

POLICIES

Registration and Academic Standards for Graduate Students

Class Attendance

Students are expected to attend all scheduled class meetings for the courses in which they are registered. Students should notify faculty when they are forced to miss a class because of extenuating circumstances. Faculty should report excessive absences to the program's faculty director. Students who are not on the class roster for a course are not permitted to attend the course.

Course Loads

The university requires students to be registered for a minimum of nine credit hours to maintain full-time student status. Weatherhead requires students to register for and complete courses as specified in their cohort program curriculum plan to continue in their program and maintain any scholarship granted. Failure to adhere to the program curriculum plan may result in separation from the program.

Part-time MBA cohort students register for between three and nine credit hours per semester. Non-cohort part-time students are those who entered the part-time MBA program in the 2009 fall semester or prior, transferred in during the 2010 summer semester or prior, or transitioned from non-degree to degree-seeking status prior to the 2010 fall semester. Non-cohort students must complete 48 credit hours, consisting of 10 required courses and six electives. The 48 hours must be completed within six years of starting the program.

Course Registration

A student may enroll during each registration period through the last day of late registration, as set by the official university calendar (<https://www.case.edu/registrar/calendar>). Exceptions will be granted only upon the recommendation of the dean of Weatherhead. A fee of \$25 is charged during the late registration period.

To register, students must have a clear balance unless they are participating in the Bridge Loan Program. Students eligible for the Bridge Loan Program need to submit a company tuition reimbursement letter, Bridge Loan application and fee each semester. Students register online using the Student Information System (SIS). Students who wish to apply for federal loans should visit the FAFSA website (<http://www.fafsa.ed.gov>).

During any semester, a student may not register in more than one career in SIS, unless the student is in a dual-degree program.

If at any time a student fails to register in two consecutive semesters, excluding the summer session, the student must reapply for admission to Weatherhead, unless prior approval was granted by the Weatherhead registrar.

Degrees Conferred

Case Western Reserve University grants degrees to qualified candidates three times per year: in August, for students who complete their programs during the summer semester; in January, for students who complete their programs during the fall semester; and in May, for students who complete their programs during the spring semester.

There is only one diploma ceremony (<http://case.edu/events/commencement>) each year, in May, and all candidates are invited to march at this ceremony, regardless of the month in which their degree was awarded. May degree candidates receive their diplomas the day of the ceremony. May degree candidates who do not participate in the ceremony can choose to have their diploma mailed to them or can collect it at the Weatherhead registrar's office. January and August degree recipients can have diplomas mailed or held for pick up. Students may not receive diplomas prior to the date on which the degree is to be granted.

Extra Assignments

No student is permitted to do extra assignments beyond the work assigned to all students in a course, in order to obtain a higher grade. This policy applies to changing an I grade to a regular grade or to changing one regular grade to another. However, faculty may replace or substitute assignments for individual students in a course, based on extenuating circumstances.

Grades

| Letter Grade | Meaning | Quality Points | Notes |
|--------------|---|----------------|--------------------------|
| A | Excellent | 4 | |
| B | Good | 3 | |
| C | Fair | 2 | |
| D | Passing | 1 | |
| F | Failure | 0 | |
| R | Completion of the first semester of a two-semester course | | No degree credit awarded |
| P | Pass | 0 | Degree credit awarded |
| NP | No pass | | |
| I | Incomplete | | No degree credit awarded |
| AD | Successful audit | | No degree credit awarded |
| NG | No grade, unsatisfactory audit | | |
| W | Withdrawal from a class | | No degree credit awarded |
| WD | Withdrawal from all courses in a semester | | No degree credit awarded |

Midterm Grades

| Letter Grade | Meaning | Quality Points | Notes |
|--------------|----------------|----------------|--------------------------|
| S | Satisfactory | 0 | No degree credit awarded |
| U | Unsatisfactory | 0 | No degree credit awarded |

Grade of Incomplete (I)

The grade I is assigned at the discretion of an instructor, provided that two criteria are met:

- There are extenuating circumstances, explained to the instructor before the assignment of the grade, which clearly justify an extension of time beyond the requirements established for other students in the class. It is the student's responsibility to notify the instructor of the circumstances which prevent completion of the course

- The student has been passing the course and only a small segment of the course, such as a term paper, remains to be completed, for which the extenuating circumstances justify a special exception

In order to receive credit for an I, the student must complete the work by the date specified by the instructor, and no later than the end of the next regular semester (fall or spring semester).

