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## APPEAL BOARD CHARTER

### A. Purpose

To facilitate an appeal of the actions or decisions outlined in the Academic Progress and Standing Report.

### B. Membership

The Appeal Board shall be made up of five (5) faculty members. Preferably, 2 clinical sciences faculty, 2 basic sciences faculty, and another member of the faculty at large.

### C. Membership Terms

- a. The committee chair and members are appointed by the Dean.
- b. The Associate Dean of Student Services' administrative support shall serve as the committee secretary for recording meeting minutes and other functions.
- c. Term of appointment shall be three (3) year staggered terms.
- d. There shall be a limit of 2 consecutive terms.

### D. Responsibilities

- a. The role of the Appeal Board is to conduct an Appeal Hearing to receive and decide the student's appeal of the actions or decisions outlined in the Academic Progress and Standing Report. The Appeal Board will fulfill its responsibilities fairly and objectively, without bias for or against the appealing student.
- b. A student seeking appeal of an Academic Progress and Standing decision by the Associate Dean of Student Services must initiate the appeal by filing a written notice of appeal with the Associate Dean of Student Services. The written notice of appeal must be filed no later than ten (10) days following the student's receipt of the Academic Progress and Standing Report. The notice of appeal should specify the actions or decisions being appealed, provide a detailed explanation of the basis for the appeal, summarize and include any documentation or evidence supporting the appeal, and describe the relief sought by the student on appeal.
- c. As soon as possible following receipt of the notice of appeal, generally within five (5) business days, the Associate Dean of Student Services will notify the student of the composition of the Appeal Board. The Associate Dean of Student Services

will provide contact information for the chair to the student. As soon thereafter as is practical, the chair of the Appeal Board or his/her designee will advise the student of the details regarding the Appeal Hearing and the procedures to be followed, including the time and place where the hearing will be held and the deadline for the student to advise the Appeal Board of any witnesses the student intends to call.

- d. The Appeal Board has the discretion to adopt any hearing protocols it determines to be appropriate for the appeal under review. Appeal Hearing protocols typically will include at least one (1) live hearing where the student will have the opportunity to present arguments to the Appeal Board and the Appeal Board members will be able to question the student. Although not required, the Appeal Board may call the Associate Dean of Student Services or other persons for testimony and questioning. The student generally will not have the right to question any hearing participants other than the witnesses called by the student.
- e. The Appeal Hearing will be an informal proceeding, and no particular rules of evidence will be used. The Appeal Hearing is private and closed to anyone outside the College community. The student may select a person from within the College community to serve as an advisor to the student at the Appeal Hearing, but the advisor may not actively participate except as invited by the Appeal Board.
- f. The student and their advisor may be present during the course of the hearing, as may the Associate Dean of Student Services. Any witnesses called by the student or other persons called by the Appeal Board will be present only during their testimony. Attendance by any other persons will be at the discretion of the Appeal Board.
- g. Prior to concluding the hearing, the Appeal Board may invite the student to make a closing statement or provide a summation of the student's case. After adjourning the hearing, the Appeal Board will deliberate privately in order to resolve the appeal. Such deliberation will continue as long as is necessary and may be stayed in the Appeal Board determines that it needs additional factors or information.
- h. The Appeal Board will render a decision by majority vote. The Chair of the Appeal Board will cast a vote only after the results are known and in the occurrence of a tie vote. The decision of the Appeal Board will be provided in writing to the Associate Dean of Student Services, who will notify the student



# ALABAMA COLLEGE OF OSTEOPATHIC MEDICINE

immediately. The Appeal Board decision is final and is not subject to any further appeal.