

APPEALS POLICY OF THE
AMERICAN OSTEOPATHIC CONJOINT COMMITTEE
OF UNDERSEA AND HYPERBARIC MEDICINE

The American Osteopathic Conjoint Committee of Undersea and Hyperbaric Medicine is committed to assuring that aggrieved candidates for certification have access to an appeal process to address concerns regarding all certification and recertification examinations and other decisions of the AOCUHM. In accordance with the policies of the American Osteopathic Association (AOA), candidates for certification may appeal decisions of the AOCUHM to the AOA Bureau of Osteopathic Specialists (BOS). Thereafter, where necessary, candidates may appeal the decision of the BOS to the Board of Trustees. **BEFORE PURSUING AN APPEAL WITH THE AOA, CANDIDATES FOR CERTIFICATION FROM THE AOCUHM SHALL FIRST APPEAL DECISIONS RELATED TO ANY EXAMINATION TO THE AOCUHM AS SET FORTH IN THE FOLLOWING POLICY.**

I. Scope of Appeal

- A. Appealable Issues. Candidates may appeal to the AOCUHM to raise concerns relative to the examination's administration (i.e., alleged bias/prejudice/unfairness of the exam or of a member of an examination team or failure to follow established examination procedures).
- B. Non-Appealable Issues. The AOCUHM will not consider appeals based on examination content, sufficiency or accuracy of answers given to examination questions, scoring of the examination, scoring of answers to individual questions, and/or the determination of the minimum passing score.

II. Procedure for Appeal.

- A. Appeal Request Form. In order to appeal concerning the examination, a candidate must set forth the basis for his/her appeal on an Appeal Request Form and submit the form to the chairman of the AOCUHM. Appeal Request Forms are available to all certification candidates on the AOCUHM website. Additional copies of the Appeal Request Form can be made available upon request at the examination site. The appellant must submit the completed Appeal Request Form to the board within 30 days of receipt of notification of failure in the case of all written exams.
- B. Late Appeals. All appeals submitted after the thirty (30) day deadline will be denied.
- C. Evaluation of Appeal. Each appeal submitted on an Appeal Request Form will be considered by the AOCUHM. A majority vote of the Committee will determine whether the AOCUHM accepts or denies the appeal.
- D. Notification of Candidates. Candidates will be advised by the AOCUHM of the decision by certified mail.

III. Effect of Decision.

- A. Decision to Accept Appeal.
 - 1. No Scoring or Recording of Exam. If the Board accepts an appeal, then the candidate's examination will not be recorded in the case of a written exam. Right to Retake Examination. A candidate whose appeal is accepted shall have the right to a new examination at the next scheduled examination date at no additional application or examination fee. (All other fees incurred are the responsibility of the candidate.)
 - 2. Failure to Retake Examination. If for any reason the candidate elects NOT to retake the examination at the next scheduled date, his/her appeal shall be considered null and void and the candidate will be required to reapply for the certification examination and his/her application shall be considered in accordance with the criteria in effect at the time he/she submits the new application. Exceptions (for good cause) to this stipulation will be considered on an individual basis by the Committee.
 - 3. Further Appeals.
 - a. Current Examination. The candidate whose initial appeal is accepted by the committee shall *not* have the right to further appeal of the current examination results, either within the AOCUHM or to the AOA.
 - b. Subsequent Examination. The candidate whose initial appeal is accepted shall *not* have the right to appeal the next scheduled examination to the AOCUHM under this Policy. However, the candidate shall have the right to appeal to the AOA.
- B. Decision to Deny Appeal. If the initial appeal is denied by the AOCUHM, the candidate shall have the right to appeal to the AOA. Candidates interested in appealing to the AOA should contact the American Osteopathic Association, Department of Education, Division of Certification, and 142 East Ontario St., Chicago, IL 60611.

APPEAL REQUEST FORM

All requests for Appeal must be made within 30 days of receipt of notification of failure in the case of all written exams by contacting:

AOCUHM
142 E Ontario St
Chicago, IL 60611
Phone: 800-621-1773 ext 8229

I, _____ do formally request an appeal of
print name clearly

my AOCUHM examination in _____,
which was administered on _____.

I have read and understand the terms and conditions for appeal as set forth in the American Osteopathic Conjoint Committee of Undersea and Hyperbaric Medicine (AOCUHM) Appeal Policy.

This appeal is based on upon the following:

Signature:

Date: