As related to the Texas A&M Health Science Center Baylor College of Dentistry (TAMHSC-BCD) the student’s responsibilities may be classified in five broad areas, which are as follows: 1. Academic performance; 2. Academic integrity; 3. Professional conduct; 4. Conduct associated with the TAMHSC-BCD, but not directly related to academic or professional training of the student; and 5. Off-campus conduct, which may reflect adversely on the image and reputation of the TAMHSC-BCD.

Different guidelines exist for the assurance of due process, based upon whether the student difficulties are academic or disciplinary. Academic penalties result from failure to attain a required level of scholarship and performance and disciplinary penalties arise from violation of prescribed code of ethics and professional conduct.

I. ACADEMIC MATTERS

A. Overview of Academic Due Process

Every student is required to maintain minimum levels of academic accomplishment, comprised of cognitive and non-cognitive performance, in order to retain his/her right to attend. Failure to maintain a prescribed scholastic rating is a justifiable cause for dismissal. Absolute discretion is permitted to the faculty to assess student performance and level of scholarship as long as the assessment is not arbitrary or capricious.

When a student is subject to any action other than unconditional promotion by the Graduate Education Council, procedures to ensure student rights to due process relating to academic standing involve three basic components: (1) TAMHSC-BCD must inform the student in writing of inadequacies in performance and the effect of these deficiencies on academic standing; (2) the student will have an opportunity to explain the reasons for his or her poor scholarship and provide any information that might lead the faculty or the Graduate Education Council to conclude that his or her performance in the future would improve and be considered satisfactory; and (3) the TAMHSC-BCD’s decision must be careful and deliberate throughout the entire process.

The academic review process at TAMHSC-BCD embodies faculty evaluation of cognitive and non-cognitive performance** at the course level for assignment of grades. The Graduate Education Council reviews academic progress as necessary throughout the student’s education and determines the appropriate action based on the evidence provided. This review process provides several levels of review, adequate time between decisions for the incorporation of new information, and careful and deliberate decision making by faculty members.

*System Policy 01.01, Paragraph 6.3 establishes the preeminent authority of System Policies, System Regulations and Component Rules concerning information provided to faculty, employees, students, or other constituent groups.

** Non-cognitive performance includes, but is not limited to: technical and interpersonal skills, attitudes, professional character, conduct and ethical behavior.
B. Composition of the Graduate Education Council

The Graduate Education Council is a standing committee consisting of all the Program Directors, the Associate Dean for Student Affairs and the Associate Dean for Research and Graduate Studies, who serves as the Chair.

C. Basic Academic Information

1. Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Range</th>
<th>Grade Points</th>
<th>Grade Point Average (based on the 4.0 system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 to 100</td>
<td>4.0</td>
<td>A = Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>90 to 92</td>
<td>3.5</td>
<td>B+ = Good</td>
</tr>
<tr>
<td>B</td>
<td>84 to 89</td>
<td>3.0</td>
<td>B = Good</td>
</tr>
<tr>
<td>C+</td>
<td>81 to 83</td>
<td>2.5</td>
<td>C+ = Fair</td>
</tr>
<tr>
<td>C</td>
<td>75 to 80</td>
<td>2.0</td>
<td>C = Fair</td>
</tr>
<tr>
<td>D</td>
<td>70 to 74</td>
<td>1.0</td>
<td>D = Poor</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
<td>0.0</td>
<td>F = Failure</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
<td>U = Unsatisfactory</td>
</tr>
</tbody>
</table>

The evaluation of a student in any course is determined by the faculty as stated in the course syllabus by means of examinations, attendance, personal observations, evaluations and/or professional judgment. The right and responsibility to evaluate student cognitive and non-cognitive abilities rest with the faculty.

2. Promotion Policy

Policies on satisfactory academic progress are established by the Dean and the Administrative Council. The Graduate Education Council reviews the status of each graduate student and makes decisions in conformity with the policy. Any exceptions to these policies may require action by the Dean and the Administrative Council.

3. Promotion Standards

Graduate students are eligible for satisfactory academic progress if they have successfully completed all courses, exhibited satisfactory professional conduct and performance, and have earned an overall cumulative GPA of 3.0. Individual programs may also require a cumulative GPA of 3.0 in their clinical program courses (see individual program requirements). If a program chooses to have a clinical programmatic cumulative GPA of 3.0, students must be given written notice at the
beginning of the program which courses are considered “programmatic.” If a program chooses to do this, they must maintain the programmatic GPA and report deficiencies to the Associate Dean for Research and Graduate Studies.

