

# College of Biological Sciences Graduate Programs

## **Suspension/Discontinuation Appeals Process**

A student who has been suspended/discontinued from a University of Minnesota College of Biological Sciences (CBS) graduate program has the right to appeal the decision. Upon the student notifying the program's Director of Graduate Studies and Graduate Program Coordinator in writing of the intent to appeal, the program will create a timeline and give direction for the appeals process.

### Student written appeal

If a student opts to appeal the suspension/discontinuation decision, they will need to prepare a letter to the appeals committee for review. This letter should include information about their academic progress, how they have addressed the specific requirements in the Scholarly Work Agreement, what resources they have used for academic progress support, and their plan going forward to ensure their academic success in the program.

The DGS or GPC will send an email to the student, outlining this requirement. See template on page 3.

### Appeals Committee

The student's graduate program will form an appeals committee composed of two program faculty members and two faculty members from other programs within the college (or colleges outside of CBS as appropriate). This committee will review relevant material and provide one of the two following decisions:

1. Suspension/discontinuation
2. Continuation in the program with a new Scholarly Work Agreement (SWA). Appeal committee members may also suggest actions for the new SWA and determine if they are binding.

The student's advisor and the graduate program's director of graduate studies may not serve as committee members. Timeline for the appeals committee will be decided by the graduate program in conjunction with the committee.

The DGS or GPC will send an email to the committee, with instructions for their role. See template on page 4.

## Materials to Review

The student will be directed to prepare an appeal letter for the committee that includes:

- Information about academic progress
- Actions taken to address requirements from the Scholarly Work Agreement
- Resources used for academic progress support
- Future plan for academic success
- Any additional relevant information

The committee will be given the following materials to review:

- Letter to the committee from the DGS explaining the dismissal
- Letter to the committee from the student
- Original suspension/discontinuation letter
- Scholarly Work Agreement signed by the student, Advisor and DGS
- Student's academic and grade history

## TEMPLATE email: Appeals process language from DGS to student

Dear **STUDENT NAME**:

Should you appeal the suspension/discontinuation decision, you will need to prepare a letter to the appeals committee for review. This letter should include information about your academic progress, how you have addressed the specific requirements in the Scholarly Work Agreement, what resources you've used for academic progress support, and your plan going forward to ensure your academic success in the program.

The members of the appeals review committee are:

**COMMITTEE MEMBER NAMES**

If you have any concerns about partiality of the committee members selected, please email **GPC AND CONTACT INFORMATION** as soon as possible and before you submit your letter. The letter you prepare for the committee is your sole means of communicating your case. Other forms of communication to committee members (direct emails, etc.) cannot be considered as part of the committee's decision.

You have **NUMBER OF DAYS (DUE DATE)** to prepare this letter, and deliver it to **GPC** via email. **GPC** will deliver your letter to the committee members along with a letter from myself that explains how I came to the decision to dismiss. The committee will also review relevant documentation, such as the Scholarly Work Agreement and your academic and grade history. You should expect an outcome letter with the committee's decision within **NUMBER OF DAYS** from **CBS GRADUATE PROGRAMS COLLEGE COORDINATOR** via email. Please let **GPC** know if you have any additional questions about the appeals process.

Sincerely,

**DGS NAME**

## TEMPLATE email: Instructions for appeals committee from program

Dear **APPEALS COMMITTEE**:

Thank you for volunteering your time to consider the suspension/discontinuation appeal request of **STUDENT**. **STUDENT** was given a letter of dismissal by the **PROGRAM DGS** with a termination date of **DATE**.

You have **NUMBER OF DAYS** to review the attached documents and deliver the committee's decision by email to **CBS COLLEGE COORDINATOR** by **DATE**. Your voting choices are:

1. Suspension/discontinuation
2. Continuation in the program with a new Scholarly Work Agreement (SWA). Appeal committee members may also suggest actions for the new SWA and determine if they are binding.

You are able to ask clarifying questions about the information in the documents. **CBS COLLEGE COORDINATOR** will deliver the committee's final decision to **STUDENT** and the **DGS**.

Attachments include:

- Letter to the committee from the DGS explaining the dismissal
- Letter to the committee from the student
- Original suspension/discontinuation letter
- Scholarly Work Agreement signed by the student, Advisor and DGS
- Student's academic and grade history

Please let me know if you have any additional questions.

Sincerely,

**GPC NAME**