

STUDENT APPEALS COMMITTEE PROCEDURES

University of Arizona College of Medicine – Tucson (COM-T)

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All time limits referenced in these procedures are calculated using calendar days, including weekends and holidays.

Section One: Functions of the Student Appeals Committee

- 1) The Student Appeals Committee (SAC) will review Academic Dismissal and Conduct Dismissal decisions issued by the Deputy Dean, Education when the student requests an appeal as defined and outlined in the Student Progress Committee Procedures and Process for Dismissal or the Honor Code Committee Procedures and Process for Dismissal.
- 2) All SAC decisions require a majority of a quorum of the eligible voting membership. Quorum for the SAC is defined as two-thirds of the eligible membership.
- 3) The SAC may extend the timeframes outlined in these procedures for good cause and with notice to the student and the Deputy Dean of Education.
- 4) The SAC does not have the authority to grant an exception to College of Medicine policies or an extension of time to comply with policy.

Section Two: Procedures Regarding Review of Academic Dismissal Appeals

- 1) If the student chooses to appeal an Academic Dismissal, the student must submit a written statement to the Chair of the SAC outlining the student’s position on why the student should not be dismissed.
- 2) The appeal must be submitted within seven days of the Notice of Dismissal from the Deputy Dean of Education.
- 3) The student is responsible for providing the Student Appeals Committee with any supporting documents that the student believes support the appeal, including the student’s transcript, correspondence with faculty and administrators, and

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communications from the SPC. This information must be submitted with the written appeal statement.

- 4) The student's written statement must identify one or both of the following grounds as the basis for the appeal:
 - a) College of Medicine policies do not require or support the Academic Dismissal.
 - b) The Academic Dismissal process was not substantially consistent with University or College of Medicine policies and procedures and the process should be repeated or reversed to correct the specific error(s).
- 5) If the SAC Chair determines that the student's written appeal fails to identify one or both of the above grounds as a basis for the appeal, the Chair will reject the appeal and inform the student of the deficiency. The student will have one opportunity to resubmit the appeal within seven days of the notice of deficiency from the Chair.
- 6) Within 14 days of receipt of the student's written appeal statement and supporting documentation, the SAC will meet, review the student's appeal packet, and discuss the student's appeal.
- 7) SAC meetings are closed to everyone except members of the Committee, Committee support staff, and counsel to the Committee.
- 8) If the SAC believes additional information is required before a decision is made, the Committee may seek that information from the student or the College administration. The information must be directly relevant to the stated grounds for the appeal. Any information obtained directly from the College and considered in the appeal decision must be shared with the student. The student will have two days to respond to any additional information.
- 9) Within 5 days of meeting to review the appeal, the SAC will inform the student of its decision. The decision must outline the basis for the SAC's decision to grant or deny the appeal. If the appeal is granted, the student will be directed to the Student Progress Committee to determine a plan for successful academic progress.
- 10) The decision will be copied to the Deputy Dean of Education, the Associate Dean of Curricular Affairs, the Senior Associate Dean of Student Affairs, and the Chair of the SPC.
- 11) The decision of the SAC is final and is not subject to further review. If the dismissal is upheld, the dismissal will be effective on the date of the decision letter.

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Section Three: Procedures Regarding Review of Conduct Dismissal Appeals

- 1) If the student chooses to appeal a Conduct Dismissal, the student must submit a written statement to the SAC Chair outlining the student's position on why the student should not be dismissed.
- 2) The appeal must be submitted within seven days of the Notice of Dismissal from the Deputy Dean of Education.
- 3) The student's written statement must identify one or more of the following grounds as the basis for the appeal:
 - a) The hearing was not conducted in a manner substantially consistent with the procedures set forth in the Student Progress Committee Procedures and Dismissal Process or the Honor Code Committee Procedures and Dismissal Process and resulted in an unfair process.
 - b) The finding that the student violated University or College of Medicine policies or standards is not supported by a preponderance of the evidence or is contrary to law or policy.
 - c) The student's conduct does not constitute a violation of University or College of Medicine policies or standards.
 - d) The student was not given procedural or substantive due process.
 - e) The dismissal is excessively severe under the circumstances.
- 4) If the SAC Chair determines that the student's written appeal fails to identify one or more of the above grounds as a basis for the appeal, the Chair will reject the appeal and inform the student of the deficiency. The student will have one opportunity to resubmit the appeal within seven days of the notice of deficiency from the Chair.
- 5) If the SAC Chair determines the appeal states the required grounds for appeal, the SAC Chair will inform the Student Progress Committee Chair (SPC) or the Honor Code Committee (HCC) Chair of the appeal.
- 6) Within seven days of the notice from the SAC Chair, the SPC or HCC Chair must provide the SAC with a copy of all supporting documentation considered during the hearing, a copy of the recommendation to the Deputy Dean of Education, and the audio recording of the hearing.
- 7) Within 14 days of receipt of supporting documentation, the SAC will meet, review the documentation, and discuss the student's appeal.
- 8) SAC meetings are closed to everyone except members of the Committee, Committee

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support staff, and counsel to the Committee.

- 9) Within 5 days of meeting to review the appeal, the SAC will inform the student of its decision. The decision must outline the basis for the SAC's decision to grant or deny the appeal.
- 10) The decision will be copied to the Deputy Dean of Education, the Associate Dean of Curricular Affairs, the Senior Associate Dean of Student Affairs, and the Chair of the SPC.
- 11) The decision of the SAC is final and is not subject to further internal review. If the dismissal is upheld, the dismissal will be effective on the date of the decision letter.