MASTER'S DEGREE IN HEALTH INFORMATICS & HEALTH INFORMATION MANAGEMENT
STUDENT POLICY MANUAL

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Registration
Registration is done quarterly through Professional & Continuing Education (PCE). Students can access further details and deadlines through the PCE site at: http://www.pce.uw.edu/resources/registration-fees.html. To obtain the most up to date registration forms, please see the student’s resources access page at https://catalyst.uw.edu/workspace/mhihim/46948/341874.

Course Waiver and Substitution Policy
The terms, conditions, and procedures in this policy statement apply to students who wish to request a waiver of specific course requirements in the Master of Health Informatics and Health Information Management program. Approved course waivers remove the necessity to complete specific courses, but they do not result in a reduction of total credits required for degree completion. Students are required to register for alternate courses for at least the same number of credits as the waived course and earn a grade of 3.5 or better (out of 4.0). Students may also register for independent study HIHHIM 600.

Basis for Request
The primary basis for submitting a waiver request is completion of prior equivalent coursework. However, requests based on work experience or conflicting academic goals may also be considered. Waiver requests based on work experience will generally be considered and the application to waive a course must provide evidence of extensive and recent training and application of the relevant skills.

Waiver requests based on conflicting academic goals will generally be considered only from concurrent degree and graduate certificate students. These requests will normally be resolved through alternate scheduling options rather than through granting of course waivers. When students have completed academic courses that are equivalent to a required course, a waiver may be granted.

Management Proficiency Requirement
Students who receive approval to waive specific course requirements are required to demonstrate management proficiency within the course topic areas by registering for at least the same number of credits as the waived course and completing one of the following management proficiency demonstration requirements:

MHIHIM students may demonstrate management proficiency either by taking an alternate course for at least the same number of credits as the waived course and passing the course with a grade of 3.5 or better, or by successfully completing a faculty-directed independent study project for at least the same number of credits as the waived course. If a faculty-directed independent study project is proposed, the student must submit the proposal with the waiver request.

Waiver requests based on prior equivalent coursework must be accompanied by supporting documents demonstrating course content (i.e. a syllabus or course description) and course completion (i.e. an unofficial transcript).
The MHIHIM Staff will process the request, route it for approval, and provide notification of its approval (or denial) within ten (10) business days. Students should not assume a request is approved until the final decision is made by the Program Director. Students are free to discuss the request with their instructor or faculty advisor; however, the official process does not begin until they submit the waiver request form to the MHIHIM Staff, and only the relevant Program Director has the authority to make the final decision.

**Request Procedure**

Students must check in with the Professional Development Specialist to obtain the necessary forms to make the request, then submit it to the MHIHIM office **at least three (2) weeks prior to the first day of the quarter** for which the waiver is desired. Requests received after this deadline will be denied.

**Prior Coursework Requirements**

Coursework serving as the basis for a waiver request must meet all of the following requirements (Some exceptions may be made in rare circumstances):

- 400-level course or higher
- Equivalent credit load to the course the student is hoping to waive
- Equivalent content to the course the student is hoping to waive
- Completed within the last ten (10) years
- Grade received must be 3.5 or higher on a 4.0 scale

**Certificate Program Coursework**

MHIHIM students who have completed and received a grade of 3.5 or higher in Certificate Program in Informatics and Health Information Advocacy courses are automatically exempt from taking equivalent MHIHIM coursework. Graduates do not need to complete a course waiver form to waive out of the MHIHIM equivalent coursework. The courses include HIHIM 510, HIHIM 520 and HIHIM 530.

**Restrictions**

A maximum of 6 credits of required coursework may be waived. Courses waived for CPMM students do not count toward this maximum. For requests to waive HSMGMT or HSERV courses, the waiver process applies and specific course waiver options are listed below.

