

# Degree Revocation Procedures

Adopted by the Board of Trustees (April 27, 1987)

**Scope** — These procedures apply only to cases in which a University degree has been awarded but the record later shows: (1) the graduate's academic record, following a correction, indicates the graduate fails to meet academic requirements for graduation; and (2) facts which, if known at the time of the awarding of a degree, would have resulted in a decision not to award the degree, without any further proceedings.

**Notice** — The Dean of the School or College involved shall provide the graduate<sup>1</sup> with written notice of: the University's specific findings with regard to the graduate's academic record and its intention to revoke the degree; the graduate's opportunity to respond in order to present evidence that the record is incorrect; the graduate's right to be represented or assisted in responding to the University's findings, by other parties, including an attorney at the graduate's expense; and a 60-day limit to respond to the notice.

**Review** — In all cases where the graduate elects to respond to the University's findings either in person or in writing, the following review procedures shall be used:

A person designated by the Dean of the College or School in which the graduate was enrolled shall review the graduate's evidence and the University's evidence.

The Dean's designee, based upon his or her review of the evidence of record, shall submit to the Dean his or her written recommendation concerning revocation of the graduate's degree.

The Dean, based upon his or her review of the designee's recommendation, shall submit to the appropriate Vice President his or her written recommendation concerning revocation of the graduate's degree.

The Vice President, based upon his or her review of the prior recommendations, shall forward the record and his or her recommendation to the General Counsel for review.

The General Counsel, based upon his or her review of the record and prior recommendations, shall submit his or her recommendations, the record and all prior recommendations to the President for final action, subject to approval by the Board of Trustees.

The Registrar shall provide the affected graduate with written notice, in the manner described in Section A, of the University's final decision concerning revocation of the graduate's degree.

**No Response Received** — In cases where no response to the initial notice is received by the University after 60 days, the existing record shall be reviewed as noted above. Thereafter, the Associate Vice President for Enrollment Management shall provide the graduate with written notice in the manner described in Section A, of the University's final decision concerning revocation of the graduate's degree.

**Petition to Reopen Decision** — The University shall allow any affected graduate to petition the University to reopen the revocation decision, provided the graduate establishes that he/she received notice after the 60-day limit or, for good cause shown, was unable to contact the University or to respond within the period specified. Any graduate who meets the above-noted requirements shall be provided an opportunity to respond and a review, in the manner described in Sections A and B.

The term "graduate" refers to an individual who has received any degree from Howard University. A written notice shall be provided by: (1) certified mail, return receipt requested to the most recent permanent address

contained in the graduate's academic records; (2) regular first-class mail to the last known address locally; and (3) first-class mail to the last known address of the graduate's parents or guardians. The written notice requirement applies in all cases, even though the address involved is the same.