

**MEDICAL COLLEGE OF GEORGIA
SCHOOL OF ALLIED HEALTH SCIENCES**

**Faculty Council
Student Progression Subcommittee
Guidelines and Policies**

Approved February 28, 2006 by the SAHS Faculty Council
Approved May 22, 2006 by the SAHS Dean

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Purpose

The Student Progression Subcommittee (SPS) of the Faculty Council of the School of Allied Health Sciences (SAHS) is responsible for reviewing departmental recommendations for academic sanctions, which can include professional behaviors related to academic progression in all SAHS curricula. A student has the right to request appeal for recommendations made by the Chair of their department that are referred to the Dean of SAHS for action. Once a request is received from a student, the subcommittees' role is to determine if the academic reasons pertaining to the sanction were based on the published program standards. The subcommittee also determines if the standards were applied in correspondence to published procedures. This committee ensures that students receive due process, which includes disclosure of any sanctions and the right to a hearing prior to the Dean's decision. Grade appeals are not subject to review by this subcommittee. The subcommittee makes its recommendations to the Dean of the SAHS. Decisions of the Dean may be appealed to the Campus Review Body.

Definitions

Academic Sanction – Recommendations to the SAHS Dean are based on the student's failure to meet the academic standards or requirements as stated in the policies of the department handbooks. Such sanctions may include, but are not limited to, (1) academic suspension, (2) the requirement that a student repeat a given course or year of course work, or (3) academic dismissal. Receipt of a failing grade in a given course shall not constitute an academic sanction for purposes of this policy.

I. Organization

A. Composition of the Subcommittee

The subcommittee will consist of three members and will be formed from the larger Council, excluding the student member, the Chair of the Faculty Council, and the Dean or a designee. Groups of three Council members (from the available voting and non-voting members) will be identified and oriented to the process and responsibilities of the SPS. The Chair of the Faculty Council will coordinate which team is called to serve whenever the SPS is needed, and will appoint one of the three members as Chair of the subcommittee at that time. The Chair shall be a voting member of the subcommittee and must be a voting member of the SAHS Faculty Council. Faculty from the department where the sanction originated will not participate as members of the subcommittee for that particular hearing. All Faculty Council Members will be trained to fulfill any role on the subcommittee.

B. Records of Subcommittee Meetings

1. A summary of the subcommittee's recommendation will be prepared by the appointed Chair of the subcommittee and shall be distributed to members of that subcommittee and the following persons: the Dean of the SAHS, Chair of the Faculty Council, Chair of the originating department, and the student who requested the hearing.

2. All hearings will be electronically recorded and made available to the aforementioned individuals upon their request. The custodian of the recording will be the Chair of the Faculty Council. Copies of electronic recordings may be provided at the cost of duplication to the student upon written request.

3. All records will be considered confidential to the extent allowed by law and maintained in the SAHS Dean's Office by the Chair of the Faculty Council who is officially designated as the custodian of the records for this subcommittee.

II. Jurisdiction and Subcommittee Responsibilities

A. For any departmental recommendation brought before the subcommittee, it is the responsibility of the faculty and the SPS to evaluate the records of academic performance and professional behavior of students in accordance with the policies of each department and/or program for any student case.

B. Following a hearing, the SPS will support the recommendation made by the originating Department Chair or provide an alternative recommendation to the Dean of the SAHS.

C. The SPS recognizes that not all infractions reside within their jurisdiction; breeches of the Student Conduct Code would typically reside with the institution's Judicial Committee unless otherwise specified in departmental policies.

(see <http://www.mcg.edu/students/handbook/studentcode.html#jcp>)

III. Student Rights

Any student who has failed to meet departmental or school requirements shall be entitled to the following rights:

1. Written notice from the department that the student has failed to meet academic standards to include notice of the specific standards which have not been met.
2. A hearing before a fair and impartial group of faculty, including the right to present evidence and witnesses and to question evidence and witnesses.
3. A minimum of five days written notice of the time, date, and location of the hearing.
4. Access to the student's own academic record including graded assignments.
5. A support person of his or her choice except that person may not be an attorney. The support person may only advise the student and may not participate in the hearing except by special permission of the SPS Chair.
6. Written notice from the SAHS Dean of the final decision in the case.
7. An opportunity to appeal the decision of the Dean to the Campus Review Body (CRB); appeals to the CRB must be filed in writing within five days of receipt of the decision of the Dean.

IV. Hearing Procedures

A. Student will receive the written notification by their Department Chair regarding an academic or conduct sanction. This written statement from the Chair will advise the student of their right to a hearing before the SPS. The student will have five (5) working days, from the date of notification, to make a written request to the SAHS Associate Dean of Academic Affairs (ADAA), to request said hearing.

B. Following the review by the SAHS Associate Dean of Academic Affairs, the student and the students' Department Chair will be notified in writing regarding the hearing before the SPS. The review by the ADAA will usually occur within 2-3 working days. The Coordinator for Academic Affairs will conduct the preliminary review if the ADAA is not able to respond within 5 working days due to illness, travel, or other circumstances. The SPS shall have ten (10) working days from that date to gather facts and documentation, conduct the hearing, and submit its final recommendation to the SAHS Dean. If the student chooses to waive the hearing, the ADAA should be notified in writing.

C. The Department Chair or a designated departmental representative will be present at the hearing.

D. The time periods set forth in this policy may be waived by mutual consent and with the approval of the SAHS Dean.

E. The hearing procedures will be conducted in accordance with the institutional approved script recommended by the Campus Review Body.