<table>
<thead>
<tr>
<th>CPMM Course</th>
<th>MHIHIM Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Practice Quality Measurement &amp; Management</td>
<td>HSMGMT 567 Clinical Systems Management</td>
</tr>
<tr>
<td>Leadership and Change Management</td>
<td>HSMGMT 510 Organizational Behavior and Human Resource Management</td>
</tr>
<tr>
<td>Strategic Management of Health Care Organizations</td>
<td>HSMGMT 562 Strategic Management of Health Care Organizations</td>
</tr>
<tr>
<td>Health Services Financial Management</td>
<td>HSMGMT 574 Financial Management I</td>
</tr>
</tbody>
</table>
The following courses may not be waived:

<table>
<thead>
<tr>
<th>MHIHIM 510</th>
<th>HIHIM 598</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIHIM 520</td>
<td>HIHIM 599</td>
</tr>
<tr>
<td>HIHIM 530</td>
<td>HSMGMT 505</td>
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<tr>
<td>HIHIM 540</td>
<td>HSMGMT 510</td>
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<tr>
<td>HIHIM 550</td>
<td>HSMGMT 567</td>
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<td>HIHIM 525</td>
<td>HSMGMT 523</td>
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<tr>
<td>HIHIM 535</td>
<td>HSMGMT 574</td>
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<tr>
<td>HIHIM 555</td>
<td>HSMGMT 562</td>
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<tr>
<td>HIHIM 556</td>
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</tbody>
</table>

Grading Policy
According to Graduate School policy, individual course grades below a 2.7 will not be counted toward graduate degree requirements. A minimum cumulative grade-point average of 3.0 is required for graduation. Information about the UW Grading System for Graduate Students can be found at: http://www.grad.washington.edu/policies/memoranda/memo19.shtml.

Additional interpretive information for numerical grading, for the Department of Health Services, follows:

**4.0** – Excellent and exceptional work for a graduate student. Work at this level is unusually thorough, well-reasoned, methodologically sophisticated, and well-written. Work is of good professional quality, shows an incisive understanding of health services-related issues and demonstrates clear recognition of appropriate analytical approaches to address health problems and questions.

**3.7** – Strong work for a graduate student. Work at this level shows some signs of creativity, is thorough and well-reasoned, indicates strong understanding of appropriate methodological or analytical approaches, and demonstrates clear recognition and good understanding of salient health services-related issues and problems.

**3.5** – Competent and sound work for a graduate student; well-reasoned and thorough, methodologically sound, but not especially creative or insightful or technically sophisticated; shows adequate understanding of health services-related issues and problems, although that understanding may be somewhat incomplete. This is the graduate student grade that indicates neither unusual strength nor exceptional weakness.

**3.3** – Adequate work for a graduate student even though some weaknesses are evident. Moderately thorough and well-reasoned, but some indication that understanding of the important issues is less than complete and perhaps inadequate in other respects as well. Methodological or analytical approaches used are generally adequate but have one or more weaknesses or limitations.
3.0 – Borderline work for a graduate student; barely meets the minimal expectations for a graduate student in the course; understanding of salient issues is incomplete, methodological or analytical work performed in the course is minimally adequate. Overall performance, if consistent in graduate courses, would barely suffice to sustain graduate status in “good standing.”

2.7 – Deficient work for a graduate student; does not meet the minimal expectations for a graduate student in the course. Work is inadequately developed or flawed by numerous errors and misunderstanding of important issues. Methodological or analytical work performed is weak and fails to demonstrate knowledge or technical competence expected of graduate students.

Information about academic integrity policies: [http://depts.washington.edu/grading/conduct](http://depts.washington.edu/grading/conduct)

Maintaining Good Academic Progress

Admission of a student to the MHIHIM Program provides him or her the opportunity for continuance of graduate study at the University only for the period during which he or she maintains satisfactory performance and progress toward completion of his or her graduate degree program.

The MHIHIM Program expects that a student who maintains good academic progress will ordinarily complete all MHIHIM course requirements within two years of beginning MHIHIM coursework.

