

Appeals to the ADRRC Subcommittee Operating Rules

Purpose: To make **final decisions*** on student appeals of departmental decisions to place students on probation in the major or to disqualify them from the major. Appeals of other departmental decisions, *e.g.*, denial of change of major requests, may also fall to these subcommittees in the future.

Subcommittee Membership

Associate Dean (AD) of UE or College of Graduate Studies based on student career (subcommittee chair)

One college AD (on rotating basis; not from the student's college)

One member of the ADRRC who is not an AD (on a rotating basis)

Non-voting AD (or designee) from the student's home college

Appeals Hearing -- Testifying Individuals

Student filing appeal (must be invited to appear/testify)

Department chair or designee (must be invited to appear/testify)

Other individuals/witnesses requested by either the student or the chair

(if deemed relevant by the subcommittee chair; nontestifying individuals present for emotional support may not speak unless directly addressed)

Procedures and Timeline

1. Departments must notify students in writing of (new) probation in the major or disqualification from the major status no later than two weeks following the posting of university academic standing. The reason for the probation or disqualification from the major should be based on approved (by the ADRRC) and published departmental guidelines that are advertised, at a minimum, as a clearly defined and visible entry on the department website.
2. Students must normally submit an appeal to the chair of the ADRRC (currently the AD of UE) within one calendar month after the start of the succeeding Fall or Spring semester. There is no form for the appeal, but the following information must be included: (1) student name, ID, and contact information (email and phone), (2) unofficial transcript, (3) copy of departmental notification, and (4) a personal statement.
3. The chair of the subcommittee (AD of UE or CGS) is afforded the authority to determine whether the student case is justified and worthy of further review. In general, review consists of a determination of whether the student has been treated according to the approved departmental policy (that is, whether policy has been faithfully executed by the department), whether the student was adequately and reasonably informed of the policy, whether an adequate and persuasive written record of actionable student conduct was constructed, and whether the student's conduct and/or course grade make him or her subject to the consequences of the policy. If the complaint is based on violation of an approved departmental policy that the ADRRC deems to be confusing, unclear,

or unfair, then the ADRRC will form a subcommittee and schedule a hearing, normally within 45 working days of receiving the student appeal.

4. Unless additional testimony or significant investigation is needed following an appeal hearing, the ADRRC subcommittee will notify the student of its decision in writing within 10 working days. Of the three voting members of the subcommittee, only a majority only is needed for a decision.

* Students retain the right to Student Fairness appeals even though subcommittee decisions are labeled **final decisions**