

Policy and Procedures  
Approved by SHP  
Academic Affairs  
Committee  
09/14/2022

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AB 9-14-2022  
Dr. Andrew J. Butler, Dean

**SCHOOL OF HEALTH PROFESSIONS**  
**Policy for Dismissal of Student for**  
**Failure to Make Satisfactory Academic Progress**  
**and**  
**Procedures for Appeal of Dismissal**

**Guiding Principles**

1. The School's faculty and administrators expect students to maintain an acceptable standard of academic performance as defined in individual program handbooks and, for undergraduate and graduate students, by the requirements established by UAB and The UAB Graduate School.
2. Admission and retention requirements for SHP programs may be more stringent than general university requirements.
3. Program requirements for satisfactory academic progress in SHP undergraduate and graduate programs may be more stringent than the standards established by UAB and The UAB Graduate School.
4. Policies and procedures for dismissal of a student for academic misconduct or non-academic misconduct are established in the SHP Policy for Adherence to Standards of Academic and Professional Conduct.

**Policy**

A student who fails to make acceptable academic progress after admission to a degree or certificate program in the School of Health Professions will be administratively dismissed from the program. Dismissal for academic non-performance may be defined as failure to maintain the minimum required GPA (specified to UAB, The Graduate School and/or program requirement), or by a final course grade of C, D, or F in one or more required program courses (as stated in the specific program handbook). A student may appeal the dismissal decision following the defined administrative procedure.

References:

Student Handbooks for SHP Academic Programs – Available from Program Director or Program Website

UAB Graduate School Catalog - Satisfactory Academic Progress  
(<http://catalog.uab.edu/graduate/academicprogress/>)

Policy for Adherence to Standards of Academic and Professional Conduct.

## **Procedure for Academic Dismissal and Student Appeal of Dismissal**

### Program Dismissal Process

1. The designated program director communicates the initial decision to dismiss a student from a program for failure to make satisfactory academic process, ideally in a face-to-face conference. If appropriate, an academic adviser may be present at the meeting. Reference should be made to the specific grounds for dismissal based on the program's student handbook. The appeal process should be discussed.
  - a. This meeting should be documented in the student's program file, using the form attached to this procedure.
2. The dismissal decision is communicated to the student in a formal letter detailing the course(s) in which the student failed to perform satisfactorily or defining the failure to maintain the minimum GPA. Reference should be made to the relevant program handbook section(s), UAB policies for undergraduate students or to The Graduate School policies for graduate students. This letter is copied to the department chair and the Senior Associate Dean for Academic and Faculty Affairs, and, for graduate students, to the Dean of the Graduate School.
  - a. The dismissal applies specifically to the program, which effectively is a dismissal from the School of Health Professions. Dismissal from the Graduate School or the University is not the purview of the School of Health Professions. Those dismissals are separate processes.
3. Formal withdrawal of the student from any SHP courses for which they are registered, including future terms, should be managed with the University Registrar through the Office of the Senior Associate Dean for Academic and Faculty Affairs.
4. Procedures for removal of the student's physical access to SHP buildings should be initiated immediately with the SHP Office of Administrative Affairs.
5. Return of any SHP-owned resources (laptop, etc.) should be completed and documented.

### Student Appeal Process

1. Within three working days of receiving the formal letter of program dismissal, the student will notify the department chair by UAB email of their intent to appeal the decision.
2. Within five working days of receiving the formal letter of program dismissal, the student will submit a written letter stating the grounds for appeal to the department chair and requesting a specific alternative to dismissal. By student choice (for graduate students), this letter may be copied to the Dean of the Graduate School. The letter may be submitted by UAB email or delivered in hard copy, or both.

3. Within three working days of receiving the formal letter of appeal, the department chair will respond to the student, in writing, of their decision to support the dismissal or to provide alternative resolution. This communication will be delivered by UAB email followed with a mailed copy to the student's address on record with the university.
4. The decision of the department chair is final. There is no second level of appeal.

**School of Health Professions  
Department of \_\_\_\_\_**

**Notice of Dismissal for Failure to Make Satisfactory Academic Progress**

PROGRAM:

STUDENT:

SUMMARY OF ACADMIC ISSUES LEADING TO PROGRAM DISMISSAL:

OPTIONS FOR PROGRAM RE-INSTATEMENT (If applicable):

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Program Director \_\_\_\_\_ Date \_\_\_\_\_

I affirm that these issues were discussed with me and I am aware of the appeal procedure should I decide to pursue it and any options for program re-instatement.

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Student \_\_\_\_\_ Date \_\_\_\_\_

*[Retain this form in student's program file for duration of student record retention period.]*