

Review Dismissal and Appeals Process

1. Following major examinations, the Academic Progress Review Committee (APRC), comprised of designated faculty, 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 major examinations, Academic Advisors will counsel at-risk students and inform them of the appeals process, 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, the APRC will conduct comprehensive review and analysis of student performance. The APRC makes academic progress recommendations to the Dean of Basic Sciences Office based on students' achievement of standards as stated in the Student Manual or in additional post-appeal PCAPPS stipulations.
4. Within two working days of the APRC meeting, the Dean of Basic Sciences 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 must reply to the email indicating they have accepted the offer to continue with stipulations within the timeframe specified in the email.
 1. For those students permitted to continue, a failure to formally accept the terms of the APRC by the deadline specified may result in a recommendation for dismissal.
 2. For those recommended for dismissal, the email will describe the reason for the recommendation, detail the student's options to appeal or to withdraw, and specify the timeframe in which to do this.
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 PCAPPS 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 PCAPPS office in preparation for the review by 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 accepted.

6. If a student's appeal is successful, the PCAPPS will determine the conditions a student must meet to progress in their program. A letter will be issued to the student detailing the conditions as specified by the PCAPPS. The student must respond to this communication to indicate his or her acceptance of the conditions. A student who does not accept the PCAPPS conditions has the option to withdraw from their program within a specified timeframe. If a student does not accept the PCAPPS' 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 recommendation of dismissal are placed on a Period of Academic Focus (PAF). Students on PAF are required to check in periodically with the Pre-clinical Sciences program directors, and 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. Students are removed from a PAF by successfully achieving the academic performance standards and satisfying their academic plan as prescribed by the Dean of Basic Sciences Office or the PCAPPS.
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 their program within a specified timeframe. If the student does not withdraw within the specified timeframe, the student will be dismissed. The School of Medicine has no further mechanism for appeal.