

# School of Dentistry Student Appeal Procedures

Several appeal procedures are available to students in the School of Dentistry.

- A. Any predoctoral or dental hygiene student with a complaint about an academic or discriminatory matter may seek to resolve the problem through the following appeals procedure:
  1. You should discuss the problem or complaint with the involved faculty member.
  2. If the problem is not settled satisfactorily through informal discussion, the dental student should present his or her complaint to the Office of Academic Affairs (OAA). The dental hygiene student should present his or her complaint to the director of the Program in Dental Hygiene.
  3. If the problem is not solved satisfactorily in the OAA, or the office or the director of dental hygiene, you shall submit a written statement setting forth your position to the Dean of the School of Dentistry. The matter shall be referred to the Executive Committee of the School for a hearing of the grievance.
    - a. You will be given notice of the date, place, time, and general format of the hearing reasonably prior to the hearing.
    - b. You will have an opportunity to present your point of view and may be accompanied by a personal advisor of your choice who may be an attorney. A tape recording of the hearing shall be kept.
    - c. Within a reasonable period of time, the Executive Committee will make a decision which shall be in writing and shall state the reasons for the decision.
- B. Decisions of the Academic Review Boards may be appealed according to the following procedure:
  1. The dental student informs the OAA, either verbally or in writing, of his or her desire to appeal.

2. The student meets with the appropriate Academic Review Board to discuss the problem. Statements or items to be considered may be presented to the Board orally or in writing. In order to ensure accuracy, a tape recording of the hearing shall be kept.
3. Within a reasonable period of time following the hearing, the written decision of the Board and the reasons for the decision shall be provided to the student.
4. If the student is dissatisfied with the decision of the Board, the matter may be appealed to the Executive Committee by submitting a written statement describing his or her position to the Dean of the School Dentistry (who chairs the Committee). The appeal procedure then follows the protocol delineated in section A 3a, b, and c (above).

C. See the Honor System Policy document