



**APPEAL FORM 970**  
**PETITION OF APPEAL**  
**AMERICAN VETERINARY DENTAL COLLEGE**  
**BOARD OF DIRECTORS**

Below is the Appeals Process as outlined in the AVDC By-Laws. Please read the Appeals Process guidelines prior to completing this document. **Please ensure this Petition of Appeal is complete before filing. Additional pages may be attached if necessary.**

**AVDC BY-LAWS**

**ARTICLE II – APPEAL OF ADVERSE DECISION**

**Section 1. Appeal Procedure**

A. In order for any persons to appeal an adverse decision of the AVDC, they must submit a petition, in writing or by email through the AVDC’s Document Management System (DMS), to the Executive Secretary of the AVDC.

B. The **petition** shall include a statement of the grounds for reconsideration and documentation, if any, in support of the petition. The petition must be received by the Executive Secretary within **20 days** of the date on which AVDC informed the affected party of the AVDC adverse decision.

C. **Fees for the appeal:** For appeals which involve a credentials or exam adverse decision, a non-refundable fee of \$500 will be assessed to cover the administrative costs for processing the appeal. For all other appeals, a non-refundable fee of \$250 will be assessed to cover the administrative costs for processing an appeal. Payment of this fee is required at the time of submitting appeal documentation.

D. **Grounds for an Appeal:** The affected party may petition for reconsideration or review of the AVDC’s decision on the grounds that the AVDC has ruled erroneously by:

1. Disregarding the established AVDC criteria for certification or approval.
2. Failing to follow its stated procedures.
3. Failing to consider relevant evidence and documentation provided by the appellant. -

E. **Action Following Receipt of an Appeal by AVDC:** The Executive Secretary shall send the appeal to the Board of Directors for review. If the Board of Directors determines the basis for the appeal reasonably may be considered to have merit, it will then be sent to the Appeals Committee, and the Chairperson of the appropriate committee.

F. The **Appeals Committee** shall investigate appeals of adverse decisions referred to it by the Executive Director. As per By-Laws Article I, Section 3, item A, the Appeals Committee shall be composed of six members appointed by the AVDC Board of Directors, one of whom shall be appointed as Chairperson. The 6 members are to be comprised of 4 NSS/SA Diplomates and 2 Equine Diplomates. No member of the Appeals Committee may be an AVDC Officer or Member of the Board of Directors, and no diplomate directly involved with the adverse decision or the petitioner may be a member of the Appeals Committee panel for that appeal. If a member of the Appeals Committee has to be recused from participation in the review of an appeal for any reason, the Board of Directors shall appoint another diplomate to the Appeals Committee panel for that appeal.

G. The Appeals Committee shall be charged by the Executive Director within **5 days** of receipt of the petition.

H. The Appeals Committee, once charged by the Executive Director, shall investigate the appeal documents and make a determination based on information provided by the appellant and the

responsible committee.

I. The Appeals Committee, at its discretion, may choose to invite the appellant to attend a hearing of the Appeals Committee on the appeal at a mutually convenient time and place, providing reasonable notice of the time and place to the appellant by email through the DMS. AVDC will not reimburse travel expenses resulting from a hearing incurred by the appellant if travel was required.

J. **Decision on the Appeal:** After reviewing the notice of appeal, supporting documentation and other relevant material, and following a hearing if held, the Appeals Committee shall make a decision on the appeal in a report to the Board of Directors and the Executive Director within a time period which shall not exceed **21 days**. The Committee's report may include additional recommendations specific to the appeal and/or for consideration in future appeals to assist the appellant in achieving success.

K. The Board of Directors will review the Appeals Committee report. In the case where the decision of the Appeals Committee is to deny the appeal, the Board retains the right to override the Appeals Committee decision for cause, in which case the final AVDC decision on the appeal is to reverse the original adverse decision. If the Appeals Committee decision is to sustain the appeal, the Board of Directors is required to accept the Appeals Committee decision. The Board of Directors shall direct the Executive Director to report the final decision on the appeal to the petitioner.

L. The Executive Director shall notify the petitioner of the AVDC's final decision in writing by email through DMS within **5 days** of receipt of the report from the Appeals Committee (maximum of 31 days from receipt by AVDC of the petition).

M. All correspondence and inquires with regard to adverse decisions or appeals are to be submitted by email through DMS to the Executive Director of the AVDC.

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### **APPELLANT CONTACT INFORMATION**

1. Name of Appellant:
2. Address:
3. Name of Practice/Institution:
4. Contact Phone Number(s):
5. E-Mail Address:

### **INFORMATION REGARDING YOUR APPEAL**

1. AVDC Committee/Board which made the decision you are appealing:
2. Date of the decision you are appealing (note that this Petition of Appeal must be received by the AVDC Executive Director within twenty (20) days of the delivery of the decision being appealed):
3. Brief description of the decision you are appealing:

4. The basis for your appeal. Note that appeals may be based **only** on grounds that the AVDC or one of its Committees has ruled erroneously by:
  - a. Disregarding the established AVDC criteria for certification or approval,
  - b. Failing to follow its stated procedures,
  - c. Failing to consider relevant evidence and documentation provided by the appellant.

Please list by article letter(s) as applicable.

Note the AVDC Appeals Committee does not review appeals based upon the content of or assessment of performance on exams, but will only verify that there are no calculation errors, and that all relevant evidence and documentation has been considered.

5. Briefly describe the corrective action(s) sought.
  
  
  
  
  
  
  
  
  
  
  
6. List all documents attached to this Notice of Appeal (with brief explanation for their inclusion if necessary).

By signing below, I hereby certify that the information provided on this form, and the documents submitted in support of this appeal are true and correct.

Appellant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit this form to the Executive Secretary via DMS. Name the file *TraineeLASTNAME,FirstNameAPPEALyear.***