Medical School Academic Dismissal Appeals Policy for Doctoral and Master's Degree students

TABLE OF CONTENTS

Medical School Academic Dismissal Appeals Policy: Doctoral and Master's Degree students 1

Academic Probation and Dismissal **1**

Medical School Program Expectations Concerning Student Dismissal **1**

Dismissal Appeals **2**

Appeal Committee **2**

Materials to Review **2**

Related Policies 3

Additional Resources 3

Medical School Scholarly Progress Agreement form **3**

Current Associate Dean for Graduate Education: **3**

Dismissal Communication Template Language **3**

Appeals Process Language from DGS to Student **3**

Instructions for Appeals Committee from Program **4**

History 4

Medical School Academic Dismissal Appeals Policy: Doctoral and Master's Degree students

Academic Probation and Dismissal

Students may be placed on academic probation for a number of reasons including, but not limited to: when the student's GPA falls below program minimums, failure to maintain active status, failure to make adequate progress towards the degree, or academic dishonesty. A student placed on academic probation must work with their advisor and director of graduate studies (DGS) to create a plan with the goal of successful degree completion. Students and advisors may also create a plan to address professional behaviors, or other academic issues.

Students who do not meet the requirements set in the plan may be dismissed from the program. Students have the right to appeal such a decision if they wish to do so.

Academic dismissals are defined as dismissals made by a graduate program related to overall academic progress of a student and not related to employment. Appeals related to any of the following areas fall outside the academic dismissals definition and must be directed to the appropriate office for review:

- Discrimination; Sexual Harassment, Sexual Assault, Stalking and Relationship Violence; Nepotism and Personal Relationships; or Retaliation under the purview of the Equal Opportunity and Title IX Office;
- Alleged violations of University rules, policies, or established practices under the purview of the Addressing Academic Complaints policy.
- Disciplinary action under Board of Regents Policy: Student Conduct Code.

NOTE: When a student is filing related complaints under both the academic dismissals policy and with one of the offices above, the college may delay the start of the academic dismissal appeal process until the resolution of the related complaint is reached. These findings might be taken into account; however, the final decision on student status rests within the Medical School.

Appeals of academic dismissal are not subject to further appeal within the University.

Medical School Program Expectations Concerning Student Dismissal

Programs should consider the following when working through a student dismissal:

- Create a written Scholarly Progress Agreement with the student to outline degree progress benchmarks and negotiated timelines (to be signed by student, advisor, and DGS). The length of the remediation period may vary, but it must be specified at the outset and be of sufficient duration to give the student a meaningful opportunity to remedy the identified progress deficiencies.

- Discuss graduate assistantship eligibility implications with the Unit Administrators.
- Discuss other implications (i.e. visa status, course enrollment, etc.) with Graduate Program Coordinator.
- Clearly outline the dismissal, how the dismissal might affect the student's work and/or visa, and the program's dismissal and appeal process with the student.

Depending on the student's progress during the remediation period, the possible outcomes are: removal from remediation/probation with a return to good academic standing (as defined by the academic program); continued remediation period with new or remaining deficiencies cited; or dismissal from the program. Dismissal prior to the conclusion of a probationary period may occur if other, non-academic grounds for dismissal exist.

Prior to dismissal, a student must be provided: 1) a written notice of academic deficiencies; 2) an opportunity to remediate academic deficiencies; and 3) a chance to appeal the pending academic dismissal within their college. A written record of the date(s) and content of the warning(s) shall be maintained in the student's unit-level academic file.

Dismissal Appeals

A student who has been dismissed from a Medical School graduate program has the right to appeal the decision. Upon the student notifying program administration of the intent to appeal, the program will contact the Medical School Associate Dean for Graduate Education, create a timeline, and give the student direction for the appeals process. Whenever possible, appeals should happen prior to a student's actual dismissal from the program. Students have the right to appeal a dismissal decision within 30 days of the dismissal, otherwise that right is forfeited.

