



## **College of Allied Health Sciences Faculty Council CAHS Review Body Guidelines and Policies**

### **Policy statement**

The CAHS Review Body (CAHS-RB) is a centralized subcommittee of the College of Allied Health Sciences Faculty Council (Council) utilized at the Dean's discretion to review the due process afforded to a student who has received an academic sanction or who has a grievance against a faculty for perceived infringement on their right to freely express themselves. As necessary, the CAHS-RB may hold hearings during the process to assist in rendering an appellate decision. It is the responsibility of the faculty and the CAHS-RB to evaluate the records of academic performance and professional behavior of students in accordance with the policies of each department and/or program.

### **Reason for policy**

The CAHS Review Body serves in an advisory capacity to the Dean of the College of Allied Health Sciences to ensure that students who have been imposed an academic sanction or who have a grievance against a faculty (as defined below) are provided the appropriate due process.

### **Entities affected by this policy**

All students in the College of Allied Health Sciences at Georgia Regents University are affected by this policy. This policy shall supersede any applicable CAHS departmental policies.

### **Who should read this policy?**

All students and faculty in the College of Allied Health Sciences at the Georgia Regents University should be aware of this policy.

### **Contacts**

College of Allied Health Sciences  
Office of the Dean  
Health Sciences Building EC-3423  
Phone: 706-721-2621

## Definitions

Definitions apply to terms as they are used in this policy:

- **Administrative Sanction**

A sanction imposed on a student by the department or program based on student's failure to meet the academic standards or requirements of their college or program. Such sanctions may include (1) academic dismissal from CAHS; (2) academic suspension; or (3) the requirement that a student repeat a given course or year. Receipt of a failing grade in a given course shall not constitute an academic sanction for purposes of this policy.

- **Conduct Sanction**

A sanction imposed on a student by a college or program for unprofessional or unbecoming conduct including, but not limited to violation(s) of the Student Conduct Code, Student Housing Agreement, and/or local, state, or federal law. Conduct sanctions are imposed following or resulting from a hearing at the college or campus level. Students of the College of Dental Medicine and the Medical College of Georgia are subject to the authority of both college and campus codes of conduct; therefore, they may face disciplinary hearings at the college or campus level depending on the nature of the conduct infraction. Students of the College of Graduate Studies, the College of Nursing, and the College of Allied Health Sciences are subject to the Campus Code of Conduct; therefore, they may face disciplinary hearings conducted by the Campus Judicial Committee.

- **Grievance**

A student's complaint or grievance against a faculty for perceived infringement on his/her right to freely express themselves as a protection granted to them by academic freedom/intellectual diversity policies via the Board of Regents.

## Process

- **Authority**

The CAHS-RB has no inherent authority and serves as needed in an advisory capacity to the Dean.

- **Composition**

The CAHS-RB shall consist of three members and will be formed from the larger Faculty Council, excluding the student member, the council president, and the Dean or designee. Three (3) council members from the available voting and non-voting members will be identified and oriented to the process and responsibilities of the CAHS-RB. The council president will coordinate the team and appoint one member as chair, who shall be a voting member of the council. Faculty from the department where the sanction originated will not participate as members of the CAHS-RB for that particular hearing. Upon election, all council members must review all published information regarding CAHS-RB policies and procedures. It is the responsibility of the council member to be prepared to fulfill any role of the CAHS-RB.

## **Procedure**

### **Departmental Level**

1. Department chair or program director recommends dismissal or suspension from the program as a result of student action or behavior. Notification of this decision is forwarded to the student and to the CAHS Dean.
2. Student may appeal department chair decision following the department's guidelines for appeal. This should include a departmental review committee that can uphold the chair's recommendation, remove the student sanction, or offer alternative consequences. The departmental review committee will provide a report to the department chair and the CAHS Dean.
3. If a department within CAHS has recommended dismissal or suspension during a clinical rotation, the student will be removed from the rotation site and from that course until they have been reinstated at a higher level of the appeal process. If the student is placed on suspension or recommended for dismissal during the didactic phase of their program, then the student will be removed from the classroom at the time dictated by the department's policy; if there is no departmental policy, the student will be removed from the course(s) once the decision for suspension or dismissal has been upheld by the CAHS Review Body.