The recommended timeline sets forth a calendar for completing the required coursework and other major requirements for the MHIHIM degree.

- For concurrent students, the curriculum plan is worked out with the program on an individual basis. The resulting plan will be considered that student’s timeline for maintaining good academic progress.

Academic progress is evaluated according to this timeline, with good academic progress following the policies of the University of Washington Graduate School:

1. a student must earn a 2.7 or higher to receive course credit toward the degree, and
2. a student must maintain a cumulative grade point average of 3.0 to earn a graduate degree.

Students may continue graduate study at the University of Washington only as long as they maintain satisfactory performance and progress toward completion of their graduate degree program.

Failure to Maintain Good Progress

Failure to maintain minimum progress in meeting the requirements of the program may result in a range of actions by the Student Evaluation Committee appropriate to the seriousness of the problem. These include:

- placing a student on Warn Status
- placing a student on Probation
- placing a student on Final Probation
- recommending to The Graduate School that the student be terminated from the program.
Failure to Meet Requirements
The following describes circumstances under which students’ status in the MHIHIM program may change, along with the most common progress of actions taken:

First Engagement of Policy Action for a Student’s Failure to Meet Requirements
- When a student falls behind minimum progress in a course for the first time, the student will be reviewed by the Student Progress Committee (SPC) of the MHIHIM Program and may be issued a warning.
  - A student placed on warn status is reviewed by the SPC again the following quarter.
  - Warnings issued during Spring Quarter may be reviewed again during Autumn quarter rather than Summer.
  - See Maintaining Good Academic Progress (page 1) for minimum progress criteria.
- A student placed on Warn Status may petition the SPC for
  - Permission to go On Leave for a specified period not to exceed one year

<table>
<thead>
<tr>
<th>Circumstance</th>
<th>MHIHIM Program Action</th>
<th>UW Graduate School Action</th>
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</thead>
<tbody>
<tr>
<td>The student receives a course grade lower than 2.7.</td>
<td>The student is sent a reminder of the minimum course grade requirement and a notice of the need to repeat the course or take additional credits. The student is placed on Warn Status by the MHIHIM Program.</td>
<td>The UW Graduate School takes no action. Warn Status does not appear on the student’s permanent record.</td>
</tr>
<tr>
<td>The student’s grade point average (GPA) in a single academic quarter is below 3.0, but his or her cumulative GPA is above 3.0.</td>
<td>The student is sent a reminder of the need to maintain a cumulative GPA of 3.0. The student is placed on Warn Status.</td>
<td>The UW Graduate School takes no action. Warn Status does not appear on the student’s permanent record.</td>
</tr>
<tr>
<td>The student’s cumulative GPA is below 3.0 (first incident of failure to meet minimum standards — student has never been placed on Warn Status before).</td>
<td>The student is placed on Warn Status by the MHIHIM Program and sent a reminder about minimum grade requirements.</td>
<td>The UW Graduate School takes no action. Warn Status does not appear on the student’s permanent record.</td>
</tr>
<tr>
<td>The student’s cumulative GPA is below 3.0 (second incident of failure to meet minimum standards, for cases where the student has been on Warn Status previously for other reasons).</td>
<td>The student is placed on Probation with the MHIHIM Program.</td>
<td>The student is placed on Probation with the UW Graduate School.</td>
</tr>
<tr>
<td>The student’s cumulative GPA remains below 3.0 after one quarter of final probation</td>
<td>The student is disqualified as a candidate for the MHIHIM degree and dropped from the program.</td>
<td>The student is dropped from the UW Graduate School.</td>
</tr>
<tr>
<td>The student receives individual course grades of 0.0 – 1.4 for nine credit hours or of 1.5 – 2.6 for 17 credit hours during any consecutive 12-month period.</td>
<td>The student is disqualified as a candidate for the MHIHIM degree and dropped from the program. The student will not be allowed to re-enroll in the MHIHIM Program.</td>
<td></td>
</tr>
</tbody>
</table>
Continuation of warn status
- Restoration of good standing status

