

## **STUDENT ACADEMIC/PROFESSIONAL DEVELOPMENT REVIEW HEARING PROCEDURE**

### **PURPOSE:**

The purpose of a student review is:

- 1) To address the concerns regarding a student's academic and/or professional development;
- 2) To develop a plan of action, if necessary; and
- 3) To make a recommendation to the chair of the student's respective program.

If it is the chair requesting the review, the chair must designate a person to whom the recommendation will be forwarded for disposition.

### **PARTICIPANTS:**

Individuals involved in the student review may include:

- 1) The student (if she or he chooses),
- 2) Faculty members or instructors whose courses the student is enrolled in for the current semester (and past semesters if deemed relevant),
- 3) The Coordinator of Student Services,
- 4) The practicum instructor (if applicable),
- 5) The student's academic advisor,
- 6) If the student chooses, two individuals of his or her choice (in a support role only. The two individuals, unless solicited, do not engage in discussion or deliberation);
- 7) The Assistant to the Dean (convener/ facilitator/ recorder).

### **PROCEDURE:**

- 1) The concerned individual will request a student review in writing. The request will identify the reason for the review and all information

pertaining to request (including all previous efforts at resolving the situation, other supporting documentation, etc). The request will be addressed to the Assistant to the Dean.

- 2) The Assistant to the Dean will then inform all participants of the review, establish a hearing date.
- 3) At the review, the requesting individual will first address the issues of concern. Other participants, including the student, will then be given an opportunity to respond or provide further relevant information.
- 4) The student and the student's person(s) of choice will then be asked to leave the meeting and faculty members will review the information presented and fashion a recommendation to the chair (or chair's designee) of that program (BSW, MSW, PhD).
- 5) The Assistant to the Dean will present the committee's recommendation to the chair in writing.
- 6) The chair shall inform the student of the decision in writing.
- 7) If the student disagrees with the outcome, he/she will have 14 working days (from the date of the chair's decision) in which to inform the dean in writing.
- 8) The dean will shall inform the student of his/her decision in writing.
- 9) The student will then have the option of seeking remedy with the appropriate University office (Dean of Student Services for BSW, Graduate Division for MSW). Faculty may refer the student to the University of Hawai'i grievance procedure.

#### POSSIBLE OUTCOMES:

The outcome of the SSW review may include the following:

- ❖ No further action;
- ❖ A remedial plan; or
- ❖ Dismissal from the program.