

# Guidelines and Procedures

## For

### Student Progression, Evaluation, Assessment, and Recognition

The College of Pharmacy (COP) Offices of Academic and Student Affairs, in conjunction with the Student Promotions, Evaluation and Awards Committee publishes this document to inform students of policies, guidelines, and procedures pertaining to professional behavior, academic performance, and awards.

Students are responsible for reading and understanding the contents of this document so that it may be used as a resource for a quality educational experience. Any questions or concerns regarding the material in this document should be directed to the COP Offices of Academic and Student Affairs. Please note that the contents of this document are subject to change as appropriate, and the College of Pharmacy reserves the right to make such changes at its sole discretion.

Updated and Approved by SPEAC: July 18, 2022

Endorsed by Academic Faculty Council (AFC): July 29, 2022

Effective for the matriculating Class of 2026 and subsequent years.

## I. Overview

### A. Student Promotions, Evaluation and Awards Committee (SPEAC)

The College of Pharmacy assessment, evaluation, and recognition system is implemented by the faculty and overseen by the Student Promotions, Evaluation, and Awards Committee (SPEAC), and the COP Offices of Academic and Student Affairs.

From the COP Bylaws:

“The committee will be chaired by a member of the faculty and membership will include a minimum of five faculty members (including the Chair) and one student representative (voting) from each of the pharmacy classes. In addition, two supernumerary faculty members will be named to the committee to serve in the case that a regular faculty member is unable to attend a meeting. The Assistant/Associate Dean for Academic Affairs, the Assistant/Associate Dean for Student Affairs, and representatives from the Offices of Academic Support Services and Experiential Education will serve as *ex officio*. The Chair will serve one 2-year term with the possibility of two 2-year sequential terms. The new chair must have served on the committee prior to being appointed. The committee will appoint a Vice Chair. Immediate past chair should stay on committee at least one additional year, when possible. A quorum is defined as a majority of the faculty members appointed to the committee. Member attendance by phone/video conference is allowable, except for instances where confidential materials are disseminated. This committee will be charged with assessing student progress, scholarship, and professionalism. It will evaluate information from all appropriate sources concerning each student's progress at least quarterly and decide upon appropriate actions, dispositions and dismissals. This committee will make decisions for student honors and awards.”

### B. Responsibilities of the Student Promotions, Evaluation, and Awards Committee (SPEAC)

1. Distribute this document, confirm receipt, and inform students of its availability on InSite, early in the fall quarter.
2. Use these guidelines as a basis for decisions regarding promotion, graduation, unsatisfactory student performance, probation, and dismissal, and to take action when needed.
3. Review, evaluate, encourage, and facilitate the progress of each student's academic performance and professional development. This shall include the student's development of required competencies. In particular, SPEAC will be concerned with individual academic performance and professional development. As required, SPEAC will:
  - a) Provide the student with clear, accurate, and prompt feedback concerning their performance.
  - b) Provide clear procedures to students who are in academic difficulty.

4. Respond to and adjudicate questions that may arise concerning the application of student evaluation criteria and guidelines in specific situations.
5. Determine the types, numbers, and criteria for awards to recognize students who have achieved outstanding performance.
6. Solicit and select recipients for student honors and awards.
7. Approve candidates for readmission to the pharmacy program.
8. Review this document, and update it if needed, at least every four years.

#### C. Relationship of SPEAC to the Offices of Academic and Student Affairs

1. The COP Office for Academic Affairs is responsible for collecting data on student performance and conveying information to SPEAC as needed.
2. The COP Office for Student Affairs is responsible for advising and counseling students and interfacing with faculty and SPEAC on behalf of students.
3. Midway through each academic term, and at the end of each academic term, SPEAC will request from each Course Director a report identifying students who appear to be encountering academic difficulties.
4. Issues or difficulties involving academic or professional performance may be addressed with or without the student present. The Chair of SPEAC, in consultation with the COP Offices of Academic and Student Affairs, may require a student to appear in person before SPEAC.
5. Students may be required to meet with either the Office of Student or Academic Affairs following SPEAC meetings.

#### D. Procedures

Decisions of SPEAC will be made only after careful review and deliberation. Efforts will be made to secure adequate, accurate, and carefully documented information on which to base SPEAC recommendations. Humanistic concerns and extenuating circumstances will be taken into account as part of a holistic review process.

