

CEHS Student Dismissal Process

Overview

The College of Education and Human Services (CEHS) reserves the right to initiate the college's student dismissal process after a documented pattern of unprofessional student behavior has been established by a CEHS faculty member(s). The student will be given the opportunity to review the evidence against him/her and then present a rebuttal at a hearing comprised of department faculty. Examples of unprofessional student behavior that may be documented include, but are not limited to, academic insufficiencies and violations of the ethical standards of the future profession. Incidents that involve academic dishonesty, violations of law, or the WSU Code of Student Conduct will be referred to the appropriate WSU office. The department chair is responsible for facilitating the dismissal process and will serve as the point of contact for the student. Grade appeals and program of study changes do not fall within the purview of the CEHS Student Dismissal process.

Initiation of the CEHS Student Dismissal Process

In order to initiate the CEHS dismissal process, a full-time faculty member of CEHS must complete an Intent to Dismiss form (ITD form). The ITD form should include all relevant facts and information pertaining to the pattern of behavior that is motivating the faculty member to initiate the process. Moreover, rationale for the need to dismiss the student from the program should also be included. The ITD form should be submitted with any supporting documentation that may exist to the department chair as soon as possible when a pattern of unacceptable behavior becomes apparent.

Student Notification

The department chair, upon receipt of the ITD form, will notify the student of the initiation of this process. Notification to the student will be provided in writing and will include the time, place, and date of when the student will need to appear in order to respond to the allegations. Furthermore, the student will be provided a copy of the ITD form and a copy of the CEHS Student Dismissal process. Student receipt of the ITD form will be documented in writing. Should the student fail to attend the scheduled student dismissal hearing, the hearing will progress without him/her.

Whenever possible, the chair will schedule the CEHS Student Dismissal Hearing within 15 business days from the date the student receives the written notice. Prior to the hearing, the student may review each document that may be utilized during the process. With the exception of confidential materials such as exams, the student may make copies of these documents. **Advocacy services are available from CEHS Student Services upon request by the student. To request advocacy services the student should contact the Director of Student Services, Room 378 Allyn Hall, ext. 3088.**

The Dismissal Hearing

The hearing panel is comprised of a majority of the full-time faculty within the department. The department chair serves as the facilitator of the hearing. In lieu of meeting with the full department faculty, a student may request a meeting with the department chair and select department faculty. The department vote will still take place at the scheduled hearing, with a majority of the full-time faculty present. The student has the right to consult an [advisor] **advocate** of his/her choice, who is not a practicing attorney, before, during, and after any hearing. [Advisors] **Advocates** are not permitted to speak or to participate directly in any hearing or conference. The initiating faculty member and the student both have the privilege of presenting witnesses, subject to the right of questioning by all parties. Witnesses should possess first-hand knowledge of the issues presented on the ITD form.

Once the initiating faculty member has presented his/her information, the student may then present his/her information to the panel. The student is permitted and encouraged to provide letters of support and/or other pertinent documentation involving the specific issues that have been raised. Once all information has been presented and all questions have been exhausted, the student will be excused and the panel will deliberate in private. The hearing, but not the deliberations, may be recorded at the discretion of the department chair.

[Sanctioning] Resolution

It is the responsibility of the initiating faculty to provide information to the panel that results in a more likely than not determination that the allegations have merit and that action should be taken. **If the majority of the panel members vote to dismiss the student from the department/program, the matter is resolved. If the majority vote does not support dismissal, then the panel shall consider whether to issue sanctions as conditions for the student to remain in the program/department.**

Former paragraph: The panel shall have the authority to issue the following sanctions: 1) dismiss the student from the program/department 2) allow the student to continue in the program/department or 3) allow the student to continue in the program/department with sanctions or provisions. The decision to dismiss a student from the department program must be supported by 2/3 votes of the department faculty in attendance at the hearing. Voting eligibility is determined by department by-laws. The decision of the faculty is final. Grade appeals and program of study changes do not fall within the purview of the CEHS Student Dismissal process.

