



Professional and Academic Standards Committee (PASC) Petition

General Information: This form is typically completed by the student requesting the review. See page 2 for an overview of the PASC Petition/Appeal process.
General Instructions: Please save this form to your computer and then complete the form. When finished, attached the completed form to an email. Filling out the form solely on the website will result in submission of a blank form.

Student's Full Name: _____ Student ID #: _____
 Preferred Phone Number: _____ Academic Year: P1 P2 P3 P4
 Patriot Email: _____ @patriots.uttyler.edu Other: _____
 Course Number and Title: _____
 Faculty/Staff's Full Name: _____ Faculty/Staff Email: _____

If the committee has questions during their review, how should the contact you?

Please state category of your petition:^{1,2,3}

- Registration (e.g., Retroactive Withdrawal, Grade Forgiveness)
- Academic Probation (e.g., permission to continue coursework, modify prerequisites)
- Academic Dismissal (e.g., request to return to the program and/or resume coursework)
- Experiential Site Placements
- Other: _____

Please attach the following items to your PASC Petition

*Please note: The PASC petition and all accompanying documents are formal documentation that is placed in your permanent record.
 Please complete the petition in a professional manner and with the appropriate writing skills necessary to reflect the seriousness of the situation.*

1. Personal statement regarding the basis for your petition along with documentation as needed. This statement should clearly indicate what you are requesting the PASC to consider.
2. Copy/ies of your current UT Tyler Transcript(s); an unofficial copy may be used.
3. Copy/ies of the Canvas electronic grade book/Core ELMS grading forms for any course(s) involved in a registration, academic probation, or academic dismissal concern.
4. Copy/ies of all experiential site assignment(s) for any experiential site placement concerns.

It is strongly suggested that you meet with your faculty advisor and discuss your situation before submitting your petition. For petitions that relate to coursework (i.e., Registration, Academic Probation, Dismissal, Exponential Placements), the PASC will request information from the course coordinator. For petitions that relate to Scholastic Honesty or Professionalism Alerts, the PASC may request information from the faculty/staff/students related to the event.

Student's Signature: _____ Date: _____
 Student's Full Name: _____

Your advisor's signature indicates that they have read the petition and discussed your petition with you. It does not mean that they endorse or agree with the content of the petition.

Advisor's Signature: _____ Date: _____
 Faculty Advisor's Name: _____ Email: _____

¹ Suspected Honor Code Violations and Professionalism Alerts should be reported using the **Professionalism Alert form (Non-Academic Alert Form)**.

² Suspected Scholastic Honesty Violations should be reported using the **UT Tyler Scholastic Dishonesty Report Form**.

³ Requests for a Grade Appeal should be completed using the **UT Tyler Grade Appeal Form**.

Overview of the PASC Petition and Appeal Process

1. Students may submit a PASC appeal within 14 calendar days of receiving an academic notification.
2. The PASC will request information from course coordinators (for course related concerns) and may request information from faculty/staff for professionalism concerns.
3. The PASC will review the petition and, if necessary, contact the involved student/faculty/staff for additional information.
4. The PASC will notify the student of their decision within 30 calendar days. Notification will be through the student's official UT Tyler email. It is the student's responsibility to check their emails in a timely manner.
5. The student may appeal the PASC's decision within 14 calendar days of the date the notification email was sent. The appeal must be submitted in writing and submitted to the Office of Academic Affairs, who will submit the appeal request and any additional information to the Dean. In the appeal, please include the reason why you believe the appeal should be granted. Be sure to attach any additional documentation or information to this form.
6. The Dean will review the appeal and notify the student of their decision within 30 calendar days of receiving the appeal. The decision of the Dean is final. There is no further appeal process.

Please submit this form to the Fisch College of Pharmacy Office of Academic Affairs
ATTN: Dr. Rebecca Dunn at rdunn@uttyler.edu