Passing grades for graduate and postgraduate students are “A”, “B+”, “B”, “C+” and “C”). The grade of “D” carries one grade point per hour. The credit for courses receiving D grades will not apply toward the total number of hours of the program. The grade of “I”, “Incomplete”, may be given only when the completed portion of work in the course is of passing quality.

Unless the student is afforded a different completion schedule due to a long-term leave of absence, the grade of Incomplete (I) is a temporary grade given when, for reasons beyond the control of the student, all course requirements are not met within the prescribed time. The “I” grade is not calculated in the GPA. An “Incomplete” must be removed within one year unless the student is on a long-term leave of absence. Students with “I”, grades issued due to a long-term leave of absence will have the deadline for removal of the “I” grade assigned (approved) by the Graduate Education Council upon return from the long term leave of absence. Any of the permanent grades (A, B, C, D, or F) may be earned and will replace the “I” grade. The grade of “I” will automatically become a grade of “F” if not removed within one year.

In certain practicum-oriented and internship courses in the major or minor field, a grade of “Pass” or “Fail”, “Credit” may be given, provided the grading system for the courses has been approved by the Associate Dean for Research and Graduate Studies through the graduate curriculum process and coordinated with the Office of the Registrar prior to the courses being offered.

Students who are admitted to Graduate School on probation must maintain a “B” average during the first 10 semester hours of graduate work at the 5000 level. Failure to do so will cause the student to be subject to dismissal from Graduate School. Students are automatically removed from probation upon completion of the first 10 semester hours of graduate-level course work if a “B” average is maintained for the 10 semester hours.

Any fully admitted students who fail to maintain a “B” (3.0) cumulative overall and programmatic if required (see written individual program requirements) GPA during any term of the graduate course of study will be placed on probation for the next semester of residence course work or until all residence work is completed, whichever occurs first. During the probationary period, students must restore the overall and program (see written individual program requirements) GPA to a 3.0 (“B”). Failure to do so will cause the student to be subject to dismissal from the TAMHSC-BCD.

Students dismissed under conditions listed above may remain enrolled at the TAMHSC-BCD until they have exhausted all appeals described in Section ID, Student Academic Grievance Policy.
4. **Other Conditions for Dismissal**
   a. Any student on academic probation (overall cumulative GPA or programmatic GPA deficiencies) may be considered by the Graduate Education Council for dismissal.
   b. A student who fails a required course two (2) times will be dismissed. In certain clinical courses remediation may not be possible and thus ability to repeat a course is left to the discretion of the Program Director.
   c. A student who fails any course based on ethics violations or professionalism issues will be dismissed.

5. **Process for Dismissal and Appeals**

   Students dismissed and affirmed by the Graduate Education Council under the provisions as listed will be informed in writing by the Associate Dean for Research and Graduate Studies. Students dismissed may appeal to the Graduate Education Council, which can uphold the dismissal, require the student to repeat the year, or reinstate the student as a regular student, or as a student on academic probation. This appeal must be filed in the Office of the Associate Dean for Research and Graduate Studies within five (5) business days after notification of dismissal. Failure to submit an appeal within the time specified will render the original decision final and conclusive. If an appeal is filed, the Graduate Education Council will schedule a hearing of the appeal. For the hearing, the Graduate Education Council Appeal Review Committee will select a Chair from its members. The Associate Dean for Research and Graduate Studies will not attend the hearing unless asked to do so by the Chair of the hearing to answer specific questions. The Chair of the Graduate Education Council Appeal Review Committee, during the hearing, has the sole discretion to determine what relevant facts and information will be heard and discussed during the hearing and deliberations. The hearing will be scheduled within ten (10) business days following receipt of the student’s notification of intent to appeal. The Office of the Associate Dean for Research and Graduate Studies will notify the student in writing of the time and date of the scheduled hearing. If a student chooses not to attend the scheduled hearing, the session may proceed and a decision may be made in his or her absence. The student will be informed in writing of the Graduate Education Council Appeal Review Committee’s decision within five (5) business days of the hearing.

