

Arkansas Colleges of Health Education (ACHE)	<b>Dismissal Final Appeal Policy</b>
Chapter, Section, Policy Number	

### **Policy Statement**

The ACHE requires students to comply with all established academic policies and requirements of professionalism in order to remain eligible for continued enrollment, academic promotion and ultimately, commencement and graduation. A College/School may sanction a student, including with dismissal, where a student fails to pass a required academic course and/or fails to successfully pass a required competency-based exam and/or who fails to meet any other academic/professionalism requirement(s) assigned by the respective College/School or designated academic program. Any decision of the College/School Dean regarding academic promotion, probation and/or limited suspension, not resulting in dismissal, shall be the final decision of the College/School Dean regarding these matters. Only in the event of dismissal may a student submit an appeal of dismissal to the ACHE President for review. The President's decision regarding dismissal shall be final. In the event the President is unavailable to implement this policy, the Chief Executive Officer may exercise all of the powers and duties granted to the President.

### **Applications/Purpose**

This policy applies to ACHE students. The policy and related procedures apply to actions directly relating to promotion, probation, limited suspension and dismissal and facing dismissal from an ACHE College, School or Program. The following procedures provide a process, including a final appeal process, affecting a student facing academic or nonacademic dismissal from an ACHE College/School or program.

### **Definitions**

*Failure of course* is defined as unsuccessful completion of an attempted course in accordance with the designated respective College/School Dean or designated Program Director.

*Competency exam failure* is defined as any published exam required of a student to continue course of study and/or enrollment in a program of study.

*Progression failure* is defined as the failure to be promoted to the next semester, course, or training component required for the program of study.

*Dismissal* is defined as removal of the student from the designated College/School Dean or designated Program Director without ability to return to the College/School, program of study.

*Nonacademic Dismissal* is defined as dismissal due to reasons not academic in nature, such as nonprofessional behavior, criminal behavior, and failure to comply with established ACHE policies.

### **Procedures and Responsibilities**

1. **Appeal:** Once the respective College or School Dean (or designee) has rendered a final decision of dismissal, the student may appeal that decision to the President of ACHE. The respective College/School Dean (or appointed designee) must provide notice of the official decision of dismissal to the student in person. The notice must include, among other things, information explaining the student's right to appeal the dismissal to the President of ACHE.

**Responsibility:** College/School Dean (or designee)

2. **Submission:** The student must provide a written request for appeal to the Office of the ACHE President within five (5) business days of notice receipt of the College or School Dean's decision to dismiss the student. If needed, the student may request assistance from the Chief Student Services Officer (or designee) in seeking and submitting documentation in writing and submitting his/her dismissal appeal request. The request must include grounds for appeal which are limited to whether: 1) the Dean's decision was based on evidence not in the student's record; or 2) there was any error in due process leading to the decision to dismiss the student.

**Responsibility:** Student, Chief Student Services Officer (or designee)

3. **Requesting Assistance:** The Chief Student Services Officer (or designee) will provide reasonable assistance in formatting and compiling a student's request for appeal but may not serve in any advocacy capacity. A student may request assistance from the Chief Student Services Officer (or designee) in compiling documents and related appeal information. The student submitting the appeal must make an appointment to obtain this assistance.

**Responsibility:** Chief Student Services Officer (or designee)

4. **Record on Appeal:** Any action, decision, or appeal regarding a student associated with any previous action(s) leading to dismissal of the student may be forwarded to the President. In the event of a decision resulting in dismissal, the President may consider the student's entire academic record, including the immediate record that led to the decision to dismiss the student. The student's entire academic record may consist of all prior Student Performance Committee (SPC) and College/School decisions regarding the student and may include all prior decisions regarding student professionalism, including instances of alleged criminal behavior or previous failures to comply with ACHE policies.

**Responsibilities:** Chief Student Services Officer (or designee)

5. **Review Committee:** The President, in his/her discretion, may appoint a review committee to review and investigate the student's appeal request. The President, in his/her discretion, may require additional information in support of the student's appeal if the record of the decision being appealed demonstrates such a need.

**Responsibility:** ACHE President (or designee)

6. **Advocates:** Unless otherwise approved by the President prior to the filing of an appeal, an appealing student may not have an advocate during appeal-related discussions with the President or a review (appointed by the President). An appealing student wishing to have an advocate during the student's appeal to the President must submit a request to the President through the Chief Student Services Officer within three business days of the date of the decision dismissing the student.

**Responsibility:** ACHE President

7. **Continue Attending Class During Appeal:** During the pendency of an appeal, a student may attend classes and participate in other related College/School activities, provided that the student submit a written request to do so with the filing of the appeal. In order to seek this approval, a student must submit a written request to the Chief Student Services Officer (or designee). The Chief Student Services Officer (or designee) may grant this request if the Chief Student Services Officer (or designee) determines that the student's attendance of classes and participation in College/School activities will not be disruptive to: 1) the other students or faculty who conduct the classes, or 2) the activities. If approved, the appealing student will be permitted to attend course(s) and participate in other College/School activities until a final decision has been rendered in the appeal process.

**Responsibility:** Student, Chief Student Services Officer (or designee)

**Related References:** *References remain to be added.*

**Review by Counsel:** *Approved by Office of General Counsel January 15, 2020*

Adopted by the Board of Trustees: January 25, 2020, Effective upon approval

**List Contact Information/Policy Owner:** Student Affairs