

APPEAL PROCEDURE FOR ACADEMIC PERFORMANCE AND DEGREE PROGRESSION FOR THE CPPS

Appeal Procedure for Academic Performance and Degree Progression (Policy 3364-83-05) (http://www.utoledo.edu/policies/academic/college_of_pharmacy/pdfs/3364-83-05.pdf)

APPEAL PROCEDURE FOR ACADEMIC PERFORMANCE AND DEGREE PROGRESSION

The Academic Performance Committee (APC) reviews and administers CPPS Academic Performance Standards, as outlined in the College's Catalog. In the case of all action taken by the APC, including probation, suspension, dismissal, and progression decisions, appeal is available to the student.

Appeal is limited to academic issues based on the following:

- A claim that the Academic Performance review and ruling process was not conducted as required by the Academic Performance policy.
- A claim that the sanction imposed is excessive for the academic performance issue.
- Information has become available that was not available at the time of the original decision.

The impact of commuting or excessive work hours will not be considered as a basis for appeal.

1. Appeal Process

- a. To appeal APC decisions, the student shall formally dispute the decision in writing to the Dean of the CPPS. The letter of petition must be written in adherence to the business letter format and must include: the student's name and Rocket number, phone number, current mailing address, date, semester, decision(s) in dispute, the specific issue regarding the decision(s) in dispute, and the student's statement of appeal that specifically identifies which of the three bases for appeal are being raised. A hard copy and email copy of the written request must be received by the Office of the Dean **by 5pm of the fifth business day** following email notification of the APC decision, or any further right to appeal is waived. Email subject line must read: "Appeal: [student name]"
- b. The Pharmacy Academic Progression Appeals Committee (PAPAC) will be convened to review the matter and advise on the dispute. The PAPAC's recommendations to the Dean are advisory. The committee will consist of the following members:
 - Associate Dean for Main Campus Student Affairs and Enrollment Management
 - Associate Dean for Health Science Campus Student Affairs and Diversity
 - Associate Dean of Research and Graduate Studies

- At least one full-time faculty member who has been directly involved in the instruction of the student, but who was not involved in the disputed APC decision.
- c. The appeal review may include a hearing with the student. The student is permitted to have a faculty or staff member or a fellow CPPS student attend the hearing as his/her advisor, however these individuals may not participate in the proceedings. Legal counsel will not be permitted. Both the student and the APC will be permitted to make a statement and present any information pertinent to the matter before the Dean and/or PAPAC.
- d. The Dean will review all applicable evidence presented by the PAPAC, the student, and the APC and any other requested information.
- e. After completing such review, the Dean may ask for a meeting with the student
- f. The Dean will provide to the student a written notification of the decision on the appeal within ten business days of the receipt of the appeal petition from the student, unless circumstances warrant additional time for review, with sufficient notice provided to the student.
- g. The decision of the Dean is final and without appeal.

PENDENCY OF ACTION

Generally, implementation of an academic dismissal of a student from the Doctor of Pharmacy program and/or the CPPS will be deferred until all the due process hearings and time for appeals made by the student have been exhausted. Students will be allowed to continue in CPPS didactic coursework pending the ruling on appeal(s). Students will **not** be permitted to continue in experiential education on site experiences during the appeal process. Assignments/Exams may be completed but will not be scored unless the appeal is accepted. If the appeal is denied, the student will be immediately administratively removed from registered coursework.

Please note, the Dean of the CPPS or the Assistant/Associate Dean for Academic Affairs of the CPPS may impose immediate removal or restrictions on the student if the alleged academic conduct in any way concerns patient or public safety (including faculty, staff and other students).