

# UAMS Academic Affairs Policy –2.2.13



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

**Policy:** University of Arkansas for Medical Sciences, Division of Academic Affairs

**Subject:** Administrative withdrawal and dismissal

**Date Approved (Council of Deans, Provost):** July 26, 2022

**Date Effective:** July 26, 2022

**Last Review/Revision:** March 14, 2024

**Next Review/Revision:** March 14, 2026

## PURPOSE AND SCOPE

The Associate Provost for Academics may administratively dismiss or withdraw a student (excluding College of Medicine (COM) students) and place them on an institutional leave of absence for failure to comply with a UAMS Administrative Guide or Academic Affairs policy excluding behavior addressed by the Academic Affairs 2.2.14 Student Code of Conduct policy. This policy outlines that process and internal procedures to be followed by students who wishes to submit an appeal. College of Medicine students will follow COM academic requirements for promotion for medical student policy.

## DEFINITIONS

**Appeal:** A request to review an administrative dismissal or withdrawal to determine if it should be changed. The basis for filing an appeal include that a substantial mistake of fact occurred, a fundamental misinterpretation of official policies is evident, or a significant procedural defect took place.

**Appeals Panel:** Those individuals selected by the college Deans from which appeals committees will be formed, as needed. At the request of the Provost, each Dean will nominate one individual from his or her area to serve on the panel. Nominations, as needed, should occur at the beginning of the academic year.

**Appeals Committee:** Three neutral persons selected by blind lots from the appeals panel to hear all evidence in an appeal and make a recommendation to the Associate Provost for Academics for resolution. For good cause shown, any committee member selected may be removed and replaced at the direction of the Provost.

**Procedure:** The steps set out in this policy shall constitute UAMS’s appeals procedure for administrative dismissal or withdrawal.

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**Appellant:** Appellant means a student who submits an appeal following notice of administrative withdrawal or dismissal.

**UAMS:** UAMS means any college, division, department, subunit, or program operated by the University of Arkansas for Medical Sciences. When used in this policy, the term "college" shall be deemed to include the Graduate School.

**Associate Dean:** Refers to the Associate Dean who is responsible for addressing appeals in the college where the appellant is enrolled as a student.

**Dean:** Refers to the Dean of the college where the appellant is enrolled as a student.

**Evidence:** As used in this policy, the term evidence includes all materials, documents, or testimony which will aid the Appeals Committee in making a fair and impartial determination.

**Administrative withdrawal:** The Associate Provost for Academics may place a student on institutional leave of absence (ILOA) for non-compliance with Administrative Guide or Academic Affairs policies. The student will also receive a “W” in their courses.

**Institutional Leave of Absence (ILOA):** Students on ILOA are not engaged in coursework, course-related study or IPE activities, and do not have access to secure university physical facilities during the LOA period. Students on ILOA are not reported to National Student Clearinghouse (NSC) or National Student Loan Data System (NSLDS) as LOA; rather, they are reported as “withdrawn” during the period of non-enrollment, per NSC and NSLDS reporting guidelines. This is not considered an institutional withdrawal, only an enrollment withdrawal for reporting purposes. See Academic Affairs policy 2.2.10 Student Leave of Absence for more details.

**Administrative dismissal:** The Associate Provost for Academics may dismiss a student from their academic program for non-compliance with Administrative Guide or Academic Affairs policies or if the student is deemed a threat to the health and safety for the university community.

## PROCEDURE

### A. Step I: Initial Attempt at Resolution

1. The appellant must submit a written statement to the Associate Dean specifying the reason for the appeal. This written statement must be received by the Associate Dean within seven (7) calendar days following the notice of administrative action communicated via the UAMS email address. Within seven (7) calendar days of receipt of the written appeal, the Associate Dean will make an official judgment on each student appeal to determine whether the appeal is an academic challenge (e.g., contesting a grade), an allegation of discrimination or another type of complaint and complete disposition of the complaint via the appropriate process. If the Associate Dean determines that the appeals process laid out in this policy is to be followed, he or she will attempt to resolve the appeal by a discussion with the appellant. The Associate Dean will maintain an official log of appeal requests adjudicated under this policy and will provide a report annually to the Provost or his or her designee appeals made and the disposition of each.

2. If the appeal is satisfactorily resolved by this discussion, the terms of the resolution shall be documented and signed by the appellant and the Associate Dean. If the appeal cannot be resolved

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and is not referred to another process, the appellant may immediately proceed to Step II, presentation of a formal appeal.

## **B. Step II: Formal Appeal**

### **1. Filing an appeal:**

a The appellant must submit a written statement to the Associate Dean or his or her designee, which shall contain the following information: name of the appellant, date, and description of the appeal; requested relief for corrective action; and any background information and supporting documentation the appellant believes to be relevant.

b An appeal must be submitted to the Associate Dean or his or her designee within five (5) calendar days of the completion of the initial attempt of resolution, outlined in Step I above. To avoid a conflict of interest or to avoid the appearance of a conflict of interest, an Associate Dean may recuse from the appeal process. In that event, the Dean shall designate another Associate Dean to stand in place of the recusing Associate Dean.

c Immediately upon receipt of a formal appeal, the Associate Dean or his or her designee will provide a copy to the Dean, Provost, and Associate Provost for Academics. The Associate Dean or his or her designee shall then draw the names of the three committee members and will refer the issue to the Appeals Committee. For good cause shown, any committee member selected may be removed and replaced at the direction of the Provost. Should a designee be appointed, references to the Associate Dean or his or her designee would be replaced with his/her designee.

d **Appeals Committee Deliberation:** The Appeals Committee will meet within seven (7) days of committee selection to review the appellant's written statement and make a determination. If the committee concurs with the student, it will correct the procedural defect, reinterpret the policy as appropriate, or review the fact which was originally presented in error, and then review the administrative action and propose revision if appropriate. The committee's recommendation will be forwarded to the Associate Provost for Academics the same or next calendar day. The Associate Provost's decision will be communicated to the student, Dean, and Provost within three (3) days of receipt of the Appeals Committee's recommendation and is final.

**2. Maintenance of Written Appeal Records:** Records shall be kept of each appeals process. These records shall be confidential to the extent allowed by law, and shall include, as applicable: the written appeal filed by the appellant and the written recommendation of the Appeal Committee, the decision of the Associate Provost for Academics or his or her designee. A file of these records shall be maintained in the Office of the Provost.

For purposes of the dissemination of appeal precedents, separate records may be created and kept which indicate only the subject matter of each appeal, the resolution of each appeal, and the date of the resolution. These records shall not refer to any specific individuals and they may be open to the public in accordance with the Arkansas Freedom of Information Act or pertinent Federal laws.

**3. Non-Retaliation:** No person shall be subjected to retaliation for having used or assisting

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others to use the appeal process.

## **REFERENCES**

Academic Affairs 2.2.10 Student Leave of Absence Policy  
Academic Affairs 2.2.9 Formal Complaint Resolution Policy  
Academic Affairs 2.2.14 Student Code of Conduct