   If the Graduate Education Council Appeal Review Committee upholds the dismissal, the student may appeal in writing to the Dean. This appeal must be filed in the Dean’s Office within five (5) business days after notification of the Committee’s decision and must include the grounds on which the appeal is based. Failure to submit an appeal to the Dean within the time frame specified will render the Graduate Education Council Appeal Review Committee’s decision final and conclusive.
Grounds for appeal will be limited to procedural errors or in those situations where new evidence is discovered that was not available at the time the initial decision was rendered. The Dean may appoint up to three (3) individuals to independently review and make a recommendation concerning the appeal. The Dean will make a decision concerning the appeal and inform the student in writing within ten (10) business days of the receipt of the appeal. The decision made by the Dean is final and conclusive. The time frames specified in this section may be extended only for good cause shown, at the discretion of the Associate Dean for Research and Graduate Studies or the Dean. The decision made by the Dean in academic matters is final.

6. **Exhausting Appeals**

Students dismissed under conditions listed in 3 or 4 may remain enrolled at the TAMHSC-BCD until they have exhausted all appeals described above in 1.C.5. Note: If dismissal is the result of concerns pertaining to patient treatment clinical patient care, privileges of the student can be suspended temporarily by the Program Director and indefinitely by the Program Director after consultation with the Associate Dean for Clinical Affairs or designee. The student’s actions may result in written notification up to and including immediate suspension of the student from the TAMHSC-BCD (or clinic) pending final disposition of the case. If a suspension occurs the Program Director will immediately notify the Associate Dean for Research and Graduate Studies and the Associate Dean for Student Affairs in writing.

7. **Readmission**

Students dismissed from the College may be readmitted only by applying for admission, following normal admissions procedures, and being accepted for readmission.

D. **Student Academic Grievance Policy**

The following policy relative to academic grievances shall be applicable to all graduate students enrolled in TAMHSC-BCD:

1. **Grounds for Grievances**

A student may file an academic grievance only if he or she believes one of the following grounds apply:

a. a course grade was not in accordance with published course grading policy;

b. a course grade was arbitrary or capricious.
2. **Academic Grievance Procedures**

The Associate Dean for Research and Graduate Studies must receive written notification of the grievance within ten (10) business days of posting of the grade that prompts the grievance. Any student who believes he or she has a grievance based upon any of the aforementioned grounds should first attempt to resolve it with the Course Director involved. If the problem is not resolved at this level, the student should request a meeting with the department chair or the chair’s designee. If there is no resolution, the student may request a hearing with the Associate Dean for Research and Graduate Studies citing one or both of the grounds listed above in I.D.1. The Associate Dean for Research and Graduate Studies will determine the final disposition of the grievance. The time frame specified in this section may be extended only for good cause shown, at the discretion of the Associate Dean for Research and Graduate Studies.

3. **Process for Appeal**

The student has the right to appeal, in writing, any adverse decision by the Associate Dean for Research and Graduate Studies to the Dean. This written appeal must be filed in the Dean’s Office within five (5) business days after notification of the decision and must include the grounds on which the appeal is based. The Dean will make a decision concerning the appeal and inform the student of that decision within ten (10) business days. The decision made by the Dean is final. Should the Dean choose to reject or modify the decision in question, he will clarify his position to the appropriate parties. The decision made by the Dean is final.

II. **DISCIPLINARY (NON-ACADEMIC) MATTERS**

The students of TAMHSC-BCD will be held to the highest standards of personal and professional honor and integrity both on and off campus. Personal and professional integrity and honor are not just concepts; they are the cornerstone of our profession. It is with this understanding that students are entrusted with the duty of holding each other accountable for their behavior, and when inappropriate behavior is witnessed, to refer the matter to the Associate Dean for Research and Graduate Studies who will inform the Associate Dean for Student Affairs prior to initiating proceedings of due process. The purpose of this document is to clarify unacceptable behaviors, and explain the processing and disposition of any allegations.

A. **Overview/Code of Ethics**

Professional conduct, proper patient management, and ethical behavior are essential to maintain the dignity and credibility of the dental professions. An important responsibility for the protection of the profession rests in the dental school. Therefore, the TAMHSC-BCD abides by the following Code of Ethics to be embraced by the student body:
Behave honorably and with integrity at all times.
Neither permit nor accept that which is not just.
Refrain from lying, cheating, stealing or intentionally misleading or deceiving anyone as to the known facts.
Refrain from other forms of unethical or unprofessional conduct.