1. The committee will meet at least quarterly and at the end of each academic year to review students about whom the committee has progression concerns.
2. Special meetings may be called as necessary by the Chair.
3. The Chair of SPEAC, or designee, will execute the decisions of SPEAC.
4. The Chair of SPEAC may delegate responsibilities when necessary.
5. Student advisors will be copied on pertinent communications to their advisees.

## **II. Progression of COP Students**

### **A. Conditions for Advancement**

A student may advance to the next academic year if the student:

1. Has successfully completed all of the requirements for the current year,
2. Has no physical or mental condition that would prevent them from assuming the responsibilities of the next academic year and performing the essential functions of a pharmacy student, as denoted in the technical standard section of the COP Academic Catalog, and
3. Is on track to graduate in the time frame as described in section II.B.

### **B. Conditions for Recommendation of Graduation**

1. Students who meet the following conditions will be recommended for the Doctor of Pharmacy (PharmD) degree:
  - a) Satisfactorily complete the College of Pharmacy curriculum as prescribed by the College.
  - b) Comply with all requirements and policies enacted by the College.
2. A student admitted to the College is expected to graduate in four academic years.
3. If there is a delay in progression, the didactic and experiential requirements must be complete and the student must be eligible to earn the PharmD degree within 7 consecutive calendar years from the date of enrollment or be subject to dismissal.
4. Students who meet the above conditions will be endorsed for graduation by the Faculty via the Academic Faculty Council and approved by the Board of Trustees of Rosalind Franklin University.

## C. Leave of Absence

RFU expects students to maintain continuous enrollment in an academic program with the exception of scheduled breaks. However, at times it may be necessary or desirable for a student to take a leave of absence. All leave of absence requests must be approved by the appropriate dean or dean's designee. Individual leave of absences are granted for no more than one year. In special circumstances, a leave may be extended if requested in writing and approved prior to the end of the initial leave of absence. Maximum approved leave of absence time may not exceed two years. Approved time does not have to be consecutive. If the leave of absence exceeds two years, the student will be involuntarily withdrawn and may re-apply for admission.

Students on leave of absence retain their matriculated student status. Academic program and degree requirements may change during a student's leave of absence. Once the student has been approved for return, it is at the discretion of the dean or dean's designee to define the program and graduation requirements in accordance with degree requirements at the time of the leave initiation or the requirements at the time of return (if they have changed). In exceptional circumstances, the requirements may reflect a combination thereof in order to satisfy all requirements for degree. The Continuous Enrollment Policy will help advise as to the enrollment effects of Leave of Absence. Suspension, dismissal or expulsion overrides a leave of absence.

**Voluntary Leave of Absence:** A student may request a voluntary leave of absence (LOA). Students requesting voluntary leaves of absence must comply with this policy, both in making requests for such leaves, and prior to returning from approved leaves of absence. Any RFU student contemplating a voluntary leave of absence should consult with their appointed Leave of Absence Coordinator, Dean/Dean's designee to discuss the necessary application procedures. Students on an approved voluntary leave of absence retain their Student Identification card and access to their email account. Students may visit the campus and any other University-owned facilities. Exceptions may be made under specific circumstances.

There are five types of voluntary leave of absence:

1. **Medical Leave of Absence:** Students who must temporarily interrupt their progress toward a degree due to a physical or mental health need must petition for a medical leave of absence. All medical leave of absence requests will be assigned to the RFU ADA Coordinator who will serve as the LOA coordinator.
2. **Academic Leave of Absence** Students who must temporarily interrupt their progress toward a degree in order to maintain appropriate academic progress must petition for an academic leave.
3. **Personal Leave of Absence** Students who wish to temporarily interrupt their progress toward a degree for a non-medical or non-academic reason must petition for a personal leave of absence.
4. **Educational Leave of Absence** Students who wish to temporarily interrupt their progress toward a degree to pursue academic research at an approved institution or pursue a combined degree at RFU must petition for an educational leave of absence.
5. **Military Leave of Absence** Students who need to temporarily interrupt their progress toward degree to fulfill military obligations should petition for a military leave

In emergency cases, where the student is unable to initiate the request, the Associate Vice President (AVP) of Student Affairs may initiate and process a leave of absence in conjunction with the student's Dean or Dean's designee. In such cases, supporting documentation may be accepted in lieu of the student's signature for a voluntary Request of Leave of Absence form.

