

UNIVERSITY OF HAWAI'I AT MĀNOA  
**Myron B. Thompson**  

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**School of Social Work**

**Student Academic Performance  
and/or  
Professional Development Review Hearing Procedures**

The Myron B. Thompson School of Social Work is a professional school responsible for graduating those who will work with society's most vulnerable. Faculty are concerned not only with academic performance but also with the professional development of our students. This includes ethical and professional behavior toward others as well as academic performance. To these ends, there is sometimes occasion to convene a hearing.

The Myron B. Thompson School of Social Work utilizes a progressive response model of managing student problems. This system is designed to address and correct the negative or problematic situations in collaboration with the student. It ensures due process for the student and due diligence on behalf of the School.

Any violation (or suspicion) of the University of Hawai'i Student Conduct Code (threats, abuse, law violations, plagiarism, etc.) shall be referred to the Chair of the program (BSW, MSW, PhD) for initial investigation. If there is suspicion of a violation, the Chair shall refer the case to the Office of Judicial Affairs.

**Purpose**

The purposes of student review hearings are:

- 1) To address concerns regarding 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.

**Possible Outcomes**

The outcome of a review hearing may include:

- 1) No further action;
- 2) A remedial plan;
- 3) A formal written warning to be placed in the student's school file (with a copy sent to the Dean of Students and/or Graduate Division), which specifies possible consequences if the behavior continues;
- 4) Dismissal from the program;
- 5) Other.

## **Hearing Participants**

For *Academic* hearings, participants shall include:

- 1) The faculty member who initiated the review;
- 2) The Coordinator of Student Services;
- 3) The student's academic advisor;
- 4) The student (if the student chooses to appear);
- 5) One person of the student's choice (optional); and,
- 6) The designated chair of the hearing as convener, facilitator, recorder.

For *Professional Development* hearings, participants shall include:

- 1) The faculty member who initiated the review;
- 2) The student's academic advisor;
- 3) The student (if the student chooses to appear);
- 4) The student's person of choice (optional);
- 5) Any witness(es) (faculty or otherwise) if appropriate; and,
- 6) The designated chair of the hearing as convener, facilitator, recorder.

(If the student is experiencing problems in both areas, the Coordinator of Student Services and the academic advisor may both be present.)

## **Initiating the Hearing**

- 1) The faculty member will request a student review hearing after which a date will be set.
- 2) Once a hearing date has been set, a letter is sent to the student informing him or her of the date, time and place of the hearing. The letter shall include the contact information of the facilitator.
- 3) The student may review the materials having to do with the hearing. In order to do so, he or she must contact the facilitator no later than seven (7) working days prior to the hearing to set up an appointment.
- 4) In the event the student wishes to bring a rebuttal witness (not an attorney but someone who was part of, or witness to, any actual event relative to the reason for the hearing), they shall inform the facilitator no later than four (4) working days prior to the hearing.

## **The Hearing Process**

- 1) Once the hearing is called to order, the facilitator shall provide a verbal overview of the procedures (using this document). Afterwards, the student will be asked to sign this document verifying the receipt of the information. This document is to be placed in the student's file.
- 2) The faculty member who requested the hearing will first address the issue(s) of concern. Other participants, including the student, will then be given an opportunity to respond or provide further relevant information. If there are any witnesses, they will also be given an opportunity to speak.

- 3) Once everyone has been given an opportunity to speak and ask questions, the student and anyone who accompanied the student are excused.
- 4) The faculty members will review the information presented in the hearing and conclude with a recommendation to the chair (or chair's designee) of that program (BSW, MSW, PhD).

### **Program Chair's Decision and Letter**

- 1) The facilitator shall notify the BSW, MSW or PhD Program Chair of the committee's recommendation in writing as soon as possible. The original request for the hearing, any other relevant materials, and the committee's rationale for the recommendation shall be attached.
- 2) The Program Chair shall render a decision and inform the student in writing via Certified Mail as soon as possible.
- 3) The letter shall inform the student of their right to appeal the program chair's decision and provide the designated chair's contact information in case the student has questions relative to the appeal process.
- 4) A copy of the letter shall be sent to the Dean of Students and/or Graduate Division for their records.

### **Student Appeal to the Dean**

If the student disagrees with the outcome, he/she will have 14 working days from the date noted on the returned receipt from the Certified Letter in which to inform the dean in writing. The letter should include the rationale for the appeal and a statement that includes a proposed resolution.

### **The Dean's Decision**

Upon receipt of the student's appeal, the dean will render a decision and inform the student in writing via Certified Mail as soon as possible. **The dean's decision is final and binding within the University.** A copy of the letter shall be sent to the Dean of Students and/or Graduate Division for their records.

I have been informed of the Student Academic/Professional Performance Review Hearing procedures.

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Student signature

\_\_\_\_\_  
Date