

Program in History and Philosophy of Science
University of Notre Dame

Handbook for Graduate Study

May 2020



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Disciplinary Departments and HPS

Each student in HPS is associated with a “disciplinary department”: History track students with the History department, and so on. In general, students should follow the regulations in the handbooks of their disciplinary department, except where HPS makes specific exceptions. These handbooks can be found on the websites of the disciplinary departments. The descriptions of the tracks in this handbook present the requirements of each of the HPS tracks in parallel with the departmental requirements.

Length of Course Work

Course work on the History and Philosophy tracks is intended to take five semesters. Students who enter the Program with a master’s degree from another institution may, with consultation of the Director of HPS and the DGS of the disciplinary department, reduce their total number of courses by a maximum of three, making it possible to complete the course work in two years. The course work on the Theology track takes two years; all students admitted to the Theology track must already have a master’s degree in Theology.

HPS Core Courses

The five HPS core courses are as follows:

H1: “History of Science, Technology, and Medicine to 1750”	P1: “Philosophy of Science”
H2: “History of Science, Technology, and Medicine since 1750”	P2: “History of the Philosophy of Science from the Scientific Revolution to 1900”
S: One course on the social studies of science will be designated each year as the “S” course	

History Track Requirements

History track students should follow the regulations set out in the History Department's [Graduate Studies Guide](#), with the following variations:

Number of courses: The History Department requires 12 courses, of which two may be reading courses to prepare for oral examinations. These should be taken in the Spring of the second year, or, in some cases, one in Fall, one in Spring. **HPS requires:** 15 courses. As in History, two courses may be reading courses, but they may be taken both in the Spring of the second year, or one in the Spring, one in the Fall of the third year, or both in the Fall of the third year.

Required courses: The History Department requires Historian's Craft to be taken in the Fall of the first year, RWP in the Fall of the second year. **HPS has the following additions or variations:**

- To qualify for candidacy, at least four courses must be in the History of Science, at least three in the Philosophy of Science.
- By the end of the fourth semester, all students must have taken 3 History of Science courses, and 3 Philosophy of Science courses.
- All History track students must take H1, H2, and at least two of P1, P2, S.
- The core courses P1 and P2 may count towards the HPS Philosophy of Science requirement. H1 and H2 may count towards the HPS History of Science requirement. S may count towards either one of those requirements, but not both.
- Normally, the Historian's Craft and RWP should be taken as required by the History Department. The Director of HPS, in consultation with the DGS of History, may sometimes allow a student to take Historian's Craft in the second year, and RWP in the third.

Required papers: The History Department requires a research paper to be completed each year for the first two years. **HPS requires** the same as History; one of those papers will form part of the HPS second-year oral exam.

Qualifying examination: The History Department requires three fields to be determined by the beginning of third semester, of which one can be a "dissertation field." Two fields are to be taken in April/May of the second year, the third at the beginning of the Fall semester of the third year, the student's fifth semester. Each field consists of a written two-hour exam, and an oral examination for each group of fields that are taken concurrently. All the fields examiners must be present at each oral exam, whether or not their field is being examined. **HPS alters the timing and format:** All three fields must be completed by the end of the Fall semester of their third year. Students may divide up the fields as in History, or may take one field in their fourth semester, and two (including the dissertation field) in their fifth; or they may take all three together before the end of the fifth semester, with a single oral exam for all three. The last option is strongly encouraged. The student's timing of reading courses for examination preparation has no bearing on the choice of an examination schedule.

Dissertation proposal: The History Department requires the dissertation proposal to be submitted to the committee and defended within the Fall of third year. The committee consists of the advisor and three other faculty members; at least three members of the committee must be History Department teaching and research faculty. **HPS requires** the dissertation proposal to be defended by Spring Break of year 3. Students who have transferred credits from an M.A. and are completing their coursework in two years are expected to remain on the History schedule, and to defend their proposal in the Fall. At least two

members of the committee should be HPS teaching and research faculty.

Fourth-year gateway: The History Department requires one completed chapter to be submitted by the end of fourth year. ***HPS requires the same.***

Philosophy Track Requirements

Philosophy track students should follow the regulations set out in the Philosophy Department's [Guide to Graduate Studies](#), with the following variations:

Number of courses: The Philosophy Department requires 14 courses; **HPS requires** 15 courses.