In the absence of notification or adequate justification, the I will automatically change to F or NP (depending on the grading basis for the course) on the stated deadline.

If the student wishes to petition to extend a grade of I beyond the stated deadline, the student must obtain approval from the faculty member who assigned the I, and from the program's faculty director, before the deadline. A request must be made in writing, preferably via email, and convey (a) the extenuating circumstances justifying the extension and (b) the expected date of completion of the work. If approved, the request should be initialed by the faculty member and delivered by the student to the faculty director for approval and then to the Weatherhead registrar. Failure to complete course requirements by the extended date will result in a grade of F or NP, depending on the grading basis for the course.

Graduation Requirements

A cumulative GPA of 2.5 in all graduate courses taken for credit in the MAcc, MBA, MPOD and MSM degree programs is required for graduation. Candidates must submit an application for graduation in SIS no later than two months before the graduation date at which their degree is expected to be awarded. The candidate is responsible for filing the application. Upon receipt of the student's application, the Weatherhead registrar will verify the student's eligibility for graduation at the anticipated date. Students are advised to contact the Weatherhead Registrar's Office (https://cwru.az1.qualtrics.com/jfe/form/SV_7PVfYgBy99IZNdj) if they have any questions regarding requirements for graduation.

Leave of Absence

If a student will not be taking classes for more than one semester, the student should request a one year leave of absence. Approval for any leave of absence from a degree program must be requested in writing by the student. This request for approval should be submitted to the faculty director of the program and the Weatherhead registrar. Unapproved interruption in the program sequence constitutes separation from the program.

Retroactive leaves of absence are not permitted. Students who fail to return upon completion of a leave of absence need to re-apply to the degree program. Students must graduate within six years from the start of their first semester at Weatherhead. A leave of absence does not extend the maximum time permitted for the completion of degree requirements. A leave of absence cannot be taken if students are on an approved extension of the time limit to complete their degree.

Registration

Students generally register for classes and make changes to their schedule using SIS. Step by step information on registering for classes is available online (<http://www.case.edu/registrar>). For assistance with this process, students must contact the Weatherhead registrar (http://bulletin.case.edu/weatherheadschoolormanagement/policies/%20https://cwru.az1.qualtrics.com/jfe/form/SV_7PVfYgBy99IZNdj) at 216.368.5900 before the last day of the drop/add period.

Repeat Policy

In general, Masters students can take a course for credit only one time. Students who earn a grade of F in a core course must repeat the course, or an equivalent course as approved by the faculty program director. Graduate students can repeat Curricular Practical Training, Independent Study/Special Problems and Topics and International Institute/study abroad electives. Full semester study abroad experiences at an international school are not repeatable. DM students who earned a grade of NP in a doctoral course are required to repeat the course and earn a P.

Residency

For the EMBA program:

In-person presence at each residency is critical for success in the EMBA program. Students are expected to attend each residency and each class. If unavoidable absences arise, these should be approved in advance and accommodation should be reached with the faculty member(s) in question to make up the content. In addition to regularly scheduled classes, students can expect to attend frequent meetings with small groups formed at the start of the program.

For the MPOD program:

In-person presence at each residency is critical for success in the MPOD program. Students are expected to attend each residency and each class and to participate throughout the program with classmates in small groups, team projects and practicums. If unavoidable absences arise, these should be approved in advance and accommodation should be reached with the faculty member(s) in question to make up the content.

Retention Requirements

All students are required to follow their curriculum plan and graduate with their cohort. If at any time a student fails to register in two consecutive semesters, excluding the summer session, the student must reapply for admission to Weatherhead, unless prior approval was granted by the Weatherhead registrar.

