

Process for Appeals – The Student Appeals Committee

Students who have been recommended by the Academic Promotions Committee for repeating all or part of a year or dismissal for unsatisfactory performance, shall be notified by the Associate Dean for Student Affairs (or designee) of the right to appeal the Academic Promotions Committee decision to the Student Appeals Committee. (See procedure below)

The Student Appeals Committee serves as an appeal board for students who wish to request a reconsideration of the Academic Promotions Committee (APC) decisions. The Committee reviews APC's decisions and may consider additional information presented by the student, prior to making a final determination. Meetings of the Student Appeals Committee are confidential and closed to all but the voting members of the Committee, *ex-officio* members, and the student making the appeal.

The secretary to the Committee or designee, notifies students of the decisions made by the Student Appeals Committee.

The Student Appeals Committee may make the following decisions:

1. Affirms decisions of the Academic Promotions Committee (either that the student repeat segments of the curriculum or that the student be dismissed)
2. Overturn the decision of the Academic Promotions Committee that the student repeat coursework and the Appeals Committee may permit a student to take re-exams and to remediate deficiencies
3. Overturn the decision of the Academic Promotions Committee that the student be dismissed and may require that the student repeat coursework to remediate deficiencies
4. Overturn the decision of the Academic Promotions Committee and require that the student take a leave of absence to address personal issues

Student Appeals Committee membership will not include voting faculty from the Academic Promotions Committee. The Chair of the Academic Promotions Committee (or designee) will be a non-voting member on the Student Appeals Committee to provide information on student performance.

Student Appeals Committee Membership:

Voting

8 Faculty + Chair (Dean Appointed)

Basic Science and Clinical Faculty representation

Ex-officio

Academic Promotions Committee Chair

Associate Dean for Diversity Education and Research

Associate Dean for Medical Education

Student Affairs Dean

At least 7 voting members of the Student Appeals Committee must be present to render a decision. Decision by the committee for upholding the dismissal of a student shall require approval by two thirds (2/3) of the voting members of the Committee present during voting. Decisions by the Committee for repeating the academic year shall be passed by a simple majority of the members of the Committee present in voting.

Appeal and Notification Procedure

1. Students who have been recommended for repeating all or part of a year or dismissal for academic failure, clinical incompetence or unprofessional behavior, by the Academic Promotions Committee shall be notified by the Associate Dean for Student and Curricular Affairs (or designee) and granted the right to appeal to the Student Appeals Committee.
2. Verbal, telephone or written/email notification will be given to the student of a decision of the Academic Promotions Committee of unsatisfactory academic progress; written/email notification is given within seven business days of the decision. The Associate Dean (or designee) is required to employ only his/her best effort to notify the student of his/her status. (Email notification is to the student's SUNY Downstate email account.) Students are responsible for checking their SUNY Downstate email account a minimum of once a day. Students in academic difficulty are advised to contact the Office of Student Affairs immediately following the Academic Promotions Committee meeting to

ascertain their academic status.

3. A student who wishes to appeal a decision of the Academic Promotions Committee must submit a written or email notice to the Associate Dean for an appeal within 2 business days of notification of the Committee decision. The student will have no less than 2 business days to prepare for the appeal. Appeals are intended to be expedited in the shortest reasonable time in order to provide the student with the opportunity to register for the next ensuing term or for summer reexaminations.
4. The Student Appeals Committee, which hears the appeal, will consider any extenuating circumstances or new information presented by the student, and may solicit additional information from the teaching faculty of the appropriate courses/units. The Student Appeals Committee will then make its decision, which is a final decision.
5. The student will be notified of the final decision of the Student Appeals Committee within ten business days. The Associate Dean is required to employ only his/her best effort to notify the student of his/her status. (Notification will be made to the student's email address unless otherwise requested by the student.)

Final Appeal after Dismissal

Students who are dismissed from the College of Medicine may initiate a request (within one month of the date of the dismissal letter) for a meeting with the Dean of the College of Medicine. The Dean, after due consideration, may accept the Student Appeals Committee decision, issue a final and binding determination, or request the Student Appeals Committee to undertake another review. The Dean of the College of Medicine will notify the student in writing of the results of the review.

Excerpted from 2020-2021 Student Handbook