

Appendix N - Committee on Student Appeals

1. General Description

The Committee on Student Appeals is a special committee of seven faculty members appointed by (and with chairperson designated by) the Dean for Medical Education. Alternate members shall also be designated who may serve in the absence of regular members. The Committee of Student Appeals reports to the Dean for Medical Education and the Mission Committee.

2. Jurisdiction

The COSA shall have as its chief function the hearing of appeals from the COS. Specifically students can appeal an adverse decision that would result in the student being dropped from the rolls of the school or if the student is refused permission to return from a leave of absence. This appellate right is extended only to students who are “regular student status” at the time of the adverse action by the COS. As explicitly stated in the Academic Policies of the School of Medicine, students who are in a **special student status** or on **academic probation** at the time of the adverse action DO NOT have a right to appeal the decision. In addition, remediation decisions made by the COS, which would not result in a student being dropped from the roles of the school or would not prevent a student from returning form a leave of absence, are NOT appealable to the COSA.

3. Procedure

a. Notification – Student

If the Committee on Students decides to drop a student from the school or denies permission to return from a leave of absence, the Dean for Medical Education will notify the student within seventy two hours, by certified mail to the student's last address of record, informing the student that he/she has seven days from the time that the notice was postmarked to utilize the appeals process.

b. Notification - Chairperson

If the student invokes the appeals process by notifying the Dean or the Associate Dean for Students, the Dean will transmit the request for appeal in a timely manner to the Chairperson of the Committee on Student Appeals. Because time may be of essence, copies of any adverse action by the Committee on Students outlined in 3a will be provided confidentially to the chairman of the Committee on Student Appeals before an appeal is initiated.

c. Meetings

The Committee will meet at the call of its chairperson.

d. **Quorum**

Four members (including the chairperson) will constitute a quorum.

e. **Agenda**

The Chairperson of the Committee on Student Appeals will determine the agenda and the conduct of the meeting.

f. **Procedures**

Ordinarily, the Committee will hear testimony from the Chairperson of the Committee on Students, the Dean for Medical Education and the affected student. As with the Committee on Students, Appeals committee meetings are academic and not judicial procedures. Formal rules of evidence shall not apply, verbatim minutes are not kept, and no counsel is to be present. An advisor, chosen by the student may be present with the student at the discretion of the chair, but may not speak during the proceedings.

4. Decisions

The Committee on Student Appeals may:

- a. affirm the decision of the Committee on Students;
- b. reverse or modify the action of the Committee on Students in a manner dealing more benignly with the student;
- c. remand the case to the Committee on Students.

In cases under a and b, the decision is final and without further appeal.

5. Reporting

The Committee on Student Appeals' decisions shall be reported to the Executive Vice President of GUMC.

Committee on Student Appeals
2004-2005 Committee Members

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