

Academic Standing, Progression and Appeals

Approved by Board of Trustees 9/13/19

Approved by Faculty Senate via Electronic Vote 9/11/19

Academic standards for all programs at ACPHS are developed and adopted by the faculty and are administered by the College administration.

College-wide academic standards apply to all ACPHS students. *Individual programs may have additional academic standards and policies with enhanced stringency that will supersede the respective college-wide academic standards.*

Academic Standing and Progression Decisions:

- The **Academic Standards Committee (ASC)** is responsible for the oversight of academic standards and the academic standing of students for all programs – Bachelor’s (BS), PharmD, and graduate (MS) programs.
 - Students are required to maintain minimum course grades, semester, cumulative and professional GPAs as required by the college-wide and programmatic academic standards to be in good academic standing.
- The ASC is responsible for reviewing student academic records at the end of each semester and making the decision to place a student on probation or to dismiss the student from their respective program or the college if they fail to meet the respective academic standards. The ASC communicates decisions to the registrar in writing. The Registrar then sends a letter to the student on the Dean’s behalf.
 - At the end of each semester, the Registrar’s Office prepares student grade reports from the current semester and provides the reports to the ASC
 - Grade reports of all students on academic probation from the previous semesters are also provided to the ASC
- The ASC makes decisions on the academic standing of students in academic difficulty, i.e., those on probation who fail to meet academic standards, and on students eligible to be removed from probation. The registrar communicates this decision, along with any probation removal conditions, to the students on behalf of the Dean.

Appeal Process for Academic Standing and Progression Decisions:

- Students are permitted to appeal academic standing and progression decisions (except academic probation) by submitting a letter of appeal to the Dean at OfficeoftheChiefAcademicOfficer@acphs.edu. The appeal letter should clearly describe the basis for the appeal and should include:
 1. Explanation/justification surrounding the student's inability to meet the college-wide or program academic standards;
 2. Appropriate documentation by a competent, qualified professional in the event extenuating life circumstances are identified;
 - The college reserves the right to require further evaluation and/or documentation.
 3. Student Success Plan: plan for coping with unresolved issues and for remediating any academic deficiencies.
- Appeal letters and documentation (electronic or hard copy) must be received by 11:59 PM EST for the appeal to be considered.
- While the appeal is being considered, a student's academic status does not change. If a student was dismissed, he or she remains dismissed.
- The **Academic Standing and Progression Committee (ASPC)** serves in the capacity of an advisory body for the Dean for student appeals of academic dismissal (not probation). In such, the ASPC reviews all student appeals for dismissal, including all related documentation and supporting evidence, and for making recommendations to the Dean to grant or deny the appeals.
- After reviewing the appeal letter and related documentation along with input from the student's academic advisor, faculty advisor and program director and other pertinent student information including academic integrity, conduct and professionalism issues; the ASPC will make a recommendation to the Dean to grant or deny the appeal.
- If the appeal is granted, students are notified of the decision by the Dean with a letter that includes conditions of the appeal for the ensuing academic year, which must be accepted by the student in writing (*See timeline table below*).

Timeline for Academic Standing and Progression Decisions and Appeals

	Fall '19	Spring '20
Final grades due to registrar	December 16, 2019	May 7, 2020
ASC meets	December 18-19, 2019	May 12, 2020
Probation/Dismissal letters sent to students	December 20, 2019	May 13, 2020
Last day to receive Appeal letters/documentation from students	January 3, 2020	May 20, 2020
ASPC meets	January 6, 2020	May 22, 2020
ASPC recommendations to Dean	January 6-7, 2020	May 22, 2020
Dean notifies students of final decision	January 9, 2020	May 27, 2020
Deadline for students to notify Dean of their decision to accept the conditions of a granted appeal	January 16, 2020	June 3, 2020

- The Dean's decision is final.