

<b>UT Health Science Center: EM112 Student Status during Academic Appeals</b>	
<b>Version 2</b>	<b>Publication Date: 08/13/2024</b>

<b>No./Title: EM112 – STUDENT STATUS DURING ACADEMIC APPEALS</b>	<b>Resp. Office: STUDENT AFFAIRS Approval Body: CASA</b>	<b>Effective Date: 06/19/2012</b>
<b>Category: Students</b>	<b>Last Review: 08/01/2023</b>	<b>Next Review: 06/08/2026</b>
<b>Contact: University Registrar</b>	<b>☎ 901.448.7703</b>	<b>✉ <a href="mailto:registrar@uthsc.edu">registrar@uthsc.edu</a></b>
<b>Related Policies &amp; Information:</b>	<a href="#">Academic Standing</a> <a href="#">Email</a> <a href="#">Refund &amp; Repayments Policy</a> <a href="#">Withdrawal Policy</a>	

## POLICY

A student may appeal decisions regarding academic matters (including a grade, probation, dismissal, etc.) at the University of Tennessee Health Science Center (UTHSC), and each college must have a process to enable students to pursue (an) academic appeal(s).<sup>1</sup> UTHSC also recognizes the merit of permitting a dismissed student to attend classes while college level progress/promotion process or appeals are under review.

## RATIONALE AND EXPLANATION

A dismissed student may seek permission from their Dean or designee to attend classes while the progress/promotion process or appeal process within his/her college is still pending. College administrators are highly encouraged to complete the progress/promotion and appeals process before the term ends.

## PROCEDURE

College Level Process: Students who do not meet academic progression criteria are notified of academic dismissal, or pending academic dismissal, by their Dean or designee. The Dean or designee also provides written notification to the student outlining the college appeal process and timeline. International students should contact the Office of International Affairs.

Class Attendance During Appeal. Students may appeal academic actions of the college (e.g., academic dismissal, pending academic dismissal) to the college progress/promotion committee. The student must appeal to the Dean or designee within two (2) business days of the date of the dismissal letter. While the college level appeal of an academic dismissal is still pending, the student may seek permission from their Dean or designee to attend classes. However, a college may preclude participation in courses involving clinical training (e.g. clerkships, community or

---

<sup>1</sup> This policy incorporates the Academic Appeal Policy, approved by CASA February 19, 2013/Revised, March 19, 2013.

<b>UT Health Science Center: EM112 Student Status during Academic Appeals</b>	
<b>Version 2</b>	<b>Publication Date: 08/13/2024</b>

clinic internships and rotations.

College Level Appeal Process Outcome: The Dean or designee will provide written notice to the student of the outcome of the appeal.

If the student's academic appeal is denied or academic dismissal is the final outcome, the Dean or designee will provide written notice to the student that he/she is academically dismissed and withdrawn from the institution and is no longer permitted to attend classes, even during subsequent appeals. The Dean or designee will notify the Registrar, who will process the academic action and withdraw the student. In such instances, the effective date of the student's withdrawal for reporting purposes is the last date of attendance.

Once a student has been academically dismissed (withdrawn), he/she is no longer eligible to receive any type of federal, state or institutional aid. This includes all grants, loans, work-study and scholarships originating from UTHSC.

As required by the U.S. Department of Education, the Financial Aid Office will apply the return of [Title IV refund policy](#). And consistent with UTHSC policy, the Bursar will apply the UTHSC [refund policy](#).

Appeal to the Chancellor: The decision of the Dean of the college is final in such cases; however, the student retains the right to appeal to the Chancellor for readmission and to re-enroll in classes. Students wishing to petition for readmission must send a letter of appeal to the Office of the Chancellor within two (2) business days after receipt of the academic dismissal notice from the Dean. This appeal must focus on perceived flaws/biases in the process leading up to academic dismissal rather than on the grades awarded. The student, being in an "inactive" status, may not attend class during this appeal process.

The Chancellor or designee will review the student appeal and documents related to the appeal provided by the student's Dean or designee. If further clarification is needed, the Chancellor or designee may seek additional information by meeting with the student or college officials and/or by requesting the additional information from the student or other sources of relevant information. If the Chancellor or designee requests additional information for consideration, the student has five (5) additional business days to provide the requested information for consideration. The Chancellor or designee will provide a notice of the outcome to the student in as expeditious manner as practicable. A copy of the Chancellor's decision will be provided to the Dean and Registrar.

If the student is readmitted by the Chancellor, the student's enrollment is reinstated by the Registrar, and the student is eligible for state and federal financial aid. Any late payment fees and

<b>UT Health Science Center: EM112 Student Status during Academic Appeals</b>	
<b>Version 2</b>	<b>Publication Date: 08/13/2024</b>

re-enrollment fees will be waived. If the student's appeal for readmission is denied by the Chancellor, the Chancellor or designee will provide written notice to the student, Dean, and Registrar.

**APPROVAL HISTORY:**

Effective: June 19, 2012

Revised: March 19, 2013

Revised: December 10, 2015, Committee on Academic and Student Affairs (CASA)

Revised: May 30, 2017, CASA

Approved: May 30, 2017, Chancellor

Revised: April 3, 2018, CASA

Approved: April 16, 2018, Chancellor

Reviewed/Revised: June 8, 2020, CASA

Reviewed/Revised: August 1, 2023