Replacement paragraph: The panel shall have the authority to issue the following sanctions: 1) allow the student to continue in the program/department or 2) allow the student to continue in the program/department with sanctions. All decisions must be supported by 2/3 votes of the department faculty in attendance at the hearing. Voting eligibility is determined by department by-laws. The decision of the faculty is final.

Any sanction imposed shall take effect from the date of the panel's vote. Should the student be dismissed from the program/department, the student will be withdrawn from the department classes and the university fee reimbursement schedule will be followed. When the dismissal action is decided upon after the eighth week of the

quarter and the presence of the student in the department class(es) is deemed not to be a threat or distraction to other students or the instructor, the dismissal may be deferred until the end of the quarter at the discretion of the hearing panel.

Notification of Decision

The department chair will document the outcome of the hearing, any sanctions issued, and the department vote on the ITD form. The student will be mailed a copy of the resolution form as soon as possible after the conclusion of the hearing. A copy of the resolution will be provided to CEHS Student Services and forwarded to any other departmental offices, as needed. A copy of the resolution form as well as a list of all hearing participants (faculty, student, advisor) will be maintained in the CEHS's student's academic record.

Appeal Process

A student participating in a Student Dismissal Process may appeal the outcome to the Dean of the College of Education and Human Services or designee. The appellate process is designed to ensure the integrity of the deliberations and decisions of the CEHS Dismissal Process. In all cases, a detailed, written appeal must be submitted within five business days after the written receipt of the hearing decision. The appeal must be in writing and delivered to the Dean's Office. The Dean or designee is responsible for processing all appeals as described herein.

A student may request an appeal on one or more of the following grounds:

- A. The student has been deprived of his or her rights as defined herein.
- B. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

An appeal should describe, in plain and simple language, each error of procedure made during the hearing process and the facts that support the student's assertion that an error was made. The appellate process differs from that of the hearing. The Dean does not hear testimony from witnesses; consider documents or other evidence not previously considered by the hearing body unless the appeal is based upon the discovery of new information and/or evidence. The Dean may, however, permit the student who has appealed and the Faculty member initiating the dismissal process to make oral arguments and answer questions posed by the Dean.

In cases appealed to the Dean or designee, he/she may request such submissions or oral arguments as deemed necessary to render a decision. After oral arguments and questioning are completed, the Dean will determine whether the procedural and substantive decisions made were proper. If there was no procedural or substantive errors made which would have significantly affected the outcome of the hearing, the decision will be upheld. If, however, there were procedural or substantive errors significantly affecting the outcome of the hearing, the Dean shall remand the case back to the hearing panel for appropriate action. The findings of CEHS Student Dismissal Process – revisions approved Feb 18, 2008

the appeal will be mailed to the student within five business days of the date of the decision. The appellate decision of the Dean is final.

Wright State University, College of Education and Human Services
Former Intent to Dismiss Form

Student Information

Last Name	First Name	MI	University ID
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Permanent Address	City	State	Zip
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Program of Study	Phone Number	Email
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Part I: Statement of Rationale for Intent to Dismiss

Attach the rationale and supporting evidence for dismissing the student.

Signature of Initiating Faculty Member(s)	Date submitted
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Part II: Student Notification and Acknowledgement of Intent to Dismiss

Date & time of the scheduled ITD Hearing: _____
(Note: hearing should be scheduled within 15 days of the student notification of the ITD)

Location of the scheduled ITD Hearing: _____

Signature of Student	Date received by department
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The student's signature acknowledges receipt of the Intent to Dismiss form, including the hearing date. The student signature does not signify acceptance of the claims within the form.

Part III: Sanctioning

Attach the attendance roster; check the hearing sanction and record the vote.

- | | |
|---|-------|
| <input type="checkbox"/> Dismiss student from the program | Vote: |
| <input type="checkbox"/> Continue in program | Vote: |
| <input type="checkbox"/> Continue in program with provision | Vote: |

Signature of Chair: _____ Date: _____

