POLICY ON

ACADEMIC AND PROFESSIONAL STANDARDS GOVERNING
THE DOCTOR OF PHARMACY DEGREE PROGRAM

This policy applies the regulations of the West Virginia Board of Regents Policy Bulletin No. 60, dated June 1, 1986, (Policy Regarding Academic Rights and Responsibilities of Students) and West Virginia Board of Regents Policy Bulletin No. 57, dated April 3, 1985, (Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges), as adopted by the University of West Virginia Board of Trustees to the School of Pharmacy at West Virginia University. It was adopted by the Faculty of the School of Pharmacy on June 22, 1998.
INTRODUCTION


SECTION 1: Academic and Professional Performance
1.1 Requirements
1.2 Evaluations
1.3 Rights and Obligations of the Student
   1.3.1 Written notice about failure to meet academic standards and requirements and about potential penalties.
   1.3.2 Appeal
1.4 Rights and Obligations of the Faculty

SECTION 2: Consequences of Failure to Meet Academic and Professional requirements and Standards.
2.1 A Lower Grade, a Failing Final Grade, or Exclusion From Further Participation in the Course or Rotation.
2.2 Academic Probation
2.3 Academic Suspension
2.4 Academic Dismissal from the School of Pharmacy

SECTION 3: The Committee on Academic and Professional Standards
3.1 Review of Academic and Professional Performance by the Committee on Academic and Professional Standards
3.2 Recommendation for Promotion and Graduation
   3.2.1 Academic promotion
   3.2.2 Graduation
3.3 Academic Probation
3.4 Academic Suspension
3.5 Academic Dismissal

SECTION 4: The Committees on Academic and Professional Integrity
4.1 Charge of the Committees on Academic and Professional Integrity
4.2 Composition of the Committees on Academic and Professional Integrity
4.3 Investigation of Alleged Violations of the Student Code of Academic and Professional Integrity; Procedural Rules
   4.3.1 Reporting of Alleged Violations of The Student Code of Academic and Professional Integrity
   4.3.2 Investigation of Alleged Violations of The Student Code of Academic and Professional Integrity
4.4 Academic Penalties Imposed for Violations of The Student Code of Academic and Professional Integrity
   4.4.1 Penalties imposed by the Instructor
   4.4.2 Penalties imposed by the School of Pharmacy
   4.4.3 Appeals
SECTION 5: Informal Reconsideration of Academic Penalties
5.1 Requests for Reconsideration of a Grade, A Final Grade, A Narrative Evaluation, or an Exclusion from the Course
5.2 Requests for Reconsideration of Actions by the Committees on Academic and Professional Standards: Probation, Suspension, and Dismissal

SECTION 6: Appeal of Academic Penalties
6.1 Rules for the Appeal Hearing
6.2 Appeal of a Grade, a Final Grade, or Exclusion from a course
6.3 Appeal of Probation, Suspension or Dismissal

CHAPTER 2: Professional Standards Governing Student Conduct Outside the Pharmacy Curriculum

SECTION 1. Students Rights and Responsibilities.

SECTION 2: Standards of Conduct
2.1 Required Conduct
2.2 Prohibited Conduct.

SECTION 3: Disciplinary Sanctions
3.1 Expulsion
3.2 Disciplinary Dismissal
3.3 Disciplinary Suspension
3.4 Disciplinary Probation
3.5 Lesser Sanctions

SECTION 4: Disciplinary Proceedings
4.1 The Committee on Academic and Professional Integrity of the School of Pharmacy
4.2 Disciplinary Hearings, Imposition of Sanctions, Appeals
4.2.1 Procedural Standards for Disciplinary Proceedings
4.2.2 Procedures: Charges, Findings of Fact, Recommendations to the Dean
4.2.2.1 Submission of Allegations to the Students Disciplinary Committee
4.2.2.2 Submission of Allegations Directly to the Committee on Academic and Professional Standards
4.2.3 Imposition of Disciplinary Sanctions
4.2.4 Appeals