Possible decisions of the Student Progress Committee:
- If the SPC decides the student has regained minimum progress when reviewed the following quarter, the student will be restored to good standing.
- If there are extenuating circumstances, the SPC may grant permission for the student to go On Leave or to continue the Warn Status.
- If the Warn Status is continued, the case will be reviewed again the next quarter following (i.e., during the second quarter following the original warning).
- The SPC may recommend to The Graduate School that the student be placed on probation:
  - If the student has not regained minimum progress after two quarters
  - If the circumstances do not warrant permission to go On Leave or to continue Warn Status

Subsequent Engagement of Policy Action for a Student’s Failure to Meet Requirements

- If a student falls behind minimum progress a second time after having regained minimum progress following the first occurrence:
  - The same procedure as used for the first occurrence will be followed.
  - The SPC can be expected to be less inclined to extend the warning and probation status beyond one quarter for each.
- A third failure to maintain minimum progress:
  - May result in the imposition of probation status without a Warn Status immediately preceding it
  - The probation status may not be extended more than one quarter prior to the imposition of final probation if minimum progress has not been regained.

Probation

- Academic probation is essentially a formal warning to the student that he or she must show improvement in order to remain at the University.
- The case of each student placed on probation will be reviewed during each quarter the probation is in effect (except Summer Quarter).
- Possible decisions of the SPC:
  - When the student has regained minimum progress, the SPC will ordinarily recommend to The Graduate School the probationary status be removed.
    - See Maintaining Good Academic Progress (page 1) for minimum progress criteria
  - If the student has not regained minimum progress at the time of the first review after placement on probation, the SPC may recommend:
    - Continuation of the probation status (the ordinary action if the expectation is that the student will achieve minimum progress during the quarter immediately following)
    - The status of Final Probation
Final Probation

- Ordinarily, if a student on final probation has not regained minimum progress by the end of the quarter immediately following:
  - The SPC will recommend termination from the program.
  - The Committee may recommend a continuation of the final probation status if circumstances warrant.

Additional Policies and Expectations

Students Responsibilities

- Retain copies of all graded work through the duration of their time in the program and produce the graded evidence of their work (with faculty comment) for Program review upon request.
- Retake all classes for which they received a failing grade (lower than 2.7).
- Pay prevailing applicable tuition for all classes they are required to retake due to unsatisfactory progress.

Program Responsibilities

- Provide regular feedback on the academic work of all students. This includes commenting on written papers rather than simply assigning a grade.
- Review student grade reports relative to academic standards on a quarterly basis.
- Convene a Student Progress Committee to meet immediately following any quarter for which a student has failed to make satisfactory progress.

The SPC will be comprised of the Program Director, the faculty whose course(s) was failed, the Program Manager, and the Professional Development Specialist and Program Coordinator, at minimum. Other faculty or program staff may be invited to participate as appropriate, at the discretion of the Program Director. Per University Student Governance Policies (107.8 http://www.washington.edu/admin/rules/policies/SGP/ScholRegCH107.html), in carrying out a review of a graduate student’s status, the SPC will consider his or her whole situation. In addition to grade reports, the SPC will consider performance in formal course work and in seminars, research progress and achievements (if applicable), and performance and prospects in all other significant ways.
- Send a letter notifying students of their unsatisfactory progress and instructing them as to next steps and expectations.
- Designate a faculty mentor to work with the student.
- Direct the student to campus counseling or other resources, when appropriate and/or possible.

Degree Request Process

The MHIHIM Program is an interdisciplinary program, under the auspices of the UW Graduate School. The MHIHIM degree is conferred by the Graduate School. The program must recommend each student for graduation to the Graduate School.