For the MAcc, MBA and MSM degree programs:

- A cumulative GPA of 2.5 is needed to maintain good standing
- A cumulative GPA below 2.5 will result in probation
- A cumulative GPA below 2.5 in two semesters will result in separation from the program
- Students must retake a core course in which they earn an F, or an equivalent course approved by the faculty program director
- An elective course in which an F is earned contributes no hours toward graduation requirements
- Two grades below C during the duration of the program will result in separation from the program

For the MPOD degree program:

- A cumulative GPA of 2.5 is needed to maintain good standing
- A cumulative GPA below 2.5 will result in probation
- A cumulative GPA below 2.5 in two different semesters will result in separation from the program
- An earned F received in any class will result in separation from the program

For the MEM degree program:

- Students must maintain an overall GPA of 2.75 to remain in the program
- Any student admitted to the program on a conditional basis must demonstrate a minimum GPA of 2.75 in the first semester (the summer semester) to continue
- Should a student fall below the 2.75 GPA threshold, he or she will have one semester to restore his or her GPA to 2.75, which is required for graduation

Transcripts

Case Western Reserve University considers grades and other information about a student's performance at the university to be a private matter and will release such information to the student only upon written request. Transcripts will not be issued to or on behalf of a student who has not discharged all financial obligations to the university. Transcripts are issued by the University Registrar's Office. Requests can be made online (<http://www.case.edu/registrar/transcripts.html>) or in person or by mail using this form (<http://case.edu/registrar/media/caseedu/registrar/documents/forms/transreq.pdf>).

Transcripts of work completed at other institutions will not be released to the student or other third parties.

Transfers and Waivers

No transfers, waivers or substitutions are accepted for full-time MBA, EMBA, MPOD or MAcc.

For MSM-Finance, MSM-ORSC and MSM-Business Analytics:

Upon approval of the faculty program director, MSM-Finance, MSM-ORSC and MSM-Business Analytics students may substitute up to 9 credit hours of coursework if comparable CWRU courses have been completed.

For MSM-Healthcare:

Students may transfer up to 6 credit hours of prior course work from an AACSB-accredited university to replace elective classes only with approval from the faculty director and the Weatherhead registrar. No course in which the student received a grade lower than a B will be accepted. Graduate courses counted toward another degree are not eligible for transfer credit. Courses completed more than 5 years prior to the start of the MSM-Healthcare program are not eligible for transfer credit. If a transfer credit request is approved, upon completion of the course, it is the student's responsibility to provide the Weatherhead Registrar's Office with an official transfer transcript. Courses cannot be transferred without an official transfer transcript. Quarter hours convert to semester hours with a conversion of 0.67 semester hours for every 1.0 quarter hours.

For part-time MBA:

Students who entered the program in fall 2011 and after may transfer up to 6 credit hours of prior course work from an AACSB-accredited university to replace elective classes only with approval from the faculty director and the Weatherhead registrar. No course in which the student received a grade lower than a B will be accepted. Graduate courses counted toward another degree are not eligible for transfer credit. Courses completed more than 5 years prior to the start of the MBA program are not eligible for transfer credit. If a transfer credit request is approved, upon completion of the course, it is the student's responsibility to provide the Weatherhead Registrar's Office with an official transfer transcript. Courses cannot be transferred without an official transfer

transcript. Quarter hours convert to semester hours with a conversion of 0.67 semester hours for every 1.0 quarter hours.

Legacy part-time students who entered the part-time MBA program prior to the 2011 fall semester must complete the Petition for Transfer Credit Form and submit the required accompanying documents (a current course description and the course syllabus). Core courses are not eligible for transfer credit. Transfer approval in this case is required from the Weatherhead registrar, the faculty program director, the department chair and the Dean's Office. Legacy part-time students should contact the Weatherhead Registrar's Office for the Petition for Transfer Credit Form.

Withdrawals

To withdraw from courses during a semester, the student may either initiate a request to withdraw in SIS or contact the Weatherhead registrar (https://cwru.az1.qualtrics.com/jfe/form/SV_7PVfYgBy99IZNdj) before the last day of classes. All withdrawals after the official drop/add periods will result in a grade of W (WD if withdrawing from all classes) on the student's transcript. A student withdrawing after the last day of classes will receive the grade of F unless, in the judgment of the program's faculty director, there are valid reasons for recording the grade of W.