**Involuntary Leave of Absence:** The university may place a student on an involuntary leave of absence when a student is unwilling or unable to request a voluntary leave of absence and when there is evidence to suggest that:

1. The student poses a significant threat of imminent or serious harm to self, others, or University property.
2. The student impedes the educational activities of other members of the campus community. Examples of such behavior include being disruptive in the educational environment or having needs which exceed the level of care and supervision that the University community can provide.
3. The student has a medical reason that prevents their return to the University in the foreseeable future and is unable to document and request for leave.
4. The student fails to meet enrollment requirements such as providing documentation, completing unfulfilled academic requirements, or having unpaid tuition in violation of the tuition policy.
5. Involuntary leave of absence is initiated by the Associate Vice President of Student Affairs in conjunction with the Dean or Dean's Designee.

An involuntary leave of absence may be executed at any time. If a student is placed on an involuntary leave, the RFU Student Identification card must be returned to or deactivated by the Department of Campus Safety and access to his or her email and/or computer account may be suspended at the discretion of the Associate Vice President of Student Affairs. The student may visit the campus and any other University-owned facilities only with the written permission of the Associate Vice President of Student Affairs. Such permission may be set forth in the letter notifying the student of the involuntary leave. Otherwise, the student must be off the campus during the involuntary period of leave.

A student is notified in writing that they are placed on involuntary leave. The student may petition the AVP of Student Affairs for reconsideration and may appeal to the Vice President of Student Success and Inclusion for final decision.

Refer to the College of Pharmacy student handbook for the impact that excused and unexcused absences may have on leave of absence requirements.

## D. University Withdrawal

University withdrawal is a permanent separation from the University. Any student who wishes to leave the University on a permanent basis must formally withdraw. Withdrawn students cannot attend class, will not have access to University services, and must establish an agreed upon timeframe with the Director of Student Housing to vacate University-owned housing.

Please refer to the Academic Catalog for further information on University Withdrawal.

## III. Grading and Assessment Overview

### A. Grading System

The COP utilizes the RFUMS system of grading. See the Academic Catalog or the Registrar's page on Insite for the Grading Policy.

### B. Assessment of Course Performance

1. The goals, expectations, or objectives of each course or educational experience are to be explicitly communicated to both the students and instructors at the beginning of the course and in the course syllabus.
2. Assessment methods appropriate to each course are subject to approval by the College of Pharmacy Curriculum Committee.
3. The method(s) of student assessment will be clearly communicated to each student by the course director at the beginning of the course and in the course syllabus and should remain in effect through the duration of the course.
4. For experiential education assessments, both the final grade and the preceptor's evaluation should accurately reflect the level of competence and knowledge demonstrated by the student.
5. Experiential education assessment methods should ensure consistency and comparability across sites and experiences.

### C. Rescheduling of Missed Assessments

1. A student may request to reschedule an assessment if:
  - a) The student is too ill to participate in the scheduled assessment
  - b) A serious personal or family crisis has arisen on or immediately prior to the scheduled assessment, or
  - c) There is a religious observance - see the RFUMS Student Handbook for policy
2. In order for a student to be granted permission to reschedule an assessment the following must be complete:

- a) The student must immediately notify the Course Director and the COP Office of Academic Affairs.
- b) The Office of Academic Affairs or designee will determine whether a student's situation warrants rescheduling an assessment, based on supporting documentation, and will notify Course Directors of excused absences.
- c) If the student's absence is deemed to be excused by the Office of Academic Affairs or designee, the student must retrieve and complete the "Approval to Reschedule a Missed Assessment" form from the COP Office of Academic Affairs or designee. The form must be completed within 2 business days of the student's return to academic activities.
- d) The student has the responsibility for contacting the Course Director to arrange a specific time for completing the rescheduled assessment. The timing of the missed assessment is at the discretion of the Course Director.

## **IV. Academic Deficiencies**

### **A. Remediation of a failed assessment**

- 1. The opportunity to remediate an assessment before a final course grade is determined is at the discretion of the Course Director, per the policies in the course syllabus.
- 2. Students who are given the opportunity to remediate an in-course assessment are required to do so before beginning the next quarter, unless otherwise arranged with the Course Director.

### **B. Course Failure, Remediation, and Retake**

- 1. Course Failure (Didactic and Introductory Pharmacy Practice Experience (IPPE))
  - a) All courses in the current year should be passed before progressing to the next academic year.
  - b) Course failure may result in probation.
  - c) Delayed graduation due to failed course(s) and/or an altered schedule may have financial aid implications, including additional tuition.
  - d) Failure of one required course (after remediation process is complete, see section IV.B.3)
    - (1) A student who fails one required course will be required to take the course again, at RFUMS or at another institution. This may result in an altered schedule and/or delayed graduation.
      - (a) If taken at another institution, the course must be approved by the Course Director, Department Chair, and Assistant/Associate Dean for Academic Affairs.