Appeal Committee

The program will work with the Medical School Associate Dean for Graduate Education to form an appeal committee composed of two Directors of Graduate Studies (DGSs) from other programs within the Medical School, and the Medical School Associate Dean for Graduate Education. The student's advisor and the DGS of the program may not serve as committee members.

This committee will review relevant material and provide one of the two following decisions:

- Dismissal
- Continuation in the program with a new written plan. The appeal committee may also suggest actions for the new plan and determine if they are binding.

Reasons for reversing a dismissal may include but are not limited to: 1) found existence of a procedural error so substantial that it resulted in an improper dismissal; 2) evidence of bias on the committee that made the decision to dismiss; or 3) new evidence not considered by the program making the decision to dismiss.

The timeline for the appeal committee will be decided by the program in conjunction with the committee, but should complete the appeal process within the semester the dismissal was appealed - unless there are extenuating circumstances.

Materials to Review

The student will be directed to prepare an appeal letter for the committee that includes the following:

- Information about academic progress
- Actions taken to address requirements from the written plan they have signed with their advisor and DGS
- Resources used for academic progress support
- Future plan for academic success
- Any additional relevant information

The committee will be given the following materials to review:

- Letter to the committee from the DGS explaining the dismissal
- Letter to the committee from the student
- Original dismissal letter
- Original (and any subsequent) Scholarly Progress Agreement(s) signed by the student, Advisor and DGS
- Student's academic and grade history

Regardless of the decision made via the Medical School evaluation process, the student must be notified of the appeals decision in writing.

Programs and students may contact the Medical School Associate Dean for Graduate Education for assistance with this process.

Related Policies

Graduate Student Appeals of Academic Dismissals

Additional Resources

Medical School Scholarly Progress Agreement form

Current Associate Dean for Graduate Education:

- Dr. Lorene Lanier (lanier@umn.edu)

Dismissal Communication Template Language

Appeals Process Language from DGS to Student

Should you appeal the dismissal decision, you will need to prepare a letter to the appeal committee for review. This letter should include information about your academic progress, how you have addressed the specific requirements in your Scholarly Progress Agreement, what resources you've used for academic progress support, and your plan going forward to ensure your academic success in the program.

The members of the appeal committee are:

COMMITTEE MEMBER NAMES

If you have any concerns about partiality of the committee members selected, please email the Associate Dean for Graduate Education (xxxxx@umn.edu) as soon as possible and before you submit your letter to the appeal committee. The letter you prepare for the appeal committee is your sole means of communicating your case. Other forms of communication to committee members (direct emails, etc.) cannot be considered as part of the committee's decision.

You have NUMBER OF DAYS (DUE DATE) to prepare this letter, and deliver it to GPC via email. GPC will deliver your letter to the appeal committee members along with a letter from myself that explains how I came to the decision to dismiss. The committee will also review relevant documentation, such as your Scholarly Progress Agreement and your academic and grade history. You should expect an outcome letter with the committee's decision within NUMBER OF DAYS from the Associate Dean for Graduate Educationvia email. Please let GPC know if you have any additional questions about the appeals process.

Instructions for Appeals Committee from Program

Thank you for volunteering your time to consider the dismissal appeal request of STUDENT. STUDENT was given a letter of dismissal by the PROGRAM DGS with a termination date of DATE.

You have UNTIL SET DATE to review the attached documents and make a final decision. Your voting choices are:

- Dismissal
- Continuation in the program with a new Scholarly Work Agreement. The appeal committee may also suggest actions for the new Scholarly Work Agreement and determine if they are binding.

You are able to ask clarifying questions about the information in the documents. The Associate Dean for Graduate Education will deliver the committee's final decision to STUDENT, STUDENT'S ADVISOR and the DGS.

Attachments include:

- Letter to the committee from the DGS explaining the dismissal
- Letter to the committee from the student
- Original dismissal letter
- Scholarly Work Agreement signed by the student, Advisor and DGS
- Student's academic and grade history

History

Drafted by March 20, 2026
Revised by April 29, 2026