**Examples of unethical conduct are:**

**Lying/Falsification:**  To deliberately make an untrue written or oral statement or to deliberately create a false impression through words or actions.

**Cheating:**  To mislead intentionally or defraud, or to endeavor to mislead or defraud another. To use unauthorized assistance from any source either from individuals or from information resources in submitted work or examinations designed to represent one’s own effort.

**Collusion:**  To agree to or to cooperate for an unethical or deceitful purpose.

Additionally, any student who engages in conduct that violates the Texas A&M Health Science Center Policies and Regulations, the HSC Rules, TAMHSC-BCD procedures, any directive of an HSC or component administrator or federal, state, or local laws shall be subject to discipline. Any student in violation of the law either on or off campus may be subject to disciplinary action up to and including dismissal, notwithstanding any action taken by civil authorities because of the violation.

A student’s personal responsibility for his or her actions is paramount; however we also recognize that the TAMHSC-BCD shares in the provision of an environment that fosters a climate of integrity. To this end academic testing, practical training, practical and clinical examinations and clinical patient care, to the extent possible, will be monitored in a way that encourages integrity and discourages unethical behavior.

It is the students’ responsibility to conduct themselves in a manner refraining from unethical behaviors and intervening when they are witness to or suspect unethical actions in their classmates. Failure to report these behaviors is as destructive to the climate of integrity as engaging in them.

**B. Professional and Academic Misconduct**

Conduct subject to disciplinary action includes but is not limited to the following:

A student will not:

1. furnish false or misleading information during the admissions process.
2. deliberately make an untrue written or oral statement or deliberately create a false impression through words or actions.
3. give, receive or obtain information pertaining to an examination either prior to, during or after the examination period for the purpose of either personally gaining an advantage or offering an advantage to another student.

4. offer for credit as his/her own effort, work prepared by another person or obtained from written or online resources. This includes written material (themes, essays, term papers, tests) and clinical or laboratory procedures. Work prepared by the student but submitted for credit previously in another class may not be re-utilized in a subsequent course unless authorized by the instructor prior to submission. When direct quotations are used, they must be indicated as such, and when the ideas of another are incorporated into any work to be submitted for academic credit, those ideas must be appropriately acknowledged.

5. steal, procure in any unauthorized manner, damage, deface or destroy the property of the TAMHSC-BCD or of another person.

6. acquire, give or hold information or materials unauthorized by the instructor.

7. possess any materials, or use any procedures or practices not authorized by the instructor, Course Director, or department on any examination, essay, report, assignment, laboratory project, or clinical activity to be submitted or being performed for credit.

8. falsify by altering or changing in any way or form a grade, evaluation, patient record or any other TAMHSC-BCD record.

9. present for credit any work that includes information (e.g., dates, patient encounters records, etc.) that the student knows to be false.

10. violate any policies of the TAMHSC-BCD.

11. fail to safeguard confidentiality of patient records.

12. use, possess, sell any illegal drugs or alcohol on TAMHSC-BCD property.

13. be intoxicated on TAMHSC-BCD property. (In incidents involving substance abuse, procedures and penalties are guided by Texas A&M Health Science Center Policies and HSC-BCD rules.)

14. use pressure, threat, abuse, or other similar practices against any person involved to inhibit or prevent the reporting, investigation, or hearing of a violation of this Conduct Standard.

15. withhold evidence pertinent to any case under investigation or being heard, or give false evidence during an investigation or hearing.

16. act in a manner that significantly interferes with TAMHSC-BCD teaching, research, administrative or other responsibilities.

17. treat patients either outside regularly scheduled clinic periods or without appropriate faculty supervision.

18. aid another person in committing any of the other acts mentioned in this section.
19. take any action which is dishonest, unethical, or in violation of TAMHSC-BCD policies or procedures.

20. engage in physical activity (assault) harmful to another.

21. engage in technological cheating such as use of mobile devices to pass unauthorized information.

22. engage in hacking, unauthorized access or use of passwords, email pirating or any action to disable or bypass TAMHSC-BCD computer security.

C. Guidelines for Reporting Incidents

In order to insure the integrity of the academic environment, the following guidelines must be followed:

1. Any student, faculty, administrator or staff who is suspicious of cheating or any other irregular conduct by any student, has the responsibility of warning the student(s) involved and also taking appropriate measures to address the possibility of future incidents. These incidents should be documented in the Office of the Associate Dean for Research and Graduate Studies who will inform the Associate Dean for Student Affairs.