Required courses: The Philosophy Department requires: Philosophy proseminar, Logic requirement, four distribution courses (see Philosophy handbook for details), three seminars in history of Western philosophy (ancient, medieval, modern). There are also two “teaching courses” which do not count towards the 14 seminars required for the degree. **HPS requires its students to fulfill all these requirements, with the following additions or variations:**

- Four courses at least must be in the Philosophy of Science, three at least in the History of Science.
- All Philosophy track students must take P1, P2, and any two of H1, H2, S. The core courses H1, H2, and S may count towards the History of Science requirement. P1 and P2 count towards the HPS Philosophy of Science requirement.
- Any Philosophy of Science course (including P1 and P2) can also satisfy the Philosophy Department's Philosophy of Science requirement in Distribution Area I.
- P2 satisfies the Philosophy Department's History of Philosophy requirement for the Modern period.
- By the end of fourth semester, all students must have taken 3 History of Science courses, and 3 Philosophy of Science courses.

Qualifying papers: The Philosophy Department requires two papers due after mid-semester break of the fourth semester, to be read by a committee appointed by the DGS. **HPS requires** two papers due to the Philosophy department after mid-semester break of the fifth semester, to be read by a committee appointed by the Philosophy DGS. However, one of these papers must be first submitted in the fourth semester to HPS, and will form the basis of the second-year oral exam. After the exam, that paper may continue to be edited by the student before submission to the Philosophy Department as a Qualifying Paper.

Oral Examination: The Philosophy Department requires that an examination board should be appointed at the beginning of the fifth semester; the reading list must be approved directly after mid-semester break in the fifth semester; the oral exam is to be held directly after mid-semester break in the sixth semester. **HPS generally requires the same**, except that the oral exam may be taken until the end of the sixth semester or even (with agreement of all the committee) early in the summer at the end of the third year.

Dissertation proposal: The Philosophy Department requires an advisor to be chosen by the end of sixth semester; the proposal to be distributed to the committee (appointed by the advisor and DGS, consisting of the advisor and three other faculty) directly after mid-semester break in the seventh semester; and the proposal is be approved by the end of the seventh semester, usually in an informal meeting with the student. **HPS requires** the same as Philosophy, but the meeting with the student after the proposal has been read is conducted as a formal defense. At least two members of the committee should be HPS teaching and research faculty.

Theology Track Requirements

Theology track students should follow the Theology Department's [Ph.D. Student Manual](#) for all regulations, with the following variations:

Number of courses: The Theology Department requires 14 courses (see the Student Manual for details of areas of concentration etc.); **HPS requires** 14 courses, distributed as follows:

- Two History of Science courses (for which H1, H2, and S may be counted).
- Two Philosophy of Science courses (for which P1, P2, and S may be counted)..
- Three other HPS courses, one of which must be a cross-list in the student's major area of concentration.
- Seven courses in Theology area of concentration.
- Any four of H1, H2, P1, P2, S.
- The S course can be counted towards *either* History of Science *or* Philosophy of Science (but not both), *or* as an “other HPS course.”

Candidacy examinations: The Theology Department requires 10 topics of examination: 7 from area of concentration, 3 from outside that area. The exam is usually taken in the sixth semester. **HPS requires** 10 topics of examination: 7 from Theology, from area of concentration, and 3 from HPS. As in Theology, the exam should be taken in the sixth semester.

For HPS Students on all tracks

Graduate School Academic Code

The [Academic Code](#) of the Graduate School contains regulations and requirements that apply to *all* postgraduate students at Notre Dame. Students should familiarize themselves with it.

Program Colloquium

All first and second-year students, on all tracks, are required to attend the Program Colloquium. All students must attend a total of four semesters of the Colloquium, and are advised to continue to attend after they fulfill the requirement. The Program Colloquium consists of: a weekly meeting in the first half of each semester, usually on Tuesdays from 4-5:30 p.m., at which HPS students and faculty present their work in progress; and papers by visiting HPS speakers, sometimes as part of a mini-conference.