Failure to attend class, giving notice to the instructor, or nonpayment of fees will not be regarded as official notice of withdrawal. A grade of F will be assigned in each course from which the student has not officially withdrawn.

Note: A student is not entitled to any tuition adjustment for a single course dropped after the drop/add deadline. However, if a student is forced to withdraw from all coursework for the semester due to unavoidable and unforeseen circumstances, he or she may petition (in writing to the Weatherhead registrar) for a partial tuition refund. Tuition charges for withdrawals after the drop/add deadline are prorated based upon the week of withdrawal and according to the withdrawal and refund schedule (<http://case.edu/studentaccounts/tuition-fees/withdrawal-refund>) published by Student Financial Services (<http://case.edu/studentaccounts>).

Academic Integrity Policy

This policy comprises the standards of academic integrity in the graduate programs of the Weatherhead School of Management at Case Western Reserve University and sets forth the procedures to be followed by the dean, faculty and staff in cases in which students are alleged to have violated the Academic Integrity Policy. This policy does not address alleged violations and disciplinary actions in the undergraduate programs. Such matters are addressed at the university level.

Academic integrity is vital to the Weatherhead graduate programs' learner-centered approach to management education. A deep commitment to learning and honesty on the part of every student is crucial. Every student is expected to respect the learning process, to enhance it and to strenuously avoid any activity that might corrupt it. Students are required to report observed violations of the Weatherhead code of academic conduct. Faculty, the dean and administration also have a crucial role in upholding academic integrity at Weatherhead and ensuring adherence to general principles of academic integrity and this policy.

To foster a well-informed commitment to academic integrity, the following policies govern the Weatherhead learning environment:

1. All forms of dishonesty including cheating, plagiarism or knowingly furnishing false information to Weatherhead faculty or administrators

are prohibited. This standard is to be interpreted strictly. Examples of violations of the code of academic conduct include, but are not limited to:

- Communication or use of aids not specifically authorized by the instructor during examinations. Such instances include giving or receiving unauthorized assistance in any form (including the use of unauthorized aids, copying from another student's work, or giving, soliciting or receiving unauthorized aid)
- Submission of work prepared for another class, for another section of the same class in the same or prior years, or by other students without the prior authorization of the course instructor
- Submission of texts or partial texts prepared by anyone other than the student (plagiarism), including material from the internet, without proper attribution, including whether the true author is aware of or condones the act. Plagiarism can occur inadvertently due to the omission of proper credit and includes failure to properly footnote sources, to indicate quoted or paraphrased material or to credit others for their ideas, words or work
- Misrepresentation on a resume, Weatherhead application materials or any other official document.

2. Computer software is private intellectual property; therefore, copying university-owned or -licensed software or data, or loading such software onto another computer system for personal or external non-CWRU use without prior written approval is prohibited. The modification of university-owned or -licensed software or data without prior written approval is prohibited.

3. Information technology, including computers, data transmission and storage technology are essential to knowledge production and learning. Damage or disruption to the operation of computer equipment, data communications equipment or data communications lines is prohibited. The use of university-owned or -licensed computers for non-educational purposes or for purposes for which they were not intended is prohibited.

Academic Integrity Officer and Associate Academic Integrity Officer

To maintain and consolidate information on prior academic integrity violations and associated consequences, prior to each academic year, Council will designate one Academic Integrity Officer (AIO) and one Associate Academic Integrity Officer (AAIO) from the full-time faculty to serve a term of one year of service during the coming academic year, renewable up to five years based upon the respective individuals' willingness and ability to fulfill the respective roles. Council will carefully consider the fit between the workload demands of the AIO and AAIO and the characteristics of the individuals, including such things as the individuals' tenure, rank and previous involvement in other Weatherhead committees related to Weatherhead curriculum. To fulfill the responsibilities of the AIO, the individual will be provided with the appropriate administrative support.

The AIO is the first contact for allegations of violations of the code of academic conduct, as explained below. The AAIO is appointed for two purposes. First, the AAIO serves as a backup for the AIO in the event that conflicts of interest or other obligations prevent the AIO from fulfilling AIO duties in a given case. Second, Council selects the AAIO with the idea that the AAIO may become the succeeding AIO when the AIO's term is concluded, whereupon Council will designate a replacement AAIO. The expectation is that the AIO and the AAIO will work together on academic integrity issues that arise.