2. Students, faculty, administration, and staff must initiate written disciplinary complaints when they observe or come into possession of evidence of incidents involving acts of scholastic dishonesty or conduct violating policies of the TAMHSC-BCD. These complaints should include the name(s) of the student(s) involved, and a description of evidence. They should be filed with the Associate Dean for Research and Graduate Studies who will send a copy to the Associate Dean for Student Affairs. The complainant(s) will be informed of the resolution of the reported incident.

D. Procedures for Handling Written Complaints

Any violation of this Conduct Standard will be reported in writing to the Associate Dean for Research and Graduate Studies by the complainant(s) within ten (10) business days of the violation becoming known to the complainant(s). If the violation becomes known to the complainant while the complainant is at an off-campus site, the ten (10) business day period shall begin at the time the complainant returns to campus. The Associate Dean for Research and Graduate Studies will investigate the complaint and determine if the complaint is founded and will inform the Associate Dean for Student Affairs.

If it appears that a student has breached TAMHSC-BCD rules or procedures in such a way that there is a reasonable concern that injury or harm may come to patients, faculty, staff, students or the facility, interim disciplinary action may be taken in the best interest of the individuals involved and the TAMHSC-BCD. Clinical patient care privileges of the student can be suspended temporarily by the Program Director and indefinitely by the Program Director after consultation with the Associate Dean for Clinical Affairs or designee. The student’s actions may result in written notification up to and including immediate suspension of the student from the TAMHSC-BCD (or clinic) pending final
E. Regular Case Investigation Procedures

If an incident cannot be handled as an uncontested offense as specified in Section II.D, then the procedures of this section shall apply and the matter shall be handled as a regular case.

1. The Associate Dean for Research and Graduate Studies, in consultation with the Associate Dean for Student Affairs, or designee, shall investigate the allegations that a student has violated one or more of the rules of the TAMHSC-BCD.

2. If the allegations are determined to be of a minor nature that can be handled informally without initiation of disciplinary proceedings, the Associate Dean for Research and Graduate Studies will notify, in writing, the person filing the complaint, the student, and the Associate Dean for Student Affairs of this decision.

3. If the investigation reveals that the evidence presented substantiates a likely breach of professional conduct, the Associate Dean for Research and Graduate Studies will initiate a hearing procedure in accordance with Section II.F. The Associate Dean for Research and Graduate Studies, following consultation with the Associate Dean for Student Affairs, shall prepare a written notification to the student to be either hand delivered, with written acknowledgement of receipt, or sent by certified mail, return receipt requested, containing the following:
   a. a statement of the charge(s) against the student with a description documenting the violation(s).
b. a statement of the date, time, and place of the hearing on the charges. Normally, the hearing will be held not less than ten (10) business days or more than twenty one (21) business days from the student’s receipt of the letter. Exceptions to this time frame require the party requesting to show good cause.

c. a statement which informs the student that if the charges are disputed, the student may choose to appear at the hearing or waive that right in writing.

d. a list of the witnesses furnishing the evidence supporting the charge(s).

e. a copy of the procedural guidelines for due process.

f. a listing of potential penalties if the student is found guilty.

F. Graduate Education Council

1. Whether or not the accused student disputes the facts on which the charges are based, a hearing before the Graduate Education Council will normally be held between ten (10) and twenty one (21) business days from the date of the student’s receipt of the statement of charges. Exceptions to this time frame require the requesting party to show good cause.

2. The Graduate Education Council Review Committee will consist of all Program Directors and the Associate Dean for Student Affairs.

   a. The Committee will select a chair from the Program Directors.

   b. The Associate Dean for Student Affairs is a non-voting member.

   c. A quorum of the Committee must meet and take action.

3. A Program Director or Associate Dean of Student Affairs who is directly or indirectly involved in a particular case will be automatically excused from serving on the Graduate Education Council Review Committee.

