



Appeal of Dismissal/Discontinuation Policies and Procedures

A. Purpose

1. These procedural guidelines are designed to provide a means for the resolution of appeals by students who have been dismissed from the School of Graduate Studies because of poor academic performance or progress. Students dismissed from any graduate program will be given due process.

B. Procedure

1. A program director may recommend dismissal of a graduate student for failure to meet the program's standards of academic performance or progress. A student shall be given written notice of dismissal by the School of Graduate Studies stating the reasons for the dismissal.

2. Within five days of the date of the notice, a student who disputes the reasons for the dismissal must contact the department chair, the graduate program director and advisor for informal discussion of the situation.

3. If a student remains dissatisfied after the discussions required by paragraph 2, the student may file a formal appeal of the dismissal, no later than 10 days after the discussions. The appeal must be made in writing in the form of a letter to the Dean of the School of Graduate Studies and include (a) in detail, the basis for the appeal; (b) the date the student was advised of the dismissal; and (c) a summary of the informal discussions held pursuant to these procedures. An appeal also should be supported by any attachments necessary to explain the issue and by an attachment giving the names and contact information (i.e., campus addresses, telephone numbers) of persons with relevant information. An appeal may be supported by written statements from other persons, provided such persons are identified in the statement and contact information is included.

4. Upon receiving an appeal, the Dean shall forward a copy of it to the faculty advisor, the program director and department chairperson(s) of the program from which the student is dismissed.

5. The Dean shall review each dismissal appeal and shall dismiss the appeal if:

(a) The student has submitted the same or a similar complaint through any other formal grievance procedure;

(b) There are no procedural grounds or other evidence supporting the appeal;

(c) The appeal was not filed with the Dean within 10 days of the student's notice of the dismissal; or

If the appeal is dismissed, the Dean shall notify the student, the chairperson and the graduate program director in writing.

6. If an appeal is not dismissed by the Dean within five days of receipt of the appeal, the program involved shall submit a reply to the appeal within 10 days of the program's receipt of the appeal.

7. The Dean shall submit the appeal of the student and the response of the program involved to the Graduate Council Appeals Committee (GCAC). The GCAC will hear statements from the student and the program.

8. The committee shall meet privately at the close of the fact-finding meeting to decide whether a majority believe the evidence supports the allegation of arbitrary and capricious grading beyond a reasonable doubt.

9. Following deliberations, the Committee shall notify the Dean in writing of the decision within five days of the meeting.

10. The Dean shall issue a decision in writing to the student, the faculty advisor, the chairperson and the program director within five days after receiving the recommendations of the GCAC or the request to waive GCAC review.

11. GCAC review may be waived upon the written request of the student and the program.

C. Authority of the Committee

The decision of the committee is final, and binding on both parties. The decision may not be appealed to any other body within UMES or the University of Maryland System.

D. Implementation

The Graduate Dean shall be responsible for implementing the decision of the committee.

E. Schedules

Times stated in these procedures will be shortened, if feasible, when an appeal is relevant to an advancement decision. The Dean may extend or shorten the deadlines stated in these procedures when circumstances do not permit student, faculty or administrative actions within the specified time frames. Requests by the faculty or student to extend or shorten these deadlines must be in writing, but the Dean may not require the GCAC to decide an appeal within a certain time. The Dean's decisions with respect to scheduling shall be in writing and shall be final.

N.B. Adopted from the UMBC School of Graduate Studies dismissal policy.