

## Graduate Council Appeal Committee Hearing Procedures – Updated 2023

1. The student submits a written statement to the Graduate School (Assistant to the Dean) indicating their desire to appeal a decision (within 30 calendar days of the decision; within 10 business days in the case of dismissals).
2. The case will primarily consist of the Council's review of written documents that will be securely distributed prior to the appeal hearing.
3. All materials must be submitted to the Graduate School, who will distribute to all parties. If either party wishes to add materials in response to the initial documents, they may do so. These documents will also be made available to each party. Parties will submit the first materials within the first 21 calendar days from the day both parties have been informed in writing about the initiation of the proceedings. Any additional documents/responses, if desired, will be due 14 calendar days after first materials have been shared with both parties. Parties will be notified of the exact date requirements.
4. If witnesses are to be called by either side, the Graduate School must receive their names, in writing, along the additional documents. The names will be distributed to all parties.
5. No new written materials are allowed for presentation during the committee hearing.
6. An attorney is neither necessary nor recommended. The committee operates as part of an academic hearing, not a judicial proceeding. However, if the student elects to have an attorney present, the University's General Counsel must also be afforded an opportunity to attend. Accordingly, the student must notify the Graduate School, in writing, along the first documents if he/she intends to have an attorney present. The presence of a student's attorney at the hearing does not change the proceeding. The attorney will not be able to examine witnesses, ask questions or otherwise take part in the proceedings, except in an unobtrusive manner, in an advisory capacity to his/her client.  
Once an attorney has contacted the Graduate School on behalf of a student, all contact, both written and oral, will be conducted through the University's Office of General Counsel rather than through the Graduate School.
7. The Graduate Dean or Associate Dean will chair the committee to provide a policy framework. They will not vote. The council representative from the student's academic unit will not participate on the committee.
8. The hearing process is as follows:
  - a. Chair's introduction of attendees (1-2 minutes).
  - b. Student presentation to the Council – in case any clarification of documents posted in Blackboard is needed (limited to 5 minutes).
  - c. Unit(s) representative(s) presentation – in case any clarification of documents posted in Blackboard is needed (limited to 5 minutes).
  - d. Presentation by witnesses, if desired, by either party (limited to three per side and a maximum of 3 minutes per witness). Witnesses will be invited in one at a time. Cross-examination will not be permitted. Committee members may question witnesses. Each witness will be excused after the question and answer period.
  - e. Student rebuttal, if desired (limited to 5 minutes). Question and Answer period - committee members may question parties. Cross-examination will not be permitted.
  - f. Presenters are excused.
  - g. Committee deliberation and vote.
  - h. Dean of the Graduate School provides written notification of the ruling to all concerned parties within 15 calendar days, unless extended by the Graduate Dean with written notice of the extension given to all parties.
9. The Council's decision is final and ends the appeal process.