

Academic Standing & Dishonesty Appeals Process

I. APPEALS PROCESS

- A. Each student has the right to appeal any academic standing and academic dishonesty decision. To do this, the student must submit to the Program Director, in writing, a request for appeal regarding an academic standing and/or academic dishonesty decision. The letter must include the reasons for the appeal, and it must be received by the Program Director within 10 business days of receipt of the formal notification letter (*Notification of Charges* or *Notification of Academic Standing*). The letter requesting an appeal (*Academic Integrity Hearing* or *Academic Standing Hearing*) must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered.
- B. Within 10 business days of the receipt of the request for appeal, the Program Director will appoint two Core Public Health Faculty members to evaluate the request. In addition, one MPH student representative will be recruited as a volunteer to review the request. Together these three persons will form the Academic Standing and Appeals Committee, which will determine whether to uphold or reverse the decision of the Program Director. The Program Director will appoint one of the faculty members to be Chair of the Committee. The decision regarding the appeal will be sent to the student in the form of a letter from the Chair of the Academic Standing and Appeals Committee. The letter must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered. If mailed, the letter will be sent to the student's mailing address indicated in SOLAR.
- C. Any subsequent request for appeal must be made by the student to the Dean of the School of Medicine within 10 business days of receipt of the letter sent by the Chair of the Academic Standing and Appeals Committee. The student must submit the request for appeal of the Academic Standing and Appeals Committee's decision in writing and state reasons for such request. The letter must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered.
- D. The student may enroll in academic courses in the program during the appeal process, with the understanding that if the appeal is not decided in the student's favor, the student will be deregistered from all courses, and the student will bear the tuition and fee liability for all such courses.