Recommendations for graduation are submitted in the quarter the student is graduating and there are specific deadlines which must be met by both the student and the Program.
Preliminary Phase
Preliminary to processing degree requests, the Professional Development Specialist (PDS) must verify that each student has successfully completed all required courses. This entails tracking the student’s progress, as follows:

1. Quarterly class list verification (see Appendix 1) and immediate follow up of any inconsistencies
2. Awareness of waived or substituted courses
3. Concurrent degree plans
4. Discussion with faculty of any students who are having issues and might be in danger of failing a course

During the final quarter prior to graduation, the PDS communicates with students on important, timely details:

- An email is sent by the third week of the final quarter informing students of the Degree Request process with a link to the Grad School web site (see Appendix 2: draft letter to students)
- The PDS monitors the MyGrad web page to assure that all students have submitted a request and sends reminders as needed
- Sharing information pertaining to multiple graduation events is appropriate at this time

Student’s Responsibility
A student must individually submit a Degree Request to the Graduate School before the program can proceed with the Recommendation for Graduation.

When
- Degree requests are submitted during the quarter s/he wishes to graduate
- Submission of the degree request may be done as soon as the student’s final quarter begins
- The deadline for submission is the last day of classes

How
Submissions are done electronically via the Graduate School web site under Application for Master’s Degree.

Requirements
A student must be enrolled for at least 2 credits in the quarter they wish to graduate.

Program Recommendation for Graduation
Once a student submits a Degree Request to the Graduate School Master’s requests to act on will appear as a Task Item on the Department view of the My Grad School web site. The Professional Development Specialist will work with the Program Director and UW Graduate School to be sure all necessary steps have been taken, and all requirements have been met in order to recommend the student for graduation.
Attendance Policies

Missing Class
If you miss a class session (or know in advance that you will miss a class session), be sure to contact the course instructor in order to make up any missed assignments or lecture materials, and to collect session handouts. If you know you will miss a significant portion of the in-class sessions for a specific course, you may need to make alternative arrangements or reschedule the quarter/year that you take the course. **Discuss this with the instructor and your program advisor.**

Inclement Weather
This policy statement applies to students and faculty in the in-residence and Executive Master of Health Administration (MHA & EMHA) as well as the Master of Health Informatics and Health Information Management (MHIHIM) and the Certificate Program in Medical Management (CPMM).

It is important to prepare for inclement weather conditions that may affect our ability to safely reach or return from class. The most likely scenarios for this region will involve steady snowfall, snow accumulations, icy roads, and cold temperatures. If you observe these conditions in your immediate surroundings or hear predictions of these conditions, please follow instructions below.

Campus operations
Verify the status of the UW campus operations in one of the following ways:
- Via the [UW Home Page](#).
- Through the [UW Alert System](#).
- Via the UW Information Lines Telephone Numbers 206-UWS-INFO (206-897-4636) or toll-free 1-866-897-4636
- Via television or radio broadcasts

If UW operations have been suspended
Do not come to the Seattle campus or the Bellevue classroom facility.

If UW operations have not been suspended
Use your best judgment on whether to come to campus or when to leave campus during inclement weather. Students and faculty should contact the Health Services Administration office at 206-543-8778 or [mhihim@uw.edu](mailto:mhihim@uw.edu). Students should contact their instructor to let him or her know of their plans to be absent. Instructors should make use of email list serve to notify their students of any cancellations.

Additional instructions for Bellevue facility
The Bellevue facility may be closed independently of the UW Seattle campus. If this occurs, faculty and students will be notified by email, and closure information will be posted on the [PCE web site](#).

Instructors have the discretion of canceling class or dismissing students early in the interest of safety. If this occurs, faculty will email the students and copy the Professional Development Specialist, and the Program Manager.

Follow up
Once the inclement weather has subsided, course instructors will discuss scheduling make-up classes with students.

