I. INTRODUCTION AND AUTHORITY

It is a long established rule of higher education that the faculty have the authority to conduct classes, provide for the discussion of ideas, make assignments or other exercises, require examinations, and render judgements based on their experience and professional expertise on the performance of students. The exercise of this authority provides the foundation for an academic relationship between individual faculty members and individual students that is unique to colleges and universities. At a basic transactional level this relationship is maintained by the interplay of traditional and customary standards of conduct and courtesies, the observance of which is the responsibility of both faculty and students. Certain basic expectations, relevant to teaching and learning, are summarized in Parts II and III of this procedure. Inevitably, issues associated with the faculty member’s responsibilities as a teacher and the student’s responsibilities as a learner may occasionally arise. In order to address these issues, the University of Hawai‘i’s Board of Regents has instructed its constituent campuses to provide for the consistent and equitable resolution of legitimate student academic grievances. Part VII of this policy sets out a process for and the procedures to be followed in the resolution of student academic grievances.

Evaluation of a student’s academic progress through the curriculum and suitability to proceed to the next level of training are essential functions of the faculty. Judgments made by the faculty in those areas are given great deference. A policy already exists both for monitoring student academic progress and for considering cases where student academic performance is not consistent with standards established and articulated by the faculty. “Policies and Procedures for the Assessment of Medical Student Performance” establishes the conditions under which the Student Standing and Promotions Committee (SSPC) of the School of Medicine can dismiss students from medical school or otherwise subject them to sanctions or remediation for unsatisfactory academic performance. Section VIII of this policy sets out the procedures for student appeal of decisions reached by SSPC.

Finally, an important objective of the School of Medicine is to promote excellence. To this end, academic and professional honesty are required of all faculty and students in the School of Medicine. Academic misconduct, such as cheating or plagiarism, shall not be tolerated and shall be subject to penalties, including but not limited to, reprimand, suspension, and/or dismissal from the School of Medicine.

In order to promote excellence in its students, the faculty should also provide an atmosphere that does not encourage or invite academic misconduct. Adequate space should be provided for examinations, appropriate proctoring should be provided, and examinations should be changed if previous examinations are available to students.
Part IX of this policy sets out the procedures to be followed in cases of academic misconduct by medical students.

II. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

A. Academic Rights of Students

The John A. Burns School of Medicine, University of Hawai‘i, subscribes to that part of the 1968 “Joint Statement on Rights and Freedoms of Students” adopted by a diverse number of higher education organizations including the American Association of University Professors, which relates to classroom instruction.

“The professor in the classroom and in conference should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

A. Protection of Freedom of Expression. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgement about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure. Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgements of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.”

B. Responsibilities of Students

Students at JABSOM are expected to behave ethically and responsibly at all times. The expectations of appropriate medical student behavior include but are not limited to, the following:
1. To refrain from behavior which infringes on other students’ rights to learn;
2. To attend course activities as required by the instructor, recognizing that absences may adversely affect their final evaluation;
3. To fulfill course assignments and requirements as described by the instructor, recognizing that unfulfilled assignments and requirements may adversely affect their final evaluation;
4. To abide by all University, School of Medicine and hospital regulations;
5. To follow official procedures in pursuing redress of a grievance;
6. To refrain from frivolous grievances; and
7. To refrain from cheating, plagiarism or other academic misconduct.

III. ACADEMIC RIGHTS AND RESPONSIBILITIES OF FACULTY

In the classroom, laboratory, in conference and in the clinical setting, faculty members are expected to adhere to the highest professional standards of behavior and conduct. The rights and responsibilities of faculty members include, but are not limited to, the following:

A. To permit students who are acting in accordance with the responsibilities indicated in Responsibilities of Students (Section II.B.) to complete any course in which they are enrolled;

B. To provide students at the beginning of the course with an explanation of the course objectives, general evaluation policy, attendance policy, and the manner in which the course will be conducted;

C. To execute their responsibility for upholding high professional standards in the evaluation of student performance;

D. To provide students at appropriate intervals during the course/clerkship with fair and objective evaluations of their work and progress in the course;

E. To provide students equitable and unbiased treatment in an educational climate free from harassment and/or discrimination based on race, color, national origin, sexual orientation, gender, handicap and age;

F. To be reasonably accessible to students for the purposes of discussing course content, progress and evaluation; and
G. To refrain from any interference with the academic grievance or appeals procedures, or from any punitive action against a student because the student filed a grievance or an appeal.