If a student witnesses an activity that appears to violate the code of academic conduct, that student must take proper action to address or curtail the activity. Proper action may include confronting the individuals involved, requesting that the instructor clarify the guidelines for appropriate conduct, and reporting the activity to the instructor or the AIO. Provision will be made for an anonymous reporting channel as necessary.

In the event that a faculty member has reasonable grounds to suspect that a student has violated the Weatherhead Code of Academic Conduct, the faculty member must consult the AIO. The purpose of the consultation is fourfold: (1) to provide the faculty member with an awareness of precedents for the violation in question, (2) to maintain consistency across departments in the Weatherhead, (3) to determine whether the student has prior violations and (4) to allow the faculty member and the AIO to determine whether additional information should be gathered about the alleged incident and by whom. If the student has had prior offenses, a hearing must be conducted.

A faculty member may resolve the violation without a hearing if the following four conditions are met: (1) the incident and sanction have been reported to the AIO, (2) the student admits to the violation, (3) based on the best information available, it is the student's first violation and (4) the student accepts the sanction proposed by the faculty member. If the student does not accept the faculty member's proposed sanction, the student has one week from that refusal to request a hearing. The minimum sanction in such cases is failure in the work in question; the maximum sanction is failure in the course. In addition, any student guilty of an academic integrity violation shall not be permitted to participate in the evaluation process for either the faculty member(s) who brought the allegation or the course in which the violation occurred.

If any one of the four conditions noted above is not met, or if the faculty member concludes that the seriousness of the offense warrants a hearing, a hearing must be convened in accordance with the procedures outlined below. In addition, students found guilty of an academic integrity violation shall not have the same rights as other students to participate in the course/instructor evaluation process. A separate policy document regarding this can be obtained from the AIO.

If a hearing is warranted then a maximum penalty can include failure in the course and expulsion.

Procedures for Conducting Academic Integrity Disciplinary Hearings

Initial Steps

1. The faculty member or other individual alleging the academic integrity violation shall prepare a written, signed statement containing a description of the acts constituting the alleged violation of the Code of Academic Conduct, including dates, times, locations and names of individuals involved. The written statement shall include all supporting evidence that is pertinent to the alleged violation.
2. The individual shall submit the statement to the AIO. The AIO will review the statement to determine whether the written statement contains sufficient information to warrant further investigation. The AIO shall also notify the university's Office of Student Affairs of the matter. The AIO can continue to consult the university's Office of Student Affairs to the extent appropriate.
3. If the AIO determines that further investigation is warranted, the AIO may request that other parties prepare written statements describing

their knowledge of the alleged violation of the Code of Academic Conduct.

4. The AIO shall notify the student of the allegations and that a hearing will be scheduled, which will provide the student with the opportunity to prepare a defense against the allegations and to have an adviser present at the hearing.

Hearing Process

1. After receiving all written statements and any other pertinent information, the AIO shall convene an *ad hoc* hearing committee comprised of the following individuals: (a) one student, and (b) two full-time regular faculty members. One non-voting administrative staff member shall also attend to take minutes of the proceeding. The members of the committee will elect one member to serve as chair with the staff member recording the minutes. The AIO shall approach student government and allow that organization to nominate the student representative. If student government does not respond, the AIO shall appoint a student representative.
2. Prior to the hearing, the *ad hoc* hearing committee members will be provided with the written documents concerning the alleged incident and any other pertinent information.
3. The *ad hoc* hearing committee will establish a hearing date and communicate the date to all parties involved. Prior to the hearing date, the student in question shall have access to all written documents and any other information the *ad hoc* hearing committee has reviewed. For these purposes the committee should be aware that privacy concerns or related legal issues may prevent the sharing of certain information with the student. For example, cases may arise in which the sharing of certain information may violate the Family Education Rights and Privacy Act (FERPA). In such cases, the committee will consult with the university's legal counsel.
4. All members of the *ad hoc* hearing committee must be present at the hearing.
5. The student may be accompanied and assisted by an adviser. The adviser shall not be permitted to participate in the hearing except to advise the student.
6. The faculty member bringing the academic integrity matter to the hearing ordinarily must be present at the hearing. However, if the AIO determines that no material issue of fact exists, the faculty member's presence is not required.
7. Minutes of the hearing will be recorded by the staff member referenced in item 1 of this section.
8. The student shall have the opportunity to argue his or her defense and to present supporting evidence and witnesses. The student shall have the opportunity to hear and question witnesses against him or her by directing all such inquiry through the person chairing the meeting.
9. The hearing committee shall have the authority to reasonably limit the time for testimony for each witness, including the testimony of the student in question.
10. After the hearing, the committee shall convene to discuss the information presented. The committee shall make a written recommendation at this time. The recommendation shall be made to the dean no later than one week after the hearing. The dean will make the final decision regarding the outcome of the hearing.
11. The recommendation may include discipline up to and including expulsion. The student will receive a copy of the committee's recommendation.

