

TBES Academic Appeals Policy

ROWAN UNIVERSITY POLICY

Title: *TBES Academic Appeals Policy* – Rowan-Virtua School of Translational Biomedical Engineering and Science (TBES)

Subject: *Academic Affairs*

Policy No: *AA: 2022:01*

Applies: Rowan-Virtua TBES Students

Issuing Authority: Dean, Rowan-Virtua School of Osteopathic Medicine

Responsible Officer: Rowan-Virtua TBES Dean

Adopted: 07/01/2013

Amended: 12/09/2022

Last Revision: 8/12/2025

Last Reviewed: 8/12/2025

I. PURPOSE

To establish academic appeal procedures for graduate students enrolled at the Rowan-Virtua School of Translational Biomedical Engineering and Sciences (TBES).

II. ACCOUNTABILITY

Under the direction of the TBES Dean, the TBES Executive Council shall ensure compliance with and implement this policy.

III. APPLICABILITY

This policy applies to all graduate students enrolled at TBES.

IV. DEFINITIONS

1. **Academic Action:** a decisive action by the program based on a student's academic performance or failure to satisfy academic program requirements. Examples of unsatisfactory academic performance meriting the initiation of academic actions include, but are not limited to:
 1. Dismissal from a program;

2. Failure of a qualifying exam, competency exam, or thesis defense; or
3. A course grade submitted to the University Registrar
2. **Academic Appeal:** TBES students have the right to appeal decisive academic actions in accordance with applicable University policies.

V. POLICY

1. Determination of satisfactory academic performance and the successful fulfillment of academic requirements for all TBES students fall under the responsibilities of the TBES Program Directors and will proceed in accordance with the academic standing policies and guidelines of TBES and the specific graduate program.
2. The TBES Office and the Program Director(s) will review student performance and progress at each phase of a specific program and will determine if a student can or should be permitted to continue. Evaluation of a student's progress by the Program Director(s) shall include, but is not necessarily limited to, the student's grade point average, course work, qualifying examinations, thesis research, and the student's written dissertation and defense. If the Program Director(s) determines that an academic action should be initiated against a student, he/she will communicate this information to the affected student immediately, who will then have five (5) business days from the relevant action to appeal the academic action to the TBES Executive Council. The Executive Council will convene an academic appeals hearing at which both the Program Director(s) and the student shall appear and give testimony and provide the Executive Council with documentation in support of the student's position. At the close of the academic hearing, the Executive Council shall deliberate privately and decide whether to affirm, reject or modify the academic action. The Executive Council shall convey its recommendation to the TBES Dean or his/her designee, the Program Director(s), and the affected student. If the student does not agree with the Executive Council's decision, the student has a right to appeal this decision to the TBES Dean or his/her designee, whose decision is final and non-appealable.

VI. PROCEDURE:

1. A student who wishes to appeal an academic action must submit a written request to the TBES Executive Council within five (5) business days of his/her notification of the academic action from the Program Director(s). Otherwise, the student has waived his/her right to appeal the academic action, and this shall become the final academic decision.
2. When a student requests an academic appeal hearing pursuant to this policy, he/she will ordinarily be permitted to continue in the program pending the outcome of the appeal(s) process.
 1. The student who has requested an appeal of an academic action is encouraged to seek the support and consultation of his/her Program Director(s) and/or for Molecular Cell Biology and Neuroscience (MCBN) program students, the MCBN Ombudsperson throughout the academic appeal process. The student may also consult with an attorney of his/her choice, but the student shall not be represented at the appeal hearing by legal counsel.

3. Upon notification of a student's request for an academic appeal hearing, the TBES Office will schedule a meeting of the Executive Council to hear the appeal within ten (10) business days of the student's request and shall notify the student and any other individual(s) the Chairperson determines may have information relevant to the appeal. Notification shall include, at a minimum, the date, place and time of the meeting.
4. The appeal hearing will not be taped or transcribed, although the Executive Council may, at its discretion, designate a TBES employee as a note taker during the testimonial phase of the hearing.
5. The student must provide the Executive Council with a detailed statement and documentation of the facts and circumstances supporting the appeal and provide a list of persons with information relevant to the appeal. This information must be received before the academic appeal hearing is scheduled.
6. The Executive Council will review the submitted information and may request additional materials from the student, the Program Director(s), or any other individual(s), as necessary to clarify issues pertinent to the matter.
7. For good cause, the student will be permitted to supplement his/her materials at any time up until a final, non-appealable decision is rendered.
8. The student shall not be represented by legal counsel at the appeal hearing. Legal counsel may be present outside the hearing room to consult with the student during or after the appeal hearing.
9. The student may be accompanied to the appeal hearing by an advocate of his/her choosing who may address the Executive Council at the close of the testimony, but this advocate shall not be an attorney by profession.
10. After the Executive Council has heard from all essential or requested individuals, the appeal hearing will be adjourned, and the committee will deliberate on the appeal in a closed session attended only by its members.
11. The Executive Council will review the testimony and the documentation provided to them in advance, as well as any documentation received at the hearing. The Executive Council will make a written recommendation to the TBES Dean within five (5) business days of the appeal hearing. The Program Director(s) and the student will be provided with a copy of this recommendation at the same time as the TBES Dean.
12. The student has the right to appeal the Executive Council's recommendation to the TBES Dean within five (5) business days of his/her receipt of the Executive Council's recommendation. Otherwise, the student has waived his/her right to appeal to the TBES Dean.
13. The TBES Dean will render a final, non-appealable academic decision within a reasonable period of time, but in no event later than thirty (30) business days after the last date of the appeal hearing. The TBES Dean will notify the student, the Executive Council and the Program Director(s) of this decision. A copy of the decision will be sent to the student by email to their official Rowan email address.

VII. REFERENCES:

1. [Student Resources/Policies](#)