

DATE: April 26, 2018

TO: Jacqueline E. Huntoon  
Provost & VP for Academic Affairs

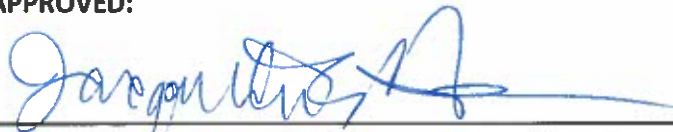
FROM: Martin J. Thompson  
Senate President

SUBJECT: Senate Proposal 16-18

COPIES: Glenn D. Mroz, President  
Roberta M. Dessellier, Secretary of the Board of Trustees

At its meeting on April 25, 2018, the University Senate approved Proposal 16-18, "Revision to Senate Policy 415.1: "Graduate Appeals of Suspension or Dismissal". The Senate looks forward to approval of this proposal by the administration. Please keep me informed about the decision of the administration on this proposal and feel free to contact me if you have any questions.

APPROVED:



Jacqueline E. Huntoon, Provost & VP for Academic Affairs  
on behalf of the University Administration

18 May 2018

Date

# The University Senate of Michigan Technological University

## Proposal 16-18

(Voting Units: Full Senate)

### Revision to Senate Policy 415.1:

#### “Graduate Appeals of Suspension or Dismissal”

#### Submitter

Pushpa Murthy, on behalf of the graduate faculty

#### Background/Rationale

It is proposed to modify the policy requirements for Senate Policy 415.1 to change the time allowed to file an appeal. With the current policy, appeals can be received well after the next semester has begun. If the decision is to reinstate the student, the student may need to receive late add approval from instructors to register for classes, and they may have missed valuable class time. The Graduate School will maintain upcoming deadlines on their web page.

#### EXAMPLE for web site:

Suspension or dismissal notice after...	Grades are due and suspension and dismissal notifications are sent on...	File appeal no later than 4pm on...
Spring 2018	May 8, 2018	May 11, 2018 (to enroll in summer) May 15, 2018 (to enroll in fall)
Summer 2018	August 21, 2018	August 28, 2018
Fall 2018	December 27, 2018 (tentative)	January 7, 2019 (tentative)

#### Proposal

It is proposed to adopt the policy as described.

#### Recommended text (changes shown in red)

From <http://www.admin.mtu.edu/usenate/policies/p415-1.htm>

This policy applies to students who are currently enrolled in a graduate program or have been enrolled in a graduate program within the preceding year. Graduate students must submit a complete Graduate appeal form to the Graduate School before the dean can consider an appeal request. This form must be submitted to the Graduate School within five (5) ~~ten (10)~~ business days following the date on which the Graduate School sent an email to the student notifying the student of the suspension or dismissal. If the next semester begins less than five business days after the notification is sent, the student will have three (3) business days to submit an appeal to the Graduate School. This includes cases where the academic calendar does not allow five business days for an appeal or in circumstances where a grade change delays the notification of a suspension or dismissal. The Graduate School will maintain deadlines for the upcoming semester on their web site.

# **The University Senate of Michigan Technological University**

Graduate Appeals of Suspension or Dismissal

(Proposal 2-12)

## **Senate Policy 415.1**

### **Background/Rationale**

This proposal is intended to establish a policy regarding graduate appeals of suspension or dismissal. The policy formalizes longstanding practice in the graduate school, and it has been reviewed and approved by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

### **Policy Statement**

The Graduate School will consider appeals of suspension and dismissal decisions issued by the Graduate School.

### **Policy Requirements**

This policy applies to students who are currently enrolled in a graduate program or have been enrolled in a graduate program within the preceding year. Graduate students must submit a complete Graduate appeal form to the Graduate School before the dean can consider an appeal request. This form must be submitted to the Graduate School within five (5)~~ten (10)~~ business days following the date on which the Graduate School sent an email to the student notifying the student of the suspension or dismissal. **If the next semester begins less than five business days after the notification is sent, the student will have three (3) business days to submit an appeal to the Graduate School. This includes cases where the academic calendar does not allow five business days for an appeal or in circumstances where a grade change delays the notification of a suspension or dismissal. The Graduate School will maintain deadlines for the upcoming semester on their web site.**

### **Reason for Policy**

The policy will provide due process to students who wish to appeal a suspension or dismissal decision issued by the dean of the Graduate School.

### **Related Policy Information**

If the appeal is not successful, the student will remain suspended or dismissed from the graduate program. If the appeal is successful, the student will be reinstated in the graduate program.

This policy is a formal statement of longstanding practice in the Graduate School, and has been reviewed by the Graduate School, Graduate Faculty Council, Graduate Student Government, and legal counsel.

### **Exclusions**

This policy does not apply to undergraduate students or graduate students who have not been enrolled in a graduate program within the preceding year.

### **Contact(s)**

Office/Unit  
Graduate School

Telephone Number  
(906) 487-2327

### **Definitions**

None.

### **Responsibilities**

*Graduate Student* - Be aware of policy. Complete and electronically submit a complete Graduate Appeal Form to the Graduate School within ten (10) business days following the notification date of the suspension or dismissal.

*Graduate School staff* - Receives the Graduate Appeal Form, reviews it for completeness, and forwards to the dean for a decision.

*Dean of the Graduate School* - Reviews the Graduate Appeal Form, renders a decision, and notifies the student.

### **Procedures**

In support of this policy, the following procedures are included:

- Submitting an appeal request

### **Forms and Instructions**

In support of this policy, the following forms/instructions are included:

- Graduate Appeal Form (appeal.pdf)

## **Appendices**

NA

## **Additional Information**

NA

## **History**

Adoption Date:

**Introduced to Senate: 21 September 2011**

**Approved by Senate: 05 October 2011**

**Approved by Administration: 21 October 2011**

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