

6. The Hearing Committee Chair shall keep an audio taped record of the hearing, which shall include date, time and location of the hearing, names of those present, and any evidence (e.g., records, written testimony, and duplicated materials) introduced.

### **Committee Decision**

1. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare written recommendations. Copies of the Hearing Committee Chair's report shall be forwarded to the involved parties within five (5) business days.
2. Either party may appeal the hearing committee's decision by filing a written request for review by Dean of the School of Medicine within five (5) business from receipt of the committee's decision. The Dean of the School of Medicine will review the grievance resolution and render a decision. The decision of the Dean is final.

---

## **STUDENT – STUDENT DISPUTE RESOLUTION POLICY**

**Purpose.** This policy defines a procedure to address unresolved disputes between students and to provide a mechanism to mediate and reach resolution to such issues when they emerge.

**Initiating the process.** Any party may file a request in writing with the Office of Student Affairs. The request should include the reasons for pursuing this process and what the party or parties seek to achieve through this process. If, in the opinion of the Associate Dean for Student and Resident Affairs and the Assistant Dean for Student Affairs, the dispute is disruptive to the learning environment and not likely to be resolved by appropriate discussions, the process as described below will proceed.

The process may also be initiated if the Associate Dean for Student and Resident Affairs and the Assistant Dean for Student Affairs agree that an existing conflict between students warrants such action. In this instance, the Associate Dean will notify the parties in writing that they will be required to participate in the process as described below. Failure by the student to participate in this process under these circumstances will subject the student(s) to a hearing and possible sanctions under the Code of Personal/Professional and Academic Conduct.

**The process.** The Office of Student Affairs will appoint a Dispute Resolution Committee according to the following procedures. Each party will propose in writing a list of four faculty to serve on the committee, listed in order of preference. The Office of Student Affairs will contact the faculty from each list in order of preference to determine their ability and willingness to serve. Two faculty will thus be selected. These faculty will then select a third faculty member and the three will comprise the Dispute Resolution Committee. They will select a chair among themselves. The Office of Student Affairs will constitute the Committee within ten (10) business days of receipt of the preference list. The committee will be expected to meet with the students within five (5) business days of being constituted.

Each party in the dispute will meet separately with the committee for up to 1 hour to present its point of view regarding the dispute and the course of action requested. Following these individual meetings, the committee will then jointly meet with all parties to review the information and proposed resolutions from each side. This joint discussion will last up to 1 hour and will only be extended by a majority vote of the committee.

Upon completion of these resolution sessions and any committee deliberations, the committee will, within five (5) business days, submit a written proposal for conflict resolution to each party and the Office of Student Affairs, each of which will have five (5) business days to respond to the proposal in writing to the committee. The committee will then have five (5) business days further to submit a final resolution plan to the parties and the Office of Student Affairs. This final resolution plan will be binding on all parties. Failure to abide by the plan or maintain the confidentiality of the committee proceedings will be considered a violation of the Code of Personal/Professional and Academic Conduct and will subject the student(s) to a hearing and possible sanctions under the Code.