

# Student Suspension, Dismissal and Appeal Procedure

Policy Number: 02-30-050

Applies to: students, faculty, staff

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- 1. Policy Statement:** OHSU schools and colleges have the authority to pursue academic suspension and academic dismissal proceedings for those students who have not met program standards, have failed to meet the terms of academic probation, and/or have violated policy and/or proscribed conduct. Each school or college shall make available to students the OHSU policy on Student Suspension, Dismissal and Appeals.
  
- 2. Initiation and Notification of Proceedings:**
  - a. Program informs appropriate dean in writing of reasons for suspension or dismissal recommendation.
  - b. Students recommended for suspension or dismissal will be notified in writing by their school or college of their opportunity to participate in a hearing. The notification letter will include the basis for the suspension or dismissal recommendation, and an explanation of the hearing process.
  - c. Students will be notified in writing of the hearing, including the date, time and place at least 10 business days before the proceedings.
  - d. Unless placed on interim suspension, the student may continue in the academic program pending the outcome of the hearing.
  - e. The student may notify the dean of their intent to withdraw from their academic program prior to the hearing.
  
- 3. Interim Suspension:**
  - a. If the program believes the student's continued presence on the OHSU campus or active participation in the program may pose a substantial threat of physical or mental harm, the appropriate dean shall notify the Department of Public Safety in order to initiate an assessment of the situation via the Threat Assessment Team.
  - b. The Threat Assessment Team, in conjunction with appropriate officials in the Office of Student Affairs, shall determine whether a student should be placed on Interim Suspension.
  - c. Students on Interim Suspension will receive a hearing and/or medical evaluation as soon as is practicable.
  
- 4. Hearing Committee:**
  - a. The dean of each school or college will appoint a hearing committee. One committee member will be appointed to serve as chair. It is the responsibility of the chair to convene the hearing for the purposes of evaluating the program recommendation for suspension or dismissal. The chair may recess the hearing as appropriate.
  - b. The hearing committee is responsible for conducting an impartial hearing. The hearing committee will notify the student of any guidelines related to the submission of

documents, requested witnesses, and other supporting materials for the purposes of the hearing.

- c. The chair must maintain an audio record of the hearing. All committee sessions except for committee deliberations will be audio recorded.
- d. The hearing committee may consider additional information or documentation from the student and/or other individuals with information pertinent to the hearing, prior to the hearing committee finalizing its recommendation.
- e. The student has the right to bring an advisor or support person to the hearing. If the advisor or support person is an attorney, the student must notify the dean at least 5 business days prior to the hearing.
- f. All hearing proceedings will be closed to the public.
- g. After the hearing, committee members will deliberate in closed session to review and make a recommendation.
- h. Within 10 business days of the deliberations, the committee will submit the recommendation in writing to the dean for consideration, along with all supporting documentation.
- i. The dean will consider the recommendation of the hearing committee and make a decision regarding the suspension or dismissal proceedings. The appropriate dean will notify the student in writing within 10 business days of the decision. The decision is the final action for the dean.

#### **5. Right to Appeal**

- a. The student has the right to appeal the decision to the provost on the grounds outlined in Policy 02-30-050 within 10 business days of the date on the written decision. The student may not continue in the academic program pending the outcome of the appeal.
- b. The provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the provost is final.

#### **6. Record of the Proceedings**

Each school or college is responsible for reporting to the Department of Public Safety records of proceedings that are the result of allegations of criminal violence or sexual offense, for compliance with the Information for Crime Victims about Disciplinary Proceedings requirement: HEA Sec. 485(f)(8)(B)(iv)(II); HEA Sec. 487 (a)(26).

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**Revision History:** October 25, 1996; March 7, 2001; February 7, 2002; March 22, 2016

**Responsible Office:** Academic and Student Affairs, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Related Documents:** [Student Dismissal Procedure](#); [Policy Definitions](#); [OHSU Code of Conduct](#)