COLLEGE APPEALS BOARD

PURPOSE

Sherman College of Chiropractic's College Appeals Board (CAB) serves as a hearing board for appeals in findings of academic misconduct, clinic misconduct, behavioral violations and student related policies not reviewed by a specific appeal committee. Respective committees will hear academic, financial aid and admission policy appeals. Title IX appeals are heard by the president. The CAB is responsible for:

- Determining if an appeal is allowed under the college's policies
- Determining the facts as pertaining only to the appeal
- Determining if an appeal is warranted based on the information received

POLICY

Appeals must be submitted per the guidelines of Policy 8026 (Appeal). Admission-related concerns must be submitted to the Admission Committee. All other appeals must be submitted via the appeal form to the Office of Academic Affairs.

Once the required information is received, the Office of Academic Affairs will forward the appeal to the appropriate committee/board. If it is determined the CAB is the appropriate board, the chair will then begin the process of convening the board.

When an appeal is submitted, all documentation will be forwarded to the CAB chair. The chair will determine a date and time to convene the CAB to hear the appeal within five (5) business days from the date of submission. The chair will notify the student of their appointment date and time.

The chair will provide the members with copies of all documentation before the hearing process begins to allow members time to review the documentation. The student filing the appeal will be asked to present information specific to their case to the CAB. Afterwards, the CAB may present the student with additional questions prior to dismissing the student from the meeting.

To ensure an accurate record, the hearing will be recorded. The CAB may review the hearing during deliberations. The CAB deliberations will **not** be recorded. Recordings will be destroyed within five (5) days of the hearing.

All deliberations and proceedings of the CAB are closed and confidential.

A finding in favor of the appeal will require a majority vote by CAB members. The chair will only supply a vote in the event of a tie.

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The chair will provide a written decision to the Office of Student Affairs who will notify appropriate individuals within twenty-four (24) hours of the conclusion of the deliberations.

The chair will also provide a written decision to the appealing student. At such time, the student may request to personally pick-up the notice from the chair or have it sent certified mail. Either request will require a signature of receipt from the student.

The CAB will consist of the following members:

- Two full-time students
- Three full-time faculty
- Two full-time staff

The CAB chair must be an employee of the college and will serve a two-year term. Board members are responsible for choosing the CAB chair.

Student members will be appointed per Policy 8012 (Appointment of Student Representatives to College Committees) and will serve a one-year term.

Also see: Policy 8012 – Appointment of Student Representatives to College Committees
Policy 8026 – Appeals