UNIVERSITY OF
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ACMS Doctoral Student Handbook

This Handbook

The purpose of this guide is to explain the rules and procedures of the Applied and Computational Mathematics and Statistics (ACMS) Department as they pertain to ACMS graduate students. As specified by the Graduate School, all graduate programs are to have a guide that sets out the basic policies of the program and provide guidance on the department's expectations.

The organization of this handbook is as follows. A variety of topics, from general to specific, are addressed under section headings. Part I - Introduction gives overview of the program. Part II - the ACMS Guide to Graduate Studies describes academic policies and procedures. In Part III, the ACMS appeals procedure is discussed. Questions on specific items may be brought to the Director of Graduate Studies (DGS) of the ACMS department. In the event that errors are detected in this guide, corrections to this document will be brought to the attention of the department via the department's list-servs.

Part I

Introduction

Welcome to ACMS!

The ACMS Graduate Student Handbook consists of three parts:

1. this introduction, which gives an overview of the program;
2. the ACMS Guide to Graduate Studies, with detailed deadlines and expectations; and
3. the ACMS Appeals Procedure.

In addition to this Handbook, the Graduate School has webpages (http://graduateschool.nd.edu/resources-for-current-students) with the Academic Code of the Graduate School and other useful information such as fellowship and grant opportunities.

In addition to the requirements described in the **Academic Code of the Graduate School** and the **ACMS Guide to Graduate Studies**, students are expected to follow the procedures outlined below.

Finding Advisors

One of your main goals in your first year of graduate studies is to find a Ph.D. thesis advisor.

The faculty who can serve as an ACMS Ph.D. advisor should be either an ACMS tenured and tenure-track faculty (T&TT) member or an ACMS concurrent faculty member. There are some restrictions:

- each tenured ACMS T faculty member can have at most one student supported by a Notre Dame graduate stipend;
- each untenured ACMS TT faculty member can have at most two student supported by a Notre Dame graduate stipend; and
- concurrent faculty must guarantee three-year's support of any ACMS student they advise.

Many faculty members have grants with stipends for the graduate students who work with them. Students who are supported by grants are expected to work on projects approved by the advisor and the projects are likely be associated with the stipulations of the grant. There are several advantages of being financially supported with a grant stipend:

- You can devote your full time to research and not have to carry out service to the department and there will likely be summer salary to carry on your research. (Students are guaranteed summer salary by the department only in their first summer.)
- The fact that your advisor has a grant with stipends is an indication that his research is both relevant and important enough to be funded.

The department allows assistant professors to have two students covered by stipends because they typically have less funding sources than tenured faculty, though they often have very attractive and important research projects.

How do you find an advisor?

Talk to faculty! Attend colloquia and seminar talks! Attend departmental teas and talk to faculty! Work hard in your classes and talk to the faculty teaching the class!

You might have come to graduate school knowing what you want to work on. Many of us did also, but few of us ended up working on what we thought we wanted to work on.

Why not?

After talking to faculty we realized there were interesting areas of research we never knew about, or sometimes we found that our view of what was interesting was out-of-date or did not coincide with the interests of faculty. Even if you want to work on what a faculty member works on, they may not be able to take you as a student, e.g., they have too many students already.

There are more than enough faculty to advise all the ACMS graduate students, but you might need to adjust your interests. To maximize your options we recommend in the first year that you take ACMS 60690 (Numerical Analysis I); ACMS 60650 (Basic Partial Differential Equations); ACMS 60850 (Applied Probability); ACMS 60801 (Statistical Inference); and ACMS 60784 and 60785 (Applied Linear Models I and II). This will allow you to do either applied mathematics or statistics research.

By the time the written exams are finished at the end of the first year, you will need to have found an advisor to stay in the program: the deadline for finding an advisor is May 25. With the advisor, you work out what your oral Ph.D. candidacy exams will be; the candidacy exam should be taken no later than February of your second year. To prepare for your candidacy exam, you will need to work with your advisor to plan your study and research over the summer at the end of the first year and the fall semester of your second year.