Sanctions and Appeal Process

1. The dean shall have the authority to accept, reject or modify the hearing committee's recommendation, after consultation with the AIO and, if possible, the AAIO. The student shall have the right to present in writing his or her basis for requesting acceptance, rejection or modification. The dean shall communicate his or her decision in writing to the student and the committee.
2. In no event will a student be suspended from classes or expelled prior to a final resolution of the charges, except in cases where the dean believes the student's presence on campus presents a risk to the university community.
3. The procedures set forth herein do not preempt the jurisdiction and disciplinary processes of other university bodies that retain their own concurrent jurisdiction to investigate and enforce their own rules and impose their own disciplinary measures. In circumstances in which different disciplinary findings or measures may be imposed by different bodies, the more severe shall have precedent.
4. A student found in violation of the academic integrity policy has the right to appeal the original decision to the Provost's Office according to the following procedures: An appeal of a decision must be submitted in writing and postmarked or hand-delivered to the provost or the provost's designee within 10 calendar days after the date on which written notice of the decision was sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.
5. An appeal may be based only upon one or more of the following grounds: (a) procedural error, (b) misapplication or misinterpretation of the rule alleged to have been violated, (c) findings of facts not supported by a preponderance of evidence, (d) discovery of substantial new facts that were unavailable at the time of the hearing, or (e) that the disciplinary sanction imposed is grossly disproportionate to the violation committed.
6. The appeal officer shall dismiss the appeal if the appeal is not based upon one or more of the grounds set forth in section 5 immediately above. The appeal officer may decide the appeal based upon a review of the record. The appeal officer may request additional written information or an oral presentation from any relevant person(s) and then decide the appeal based upon the enhanced record.
7. The appeal officer may, after a review of the record, uphold the original sanction, dismiss the original sanction or impose a lesser sanction. An appeal officer may also remand the case to the original hearing body or refer the case to a new hearing officer or panel to be reheard. If possible, the new hearing officer or panel should be different from the one that originally decided the case. If a case is reheard by a hearing officer or panel, the sanction imposed could be greater or lesser than that imposed at the original hearing.
8. A student and hearing officer may agree in advance to minor deviations from procedure. Such deviations are not then subject to appeal. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student.

Standards of Conduct Beyond Academic Integrity

In addition to the standards set forth in the Academic Integrity Policy, Weatherhead students are subject to the university's Standards of Conduct (<http://students.case.edu/handbook/policy/conduct>). All students are expected to make themselves aware of those standards and refrain from engaging in any prohibited activities.

A student accused of any of the listed prohibited activities may be referred to the disciplinary conduct procedures described below.

Disciplinary Conduct Procedures

Initial Steps

1. The student, faculty member or member of staff making the allegation shall prepare a written and signed statement containing a complete description of the acts constituting the violation of the university Standards of Conduct, including dates, times, locations and names of individuals involved.
2. The written statement must be directed to the dean of Weatherhead who may choose a designee to administer the disciplinary proceedings. The dean or designee shall review the statement to determine whether the written statement contains enough information to warrant further investigation. The dean or designee shall also notify the university's Office of Student Affairs of the matter. The dean or designee and university Office of Student Affairs will work collaboratively on this matter to the extent appropriate.
3. If the dean or designee determines that further investigation is warranted, he or she may require that other parties involved make a written statement describing their knowledge of the incident. The student in question will be notified in writing of the nature of the charges against him or her.
4. The student will be notified that a hearing will be scheduled and that he or she will have the opportunity to defend himself or herself against the allegations and to have an adviser present at the hearing.