**Helpful websites**
- [University of Washington Policy on Inclement Weather/Suspended Operations](http://www.washington.edu)
- [PCE Policy on Inclement Weather/suspended operations](http://www.washington.edu)
- [UW forecast: Provides local weather conditions](http://www.washington.edu)
- Metro transit alerts: Shows King County Metro Transit service areas and routes affected by severe weather. [Sign up here for email / text message transit alerts](http://www.washington.edu).
- Community transit: Shows Community transit service areas and routes affected by severe weather. [Sign up here for email transit alerts](http://www.washington.edu).
- Sound Transit alerts: [Sign up here for Sound Transit’s email and text alert](http://www.washington.edu) subscription service.
- UW emergency management: [Student, staff and faculty emergency preparedness resources](http://www.washington.edu).
- [Sign-up for UW Alerts](http://www.washington.edu). These email and / or text messages automatically inform registered recipients of campus disruptions.

**On Leave Process**

**Program Responsibility**
The Professional Development Specialist will advise student to discuss situation and options with the program director. If the decision is made to request an official leave of absence, the PDS will assist the students in making the necessary requests. Details on the UW Graduate School Leave Policy can be found at:


**Student Responsibility**
Students must request on leave status quarterly and stay in touch with program about their intent to return and plan on reincorporating into the program.

**Academic Grievance Procedure**

**Application**
Graduate students who believe they have been subjected to unfair treatment in the administration of academic policies may, except as noted below, seek resolution of their complaints under this Academic Grievance Procedure. Graduate School Memorandum No. 33 applies to, but is not limited to, the application of departmental, college or Graduate School policies, deviations from stated grading practices (but not individual grade challenges), unfair treatment, and related issues.
Exceptions
1. Students contesting individual grades or academic evaluations should refer to the Change of Grade Procedure contained in the University Handbook, Vol. Four, Part III, Chapter 11, Section 2.
2. Students who believe they have been discriminated against on the basis of race, religion, color, creed, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran should refer to the Resolution of Complaints Against University Employees Procedure contained in University of Washington Administrative Policy Statement 46.3.
3. Student disciplinary proceedings for misconduct, including plagiarism and cheating, fall under the provisions of the Student Conduct Code contained in the University Handbook, Vol. Three, Part III, Chapter 1 and Chapter 478-120 WAC.

Timing
Students seeking resolution of their complaints under this policy must initiate either an informal conciliation or file a formal complaint within three months of the complained of incident. Former students may also utilize this procedure, subject to this same time limit.

Informal Conciliation
The student is encouraged, but not required, to attempt to resolve a grievance initially with the faculty or staff member(s) most directly concerned. If the student attempts informal conciliation, the student must initiate this process within three months of the complained of incident by requesting one of the following persons to conciliate the grievance: director/chair of the unit or the appropriate college dean.

If discussion with the faculty or staff member(s) concerned, facilitated by the director/chair of the unit or the appropriate college dean, does not resolve the grievance, the student may request The Graduate School to assist in an informal resolution. In such a case, the dean of The Graduate School shall designate an associate dean as the informal conciliator for The Graduate School. The associate dean may either facilitate conciliation directly or involve the Office of the Ombudsman. If the associate dean attempts informal conciliation directly, he or she may not be involved in a subsequent formal complaint. If the student is dissatisfied with the informal conciliation, he or she may file a formal complaint with the dean of The Graduate School within 10 days of the conclusion of the attempted informal process.

Formal Complaint
Within three months of the complained of incident or, if informal conciliation was attempted, within 10 days of the conclusion of the attempted informal process, a student may file a formal complaint with the dean of The Graduate School.

Chair of the Academic Grievance Committee
The dean of The Graduate School shall designate an associate dean of The Graduate School as Chair of the Graduate School Academic Grievance Committee ('Committee'). If the associate dean attempted to facilitate informal conciliation directly in a particular case, then the dean of The Graduate School shall appoint another associate dean or a graduate faculty member as Chair of the Committee in that case.
Graduate School Academic Grievance Committee Pool
Prior to the first day of the autumn quarter, the dean of The Graduate School shall create a pool of at least 20 members of the graduate faculty. At the time the formal complaint is filed, all registered graduate students shall constitute a pool from which at least 20 full-time graduate students who are in good academic standing shall be randomly selected by computer. From these pools, the Committee chair shall appoint a Committee to provide a fair and impartial hearing on the formal complaint filed with the dean of The Graduate School.