Advising – expectations and responsibilities

Every student will be assigned an advisor in HPS from their first year in the Program. Once they have finished their qualifying requirements, they may choose a different faculty member as the advisor of their dissertation. It is an important part of a graduate student's responsibility to establish a working relationship with their advisor. Students at all levels should expect to meet with their advisor at least once a month during term time, during office hours or at some other regularly scheduled time. Students' choice of courses each semester must be reviewed and approved by their advisor. Students should also consult with their advisors about professional activities, such as presenting at conferences, or undertaking writing projects outside of their Program requirements. The Program has limited resources to support students' travel to conferences and other professional events (see below); requests for financial support will only be considered if accompanied by written support from their advisor. All students should expect regular consultation with their advisors, and prompt responses to queries about professional activities and travel. Those who have not finished their qualifying requirements should expect guidance on course selection, and written comments on research and qualifying papers. Students at the dissertation stage should receive written comments on dissertation chapters. It is the responsibility of students themselves to assemble examination committees (after consultation with their advisor) and, with the assistance of the Program administrator, to schedule examinations and defenses.

All students must review their course selections with the Director of HPS in the first week of the semester, to ensure that program requirements are being fulfilled.

Travel and professional development funding

The Graduate School provides all students with a professional development fund of \$1500 as they enter the program. This can be spent on research-related travel, attendance at conferences, office supplies (but not computers), library photographic services, or any other legitimate research expenses. Once that fund has been exhausted, HPS provides students with further funding: \$500 to third-year students, and \$750 to students in years four and five. Students in the sixth year and beyond are not eligible for HPS professional development funding. These funds are available as a reimbursement through TravelND.

In addition to these funds, there is other funding available at Notre Dame: through the [Graduate School](#), the [Graduate Student Union](#), and through ISLA and other bodies listed on the Graduate School [website](#).

Students are advised to apply for these funds first before using their own professional development funds. Note that many of these grants have a long lead-time for applications, so planning ahead is essential.

Directed Readings

A directed reading is an opportunity to work closely with a professor. It counts as one of your courses, and can fulfill requirements, just like a seminar. Directed readings are to be used sparingly, and usually fall into one of two categories: (1) You wish to do specialized work in the active research area of a faculty member; (2) An area usually covered by standard courses, which is important for your research, is not being covered. In either case, you should approach the relevant member of the faculty realizing that you are asking that person to allocate a portion of their research time to teaching you: faculty do not get teaching credit for the directed readings that they undertake. Students will not take more than 3 courses (whether seminars or directed readings) with any individual faculty member, unless approved by the Director of the HPS program.

Grades in graduate school

The Academic Code requires graduate students to maintain a cumulative grade point average of at least 3.0 to remain in good standing: that is, an average letter grade of B or above. The Graduate School will automatically place students on probation whose cumulative GPA falls below 3.0, which will entail loss of stipend, professional development funds, and a portion of the tuition scholarship.

It should be noted, however, that although it is in a sense the minimum passing grade in graduate school, a B is not considered to be a *good* grade. In general, students should be aiming to achieve an A or A- in every course; grades of B+ or below are taken to indicate work below the standards expected of graduate students. Students who receive below an A- in several courses will have their position in the program reviewed. Failing a course will almost certainly lead to a student being required to leave the program.

There are exceptions to these guidelines for certain courses, particularly among the Philosophy requirements. In addition, students in their first year may receive one or more B or B+ grades without penalty.

Reviews of student progress

Students' progress is reviewed at the end of each semester, either by the program Steering Committee, or by the HPS faculty as a whole. Faculty will review both students' grades and feedback from their advisor and teachers. Students who are making clearly inadequate progress may be put on academic probation or, if already on probation, be terminated from the program.

In addition to this ongoing review, there are several important milestones that students must pass to remain in good standing in the program: the second-year review (see below), qualifying papers (for Philosophy track students), research papers (for History track students), oral examination (Philosophy), qualifying examination (History), or candidacy examinations (Theology), and dissertation proposal defense.

History track and Philosophy track students will be adapting two of the papers they write for their courses as research or qualifying papers, and they should keep that requirement in mind as they are completing the work for their courses in their first and second years.

Second-year exam and review

The second-year exam, required of all HPS students, takes place in the second half of the fourth semester. The exam will last no longer than 60 minutes. The exam committee will consist of the student's advisor, a faculty member appointed by the student's advisor, and the Director of HPS (or a faculty member appointed by the Director).

The exam will in part be based upon a research paper: for History track students, one of their research papers; for Philosophy students, an advanced draft of a qualifying paper; for Theology students, a research paper written for one of their courses.

