

**UNIVERSITY OF DAYTON SCHOOL OF LAW**  
**RESPONSIBILITIES OF THE APPEALS COMMITTEE**

1. The Chair of the Appeals Committee has the following responsibilities:

(a) In consultation with the Registrar and Associate Dean for Academic Affairs, the Chair shall set a deadline for submission of readmission petitions.

(b) The Chair shall ask the registrar to notify all persons who request information about readmission procedures of the deadline at least three full weeks prior to the expiration of the deadline.

(c) The Chair should receive a list of committee members from the Dean, and may need to consult with the Associate Dean for Academic Affairs who will appoint two student members to the committee.

(d) It is advisable for the Chair to contact committee members as soon as possible to find out their summer schedules because most of the committee's activities will occur during summer months when people tend to be away from the office.

(e) The Chair should advise each committee member that the contents of the committee's files and its deliberations are confidential and should not be shared with anyone other than the Dean, the Associate Dean, the Registrar, or other committee members. The Chair should explain that committee members must keep all information they learn about petitioners absolutely confidential.

(f) The Chair shall provide each committee member with a copy of the readmission procedures.

(g) The Chair shall set a date or date(s) on which the committee will consider the pending petitions for readmission. This date should be set, in consultation with the Dean and the committee members, as soon as is practicable after the expiration of deadline for submitting readmission petitions.

(h) The Chair shall advise all committee members of the date(s) on which the committee will meet to consider the readmission petitions.

(i) The Chair shall contact all persons who have petitioned for readmission, informing each of the date the committee will meet, and scheduling an appointment for each petitioner to appear before the committee if he or she desires. The Chair should point out to anyone who petitions within two years of his or her date of dismissal that such petitions are generally not considered unless the committee grants a waiver of the two-year rule. Such petitioners should include a separate petition to waive the two-year rule; this petition should explain why the two-year rule should not apply to that person.

(j) The Chair shall send a letter to each person who has petitioned for readmission confirming the date and time he or she will appear before the committee or, if he or she chooses not to appear, confirming that fact.

(k) As early as possible, the Chair inform the committee members of the names of each person who is petitioning for readmission. The Chair should also arrange with the Registrar to have the petitioners' files available for review by the committee members. Except in unusual circumstances, committee members should review the files in a central location which ensures confidentiality and also ensures that the files will be available for review by all members of the committee.

(l) The Chair shall conduct the meeting(s) in which the committee reviews petitions and deliberates on the decision it will make for each. The committee generally allocates 45 minutes to each petition. Petitioners are allocated thirty minutes if they wish to appear personally before the committee; the petitioner can use up to fifteen minutes of this time for a short presentation, and the remainder being used to let committee members question the petitioner. The committee will then take about fifteen minutes to deliberate and vote on the petition. If the petitioner does not make a personal appearance, the committee proceeds immediately to discuss the petition, deliberate and then vote. The Chair normally votes only when there is a tie. When a petitioner is seeking a waiver of the two-year rule, the committee shall vote on the waiver prior to considering the petition.

(m) The Chair shall prepare a report to the Dean which outlines the committee's recommendation on each petition. The report should note the number of votes to readmit or not to readmit, and give a brief sense of the committee's views on each petition.

(n) The Chair should promptly return telephone calls from persons who are considering filing readmission petitions or who have already filed a petition. The Chair should provide these persons with as much information as possible about the committee's procedures and the law school's criteria for readmission. The Chair shall not speak with anyone about a petitioner (except for than committee members, the Dean, the Associate Dean or the Registrar) unless the Chair receives permission from the petitioner. The Chair shall meet with the person face to face if the person requests, and may consider meeting jointly with the person who is seeking information and the Associate Dean for Academic Affairs.

(o) The Chair may, from time to time, be asked to consider overall policy related to readmission procedures. Such policy shall be made in consultation with the Dean, the Associate Dean, the Registrar or members of the Appeals Committee as the Chair deems appropriate.

2. Members of the Appeals Committee have the following responsibilities:

(a) Each member of the committee must attend the meetings which the Chair schedules to consider readmission petitions or readmission procedure policies. There will generally be at least one all-day meeting in mid-summer.

(b) Each member of the committee shall thoroughly review the files of each person who is petitioning for readmission some time prior to the commencement of the meeting at which the petitions will be considered.

(c) Each member of the committee shall participate in discussions about the persons who are petitioning for readmission and vote on each petition.