

## Premedical Post Baccalaureate Program

### Appeal Procedures

#### Dismissal Appeals with the Program

The following is the policy implemented for Dismissals from the Premedical Post Baccalaureate Program.

#### **I. Dismissals Based Upon Grades**

- A. Instructors are expected to evaluate student work according to sound academic standards. Court expectations should be clearly specified and grade should be assigned without departing substantially from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his or her academic and professional judgment, and the student assumes the burden of proof in the appeals process.

- B. Grounds for appeal are limited to the following: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.
- C. These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the WSU Student Code of Conduct, which can be accessed at: [http://bog.wayne.edu/code/2\\_31\\_02.php](http://bog.wayne.edu/code/2_31_02.php).
- D. If the final course grade leads to dismissal, the final course grade will be considered simultaneously with the dismissal in the appeal process. There is no separate or additional appeal process for grades appeals where the grade results in a dismissal from the Program.
- E. The procedure for appeal is as follows:
1. Whenever a final grade that results in dismissal is in dispute, the student may appeal to the instructor for an informal review. Should informal resolution fail, the student may request a formal review.
  2. A formal review with the Premedical Post Baccalaureate Program Policy Committee (which consists of the Vice Dean of Diversity & Inclusion for the SOM; the Vice Dean of Medical Education for the SOM; and the Assistant Dean of Admissions for the SOM) (hereinafter PPBPPC) must be requested in writing within thirty (30) calendar days following official notification of dismissal from the Program. Such written appeal should be submitted to

the Program Director, who shall take responsibility for forwarding the appeal to the PPBPPC.

The student's written appeal statement should detail his/her grounds for objecting to the dismissal, along with any supporting documentation.

3. The PPBPPC shall respond in writing to a formal written appeal within ten (10) days of receiving the appeal. Before responding, the PPBPPC may invite the instructor to reply in writing to the objections of the student. The decision of the PPBPPC is the final decision within the Program.
4. In matters where the Program's signed final dismissal decision is based upon the evaluation of a student's academic performance, and when review procedures available within the Program have been exhausted, the student may request the Provost to review the decision on the record pursuant to the provisions set forth below.

## **II. Dismissals Based Upon Lack Of Professionalism**

Students whose behavior and/or conduct has been identified as falling below the standards of professionalism expected of aspiring physicians may be dismissed from the Program after notice and an opportunity to be heard by the PPBPPC (as stated in the Program Agreement).

After hearing by the PPBPPC, where the student has been dismissed based upon a lack of professionalism, the student may take the following action:

- A. The student may request reconsideration by the PPBPPC in writing within thirty (30) calendar days following official notification of dismissal from the Program.
- B. Grounds for reconsideration are the same as those set forth in Section B above.
- C. The PPBPPC shall respond in writing to the student's request for reconsideration within ten (10) days of receiving the request. Before responding, the PPBPPC may invite the individual who cited the student for unprofessional behavior to reply in writing to the objections of the student. The decision of the PPBPPC on reconsideration is the final decision within the Program.
- D. Since a decision based upon a student's professionalism or lack of professionalism falls under the umbrella of academic decision-making, the student may request the Provost to review the final decision on the record.

## **III. Appeal Procedures – Provost Level**

- A. In matters where the Program's signed final decision is based upon the evaluation of a student's academic performance, which includes professionalism, and when review procedures available to him/her within the Program have been exhausted, the student may request the Provost to review that decision on the record.

- B. Appeals to the Provost are made to the Associate Provost & Dean of the Graduate School, 5057 Woodward Avenue, Suite 6305, Detroit, MI 48202; [au1432@ayne.edu](mailto:au1432@ayne.edu), pursuant to the procedures set forth below and pursuant to the University's grounds for appeal as set forth in Section B above:
1. A request for Provost Review must be in writing and postmarked within thirty (30) days of having received the PPBPC's final decision.
  2. A copy of the student's written request for Provost Review must also be sent to the Program Director who shall take responsibility for providing a copy of the request for Provost Review to the PPBPC.
  3. The Request for Provost Review should outline any additional arguments the student wishes to be taken into consideration by the Provost's review.
  4. The Provost's review of the Program's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review.
- C. Where a decision on the appeal at the Provost level results in a reversal of the Program's dismissal decision and a recommendation that the student be allowed to complete the Post Baccalaureate Program coursework, the student will be allowed to complete the Post Baccalaureate Program at the beginning of the next available academic year.