



# The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Academic Appeals  
Effective Date: November 8, 2004  
Document Status: Approved

## 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 must be informed in writing of the reason for termination from the program, the procedures for appeal, and informed of the potential financial liability for tuition and fees if an appeal is unsuccessful. A written request by the student to the Dean for an appeal must be filed within five (5) business days after receipt of the written notification of the dismissal. Under UTHSC Policy SA112, a student wishing to attend classes during the appeal must notify the Dean within two (2) business days of receipt of the written notification of dismissal.

When an appeal is requested, the Dean will assemble an ad hoc appeals committee from the graduate faculty, and may include a student member. The ad hoc appeals committee will review the recommendation of the student's Faculty Committee (or equivalent), and will consider any new information that the student wishes to provide. During the appeal process, the student and the program should separately present pertinent written and oral documentation. The ad hoc appeals committee may also solicit additional statements, as they deem necessary. For their presentation, the student may bring any person(s), excluding legal counsel, whom the student feels can contribute to the presentation. The appeal is conducted without the presence of legal counsel. Confidential records will be kept of all proceedings.

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) business days, excluding holidays and administrative closings. The decision of the Dean regarding a dismissal appeal is final. A student whose appeal is not successful will be withdrawn on the date of the Dean's dismissal letter.



# The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Academic Appeals  
Effective Date: November 8, 2004  
Document Status: Approved

A student whose appeal is unsuccessful retains the right to request reinstatement by the Chancellor and President under UTHSC Policy SA112.

## Policy Scope

Applies to all enrolled students and students on approved leave.

## Related Policies

UTHSC SA112 - Student Status During Academic Appeals

## Definitions

**Dean.** The administrative head of the College. An Associate Dean may substitute for the Dean when necessary.

**Faculty Committee.** The appointed and approved committee that oversees a student's progress and certifies the student's completion of degree requirements, as outlined in the "Faculty Committee" policy.

**Graduate Studies Committee.** A committee existing at the academic program level that makes decisions or recommendations for the program. This committee also may serve the role of an Admissions Committee, and may substitute for the student's Faculty Committee prior to the appointment and approval of the Faculty Committee.

**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:



# The University of Tennessee Health Science Center College of Graduate Health Sciences College Policies

Document Name: Academic Appeals  
Effective Date: November 8, 2004  
Document Status: Approved

1. Submit a written request for an appeal to the Dean within five (5) business days after receipt of the written notification of dismissal. If wishing to also attend classes during the appeal, the student must notify the Dean within two (2) business days after receipt of the written notification of dismissal.
2. Present pertinent written and oral documentation, which may include statements by other individuals, at the College-level appeal. Legal counsel is not permitted at an appeal.
3. A student who is dismissed may make a request for reinstatement to the Chancellor after the College-level appeal processes have been completed, as specified in UTHSC Policy SA112.

## Document History

Approved November 8, 2004 by Graduate Studies Council.

Administratively reviewed by Graduate Studies Council October 27, 2015.

Administratively modified to include UTHSC and University of Tennessee policies February 17, 2017.

Administratively modified by Graduate Studies Council to clarify the function of the College-level ad hoc appeal committee February 28, 2017

Modified by Graduate Studies Council May 23, 2017 to eliminate the program-level appeal, eliminating potential conflicts, making the Faculty Committee solely responsible for progress and promotions, and aligning with SA112.