Student Status

The ACMS Department does not normally admit students who plan to study on a part-time basis. A student is considered to be full-time if he or she is registered for at least 9

credits and the adviser certifies that the student is working full-time. At first, the work is almost entirely tied to courses. Later, the thesis is the main focus. To be in good academic standing, a student must maintain a G.P.A. of at least 3.0 and be on schedule in terms of course work and examinations. When the student register for research and dissertation with an advisor, the student will need to make satisfactory progress and keep the adviser informed about his or her progress to receive "pass" on the registered research and dissertation course

A student who does not succeed in passing the first year courses is not permitted to continue in the second year. A student who does not pass the written candidacy examinations is dismissed from the program by the end of fall semester of the second year of his/her study. A student who does not find an advisor by May 25 is not permitted to continue. A student who, for two consecutive semesters, fails to maintain good academic standing (as described above) is not permitted to continue further.

A student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of matriculation, unless interrupted by approved medical leave(s) and/or approved childbirth accommodation(s). Failure to complete any of the Graduate School or departmental requirements within the prescribed period results in forfeiture of degree eligibility. A student is normally expected to finish within five years.

Master of Science in ACMS

The Master of Science in ACMS is intended to recognize masters-level competency in applied and computational mathematics and statistics for students enrolled in a doctoral program at the University. Students in ACMS will satisfy the requirements of the master degree en route to their doctorates, and students in other doctoral programs at the University may obtain the degree by taking ACMS courses and passing the written and oral examinations described in the department web site (http://acms.nd.edu/graduate-programs/masters-program-research/). This is a different degree from the professional Master of Science in Applied and Computational Mathematics and Statistics (MSP-ACMS), which is intended to be a terminal degree.

Financial Support

To receive continued financial support as TA, RA or fellows, students are required to maintain good academic standing, and to carry out in a conscientious way any teaching (or other) duties associated with the support. The ACMS Department rarely provides financial support beyond the fifth year. Students supported by TA or fellowships are not allowed to take any employment without special approval from their advisor and the DGS, including during the summer semester. Employment of students supported by non-departmental funds must be made clear prior to the start of the support and approved by the funder, advisor and DGS.

Teaching and TAing

The teaching assistants serve two distinct goals for our Ph.D. program. First, all courses in the department shall be served with the highest quality; the department's reputation depends on having each of its undergraduate courses be a high quality product. Second, the training of teaching is an integral part of our graduate program. For an academic job, teaching experience is vital.

First year students have minor duties for helping exams. If any portion of the stipend comes from any fraction of one TA slot, the first year student will be assigned TA duties for 18 hours per semester, for an average of one hour per week.

The policy set forth here clarifies the duty expected from a teaching assistant starting from his or her second academic year of study:

* Any student whose stipend (or part of the stipend) comes from one full TA slot will be assigned 100% TA duties.

* Any student whose stipend comes from a percentage of one TA slot will be assigned TA duties, rounded to the nearest hours, proportional to the percentage from one TA slot.

The opportunity to teach does exist, usually as the instructor of one section of a multi-section introductory course, under the supervision of a senior faculty member, or a summer class. In order to teach their own class, students must first successfully serve as a Teaching Assistant (TA) and have attended Teaching Seminar. The teaching and TAing responsibilities of an ACMS graduate student in our Ph.D. program is outlined at https://www3.nd.edu/~acms/Associate_Chair/teaching/grad/responsibility.htm.

Travel

All travel must be approved prior to traveling. Travel to attend conferences and to give seminars is encouraged. Travel approval forms are available on the department web site. These forms must be completed prior to travel when going on a research trip, any travel where TA or teaching duties are missed, and any extended personal trip (including summers). It is student's responsibility to arrange a qualified person approved by the course chair/instructor to cover any missed duties. If you are the sole instructor for a course, both your advisor and the associate chair of the department need to approve. If you are not teaching or TAing, the approval from your advisor is needed.