(b) A student who is retaking a course for a grade is not eligible to remediate that course.

e) A student who fails the same course twice will not be eligible for remediation of that course and will be considered for dismissal, regardless of whether remediation was approved after the first failure.

f) Failure of two required courses (after remediation process is complete, see section IV.B.3)

(1) A student who fails two or more required courses in one year will be considered for dismissal.

## 2. Course Failure (Advanced Pharmacy Practice Experience (APPE))

a) A student who fails any APPE will be required to appear before the SPEAC to determine the appropriate consequences, which may include (but is not limited to) repeating the experience. Any student who fails to comply with the requirements set forth by SPEAC may be removed from further APPEs until the requirements are met, which may result in delayed graduation or dismissal.

b) A student with a repeat failure of the same APPE, or failure of two different APPEs, will be considered for dismissal. A student who fails two APPEs will not be permitted to continue in any APPE until the student meets with SPEAC and complies with requirements set forth by both SPEAC and the Office of Experiential Education.

c) Delayed graduation due to APPE failure(s) may have financial aid implications, including additional tuition.

## 3. Course Remediation

a) After the student has failed a course, the opportunity for course remediation is at the discretion of the Course Director as described in the course syllabus, and approval by SPEAC (as described in section IV.B.3.b). Remediation consists of an opportunity for the student to demonstrate competency.

(1) A student's transcript will reflect an 'NR' grade (needs remediation) until the remediation is completed.

(2) A student not eligible to remediate will receive an 'F' on the transcript.

(3) If the Course Director does NOT give the opportunity to remediate a course, the student may appeal to the SPEAC. A request for appeal must be submitted to the Chair of SPEAC no later than seven (7) calendar days of the grade being posted on Self Service.

b) If remediation is permissible per the course syllabus, the student must apply for remediation and may be required to meet with the SPEAC. Information regarding application for remediation and SPEAC meeting date, if required, will be emailed to the student. Application for remediation is not a guarantee that remediation will be allowed. Remediation approval may be denied or rescinded based on academic performance, academic integrity violations, or violations of professional conduct.

c) Remediation, when applicable, will occur during the summer quarter on a date to be arranged by the Course Director and the Office of Academic Affairs. Remediation must be completed at least one week prior to fall registration, which is typically 30 days prior to the start of fall quarter, unless otherwise approved.

(1) Remediation not meeting this timeframe may result in an 'F' as the final grade.

(2) In the case of a failed course remediation, unless otherwise approved by SPEAC, students will not progress to the next academic year. As such, enrollment in courses and financial aid may be affected.

d) All P1 through P3 students may remediate no more than two (2) courses in an academic year and may remediate no more than three (3) courses during the P1 through P3 years.

e) If a student is permitted to repeat an academic year, and the student successfully repeats that year without the need for remediation, the student may fail no more than 1 course in each of the subsequent academic years, regardless of the eligibility to remediate.

f) A student exceeding the limits in sections "d" or "e" above will appear before the SPEAC and be considered for dismissal.

g) If a student successfully remediates the course, the 'NR' on the transcript will be replaced by the new grade of either 'C' or 'P,' depending on the grading policy for the course. If described in the course syllabus, an 'NR' grade due to a failure of a course competency may be replaced with a grade higher than a 'C' after successful remediation.

h) If a student does not successfully remediate, the 'NR' on the transcript will be replaced by an 'F'.

#### 4. Course Retake

a) Retake of a failed course consists of taking the course again at RFUMS or at another institution. This may result in an altered schedule and/or delayed graduation.

(1) If taken at another institution, the course must be approved by the Course Director, Department Chair, and Assistant/Associate Dean for Academic Affairs

(2) The grade achieved in a retake course will be entered in the transcript. The original 'F' will remain in the transcript. Grades from courses taken at other institutions will not be included in the RFUMS GPA calculation.

(3) As stated above in section IV.B.1.e, failure of a course retake will not be eligible for remediation. Any student who fails a course a second time will result in a meeting with SPEAC to determine the next course of action, which may include dismissal.

