

3364-83-03 Academic performance policy college of pharmacy and pharmaceutical sciences.

(A) Policy statement and purpose

The college of pharmacy and pharmaceutical science (“CPPS”) encourages adequate academic performance to meet the standards of the degree programs which it offers. The college’s academic performance committee is authorized to review and adjudicate academic performance standards of the various degree programs. The college also recognizes a student’s right to due process. This policy addresses academic performance and student progression toward graduation, as well as an appeal process for decisions rendered by the academic performance committee.

(B) Delegation of authority

The academic performance committee is authorized to review and adjudicate academic performance standards of the college.

(C) Appeal procedure for individual final course grades

To initiate resolution of final course grade grievances, the student shall formally dispute the grade in writing to the faculty member responsible for assigning the grade. The written dispute should include the student’s name and rocket number, date, course number and section, semester, the specific issue in dispute, and the student’s request for resolution. The written request should be delivered (email or hard copy) within seven days of the grade posting. The faculty member then has seven days in which to respond in writing (email or hard copy) back to the student.

Appeal Process: If resolution is not achieved, the student may forward the written dispute (as described above and with the response of the faculty member) to the chair of the faculty member’s department. The student has seven days in which to appeal to the department chairperson following the receipt of the faculty member response. The department chairperson then has seven days in which to respond in writing (email or hard copy) back to the student.

If resolution is still not achieved, the student may submit the same written dispute (as outlined above and with the response of the department chairperson) to the CPPS dean. The student has seven days in which to

appeal to the dean following the receipt of the department chairperson's response. The dean then has seven days in which to respond in writing (email or hard copy) back to the student. The decision of the dean is final and without appeal.

(D) Rules of grading

To protect the faculty member and the student, it is crucial that syllabi, tests, papers, and other such material (which were evaluated and were considered in arriving at the final grade but have not been returned to the student) be available for inspection by the student and by other persons (i.e., the departmental chair, dean) who are involved in the grievance procedure. These materials should remain available for inspection until the last day of classes of the semester following the one in which the alleged grievance has occurred.

All written materials submitted by the student in the course should be graded and made available to the student for inspection within a reasonable amount of time following their submission.

(E) Appeal Procedure for Academic Performance and Degree Progression:

The academic performance committee reviews and administers CPPS academic performance standards, as outlined in the college's student handbook. In the case of all action taken by the academic performance committee, including probation, suspension, dismissal, and progression decisions, appeal is available to the student.

Appeal Process. To initiate resolution of academic performance committee decisions, the student shall formally dispute the decisions in writing to the CPPS dean. The written dispute should include the student's name and rocket number, date, semester, decisions in dispute, the specific issue regarding the decision in dispute, and the student's request for resolution. The written request should be delivered (email or hard copy) within seven days of the notification of the committee's decision to the dean. At the discretion of the dean, the dean may convene an ad hoc appeal committee to review the matter, which could include faculty and students from the CPPS or other health science campus colleges, to review and advise on the dispute. The appeal review may include a hearing with the student. The student is permitted to have a faculty member or fellow CPPS student attend the hearing as his/her advisor, but legal counsel will not be permitted. Both the student and the CPPS will be permitted to make a statement and present any information pertinent to the matter before the

dean or appeal committee. Should an ad hoc appeals committee be involved, its recommendations to the dean are advisory. The dean then has seven days in which to respond in writing (email or hard copy) back to the student. The decision of the dean is final and without appeal.

(F) Scope

This policy applies to all professional division bachelor of science in pharmaceutical sciences (“BSPS”) first professional year (“P1”) and second professional year (“P2”) and doctor of pharmacy (“Pharm D”) professional years one, two, three and four (“P1-P4”) students in CPPS. All pre-professional division students in the college will follow the current UT undergraduate academic grievance policy. All master of science (“M.S.”) and Ph.D. students in the college will follow the graduate student academic grievance policy.

Effective: 4/23/2020

CERTIFIED ELECTRONICALLY

Certification

04/13/2020

Date

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