### **College Level**

1. After the appellate time frame expires, or after the departmental review committee has moved to uphold the chair's recommendation, the Dean will communicate his decision to support or deny the recommended sanction in writing to the student and the department chair.
2. The student shall have five (5) working days from receipt of the Dean's decision letter to file an appeal. The Dean's written decision will include a notice of the student's right to appeal to the CAHS-RB and notice that the student should submit any additional documentation to support their appeal request.
3. If the student files an appeal, the CAHS-RB will hold a hearing to review the student's case. The CAHS-RB may uphold the Dean's decision or recommend an alternative outcome for the student to the Dean.
4. After the appellate time frame expires, or after the CAHS-RB has moved to uphold the Dean's decision, the withdrawal or other paperwork is submitted to the GRU Registrar's Office for withdrawal from CAHS.

### **Institutional Level**

1. The student may appeal the CAHS-RB decision by appealing to the institutional level in accordance with the applicable appeal or grievance policy.

## CAHS-RB Guidelines

1. If the student files an appeal at the college level, the Dean's office will notify the council president or the president-elect if the president is absent, within one (1) working day, that the CAHS-RB will need to be activated. Upon notification from the Dean's office, the council president/president-elect will charge the CAHS-RB and appoint the CAHS-RB chair. Each member of the CAHS-RB must review all published information regarding CAHS-RB policies and procedures.
2. The Dean will appoint an associate dean to inform the student of their rights and the appeal procedures throughout the CAHS-RB process, including hearing procedures.
3. The CAHS-RB will evaluate the documentation from the Department Review Body submitted to the Dean by the department chair and from the student regarding grievance response. The CAHS-RB will convene a hearing within ten (10) working days from the date of the student's written appeal/grievance response notification.
4. The CAHS-RB Chair will contact the CAHS-RB members, department chair, student, and the associate dean to schedule the hearing. The hearing date must be scheduled to allow the student a minimum of five (5) working days from receipt of the student's request for appeal to prepare. The CAHS-RB Chair will confirm the date/time/location of the hearing via email.
5. The department chair and student must submit any additional documentation to be considered in the hearing process within five (5) working days of receiving the hearing announcement from the CAHS-RB chair.
6. The student must notify the associate dean in writing – preferably with a signature – if they choose to waive their right to a hearing.
7. The hearing procedure will be conducted in accordance with the hearing script provided below.
8. Within three (3) working days after the hearing, the CAHS-RB chair will prepare and distribute the CAHS-RB's collective recommendation to the Dean. The CAHS-RB recommendation to the Dean shall:
  - a. confirm that due process was followed at the departmental level and the recommended sanction was appropriate; or
  - b. establish that due process was not provided at the departmental level, therefore a new hearing may be indicated; or
  - c. note that new information about the student was discovered that may warrant a new hearing or even a modification of the recommended sanction.
9. Within two (2) working days after receipt of the CAHS-RB recommendations, the Dean will convey the CAHS-RB's decision to the department chair and the student. The Dean's final decision letter will include information about the student's right to appeal at the institutional level, and the student will have five (5) working days from receipt of the Dean's decision to appeal (see GRU Campus Review Body Policy).

## **Student Rights**

Any student upon whom an academic sanction has been imposed by their department or program shall be entitled the following rights:

1. Written notice from the department of the specific academic standards or program requirements that have not been met.
2. Access to the student's own academic record, including graded assignments.
3. Written notice of the time, date, and location of a hearing (if granted by the Dean) and a minimum of five (5) working days to submit evidence and prepare for the hearing.
4. The right to present and question evidence and witnesses before the CAHS-RB (a fair and impartial group of faculty) if a hearing is granted.
5. A support person of the student's choice. This person may not be an attorney. The support person may advise the student but can only participate in the hearing with the permission of the CAHS-RB chair.
6. Within five (5) working days after the hearing, written notice of the Dean's final decision, including information about the student's right to appeal to the GRU President within five (5) working days of receipt of the Dean's final decision.

## **Additional Information**

- The time periods set forth in this policy may be waived by mutual consent and with the approval of the Dean.
- All records will be considered confidential to the extent allowed by law and maintained in the Dean's office, the designated custodian of CAHS-RB records. Proceedings of the CAHS-RB hearing will be electronically recorded and made available upon request. Copies of electronic recordings may be provided at the cost of duplication.
- The CAHS associate dean appointed to guide the student through the appeal process will continue to follow the appeal process should it go beyond the college level. The associate dean (or designee) will be responsible for keeping the student, department, and dean apprised of further opportunities for appeal and deadlines for submission of papers regarding the appeal for both the student and department.