The Graduate School Academic Grievance
A formal grievance is referred to the chair of the Committee who shall, in a timely manner, designate two faculty and two student members from the pool to serve as Committee members for a hearing. The Committee chair or his or her designee shall act as chair. The student and the faculty or staff concerned shall each have the right to exercise one preemptory challenge against the Committee members, other than the Committee chair, within five days after notification of the names of the members. If a challenge is made, the Committee chair shall designate another faculty or student member to replace the member challenged. All members of the Committee shall be present for the hearing and shall have the right to vote upon any matter that may come before the Committee. No member of the Committee shall be from the department of any of the parties to the grievance. There shall be no ex parte communications between any of the parties and any member of the Committee.

Hearing Preparation
The Committee chair shall distribute a copy of the formal complaint to the faculty and staff concerned, the dean of the college or school, the chair/director of the department/program and the graduate program coordinator of the department/program, and members of the Committee. The Committee chair shall establish a time and place for a hearing to be held no later than 20 days from the date of final determination of the Committee membership, unless for good reason stated in writing to the complainant and other concerned parties the Committee chair schedules the hearing for a later specified date. The Committee chair shall announce the time and place of the hearing to the student, the faculty and staff concerned the dean of the college or school, the chair/director of the department/program, the graduate program coordinator of the department/program and include a list of persons so notified, who shall comprise the 'mailing list.'

At least seven days before the Hearing, the parties must submit to the Committee chair any documentary or any other physical evidence to be presented at the Hearing and a list of witnesses to be called. Additional evidence from witnesses will not be accepted after this time or at the hearing.

Hearing
Hearings are conducted, with the Committee chair presiding, in closed session except when and to the extent mutually agreed upon by the student and faculty or staff concerned. All parties may present evidence and testimony. Only evidence timely submitted to the Committee chair is considered in determining the validity of the complaint. Hearings are conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.
While the student may be accompanied by an associate or companion, the presence of an attorney is neither necessary nor recommended. The Graduate School Academic Grievance Committee described
herein operates as part of an academic hearing, not a judicial proceeding. However, if the student elects to have counsel present, the University's attorney must also be afforded an opportunity to attend. Accordingly, the student must notify The Graduate School, in writing, at least seven days prior to the Hearing if he/she intends to have an attorney present. The attorney (ies) presence at the Hearing does not change the proceeding. Examination of witnesses, questioning of parties or direct participation in the proceeding by the attorney(ies) is not permitted. An attorney may speak in an unobtrusive manner with his/her client in an advisory capacity.

Within 15 days after the Hearing adjourns, the Committee shall present to the dean of The Graduate School its report, including findings, conclusions, and recommendations for action. The report is simultaneously transmitted to the student and to the faculty and staff member(s) concerned. A written summary of the proceedings and an audio recording of testimony are retained for at least one year.

The dean of The Graduate School, within 10 days after receipt of the Committee report, shall issue his/her decision as to the action to be taken on the grievance. The decision shall include an evaluation of the validity of the grievance and a statement of the action to be taken. Copies of the decision shall be transmitted to the student, the faculty and staff member(s) involved, the dean of the college or school, the chair/director of the department/program, and the graduate program coordinator of the department/program.

The decision of the dean of The Graduate School shall become final at the close of the seventh day after issuance, unless the student or any other party directly involved files a written request for consideration of the findings by the Provost, whose review will be limited to the hearing record.

Professional Development

Support of the Professional Development Specialist
Students will work closely with the Professional Development Specialist to strengthen their professional and academic abilities. Students will be presented with a quarterly calendar of professional events such as resume building workshops, networking tips, job interview advice, mock interviewing, assistance with fellowship searches and application process, a variety of speaker series and many other tools to guide them in their academic endeavors.