IV. POWERS OF THE SCHOOL OF MEDICINE

A. The School of Medicine shall have the authority to review academic misconduct of students enrolled in its programs. In proper cases, to accomplish the objectives, disciplinary action may be required to:

1. Correct the attitude or conduct of a student.

2. Maintain the integrity of the School and the morale of its faculty and students.

3. Ensure excellence in the professional work of its students.

B. The School of Medicine, through its Dean, shall have the power to impose appropriate discipline upon students who violate this policy by committing academic misconduct. Such discipline may include, but is not limited to, counseling, reprimand, suspension, probation, and dismissal from the School of Medicine.

C. Students who are subject to discipline for academic misconduct may also be subject to review of their academic performance under the Policy of the Student Standing and Promotion Committee. Other forms of misconduct not covered by this policy or the Policy of the Student Standing and Promotion Committee shall be handled under the University of Hawai‘i at Mānoa Student Conduct Code.

V. DEFINITIONS

A. Student – an individual enrolled as a candidate for any degree or certificate offered by, or under the auspices of, the School of Medicine.

B. Faculty Member – an individual appointed in the School of Medicine for instruction, research or special functions.

C. Department Chairperson – faculty appointed as executive of a department within the School of Medicine.

D. Remedy – an action to correct an individual student’s situation without imposing a sanction on a faculty member.
E. Evaluation – a written report summarizing a student’s performance within a course or clerkship, including faculty assessment of strengths, weaknesses and recommendations for improvement.

F. School – unless separately identified, “School” means the John A. Burns School of Medicine of the University of Hawai’i.

G. Dean – unless separately identified, “Dean” means the Dean of the John A. Burns School of Medicine.

H. “Academic misconduct” includes:

1. “Cheating” which means:
   a) obtaining help from or giving help to another student during an examination;
   b) obtaining or giving, without authorization, information concerning a prior examination that is to be readministered;
   c) using books, notes, or any other unauthorized sources of information during an examination;
   d) obtaining, without authorization, an examination or any parts thereof before taking an examination;
   e) altering the record of any grade;
   f) altering any answers or grades on any test or assignment after the test or assignment has been submitted for grading;
   g) forging, falsifying, or altering any information on application forms, transcripts, or other university records;
   h) misrepresenting the facts in order to obtain exceptions to the fulfillment or timing of required course work and examinations; or
   i) any action, mechanism, or system intended to adversely affect other students’ performances.

2. “Plagiarism” which means:
   a) submitting or participating in the submission of a report, paper, theme, notebook, homework assignment, outline, computer program, or any other product that has been knowingly obtained or
copied in whole or part from another individual's work without a clear identification of the source;

b) neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source;

c) submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved;

d) dry-labbing, which includes (i) obtaining and using experimental or other data from other students without the express consent of the instructor, (ii) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (iii) fabricating data to fit the expected results, including falsifying data, e.g., physical examination findings, patient history, laboratory results.

3. Such other conduct by a student which affects the academic integrity of the School of Medicine.

VI. ACADEMIC APPEALS COMMITTEE (AAC)

A. Composition

The Academic Appeals Committee (AAC) shall have five voting members, a chairperson and four faculty all of whom shall be appointed by the Dean for three-year terms. At the discretion of the dean and with the consent of the committee member, individuals may serve an additional term. The Associate Dean for Student Affairs shall serve as an ex-officio non-voting member of the committee.

1. Advisory members. The AAC will also have two non-voting student members from the program of the student involved in the case. To adjudicate cases involving medical students, two student representatives will be selected for one-year terms; one student member will be selected by the second-year class and one by the third-year class. For cases in other programs, student committee members will be appointed by the dean when necessary.

2. No member of the AAC may also simultaneously serve on SSPC or on the Evaluation Review and Remediation Committee.
B. Jurisdiction

The AAC will have jurisdiction over the following types of cases:

1. Academic grievances initiated by students. In these cases the decision of the faculty member and the department chair will not be reversed unless it is concluded that the decision was arbitrary or capricious.

2. Appeals from decisions of the Student Standing and Promotion Committee (SSPC) initiated by students. In these cases the decision of SSPC will not be reversed unless it is concluded that it was arbitrary or capricious.