Hearing Process

1. After receiving all written statements and any other pertinent information, the dean or designee shall convene an *ad hoc* hearing committee consisting of two elected student officers, two full-time faculty members and one administrative staff member. The members of the committee shall elect one member to serve as chair.
2. Prior to the hearing, the hearing committee will be provided with the written documents concerning the alleged incident and any other pertinent information.
3. A hearing date will be decided upon and communicated to all parties involved. Prior to the hearing date, the student in question shall have access to all written documents and any other information the hearing committee has reviewed, unless the committee decides that it would be inappropriate to provide certain information to the student.
4. On the hearing date, all members of the hearing committee must be present.
5. The student may be accompanied and assisted at the hearing by an adviser. The adviser shall not be permitted to participate in the hearing except to advise the student.
6. Minutes of the hearing will be recorded.
7. The student shall have the opportunity to argue his or her defense and to present supporting witnesses. The student shall have the opportunity to hear and cross-examine witnesses against him or her by directing all such inquiry through the meeting chair, unless the committee deems that it would be inappropriate to permit cross-examination for certain witnesses.
8. The hearing committee shall have the authority to limit the time for testimony for each witness, including the testimony of the student in question.
9. After the hearing, the committee shall convene to discuss the evidence presented and to make a written recommendation. The

recommendation will be made to the dean or designee no later than one week after the hearing.

10. The recommendation may include discipline up to and including suspension and expulsion. The student shall receive a copy of the committee's recommendation.

Sanctions and Appeal Process

1. The dean or designee shall have the authority to accept, reject or modify the hearing committee's recommendation. The dean or designee shall communicate his or her decision in writing to the student and the committee. The student shall have the right to present, in writing, a request for acceptance, rejection or modification no later than one week after receiving the decision.
2. In no event will a student be suspended from classes or expelled prior to a final resolution of the charges, except in cases where the dean or designee believes that the student's presence on campus presents a risk to the university community.

The procedures set forth herein do not preempt the jurisdiction and disciplinary processes of other university bodies, which retain their own concurrent jurisdiction to investigate and enforce their own rules and impose their own disciplinary measures. In circumstances where different disciplinary findings and/or measures may be imposed by different bodies, the more severe sanction shall take precedence.

Grievance Procedures

Staff and faculty members have an important role to play in supporting the best possible learning environment. In the event that a student feels unjustly affected by a non-disciplinary academic or administrative action, he or she may grieve the action or decision in the following manner:

1. The student should bring his or her complaint directly to the person responsible for the action in question. The student should make an effort to resolve the problem informally.
2. If efforts at informal resolution of the problem are not successful, the student shall prepare a written statement within a reasonable period of time after the action or decision that gives rise to the grievance. The statement shall contain the following:
 - Date of the grievance
 - Brief description of the alleged unjust academic or administrative action or decision
 - Names of individual(s) involved
 - Explanation of previous attempts to resolve the problem(s)
 - Action(s) that the student believes should be taken to resolve the problem
3. The written statement shall be directed to the Student Services Specialist.
4. The dean or dean's designee may request that the individual(s) named in the grievant's written statement prepare a written statement responding to the grievant.
5. Upon receiving the written statements, the dean or designee shall convene an *ad hoc* committee consisting of one student and two full-time faculty members.
6. The committee shall consider the written statements of the individuals involved and any other information they deem relevant. The committee may interview the individuals involved, including the grievant.

7. The committee shall make a written recommendation to the dean or designee and furnish a copy to the grievant.

8. The dean or designee may accept, reject or modify any or all of the committee's recommendations. The dean or designee shall make the final decision as to the grievance and shall communicate the decision to the grievant in writing.

All grievances will be held in strictest confidence by all involved. The grievance process cannot be used to circumvent the disciplinary process and procedures set forth elsewhere in this document.