Department usually does not provide funds for graduate student travel. Most meetings provide some sort of travel support for graduate students. Be sure to ask your advisor for support. Advisors with research funding are normally expected to cover their students' travel expenses. If you are giving a talk, you should also apply for funds through the GSU (http://gsu.nd.edu/about/cpg/). Make sure you do not miss the deadline of applying travel

funds (http://graduateschool.nd.edu/professional_development/professional-development-award-application---s-e/).

Colloquium

Every semester, residential students are required to register for the weekly general ACMS colloquium,

ACMS63010 ACMS colloquium. 0.5 course credits are given for this. To receive a pass for the course, students are required to provide DGS a written report consisting of summaries on the subject matter of a minimum of 8 talks.

Course Schedule

Suggested schedule for first year students

The following is the typical course schedule for ACMS doctoral students in their first year of graduate study. Undergraduate materials will be assumed as prerequisites. Students are expected to make up any missing materials that they did not learn in their undergraduate program. For example, students who intend to take ACMS 60650 are expected to know undergraduate PDE materials – a student who intend to take ACMS 60650 in the spring without an undergraduate PDE course should take ACMS 40750 in the fall semester.

First Year, Fall Semester

ACMS63010 Colloquium	0.5 credits
ACMS 60690 Numerical Analysis I	3 credits
ACMS 60850 Applied Probability	3 credits
ACMS 60784 and 60785 Applied Linear Models I and II	3 credits
60000-level breadth course (optional)	0-3 credits

First Year, Spring Semester

ACMS63010 Colloquium	0.5 credits
ACMS 60650 Basic Partial Differential Equations	3 credits
ACMS 60801 Statistical Inference	3 credits
ACMS 60790 Numerical Analysis II	3 credits
60000-level breadth course (optional)	0-3 credits

Part II

Guide to Doctoral Studies in the Department of Applied and Computational Mathematics and Statistics

2016-2017 Academic Year

1. Introduction

The doctoral program in Applied and Computational Mathematics and Statistics (ACMS) is designed to train researchers skilled at conducting independent research in applied mathematics, computational mathematics or statistics. The granting of a doctoral degree is recognition that student's mastery of the discipline and research accomplishments meet the standards recognized by the community of professionals in the field.

The program requirements for the doctorate in ACMS are structured to enable students to begin research and coursework in an application area early in their studies. The general features and specific requirements for the doctorate in ACMS are described below. These requirements include coursework, passing written and oral candidacy examinations timed to certify the student's ability to commence doctoral research, and satisfactory completion of a doctoral thesis.

2. Course requirements

A doctoral student is required to complete 18 credits of ACMS courses at the graduate level in the first two semesters of study to remain in good standing. Students are encouraged to take courses in other departments to improve their abilities to work on interdisciplinary problems. Students are advised to take a minimum of three courses in each of the first two semesters. At the beginning of the first two semesters of study, the student must submit for approval by the Director of Graduate Studies (DGS) a list of the courses the student plans to take that semester. The student's advisor must sign this form.

At the discretion of the DGS, at most 6 credits of graduate level courses transferred from another university may be counted toward the required ACMS course work, for a student without a completed master's degree. For a student with a completed master's degree, the DGS will determine the number of transferred credits applied to the required ACMS course work.

A doctoral student is required to complete a minimum of 3 credits of regular or topic courses at graduate level in each year when the student is between the second and the fourth year to improve his or her knowledge.

3. Advisors

Each student in ACMS has a faculty advisor at all stages of his or her studies. The DGS serves as the advisor of each entering student. By May 25 at the end of the first year of studies, the student selects a thesis advisor from among the regular or concurrent teaching and research faculty in the ACMS department. This is one reason why students are required to attend seminar talks and group meetings to learn about the research of the Department's faculty members. The selection of the advisor is accomplished by submitting a completed advisor request form to the Department Chair.