3. Academic misconduct initiated by faculty. Cases will be decided based on the AAC's assessment of a preponderance of the evidence.

C. Quorum

A quorum of at least four voting members of the AAC must be present for the committee to conduct business.

D. Decisions

Decisions will be based on a vote of the majority of voting members present.

VII. PROCEDURE FOR RESOLUTION OF ACADEMIC GRIEVANCE

If a student has fulfilled his/her responsibilities and believes that a faculty member has failed to meet any of the responsibilities stated in Section III of this document, or has acted arbitrarily and/or capriciously in any other area of the academic relationship, the student may initiate action to achieve a remedy. The steps available are outlined below and must be initiated no later than seven (7) calendar days following the end of the course or after receiving the evaluation.

A. Informal Process: The student shall try to resolve the problem with the faculty member involved.

B. Formal Process: Failing to resolve the problem in Step A., the student shall prepare a formal complaint in writing indicating:

1) the facts as the student perceives them, citing specific violations where possible;

2) the remedy sought; and

3) the faculty member’s response, if any to A.
The complaint shall be presented to the Department Chairperson of the faculty member, with a copy for the faculty member and the School of Medicine Office of Student Affairs, within seven (7) calendar days from the time when the outcome of A is known. The Chairperson shall meet separately with the student and the faculty member, or if both parties agree, jointly, to discuss the complaint. Within 14 calendar days of receipt of the written complaint, the Chairperson shall complete any consultation and shall notify, in writing, the student and faculty member of his/her determination and planned course of action, if any.

C. **Appeal:** Failing to achieve a satisfactory solution at Step B, the student may file an appeal in writing with the Chair of the Academic Appeals Committee, School of Medicine (AAC). Such filing must be done within seven (7) calendar days after the student has been notified of the decision reached and any action(s) taken in Step B. The student shall provide as part of the appeal, complete copies of all materials associated with Steps A and B and shall notify the Chairperson of the AAC of the names of custodians of relevant materials which the student does not possess. It is the responsibility of the Chairperson to insure that all notifications required under Section VII. C.1 are accomplished.

1. Procedures

   a. Pre-hearing Procedures: Upon receipt of an appeal the Chairperson of the AAC shall:

      i) Transmit the appeal to all voting AAC members for individual review and recommendation.

      *The presentation of an appeal to the AAC is a request by the grievant for a hearing. However, should the AAC decide (by simple majority vote of all voting members) on the basis of all material before it that no reasonable case exists, it has the right to refuse the hearing request.*

      ii) Notify in writing the grievant, the faculty member, and his/her department chairperson of the receipt of the appeal and the AAC decision regarding the hearing request.

      iii) Upon acceptance of the appeal and if the decision is to convene a full hearing, schedule it within 14 calendar days of the completion of (ii).

      iv) Determine if any prospective member of the AAC’s hearing committee has a conflict of interest in the particular case and, should such a determination be made, exclude them as members for the hearing.
b. Upon scheduling a hearing the Chairperson of the AAC shall:

i) Give written notice of the hearing, including the date, time and place, at least seven (7) calendar days prior to the hearing, to the student, faculty member and departmental chairperson.

ii) Distribute to all parties copies of this Policy and the written complaint.

c. Hearing Procedures

The AAC shall adopt guidelines for the conduct of the hearing which shall include but not be limited to the following:

i) The student and faculty member may have advisors present provided that notice of such intent and the name of the advisor are given to the AAC Chairperson at least three calendar days prior to the hearing.

ii) The hearing shall be closed to everyone except the involved parties and specifically invited individuals and shall not begin unless a quorum of at least four voting committee members are present. The hearing need not follow formal rules of evidence.

iii) The Chairperson shall be responsible for recording the hearing, maintaining order, and shall have the authority to rule on points of order, and shall exclude immaterial and/or unduly repetitious evidence.

iv) The student and faculty member shall be provided the opportunity to present evidence and arguments on all issues involved.

v) The student and faculty member shall have the right to question witnesses and submit rebuttal testimony.

vi) All members of the AAC may question witnesses.

vii) The AAC may secure testimony from witnesses other than those presented by the student or faculty member. The AAC may also secure documents relevant to the issue which were not introduced at any previous step, or introduced in the hearing by the student or faculty member.
Confidential documents may be secured only with the consent of appropriate parties.