#### C. Didactic Elective Course Failure

1. All elective course requirements must be met before a student may begin APPEs
2. Failure of an elective course may result in probation
3. A student receiving a failing grade in an elective course may do one of the following:
  - a) Remediate the elective course, if offered, at a time to be determined by the course director
  - b) Keep the failing grade on their transcript and progress in the curriculum provided they have fulfilled the required number of elective credits
4. Failure of additional courses, including electives, will result in a meeting with SPEAC to determine the next course of action, which may include dismissal.

#### D. Appeals of Course Grade/Evaluation Report

1. A student may appeal a grade/evaluation report to the Course Director within 3 business days of the grade/evaluation being posted. The appeal must be in writing and the Course Director will have one week to review and render a decision. If the Course Director supports the appeal and submits a new grade/report, it will replace the grade/report currently in the student's record.
  - a) If the Course Director rejects the appeal, the student may appeal to the Department Chair within 3 business days. The Chair will have one week to review it and render a decision. If the Department Chair supports the appeal and submits a new grade/report, it will replace the grade/report currently in the student's record.
    - (1) In the event the Department Chair is either the Course Director or the student's academic advisor, the student should appeal to the Vice Chair, or their designee.
  - b) If the Department Chair rejects the appeal, students may appeal to SPEAC if it is a failing grade and there is new evidence to support the appeal. The appeal must be in writing and submitted to the Chair of SPEAC within 2 business days of the decision. SPEAC will review the appeal request at its next scheduled meeting. SPEAC's decision on the appeal will be final, with no further recourse for appeal.
  - c) If the appeals process delays the final decision regarding the student's progression, the student will be responsible for any tuition that is applied during the appeal process.

## **V. Violations of Academic, Ethical and Professional Standards**

### **A. Standards of Professional Behavior**

1. Professional behavior and attitudes are expected of all students enrolled in the Doctor of Pharmacy program in their academic, professional and personal lives. Students are expected to participate in all course activities with purpose and a positive attitude. When representing the College of Pharmacy, students will demonstrate respect for everyone with whom they come into contact, specifically the course directors, other faculty and staff, preceptors, their peers, patients, and themselves. In order to uphold professional standards of practice, there will be consequences for students who fail to comply with professionalism expectations. Students are expected to be honest and trustworthy, to respect the property of others, and to follow the code of professional ethics appropriate to the practice of pharmacy.

a) Students are subject to disciplinary action for violations of academic policies, procedures or regulations, including breaches of academic integrity and proper student conduct. See Student Conduct Policy in the RFUMS Student Handbook for additional information.

b) Suspected violations of academic, ethical or professional standards may be reported to the College of Pharmacy Offices of Academic or Student Affairs who, at their discretion, may forward to the SPEAC for evaluation, or to the RFUMS Division of Student Affairs and Inclusion, for evaluation in accordance with the RFUMS Student Conduct Policy.

2. Any departures from these standards may result in disciplinary action. Students who exhibit egregious or habitual behavior that is inconsistent with this standard, with the COP competencies, with University policy or with the law will be considered for dismissal or other actions.

See the College of Pharmacy Student Handbook for further description and information.

### **B. Disciplinary Action**

The Student Promotions, Evaluation and Awards Committee's review of student violations of academic policies, procedures or regulations, including breaches of academic integrity and proper student conduct may result in any of the following disciplinary actions, which will be noted in the student's file. Disciplinary actions include, but are not limited to:

#### **1. Warning**

This level of disciplinary action consists of an official letter of reprimand to the student warning them that any further misconduct violations will result in more serious disciplinary action. The warning is deemed appropriate in cases of misconduct of a minor nature, as determined by the College. A warning may also be appropriate in cases of academic performance concerns.

## 2. Probation

This level of disciplinary action involves placing the student on probation for a specified period of time, usually one academic year.

a) A student may be placed on probation after demonstrating unethical or unprofessional behavior. A letter is sent to the student informing them that any further misconduct violations may result in suspension or dismissal from the College. At the time that the student is placed on probation, they are required to sign a statement to this effect that they understand that any further misconduct on their part may result in suspension or dismissal from the College. This signed statement will be submitted to the Office of Academic Affairs. Failure to submit the signed statement may result in further disciplinary action.

b) At the discretion of SPEAC, a student may be placed on academic probation if their cumulative GPA is  $\leq 2.5$ , or for other academic deficiencies, as outlined in this document.

c) Students who are placed on probation may not hold office in any student organization, serve on College or University Committees, or be employed by the College or University. A student holding office who is placed on probation must be removed from the office while on probation; a student serving on a College or University committee who is placed on probation must be removed from the committee while on probation; a student employed by the College or University must cease employment, including summer research, while on probation.

