

College of Arts and Sciences (CAS) Graduate Program Appeals Procedures

All adverse decisions regarding graduate student conduct or performance considered *unsatisfactory* (as defined in individual graduate program handbooks) must be made in writing, dated and sent to the student and copied to the Program Director and Department Chairperson (or Center Director) (the *Initial Faculty Decision – Document A*). The *Initial Faculty Decision* must include a statement advising the student that he or she has a right to appeal the decision and the *Appeals Procedures* document should thence be directly shared with the student or an accessible internet link to this protocol provided. The *Initial Faculty Decision* will not be valid unless and until this directive has been met.

The student may elect to appeal the *Initial Faculty Decision* to the Department Chairperson (or Center Director) (the *Student Appeal to Department Chairperson (or Center Director) – Document B*). The appeal must be made in writing within **10 business days** (not including the calendar period May 15-Aug 15) after the student's receipt of the *Initial Faculty Decision* and sent to the Department Chairperson (or Center Director) with copies sent to the faculty member and Program Director. The appeal will not be considered if it is not submitted within the prescribed time limit. The Department Chairperson (or Center Director) shall review the *Initial Faculty Decision* and *Student Appeal* documents and either uphold the faculty member's recommendation or determine an appropriate alternative outcome. This decision (the *Department Chairperson (or Center Director) Response to Student – Document C*) must be made in writing (dated) and sent to the student within **10 business days** of receipt of the *Student Appeal to Department Chairperson (or Center Director)* and copied to the faculty member and Program Director.

Should the student wish to continue the appeals process, the next step involves the Board of Graduate Education (BGE) of the College (the *BGE Appeal*). The student must request that the CAS Associate Dean for Graduate Education forward their appeal to the BGE within **10 business days** of the student's receipt of the *Department Chairperson (or Center Director) Response to Student*. The appeal will be dismissed if the request is not made within the prescribed time limit. The Associate Dean will notify the student, faculty member, and BGE Chairperson of the *BGE Appeal*. Written submissions to the BGE will be composed of Documents A-C only.

The *BGE Appeal* shall be heard as an agenda item at one of the regularly scheduled BGE meetings, or a special meeting may be called if the BGE does not meet within **20 business days** of the *BGE Appeal* submission. A quorum of the BGE, excluding ex-officio members, must be in attendance. When the BGE sits as appeals board, a graduate student representative selected by the Graduate Student Association (GSA) will be appointed to the board as a voting member. The GSA representative must be a graduate student in the CAS but not from any departments involved in the appeal. The appealing student may be accompanied by an advisor of his or her choosing who is not acting as an attorney as this is an internal and not a legal procedure. If a member of the BGE is a member of the department or program involved in the appeal, that BGE member will abstain from participation in the appeals process and will not be counted for quorum purposes. The CAS Associate Dean for Graduate Education shall be present throughout the entire process, but shall not be allowed to propose or second any motion, or to cast a vote on any motion related to the appeal.

40 The BGE will hear the case presented by the student and others supporting the student's appeal and will
also hear the presentation of the faculty member or other departmental representative. Then, the
student and all other parties to the proceedings will be excused and the BGE and GSA representative will
conduct a closed discussion. If the BGE finds that insufficient information has been presented, it may
request a period of no longer than **20 business days** to obtain the information, meet again, and reach a
decision. The BGE will consider the merits of the student's appeal and the adequacy of procedures
45 followed in the department. The BGE may support the decision being appealed, overturn it, or change
the penalty imposed (the *BGE Decision – Document D*). The CAS Associate Dean for Graduate Education
will inform the student in writing (dated) of the BGE's decision and copy the faculty member, Program
Director, and Department Chairperson.

50 Should the student wish to appeal the decision beyond the College, the student may request that the
CAS Associate Dean for Graduate Education submit their appeal to the Associate Provost (AP) for
Graduate Education (the *AP Appeal*). This must occur within **10 business days** of the student's receipt of
the *BGE Decision*. The appeal will be dismissed if the request is not made within the prescribed time
limit. Written submissions to the AP will be composed of Documents A-D only. The AP will review the
documents submitted to the BGE along with the *BGE Decision* and may request additional information
55 to determine whether or not the process as outlined in this section was appropriately followed. The AP
cannot overturn a decision but can remand the decision back to the BGE for further investigation if the
procedure was not properly followed.

Itemized list of documents (signed and dated formal letters) required to be considered for the *BGE Appeal*:

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- *Document A* (the *Initial Faculty Decision*). Must include notification of the student's right to appeal.
 - *Document B* (the *Student Appeal to Department Chairperson (or Center Director)*). Limited to 5 pages of single-spaced, font-size 12 text. The appeal is dismissed if not submitted within the prescribed time limit.
 - *Document C* (the *Department Chairperson (or Center Director) Response to Student*). The student may automatically submit *Document B* to the CAS Associate Dean for Graduate Education (and BGE) if
- 65 *Document C* is not provided within the prescribed time limit. *Document C* is not required for the *BGE Appeal* if it is not provided within the prescribed time limit.

Additional document (signed and dated formal letter) required to be considered for the *AP Appeal*:

- *Document D* (the *BGE Decision*).