To pass the exam, a student should be able to reflect upon their paper and its place in relation to the surrounding scholarship. They should be able to talk fluently and intelligently about their coursework so far, in both history and philosophy of science. And they should have some sense of their future research field and have an idea of what is a good research question in that field.

The committee will grade the exam and paper conjointly as High Pass, Pass, Low Pass, or Fail, by majority decision. After the grades from that semester's courses have been assigned, the committee will meet again to consider the student's readiness to begin PhD research. Taking into account the exam and paper, all four semesters' grades, and feedback solicited from all the faculty who have taught the students, the committee will decide on one of three results:

- Move on to PhD: the student is admitted to the third year in the Program.
- Leave with M.A.: the student is terminated with an M.A. in HPS.
- Dismissal: the student is terminated without a degree.

A student with a High Pass in the review exam and strong grades will normally be admitted to the third year. A student with a Pass will probably be allowed to continue to PhD study contingent on their grades over two years in the Program; their entire record will be reviewed by the committee, in consultation with other faculty who have worked closely with the student. If, after review, their record as a whole is not considered satisfactory, they will be awarded the HPS M.A. as a terminal degree, or will be placed on academic probation. A student who receives a Low Pass should expect that they will have to leave the program with a terminal M.A., or will be placed on academic probation. A student who Fails the review will be terminated from the program without a degree.

Students may appeal the result of their second-year review, in accordance with the HPS grievance process.

Academic probation

“Good standing” and “probationary status” are defined in the Academic Code of the Graduate School, 5.6. The Program follows the guidelines in the Code for placing students on probation and dismissing them from the Program. If a student is placed on formal academic probation (with the consequent loss of stipend, professional development funding, and some of their tuition scholarship), they will be expected to rectify the deficiencies that led to probationary status while they are on probation, in order to be returned to good standing. A student on probation who does not rectify deficiencies will most likely be terminated from the program. When a student is placed on probation, they will be informed of the length of the

probationary period (usually a semester), and the requirements for leaving probationary status.

Instead of formal probation with loss of financial support, the Program may impose internal probation (internal, that is, to the HPS program). Students on internal probation will retain their stipend, and on a case-by-case basis may be eligible for professional development funding. They must address the issues that led to internal probation during the stated probationary period. Failure to address those issues will lead either to formal probation (with loss of financial support) or dismissal. When a student is placed on internal probation, they will be informed of the length of the probationary period (usually a semester), and the requirements for leaving probationary status.

Notifying HPS of Progress

With the exceptions noted above, HPS students follow the procedures of their disciplinary departments in examinations and other qualifying requirements. In many cases, the arrangements for those requirements will be made within the disciplinary department. However, it is *essential* that students inform the Director and administrative assistant of HPS as they complete these requirements. If they do not do so, their progress towards their degree will not be properly recorded by the Graduate School.

Teaching Assistantships

Students are typically assigned teaching assistantships in their disciplinary department, in the Science, Technology and Values undergraduate minor, or in the Program of Liberal Studies. HPS does not *require* its students to work as a teaching assistant (or, in some cases, as a research assistant) for any more than three semesters in their five funded years, regardless of the requirements of their disciplinary department. Generally, students will not teach in their first year, and then will complete three semesters of service in years two and three. Students may request further teaching assignments, which will normally be granted if the student is making sufficient progress to degree. As students advance in their degrees, they should particularly consider teaching courses as the instructor of record. Students in their sixth year who are receiving sixth-year funding from HPS are required to teach or TA both semesters.

All teaching and research assignments are made in the first instance through HPS, not the disciplinary departments. Arranging a TA assignment directly through History, Philosophy, or Theology may lead to a student receiving a double TA assignment.

Foreign Language Requirement

Students in the History and Philosophy tracks are required to develop proficiency in two research languages. This requirement is fulfilled by the completion of the standard University reading course and exam, administered regularly by the language departments, or in the event the language is Latin, by the Medieval Institute's Latin exam. The student's advisor may require a standard of competency in a language higher than that provided by the reading course or by passing the Latin exam.

After consultation with their advisor and the Director of HPS, students may develop other ancillary skills in place of one or both the research languages. Typically, acquisition of a graduate minor will be taken as evidence for proficiency. In other cases, where the skill requires independent study or courses at another institution, the advisor and HPS Director will specify the test for proficiency required.