4. Procedures and rights at the hearing:

   a. All meetings, investigations, proceedings, and hearings conducted under the provisions of this document shall be confidential. The Chair of the Graduate Education Review Committee shall inform all members of the Committee of the confidential nature of proceedings conducted under this policy at the beginning of all hearings.

   b. The Chair of the Graduate Education Council Review Committee will present the case to the committee by stating any pertinent evidence. Evidence shall be presented to the committee by the Chair along with an explanation of the investigative process. The Associate Dean for Research and Graduate Studies will address any questions the committee or the accused has in regard to the evidence or the investigation process.
c. The TAMHSC-BCD has the burden of presenting the evidence and proving the charges by a preponderance of evidence. Evidence, to be admissible, need not meet the standards of admissibility established by the rules of evidence.

d. The proceedings at the hearing shall be recorded electronically. The student has a right to obtain a copy of the recording.

e. The student and the Associate Dean for Research and Graduate Studies must provide each other with a list of witnesses to be called at least three (3) business days prior to the meeting.

f. The student has the right to be present at the hearing and may question witnesses.

g. The student may, if desired, submit a written response to the specific charges set out in the notice letter. If a written response is to be submitted, it should be submitted at least three (3) business days prior to the hearing.

h. The Committee may question the student and will summon, present and reasonably question all witnesses.

i. The student may select an advisor, who may be an attorney, to be present at the hearing, but the advisor may not question witnesses or take an active part in the hearing. If an advisor is to be present, the Associate Dean for Research and Graduate Studies must be notified, in writing, three (3) business days prior to the meeting. If the advisor is an attorney, the TAMHSC-BCD has the right to have legal counsel present.

j. The rules of procedure and rules of evidence customarily followed in courts of law shall not apply in these hearings.

k. Only voting members of the Committee have the right to be present during the deliberations of the Committee.

l. The Committee shall make a decision of guilty or not guilty based solely on the evidence presented at the hearing.

m. All decisions by the Graduate Education Council Review Committee shall be by a majority vote.

n. If the Committee decides that the student is guilty of the charges, it will then assess a penalty consistent with Section G (Disciplinary Penalties). The chair of the Graduate Education Council Review Committee will communicate this decision to the Associate Dean for Research and Graduate Studies and will inform the student of such action in writing within ten (10) business days of the conclusion of the hearing.

o. In determining an appropriate penalty, the Committee may consider the prior disciplinary record of the student. The Associate Dean for Research and Graduate Studies and the Associate Dean for Student Affairs will brief the Committee concerning any prior proven infraction and the penalty assessed as well as academic professionalism issues.
p. The decision of the Committee may be appealed to the Dean as described in Section II.H (Right to Appeal).

G. Disciplinary Penalties

One or more of the following penalties may be assessed for violation of any provision of Section II.B (Conduct Standards for Students) or other offenses:

1. Written reprimand.
2. Loss of clinical privileges (see Section II.D).
3. Financial restitution for any property damage or for any property destroyed or taken and not returned.
4. Grade adjustment.
5. Special remediation report or community service project based on the nature of the offense, to be determined by the Associate Dean for Research and Graduate Studies, in consultation with the Associate Dean for Student Affairs, shall set a reasonable date for completion of the project or report. Any failure to complete the assignment shall be deemed cause for the student to appear before the full Committee.
6. Disciplinary probation for a definite period of time.
7. Suspension for a definite period of time.
8. Revocation of academic credit with possible requirement of repetition of course work.
10. Bar against readmission.
11. Denial of degree/certificate.
12. Revocation of degree/certificate and surrender of diploma/certificate.

Disciplinary probation, suspension, dismissal, bar against readmission, denial of degree and revocation/surrender of degree will be recorded on the academic transcript.

H. Process for Appeal

The student has the right to appeal, in writing, any adverse decision by the Graduate Education Council Review Committee to the Dean. This written appeal must be filed in the Dean’s Office within five (5) business days after notification of the decision and must include the grounds on which the appeal is based. The Dean may appoint up to three (3) individuals to hear and review the appeal and make recommendations. The Dean will make a decision concerning the appeal and inform the student of that decision within ten (10) business days. The decision made by the Dean is final. Should the Dean choose to reject or modify the decision in question, he will clarify his position to the Associate Dean for Research and Graduate Studies, The Associate Dean for Student Affairs, the Graduate
Education Council, complainant(s) and accused student. The decision made by the Dean is final.

I. Delay of Degree or Certificate

Any student undergoing investigation, active deliberation by individuals or a committee or in an appeal process for an alleged disciplinary infraction is not eligible to receive a degree or certificate from TAMHSC-BCD until full resolution of the issue occurs. Resolution implies either a decision of innocence or a finding of fault in the matter with an appropriate penalty applied that does not disqualify the student from receiving a degree or certificate.”