(1) If a student would like to appeal, refer to section VII.

## 3. Suspension

See the disciplinary section of the RFUMS Student Handbook.

## 4. Dismissal

Dismissal refers to permanent involuntary separation from the College/University. See the disciplinary section of the RFUMS Student Handbook under expulsion. Dismissal of a student from RFUMS is considered a very serious action. Dismissal of a student will follow the process defined by the College of Pharmacy.

If a student is scheduled for a dismissal hearing, the student has the option to permanently withdraw from the program (see section II.D) before appearing for the hearing. Once the student appears for the hearing and if a dismissal decision is made, the student no longer has the option to permanently withdraw from the program. In addition, if a student fails to appear for a scheduled dismissal meeting and has not expressed their intent to withdraw from the program, the committee will proceed with the disciplinary hearing, in which a decision to dismiss a student will override a withdrawal request.

Students eligible for dismissal who are allowed to continue in the program (e.g. altered schedule or repeating an academic year), based on SPEAC's holistic review of the student's academic record, will be subject to an individualized academic plan. The plan will set forth the requirements and criteria for the student's individualized progression. Students who do not meet the criteria set forth in their individualized academic plans will appear before SPEAC for disciplinary action which may include dismissal from the pharmacy program.

Dismissal will be considered for any of the following:

- a) Failure of two or more courses (after remediation process is complete – see section IV.B.3) in any given academic year.
- b) Failure of the same course twice (see section IV.B.1.e).
- c) Failure of four or more courses during the P1 through P3 years, regardless of the eligibility to remediate.
- d) Exceeding two (2) course remediations in an academic year or three (3) course remediations during the P1 through P3 years.
- e) Exceeding course failure limit after successfully repeating an academic year as described in section IV.B.3.e
- f) Not expected to complete the program in the time frame described in section II.A.3, II.B.2 and II.B.3
- g) Failure to meet requirements for removal of probation within the time period specified.
- h) Situations which require that a student be placed on multiple probations due to repeated violations of Academic, Ethical or Professional Standards (see section V.A).
- i) Failure to develop and maintain the standards of ethical integrity, professional judgment, or reliability in appropriate personal and professional relationships essential to the competent, honest, responsible practice of pharmacy.

See the RFUMS Student handbook for a description of additional disciplinary actions.

## **VI. SPEAC DECISIONS**

### **A. When SPEAC makes a decision, including dismissals:**

1. The student, and other individuals as appropriate, will be informed by letter and/or email within 3 business days of the decision.
2. The decision and its justification will be set forth.
3. Action will be implemented by the Chair of SPEAC, the Office of Academic Affairs, or the Office of Student Affairs, as appropriate.
4. A student may appeal any decision as outlined in the section on Appeals Processes (Section VII).

## **VII. Appeals Processes**

### **A. Designee Appointments**

The Dean may appoint a designee to fulfill the Dean's role during the appeals processes.

### **B. Decisions including Dismissal**

1. A student may appeal the decision of SPEAC to the Dean of the College of Pharmacy, except as set forth in section IV. D. b. Appeals shall be in writing and be received or postmarked within 7 calendar days of the student's receipt of the SPEAC's decision. The appeal must be based on:
  - a) New facts that were unknown and could not have been discovered by the student at the time of the committee meeting and have direct bearing on the decision.
  - b) A claim of inadequate consideration of specific information by the SPEAC.
  - c) A claim that the committee did not follow procedures established in this document.
  - d) A claim that the committee action was unduly severe.
2. The student should meet with the Office of Student Affairs to discuss the request for appeal (the student may also consult with the student's advisor).
3. For consideration of the appeal, the student must state the basis for appeal and provide to the Dean's office supporting documentation relevant to the basis of the appeal. The Dean must find this documentation adequate to warrant reconsideration of the decision.

4. The Dean's decision is final and may include:
  - a) Upholding the decision of SPEAC
  - b) Asking SPEAC to reconsider its decision if new information or other relevant supporting documentation is available
  - c) Overturning the decision of SPEAC
  - d) Additional conditions that may impact progression.
5. The Dean shall communicate the decision in writing to the student, SPEAC, the Office of Academic Affairs, and the Office of Student Affairs within 10 calendar days after receiving the appeal.

