

APPEALS OF SATISFACTORY ACADEMIC STANDING AND PROGRESSION

Policy Scope

Students enrolled in College of Public Health (COPH) programs are expected to make satisfactory academic standing and progress toward completion of program requirements and graduation and must meet specific academic performance standards. The policy applies to all students enrolled in a formal program of study within the UNMC COPH. The intent of this policy is to provide procedures for managing academic and professional performance that does not meet standards.

The student may reach out to the COPH Assistant Dean of Student Affairs, with questions about the process or eligibility of the appeal of satisfactory academic standing and progression matters.

Policy Definitions

Students at the University of Nebraska Medical Center are members of an academic community in which satisfactory academic standing and progression are essential to meet student learning outcomes, requirements for program completion and graduation. Educational programs administered by the College of Public Health have identified academic performance standards and professional behaviors to guide expectations for successful progression.

Satisfactory Academic Standing – Students must meet academic standards defined by the Good Academic Standing (<https://catalog.unmc.edu/public-health/student-section/good-academic-standing/>) policy. Failure to meet academic performance standards may result in academic actions and/or a change in academic standing.

Satisfactory Academic Progression - Students must meet time to completion requirements defined by the Time to Completion (<https://catalog.unmc.edu/public-health/student-section/time-limitation/>) policy. Failure to meet the time to completion standards may result in academic actions.

Procedures

Formal Appeal

1. The student must submit a formal written appeal to the Assistant Dean of Academic Affairs, no later than ten business days after the receipt of notification of formal action. The formal written appeal should be as specific as possible and should include a request to appear personally before the Faculty-Student Appeals Committee if the student elects to do so.
2. The COPH Assistant Dean of Academic Affairs will identify the chairperson and members of the Faculty-Student Appeals Committee in consultation with the Department Chairs and the Assistant Dean of Study Affairs within ten business days of receiving the formal written appeal. The Faculty-Student committee membership will be comprised of five faculty members and one student. Faculty must have their primary appointment in the COPH, and students must be currently enrolled in a COPH program and in good academic standing. The COPH Faculty-Student Appeals Committee will investigate and/or hear appeals involving satisfactory academic standing or progression in which a student can provide evidence that the evaluation was prejudiced or capricious. The Assistant Dean of Student Affairs will assist the student in managing the procedural steps of the policy.
3. During a formal appeal, the student is expected to successfully complete all program requirements and courses with final grades deemed satisfactory as defined by the program standards and course syllabus when relevant. Additionally, the student is expected to follow all college and program policies and procedures.
4. After receiving the student's formal written appeal from the Assistant Dean of Academic Affairs, the chairperson of the COPH Faculty-Student Appeals Committee will forward copies to all members of the committee and to any program director involved. The committee will decide how to best handle the appeal. The committee may grant the student's request for a hearing or may decide a closed investigation is appropriate. In appeals potentially leading to an academic dismissal or suspension, the committee must grant a formal hearing if requested by the student.
5. The chairperson will request the program director submit the materials used in determining the challenged action. Upon receiving the materials, the chairperson will forward copies to all members of the committee. The program director will have an opportunity to present evidence and respond to any allegations of a prejudice or capricious assessment of an academic standing or progress in writing or by interview as requested by the committee. The committee may also request the student supply additional clarification in writing or by interview.
6. If the committee schedules a formal hearing, any persons required to attend the hearing will be given reasonable notice (a minimum of ten business days) of the time and place. The committee chairperson will oversee the hearing proceedings. They will determine the order of presentation and the relevancy of any evidence submitted, and they will direct the questioning of any witnesses. It is their responsibility to ensure that the hearing is conducted in accordance with due process.
7. It is the student's responsibility or burden of proof to show by the weight of the evidence that the academic evaluation of academic standing or evaluation was prejudiced or capricious. The student may use any evidence deemed proper including affidavits, exhibits, and witness testimonies. It is the student's responsibility to gather and submit all evidence presented in the investigation. If the student wishes to have witnesses testify on their behalf, it is the student's responsibility to pay for any fees associated with retaining the witness(es). At any time during the appeal process, the student will be entitled to examine the materials which were used in determining the challenged academic evaluation.
8. During the hearing, the student may be assisted by an advisor of their choice. The student must inform the committee chairperson of the advisor's name at least 24 hours before the hearing. The advisor may assist the student in formulating their case, and they may be present at the hearing, but they may not actually participate in the proceedings unless the chairperson specifically permits. The college is not responsible for any fees that may be associated with retaining an advisor.
9. At the conclusion of its formal investigation and hearing (if one is conducted), the committee will determine from the evidence the propriety of the academic action taken by the program. The

committee will submit its findings in writing to the student, the student's program director and/or chair of the department, and the Assistant Dean of Academic Affairs within five business days of concluding the investigation or hearing.

- a. If the committee finds that the academic action was not prejudice or capricious, the student may face academic implications previously set forth.
 - b. If the committee finds that the academic action was prejudice or capricious, the committee in consultation with the student's program director and/or department chair will develop a plan for resolution of the academic action. The CPH Assistant Dean of Academic Affairs and program director will consult with the committee members to develop the plan for resolution.
10. Decision of the committee is considered final with no further appeal option.

References

UNMC Policy on the Retention of Materials

University of Nebraska Board of Regents: Student Records Schedule 170-17; Item Numbers: 170-17-33 & 170-17-34, Registration and Academic Progress Records

Effective Date:

Policy Review Cycle:

Responsible Administrator: CPH Dean of Academic Affairs

Policy Contact: CPH Dean of Student Affairs