viii) The hearing may be held as scheduled in the absence of the faculty member alleged to have committed the grievance, unless such absence is for good and sufficient cause, in which case consideration may be given to postponing the hearing. The decision of the AAC as to good and sufficient cause is final within the University.

ix) Should the student grievant not appear except for good and sufficient cause, the grievance shall be dismissed with prejudice. The decision of the AAC as to good and sufficient cause is final within the University.

x) The deliberations of the AAC after receipt of all testimony shall be closed to all except AAC members; decisions will be based on a simple majority vote of all voting members present.

xi) After the ACC has made its findings and reached a decision, the Chairperson of the ACC shall inform the student and faculty member of the findings and decision, in writing, within three (3) working days. A copy shall be sent to the faculty member’s department chairperson and to the Dean of Student Affairs.

2. Records of the Academic Grievance Hearing

Records shall include but need not be limited to the following: all pleadings, motions and rulings, all evidence, including oral testimony, the report of the AAC, and tape recordings of the hearing; and to prevent invasion of the parties’ personal privacy, the records shall not be open to inspection except by the involved parties. The records of the hearing will be filed and secured in the School of Medicine Office of Student Affairs.

3. Remedies

The AAC may impose remedies as appropriate given the circumstances of the case. These may include but are not limited to change of grade, permission to retake an examination and permission to repeat a course.

4. Appeal

The decision by the AAC may be appealed by either party to the Dean. The appeal must be made in writing, be submitted within five (5) working
days of the appealing party’s notification of AAC’s decision and state the
grounds upon which the appeal is being made. The Dean will review the
record of the case and may at his/her discretion meet with the appellant.
The Dean will not reverse a decision of the AAC unless it is adjudged to
have been arbitrary or capricious. The Dean will render a decision in
writing to both parties within fifteen (15) working days of the filing of the
appeal. The Dean’s decision is final.

VIII. PROCEDURE FOR APPEALING A DECISION OF THE STUDENT STANDING
AND PROMOTIONS COMMITTEE

If a student wishes to appeal a decision of the SSPC, he/she must submit a request to the
chairperson of AAC within five (5) working days of being informed of the decision. The
request must set forth the grounds upon which the appeal is being made. No decision of
the SSPC may be reversed unless it is adjudged to have been arbitrary or capricious.
When such an appeal is made, the chair of the SSPC or his/her representative will be
responsible for representing the SSPC before the AAC.

The Office of Student Affairs will supply the parties with copies of all relevant
documents for consideration of the case. It is the responsibility of the Chairperson to
insure that all notifications required under Section XIII. A. are accomplished.

A. Procedures

1. Pre-hearing Procedures: Upon receipt of an appeal the Chairperson of
the AAC shall:

   a) Transmit the appeal to all voting AAC members for individual
      review and recommendation.

      The presentation of an appeal to the AAC is a request by the
      appellant for a hearing. However, should the AAC decide (by
      simple majority vote of all voting members) on the basis of all
      material before it that no reasonable case exists, it has the right to
      refuse the hearing request.

   b) Notify in writing the appellant, the Chair of the SSPC and the
      Dean of Student Affairs of the receipt of the appeal and the AAC
      decision regarding the hearing request.

   c) Upon acceptance of the appeal and if the decision is to convene a
      full hearing, schedule it within 14 calendar days of the completion
      of (b).
d) Determine if any prospective member of the AAC’s hearing committee has a conflict of interest in the particular case and, should such a determination be made, exclude them as members for the hearing.

2. Upon scheduling a hearing the Chairperson of the AAC shall:

a) Give written notice of the hearing, including the date, time and place, at least seven (7) calendar days prior to the hearing, to the student and the SSPC Chair.

b) Distribute to all parties copies of this Policy and the written complaint.

3. Hearing Procedures

The AAC shall adopt guidelines for the conduct of the hearing which shall include but not be limited to the following:

a) The student and SSPC representative may have advisors present provided that notice of such intent and the name of the advisor are given to the AAC Chairperson at least three calendar days prior to the hearing.

b) The hearing shall be closed to everyone except the involved parties and specifically invited individuals and shall not begin unless a quorum of at least four voting committee members are present. The hearing need not follow formal rules of evidence.

c) The Chairperson shall be responsible for recording the hearing, maintaining order, and shall have the authority to rule on points of order, and shall exclude immaterial and/or unduly repetitious evidence.

d) The student and SSPC representative shall be provided the opportunity to present evidence and arguments on all issues involved.