### C. Appeal Review

1. The Dean of the College of Pharmacy will review the appeal or, at the Dean's discretion, may appoint an Appeals Board and charge it to review the appeal in accordance with one of the following:
  - a) Appeal review by the Dean:
    - (1) The student may review and make copies of any materials used by SPEAC in its deliberations concerning the student's case. Additional materials, as allowed by Family Educational Rights and Privacy Act (FERPA), may be requested.
    - (2) The Chair of SPEAC will prepare for the Dean a written report, including the reasons that led to the recommendation of dismissal. The student and/or other parties may be asked to present information in person or in writing at the discretion of the Dean.
    - (3) The Dean must review the information provided, hear any testimony, and make a decision within 10 calendar days of receiving the appeal. The Dean shall communicate the decision in writing to the student, SPEAC, the Office of Academic Affairs, the Office of Student Affairs, and the student's academic advisor.
    - (4) The Dean's decision is final and cannot be appealed further. Decisions made by the Dean may include additional conditions that may impact progression, up to and including dismissal.



b) Appeal Review by an Appeal Board

(1) The Dean has 7 calendar days to appoint an Appeals Board

(2) Composition of the Appeals Board

(a) The Appeals Board shall consist of seven (7) persons appointed by the Dean of the College of Pharmacy. A quorum shall consist of five (5) members, present and voting. The composition of the Appeals Board will be as follows:

(i) Two full-time faculty members from the Department of Pharmaceutical Sciences, who are not members of the SPEAC.

(ii) Two full-time faculty members, from the Department of Pharmacy Practice, who are not members of the SPEAC.

(iii) A faculty member, to be selected from among RFUMS faculty members, and who is not a member of the SPEAC or the College of Pharmacy.

(iv) Two COP students, who are neither members of SPEAC nor members of the same class as the student making the appeal.

(b) A Chair of the Appeals Board shall be elected by the membership of the board and shall vote as a regular member on all questions put to a vote. A Secretary, also a voting member, will be elected. The Secretary will take notes on the proceedings and will draft a report reflecting the Appeals Board's recommendations.

(3) The following protocol may be followed during the appeals process.

(a) The Appeals Board must meet and review the appeal within 21 calendar days of the request for an appeal by the student.

(b) The student may review and make copies of any materials used by SPEAC in its deliberations concerning the student's case. Additional materials, as allowed by FERPA, may be requested. The Appeals Board may also have access to these materials.

(c) The Chair of SPEAC will prepare for the Appeals Board a written report, including the reasons that led to the recommendation of dismissal. The Board may elect to make an electronic recording of the information-gathering portion of the proceedings. Recordings may not be made of the deliberations or the period during which the Board finalizes its recommendations.

(d) The student may appear personally before the Appeals Board to present the appeal (including affidavits, exhibits, and oral presentations).

(e) Witnesses may be asked to testify, when applicable. Students may present witnesses to testify and answer questions. Witnesses may not initiate exchanges with the student, Appeals Board members, or other witnesses; their role is to provide information by responding to questions posed by the student or the Board. Witnesses will be present only during the time they are giving testimony and answering questions.

(f) If the student chooses, the student may request a faculty member from the COP to act as the student's advocate. The advocate may initiate exchanges with the student, Appeals Board members, and/or witnesses. No other party may represent the student before the Appeals Board.

(g) The student will be shown the evidence for or against them, including (but not limited to) academic grades and reports and evaluations used in arriving at those grades.

(h) The Assistant/Associate Deans for Academic and/or Student Affairs or designee(s) will be present during the information-gathering portion of the Appeals Board's activities for the purpose of supplying information as requested by the chair of Appeals Board or the student.

(i) Only members of the Appeals Board may be present during the deliberations and the period during which the board finalizes its recommendations.

(j) Recommendations of the Appeals Board will be based upon evidence presented or available to it during the hearing.