4. Written candidacy examination

Each student must demonstrate a working knowledge of three basic areas approved by the Director of Graduate Studies (DGS). Some possible areas are the materials contained in: (1)

ACMS 60690 Numerical Analysis I, (2) ACMS 60650 Basic Partial Differential Equations, (3) ACMS 60850 Applied Probability, (4) ACMS 60801 Statistical Inference and (5) ACMS 60784 and 60785 Applied Linear Models I and II. If a student intends to major in Applied or Computational Mathematics, then Numerical Analysis I, Basic Partial Differential Equations, and Applied Probability are suggested. If a student intends to major in Statistics, then Applied Probability, Statistical Inference and Applied Linear Models are suggested. The materials in selected Mathematics courses, e.g., MATH 60210 Basic Algebra I, may also be acceptable. The written examinations must be completed by the end of the first year, except for students transferring from another program. A student has two chances to pass the written examinations. The first written examinations are administered in June. If a student failed the first examinations, he or she must take the second examinations at the end of September in the beginning of his or her second year and receives a warning letter issued by the DGS. The warning letter specifies that the student who failed the first chance to pass the written examinations is in academic underperformance and must take the second examinations in September. If a student failed both chances to pass the written examinations, he or she is subject to dismissal by the end of fall semester of the second year.

5. Oral candidacy examination

The oral candidacy examination, taken after the written candidacy examinations are completed, focuses on an "advanced" topic. This material, normally taken from advanced research texts or articles, is aimed at preparing the student for thesis research. In any case, the student should begin working on the advanced topic with an advisor during the summer following the first year of studies. The material to be counted as the advanced topic must be specified by September 15 at the start of the second year of graduate studies and must have the approval of the advisor and the DGS.

The board of examiners for the oral candidacy examination must have a minimum of three members, but can have a maximum of five. The number of examiners includes the student's advisor. The other members of the examining board are selected by the student and advisor and approved by the DGS. All of the examiners must be tenured or tenure-track faculty members and at least two must be from the ACMS department.

The topics for the oral candidacy examination should be chosen during the summer before the examination, but at latest by September 15 of the second academic year. The syllabus for the oral candidacy examination must be made available to all members of the examining board at the time they agree to serve. All examiners should restrict their questions to the advanced topic or other material on the given syllabus. Thus, the syllabus should provide guidance to the examiners.

The oral candidacy examination begins with a presentation by the student lasting between 30 and 40 minutes. This is followed by questions on material from the syllabus. The examination lasts from one and a half to two hours. After the completion of the examination, the examiners vote "pass" or "fail." A vote of "pass" means that, in the eyes of the particular examiner, the student has passed all parts of the examination. On a board of three, two votes are required to pass. On a board of four, three votes are required to pass. If a department chooses to have five members,

four votes are required to pass. The student is informed of the outcome of the examination immediately.

Students are encouraged to take the examination as early as possible. In general, students must take the oral candidacy examination by February 15 in the second year. Exceptions may be made, with the permission of the DGS, for special circumstances. Students who fail the first time may take the examination again, but must in general do so no later than the end of April of the second year. Again, exceptions may be made, with the permission of the DGS. A student who fails the oral examination twice is subject to dismissal.

6. Academic Progress Assessment

A doctoral student is required to report to the board of examiners for the oral candidacy examination about his or her academic progress annually after the student passes oral candidacy examination. A written report (maximum of two pages) must be submitted to the examiners' board by the end of January in subsequent years. The report must summarize the annual academic activities and research outcomes, address the progress toward the Ph.D. thesis, and describe the research plan in the next year. The report will be used by the examiners' board to assess academic progress of the student. The student will meet with the examiners' board in February to receive written feedback. If the board has serious concerns about a student's academic performance or progress to degree, a warning letter from the DGS will be issued to the student that specifies the concerns and steps necessary to improve the performance. A student who receives a warning letter is placed on probation for one semester and must be assessed by the board again in September. Failure of a student to correct the situation specified in the warning letter may lead to dismissal from the program by the end of fall semester of the same academic year.