e) The student and SSPC representative shall have the right to rule on points of order, and shall exclude immaterial and/or unduly repetitious evidence.

f) All members of the AAC may question witnesses.

g) The AAC may secure testimony from witnesses other than those presented by the student or SSPC representative. The AAC may
also secure documents relevant to the issue which were not introduced at any previous step, or introduced in the hearing by the student or SSPC representative. Confidential documents may be secured only with the consent of appropriate parties.

h) The hearing may not be held as scheduled in the absence of the SSPC representative.

i) Should the student appellant not appear except for good and sufficient cause, the appeal shall be dismissed with prejudice. The decision of the AAC as to good and sufficient cause is final within the University.

j) The deliberations of the AAC after receipt of all testimony shall be closed to all except AAC members; decisions will be based on a simple majority vote of all voting members present.

k) After the AAC has made its findings and reached a decision, the Chairperson of the AAC shall inform the student and SSPC representative of the findings and decision, in writing, within three (3) working days. A copy shall be sent to the Dean of Student Affairs.

B. Records of the Academic Appeal Hearing

Records shall include but need not be limited to the following: all pleadings, motions and rulings, all evidence, including oral testimony, the report of the AAC, and tape recordings of the hearing; and to prevent invasion of the parties' personal privacy, the records shall not be open to inspection except by the involved parties. The records of the hearing will be filed and secured in the School of Medicine Office of Student Affairs.

C. Remedies

The AAC will either affirm the decision of the SSPC or will reverse it if it finds the decision was arbitrary or capricious. If it reverses the decision, the AAC will specify a remedy appropriate to the circumstances of the case.

D. Appeal

The decision by the AAC may be appealed by either party to the Dean. The appeal must be made in writing, be submitted within five (5) working days of the appealing party’s notification of AAC’s decision and state the grounds upon which the appeal is being made. The Dean will review the record of the case and may at his/her discretion meet with the appellant. The Dean will not reverse a decision of the AAC unless it is adjudged to have been arbitrary or capricious.
The Dean will render his decision in writing to both parties within fifteen (15) working days of the filing of the appeal. The Dean’s decision is final.

IX. PROCEDURE FOR A CASE OF ACADEMIC MISCONDUCT

Each course coordinator/instructor is responsible for ensuring that all exams are conducted under standardized conditions and any student conduct, performance or submitted work that appears to constitute academic misconduct be accurately observed and documented.

A. Informal Process

The instructor will attempt to discuss the incident with the student(s) involved:

1. If the student admits that an act of academic misconduct was committed, within the context of the course, the instructor may:
   
   a) require the student to redo the assignment;
   
   b) give the student a failing or reduced grade for the assignment; or
   
   c) give a failing or reduced grade for the course.

2. The department chair shall be notified of the incident and action.

B. Formal Process

If the student contests his/her liability, the instructor may not take action against the student but shall prepare a signed written report. The report should be submitted to the course coordinator who shall forward it to the Department Chair or OME as appropriate and the Dean of Student Affairs and should include the following information when appropriate:

1) the name of the student, course involved, date, name(s) of the proctor(s) and instructor(s) and the nature of the misconduct;

2) exam location, room number and description of seating arrangement;

3) the location of the student with respect to other student(s), including names;

4) a description of the situation, or behavior observed, including a statement of the facts which support the belief that academic misconduct has been observed; and
5) names of witnesses.

Following the receipt of the report, the Dean of Student Affairs shall, within five working days, notify the student of the allegation(s), by providing him/her with a copy of the report, and shall meet with the student and conduct an informal inquiry, including an investigation of the circumstances pertinent to the allegation and determine whether there are reasonable grounds for the allegation.

A finding by the Dean of Student Affairs that reasonable grounds for the allegation(s) do not exist shall conclude the matter. The Department Chair or OME director will be so notified and no further action shall be taken; the written report shall be destroyed and no record of the matter shall be placed in the student’s file.

A finding by the Dean of Student Affairs that there are reasonable grounds for the allegation(s) shall require the Dean of Student Affairs to notify the Department Chair or OME director and the case will be referred to the AAC.

The Office of Student Affairs will supply the parties with copies of all relevant documents for consideration of the case. It is the responsibility of the chairperson to insure that all notifications required under Section IX.C. are accomplished.