To conform with the History Department's language requirements, students on the History Track will not

usually be permitted to replace both language requirements with other skills.

Theology track students should follow the Theology Department's requirements: two modern research languages, and one classical language.

Dissertation Proposal

Once students have finished their course work and their qualifying examinations in their disciplinary departments, they should work primarily with HPS for administrative requirements, including in particular the dissertation proposal and its approval. The form of the dissertation proposal and its means of approval will be as set out in the regulations of the disciplinary department. But arrangements and scheduling should be through the Director and administrative assistant of HPS, not the DGS and administration of the disciplinary departments.

Dissertation Progress

After the approval of students' proposal, the dissertation committee is formed. This committee consists of the student's advisor, and usually the same faculty who made up the proposal committee. The composition of the committee can be changed over the course of the dissertation, with the consultation of the student's advisor and the Director of HPS. Beginning in the first year after approval of the dissertation proposal and continuing until the thesis is completed, the student must meet with each of his or her committee members at least once in each academic year.

HPS students must provide a report on dissertation progress at the end of each semester. This report must include a chapter-outline and a statement of progress made on each chapter. The report is to be submitted to the student's thesis advisor and the Director of HPS. In order to remain in good standing, students must also submit new work to their advisor at least once per semester, to an extent that satisfies the advisor. In addition, students must fulfill any other progress requirements of their disciplinary departments (the fourth-year gateway in History, for example).

Dissertation completion, defense, and submission

When the dissertation is completed, it must be approved by the advisor and committee. The committee must be given at least four weeks in which to read a dissertation and approve it for defense. Once it is approved, the Graduate School must be notified and the defense can then take place.

In the dissertation defense, the student responds to questions and comments from the dissertation advisor and committee (normally in one round of ten minutes and another of five minutes with each committee member). The student may begin the defense with a short (5-10 minutes) opening statement. The defense is a public event, unless the student has specific concerns, which should be taken up with the HPS Director. Those attending who are not on the committee are invited only as observers, not participants. The advisor and committee may require revisions of the dissertation after the oral defense. If the committee requires changes, the dissertation advisor will need to see the amended dissertation before it is finally submitted to the graduate school, and will confirm that it has been amended to meet the committee's requirements.

The [guidelines](#) for passing the defense, as well as retaking or failing it, are set out by the Graduate School. Students should follow the instructions for submission of the final dissertation found in section 6.2.11 of

the Graduate School Academic Code and on the Graduate School [website](#).

Steering Committee

The HPS Steering Committee consists of four HPS faculty members, elected by HPS faculty for two-year terms. The Director and Assistant Director of HPS serve on the committee *ex officio*, and the Director chairs the committee. The Steering Committee advises the Director and must approve all changes in policy, regulations, and program structure. It is also the graduate admissions committee, and has a general responsibility for awarding and denying places in the program. All cases of dismissal, probation, and reinstatement will be reviewed by the Steering Committee before they are made final.

Master's Degree

The HPS program is a Ph.D. program and we do not accept applications from students seeking only a master's degree. Nevertheless, the Program does award Master's degrees (M.A.) in several circumstances.

The “en passant” Master’s Degree

Regular HPS Ph.D. students are entitled to receive a Master's degree once they have completed the written and oral examinations for Ph.D. candidacy (but before their proposal defense). You may elect to receive your Master's degree in HPS or (for philosophy and history track students) in your disciplinary department. Philosophy track students who wish to take the Philosophy M.A. should ensure that they have taken no fewer than 12 Philosophy seminars, in order to fulfill the M.A. requirements in that program.

Students should be aware that their coursework is technically being counted towards this *en passant* degree. The Graduate School awards an M.A. on the basis of 30 credit-hours of coursework and/or research. Thus, 30 credit-hours of a student's completed work will be counted both towards the *en passant* M.A., and towards the eventual Ph.D. This may be an important consideration for students who are also pursuing a Master's degree in another discipline, and who intend to credit some of their HPS coursework or research towards that degree. The University allows courses to count towards two degrees, but *not* towards three (or more). If a course is being counted towards the *en passant* M.A. and the Ph.D., it may not under any circumstances also be counted towards another Master's degree. Students who wish to receive an *en passant* Master's degree in History or Philosophy, which they can elect to do after finishing their qualifying examinations, for this reason cannot also take the HPS *en passant* Master's degree.