7. Thesis

Thesis research, under the supervision of the thesis director, normally begins after the successful completion of the candidacy examinations. The thesis director is expected to be concerned with the interest and significance of a thesis topic in applied mathematics, computational mathematics, or statistics, with the originality of the research, and with the accuracy and the style of the manuscript. The final draft of the thesis should provide enough background and detail to make for easy reading by a semi-expert in the area, but should also be in a form that can easily be edited and shortened for publication in a peer-reviewed journal.

After the thesis director has approved the thesis, it is submitted to at least two official readers. The thesis director and the official readers must be tenured or tenure track faculty and at least two of the readers must be from the ACMS department. The official readers must be approved by the student's advisor and the DGS. The defense is scheduled after all official readers and the thesis director have approved the thesis. In approving the thesis, the official readers and the thesis director certify that it is worthy of defense. They may continue to require changes.

The thesis defense is an oral examination on the contents of the thesis and its relation to other work in the same area. The board of examiners for the thesis defense consists of three to five people selected by the student and the student's advisor and approved by the DGS. If the student has a co-advisor, then the board of examiners must consist of at least two additional members. Typically, the board of examiners consists of the thesis director and the official readers.

The examination begins with a 30-50 minute presentation by the Ph.D. candidate, prepared in consultation with the thesis director (who also sets the length). A round of questions by the examiners follows. There may be questions about specific points in the thesis, and also about the importance of the research and what further work it suggests. A thesis defense is public, in the sense that people other than the candidate and the members of the board of examiners may be present for the lecture. Such people leave the room prior to the round of questions. Voting is as for the oral candidacy examination. The candidate is informed of the outcome immediately.

After a successful defense, the candidate may still need to make some changes in the thesis. Then the final version of the thesis, signed by the thesis director, is submitted to the Graduate School.

Getting the thesis read and approved, scheduling the thesis defense, making corrections, and having the thesis accepted by the Graduate School is a time-consuming process that requires strict adherence to the timetables set by the Department of ACMS and the Graduate School. The thesis must be submitted to the readers well before the Graduate School deadline for submission of theses. The latter is roughly two months before the graduation date. August graduation entails special difficulties, since there are fewer faculty members available during the summer to serve as official readers.

8. Academic progress assessment and annual report

A first year student is required to submit a written annual report of his or her progress in their study. This report, which is limited to two pages in length, must be endorsed by and submitted to the DGS by May 15 of the given year. If the DGS is not the student's advisor, the advisor of the student must approve the report. The department uses the annual report to monitor each student's progress towards graduation.

A doctoral student who has been admitted to candidacy is required to report to the board of examiners for the oral candidacy examination about his or her academic progress annually after the student passes oral candidacy examination. If there is a change of the board of examiners, the change must be approved by the DGS. A written report (maximum of two pages) must be submitted to the examiners' board by the end of January in subsequent years. The report must summarize the annual academic activities and research outcomes, address the progress toward the Ph.D. thesis, and describe the research plan in the next year. The report will be used by the examiners' board to assess academic progress of the student. The student will meet with the examiners' board in February to receive written feedback. If the board has serious concerns about a student's academic performance or progress to degree, a warning letter from the DGS will be issued to the student that specifies the concerns and steps necessary to improve the performance. A student who receives a warning letter is placed on probation for one semester

and must be assessed by the board again in September. Failure of a student to correct the situation specified in the warning letter may lead to dismissal from the program by the end of fall semester of the same academic year.

9. Residency requirement

The Graduate School requires four consecutive semesters of full-time study.

10. Responsible conduct of research and ethics requirement

As part of its holistic approach to graduate education, The Graduate School requires all Ph.D. students to complete any and all training modules for the Responsible Conduct of Research and Ethics requirements. All students supported by federal grants must be certified in accordance with national guidelines and the policies of the Office of Research. For more information, please visit: http://graduateschool.nd.edu/professional_development/.

