

APRC and CAPPS Terms 1-5 Review, Dismissal and Appeal Process

Review, Dismissal and Appeal Process

1. Following each major examination, the APRC, comprised of Course/ Module Directors and the Associate Dean of Assessment and Evaluation Office representatives, will conduct a review and analysis of student performance. At this meeting, the APRC will identify students at risk of failing to meet academic standards.
2. Following each major examination, Academic Advisors will counsel at-risk students and inform them of the appeals timeline, should they find themselves recommended for dismissal at the end of the term.
3. At the conclusion of the final exam period for each term, once final grades have been determined, the APRC will conduct comprehensive review and analysis of student performance. The APRC makes academic progress recommendations to the appropriate Senior Associate Dean based on students' achievement of School of Medicine standards as stated in the Student Manual or in additional post-appeal CAPPS stipulations.
4. The Senior Associate Dean's Office will email an offer for the student to continue in the program (with stipulations) or a recommendation for dismissal to any student who fails to meet the standards. Students permitted to continue are required to accept the offer to continue with stipulations within 72 hours of the time stamp on the email. For those students permitted to continue, a failure to formally accept the terms of the APRC by the deadline specified will result in a non-registered status and may result in a recommendation for dismissal. For those recommended for dismissal, the email will describe the reason for the recommendation, detail the student's options to appeal or to withdraw within 72 hours of the time stamp on the email.
5. The email will provide a link to the electronic Appeal Form which must be completed and submitted, along with official documentation in support of extenuating circumstances described in the appeal by the stipulated deadline (see timeline below). The submission will be automatically directed to the CAPPS office. Once the timeframe to submit the appeal has ended, a comprehensive report providing all appeal information for each student will be generated by the CAPPS office in preparation for the review by the voting members of the committee. Should a student fail to submit his/her appeal by the stipulated deadline, there is no guarantee that the appeal will be reviewed. While preparing their appeals and considering what supporting documentation to include, students should bear in mind that there is only one opportunity to appeal a recommendation for dismissal. Extensions to the appeal deadline will not be granted, nor will additional appeals be allowed. Students are required to meet with the Dean of Students for guidance on the appeal process.
6. If a student's appeal is successful, the CAPPS will determine the conditions a student must meet to progress in the MD program. Within 10 days of the CAPPS meeting, a letter will be issued to the student detailing the conditions as specified by the CAPPS. The student must respond to this communication to indicate his or her acceptance of the conditions. A student who does not accept the CAPPS conditions has the option to withdraw from the MD program within a specified timeframe. If a student does not accept the CAPPS' conditions and does not withdraw within the specified timeframe, the student will be dismissed.
7. Students who are retained after a successful appeal of a recommended dismissal are placed on a Period of Academic Focus (PAF). Students on PAF are assessed, supported and monitored by the Academic Advising and Development Support (AADS). They will be required to meet regularly with their assigned academic advisor who will assess and monitor their progress and make referrals to relevant support services.
8. The APRC reviews students on a PAF each term. During Terms 1 – 5, students are removed from a PAF by successfully achieving School of Medicine standards for the duration of Terms 1-5 and

satisfying their academic plan as prescribed by the Senior Associate Dean of Basic Sciences or the CAPPS. Students will then be placed on MAS and remain on MAS for the duration of the MD Program.

9. If a student's appeal is unsuccessful, the letter to the student with a rejected appeal will provide the student with the option to withdraw from the MD program within a specified timeframe. If the student does not withdraw within the specified timeframe, the student will be dismissed. The School of Medicine