by Graduate Studies Council.
Administratively reviewed by Graduate Studies Council October 27, 2015.