11. Summary of doctoral student responsibilities

1. At the start of each semester in the first year of study, submit for approval by the DGS a course selection form, signed by the student's advisor. The DGS acts as the student's advisor until the student has a Ph.D. advisor.
2. Identify a thesis advisor and obtain approval of the potential advisor and DGS before May 25 of the first year of studies.
3. Notify the DGS of the intent to sit for the written examination, including the selection of examination subjects, at least two weeks prior to the examination date.
4. Submit for approval by the advisor and DGS the selection of advanced topics for the oral candidacy examination.
5. Submit to each voting member of the oral examination committee the syllabus of material to be covered on the examination.
6. Apply for admission to doctoral candidacy with the Graduate school.
7. By the end of January after admission to candidacy, submit to the board of examiners for the oral candidacy examination an annual report on progress in thesis research that is signed by the advisor.
8. Prepare and obtain approval for a doctoral thesis as described above.

Part III

ACMS PhD PROGRAM APPEAL PROCEDURES: Academic Integrity and Dismissal Scope of this policy

This policy concerns academic integrity, dismissal and the process for appealing a decision. Issues of personal misconduct are handled by Student Affairs. For issues of sexual or discriminatory harassment or disability---related grievances please consult du Lac: A Guide to Student Life at http://orlh.nd.edu/dulac/.

An appeal is a two---step process; the first is through the program. If the student does not agree with the program's decision, she or he may appeal to the Dean of the Graduate School, who makes the final determination. The Graduate School's grievance process can be found at http://graduateschool.nd.edu.

The following is intended to provide guidance for the first appeal or the local appeal.

Violations of Academic Integrity

A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates, and colleagues by mentors and academic leaders.

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom---type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification, or plagiarism in proposing, performing, or reporting research or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection, or analysis of data, differences in opinions involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

A violation of academic integrity is a serious accusation. The punishment of a student who is found to be in violation is determined by the Department of Applied and Computational Mathematics and Statistics CAP, which consists of all tenured faculty members. Depending on the severity of the incident, the student may be dismissed.

If a student is charged with a violation of academic integrity, he or she may appeal the program's decision.

Academic Integrity Appeal Process (as reflected in the Graduate Bulletin)

Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the department chair. If a perceived conflict of interest exists

between the chair and the accused, the Dean of the College of Science shall be notified of the charge.

The chair shall evaluate the allegation promptly. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the dean of the Graduate School as a matter of documentation. Otherwise, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter.

The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 business days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the dean of the Graduate School. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate.

Dismissal

Students may be dismissed after failing the written or oral candidacy examination or through poor performance. Expectations concerning the candidacy examinations are available in the descriptions of those examinations.

If a student fails to pass one of the examinations, the Director of Graduate Studies will write the student informing him or her of the failure and provide information about any recourse of action that the student might have. If a student is performing poorly, the DGS will provide the student with a written notice about the poor performance; indicate the expectations necessary to remain in the program, and give the student a specific time when he or she will be re---evaluated.

Dismissal Appeal Process

If a student is dismissed for academic reasons, he or she may appeal the program's decision.

Complaints must be initiated by a written statement from the student to the chair of the department within 10 business days from the time when the student is informed of dismissal. To hear the appeal, the department chair appoints an *ad hoc* committee composed of three members: him/herself and at least two faculty members unconnected factually with the case or the reasons for the appeal. A graduate student can replace one of the two faculty members on the committee if the nature of the appeal warrants such. If the department chair has been involved in the case, the Dean of the College of Science, or the Dean's designate, should appoint the committee and designate the person to serve as its chair.

The student's statement should indicate details on 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 business days. There may be some reports that cannot be investigated within 30 business 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 business days and will also include a statement indicating when the committee anticipates completing the investigation. The department chair will notify the student in writing of his/her decision. If the chair has been involved in the case, the decision will be made by the designated chair of the *ad hoc* committee.