It is possible for HPS students to elect to receive a Master's degree *en passant* from another program, if they have fulfilled certain requirements in that program, and with the agreement of the Director of HPS and the DGS of that program.

The research or terminal Master’s Degree

Students leaving the HPS Program before PhD candidacy may elect to take a terminal or research Master's degree in HPS (*not* in their disciplinary departments), which must be completed within 5 years of entering the program. The requirements are as follows:

- Thirty hours of coursework, including at least three courses in history of science and three in philosophy of science.
- Usually reading knowledge of one foreign language.
- An extended research paper (for the terminal degree) or a formal M.A. thesis (for the research degree).
- A one-hour oral examination of the extended research paper or formal M.A. thesis.

Six hours of course credit will be awarded for the formal M.A. thesis.

Students who complete the research Master's degree with a thesis must submit their thesis to the Graduate School, following the guidelines at the Graduate School website. The title of the thesis will be recorded in the Graduation list.

Students who pass the HPS second-year review will be considered to have completed the research paper and oral examination requirements of the terminal Master's degree.

Students in other Arts and Letters Ph.D. programs who complete the requirements above may (with permission of the Director of HPS and their own DGS) elect to receive the HPS *en passant* M.A. in lieu of the *en passant* degree awarded by their own program.

The concurrent Master's Degree

Students already enrolled in a different Ph.D. program at the University of Notre Dame are eligible to enroll for a concurrent M.A. in HPS.

This non-research HPS M.A. degree requires the completion of 30 hours of coursework. Students may count up to nine hours of coursework toward both degree programs, subject to approval by the Director of HPS and the DGS in the other program, under the same restrictions against triple-counting described above.

The courses taken for the concurrent M.A. must include at least three courses in history of science and three in philosophy of science, and must include at least three of the five HPS core courses.

HPS Minor

The HPS graduate minor is open to all M.A. and Ph.D. students at the University of Notre Dame, and certifies competence in the area of History and Philosophy of Science. The total requirement for the minor is 11 credit hours. These may be completed at any time during the student's graduate program.

Completion of the minor requires:

- Three 3-credit HPS courses, of which two must be selected from the five HPS core courses. At the discretion of the Director of HPS, the third HPS course may be replaced by an extended essay of 15,000 words.
- Participation in 2 semesters of HPS colloquium (1 credit hour per semester).

Grievance Procedure

For issues of academic integrity and plagiarism, and sexual or discriminatory harassment, consult the Academic Code of the Graduate School, sections 5.8-10.

HPS Grievance Procedure

This process is restricted to academic issues leading to dismissal from the Program, placement on probationary status (but *not* internal probationary status), denial of readmission to the Program (if the student was previously in good standing), and other program decisions that terminate or impede progress toward the degree. Supposing that a student, facing issues in this category, wishes to appeal, the following procedure applies:

- A student must appeal first through the Program. If the student does not agree with the outcome of the appeal to the Program, she or he may appeal to the Dean of the Graduate School, who makes the final determination. See the Graduate School Academic Code, 5.8.
- Complaints must be initiated by a written statement from the student to the Director of HPS within 10 business days from the time when the student is informed of dismissal, probation, or denial of readmission.
- To hear the appeal, the Director of HPS appoints an *ad hoc* committee composed of the Director and two faculty members unconnected factually with the case or the reasons for the appeal.
- If the Director of HPS has been involved in the case, the appropriate associate dean of the college should appoint the committee and designate the person to serve as its chair.
- The student's statement should provide details of the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important, and the relief requested.
- The appeals committee will promptly and thoroughly investigate the appeal to determine whether the relief requested is warranted. The investigation may include interviews and/or written statements from the student, any student witnesses, faculty or staff members who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents.
- In most situations, the appeals committee will complete the investigation in 30 days. There may be some reports that cannot be investigated within 30 days. In such cases, the chair of the appeals committee will communicate to the student that the investigation is going to take longer than 30 days and will also include a statement indicating when the committee anticipates completing the investigation.
- The Director of HPS will notify the student in writing of his/her decision. If the Director has been involved in the case, the decision will be made by the designated chair of the ad hoc committee.