C. Procedures

1. Pre-hearing Procedures: Upon receipt of an appeal the Chairperson of the AAC shall:

   a) Transmit the appeal to all voting AAC members for individual review and recommendation.

      *The presentation of an appeal to the AAC is a request by the grievant for a hearing. However, should the AAC decide (by simple majority vote of all voting members) on the basis of all material before it that no reasonable case exists, it has the right to refuse the hearing request.*

   b) Notify in writing the grievant, the faculty member, and his/her department chairperson or OME Director and the Dean of Student Affairs of the receipt of the appeal and the AAC decision regarding the hearing request.

   c) Upon acceptance of the appeal and if the decision is to convene a full hearing, schedule it within 14 calendar days of the completion of (b).
d) Determine if any prospective member of the AAC’s hearing committee has a conflict of interest in the particular case and, should such a determination be made, exclude them as members for the hearing.

2. Upon scheduling a hearing the Chairperson of the AAC shall:

a) Give written notice of the hearing, including the date, time and place, at least seven (7) calendar days prior to the hearing, to the student, Dean of Student Affairs, faculty member and departmental chairperson or OME director.

b) Distribute to all parties copies of this Policy and the written complaints.

3. Hearing Procedures

The AAC shall adopt guidelines for the conduct of the hearing which shall include but not be limited to the following:

a) The Dean of Student Affairs will present the case on behalf of the School of Medicine. The Dean of Student Affairs will not serve as an ex-officio member of the AAC in academic misconduct case.

b) The student and Dean of Student Affairs may have advisors present provided that notice of such intent and the name of the advisor are given to the AAC Chairperson at least three calendar days prior to the hearing.

c) The hearing shall be closed to everyone except the involved parties and specifically invited individuals and shall not begin unless a quorum of at least four voting committee members are present. The hearing need not follow formal rules of evidence.

d) The Chairperson shall be responsible for recording the hearing, maintaining order, and shall have the authority to rule on points of order, and shall exclude immaterial and/or unduly repetitious evidence.

e) The student and Dean of Student Affairs shall be provided the opportunity to present evidence and arguments on all issues involved.

f) The student and Dean of Student Affairs shall have the right to question witnesses and submit rebuttal testimony.
g) All members of the AAC hearing committee may question witnesses.

h) The AAC may secure testimony from witnesses other than those presented by the student or Dean of Student Affairs. The AAC may also secure documents relevant to the issue which were not introduced at any previous step, or introduced in the hearing by the student or Dean of Student Affairs. Confidential documents may be secured only with the consent of appropriate parties.

i) The hearing may not be held in the absence of the Dean of Student Affairs.

j) Should the student grievant not appear except for good and sufficient cause, the AAC may render a decision on the basis of the available evidence. The decision of the AAC as to good and sufficient cause is final within the University.

k) The deliberations of the AAC after receipt of all testimony shall be closed to all except AAC members; decisions will be based on a simple majority vote of all voting members present.

l) After the AAC has made its findings and reached a decision, the Chairperson of the AAC shall inform the student and Dean of Student Affairs of the findings and decision, in writing, within three (3) working days. A copy shall be sent to the Dean.

D. Records of the Academic Misconduct Hearing

Records shall include but need not be limited to the following: all pleadings, motions and rulings, all evidence, including oral testimony, the report of the AAC, and tape recordings of the hearing; and to prevent invasion of the parties' personal privacy, the records shall not be open to inspection except by the involved parties. The records of the hearing will be filed and secured in the School of Medicine Office of Student Affairs.

E. Remedies

If the AAC makes a finding of academic misconduct, it has the power to order any of the following sanctions which in the Committee's discretion are appropriate to the circumstances of the case: reprimand, suspension, probation, remediation or dismissal.
F. Appeal

The decision by the AAC may be appealed by either party to the Dean. The appeal must be made in writing, be submitted within five (5) working days of the appealing party's notification of AAC's decision and state the grounds upon which the appeal is being made. The Dean will review the record of the case and may at his/her discretion meet with the appellant. The Dean will not reverse a decision of the AAC unless it is adjudged to have been arbitrary or capricious. The Dean will render a decision in writing to both parties within fifteen (15) working days of the filing of the appeal. The Dean's decision is final.

Approved by:
Executive Committee on October 19, 2001

Accepted by:

[Signature]
Edwin C. Cadman, M.D.
Dean

[Signature]
Oct. 24, 2001
Date