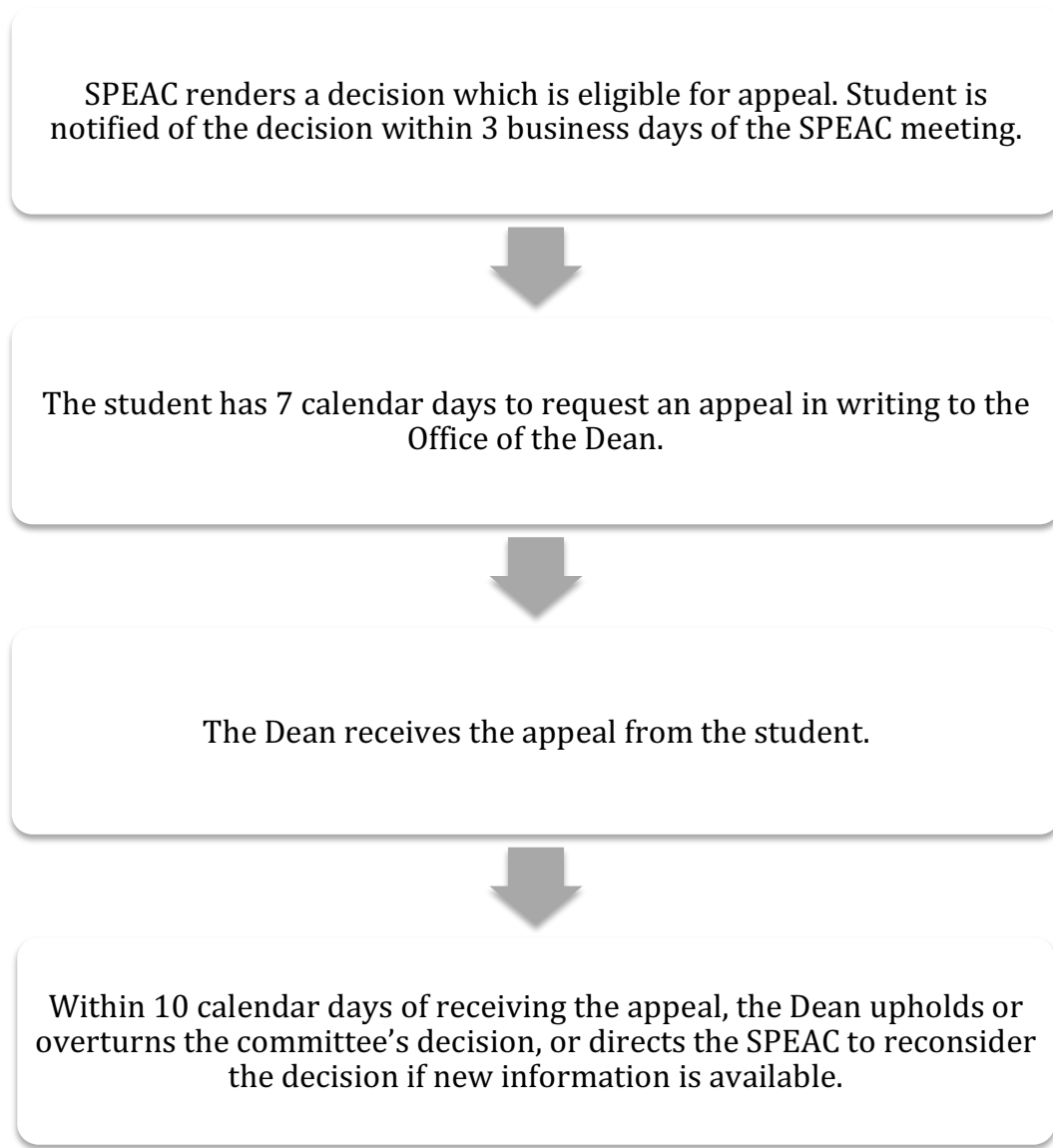
(k) The Appeals Board shall submit a report and recommendation to the Dean within 5 calendar days after hearing the appeal. This report will state the recommendation(s) and the reasons for making it/them. The Appeals Board shall make one of the following recommendations to the Dean:

- (i) to uphold the decision(s) of the SPEAC.
- (ii) to evaluate the information and reconsider the decision(s).

(l) The Dean's decision is final.

(m) The Dean shall communicate the decision in writing to the student, SPEAC, the Office of Academic Affairs, and the Office of Student Affairs within 10 calendar days after receiving the written report of the Appeals Board.

## Flow Chart for Appeals Process, Non-Dismissal



## Flow Chart for Appeals Process, Dismissal

SPEAC makes a decision for dismissal. Student is notified of the decision within 3 business days of the SPEAC meeting.



The student has 7 calendar days to request an appeal in writing to the Office of the Dean.



The Dean will review, hear testimony, and make a decision within 14 calendar days of receiving the appeal.



The Dean appoints an Appeals Board within 7 calendar days. The Board reviews evidence within 21 calendar days of the appeal request.



Within 5 calendar days of hearing the appeal, the Appeals Board submits a report to the Dean with appropriate recommendations.



Within 10 calendar days of receiving the report, the Dean upholds or rejects the recommendation of the Appeals Board.