SECTION 1: Introduction

SECTION 2: Dress Code Standards

Chapter 4. School of Pharmacy Policy and Procedures for Failure to complete a Clinical Clerkship.
4.1 Introduction
4.2 Reasons for Failure to Complete a Clerkship
4.3 Lines of Communication and Authority
4.4 Decision to Remove a Student from a Clerkship

APPENDIX A: Student Code of Academic and Professional Integrity of the School of Pharmacy

APPENDIX B: Policy Bulletin No. 60 of the West Virginia Board of Regents

APPENDIX C: Policy Bulletin No. 57 of the West Virginia Board of Regents

APPENDIX D: Academic Standards for Students Entering Clerkships on Probation

APPENDIX E: Guidelines and Requirements for Re-admissions Following Dismissal

APPENDIX F: Non-Traditional Pharm.D. Academic Standards
The West Virginia University School of Pharmacy has the responsibility to educate capable and competent pharmacists to provide pharmaceutical care to the citizens of West Virginia. With this responsibility comes the obligation to evaluate students pursuing the Doctor of Pharmacy degree as thoroughly as possible for their cognitive and non-cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability to practice pharmacy.

This policy on Academic and Professional Standards is limited to students pursuing the Doctor of Pharmacy degree at West Virginia University School of Pharmacy. This policy (1) applies Board of Regents Policy Bulletin 60, as adopted by the University of West Virginia Board of Trustees (Appendix B) to the Doctor of Pharmacy degree program in Chapter 1; (2) applies Board of Regents Policy Bulletin 57, as adopted by the University of West Virginia Board of Trustees, (Appendix C) to the Doctor of Pharmacy program of the School of Pharmacy in Chapter 2; (3) covers all behavior and conduct that demonstrates by clear and convincing evidence that a student lacks the professional qualities necessary for the practice of pharmacy; (4) gives exclusive authority to the School of Pharmacy in such matters, with exceptions stated in this policy; (5) replaces, for Students in the Doctor of Pharmacy degree program, Section 3 (“Academic Rights and Responsibilities”) of the West Virginia University Code of Student Rights and Responsibilities with Chapter 1 of this policy, and (6) replaces, for students in the Doctor of Pharmacy degree program, the appropriate parts of Section 1 (“introduction”) and all of Section 2 (“Disciplinary Rights and Responsibilities”) of the West Virginia University Code of Student Rights and Responsibilities with Chapter 2 of this policy.

This policy is limited to conduct and behavior relating to and/or affecting the professional practice of pharmacy. Conduct and behavior not relating to and not affecting the professional practice of pharmacy are governed by the West Virginia University Code of Student Rights and Responsibilities. Definitions and examples of conduct and behavior relating to and/or affecting the professional practice of pharmacy are described in this document and the West Virginia University School of Pharmacy Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Degree Program.

No reprisals of any kind shall be taken by any member of the University community against any individual who asserts his or her rights.

All hearings will be closed to the press and public.

CHAPTER 1: Academic and Professional Standards and Regulations Governing Lectures, Examinations, Laboratories, Recitation Sessions, Clinical Rotations, and Other Academic Settings of the Pharmacy Curriculum in Conformity With West Virginia Board of Regents Policy Bulletin No. 60.

SECTION 1. Academic and Professional Standards

1.1. Requirements and Professional Standards

Requirements for admission to the School of Pharmacy are stated in the West Virginia Health Sciences Catalog and the application materials.

The School of Pharmacy requires of all enrolled students that they (1) achieve an integrative mastery of the discipline of pharmacy, maintain the motivation to gain such mastery, develop the professional skills required for the Pharm.D. degree, and demonstrate professional responsibility in the practice of pharmacy; (2) be considerate
towards patients, instructors, staff, each other, and other interacting health-care
providers; (3) fulfill the criteria and requirements for satisfactory academic progress and
successful completion of the pharmacy curriculum as stated in the West Virginia Health
Sciences Catalog and the syllabus for each course; (4) comply with the rules of procedure,
conduct and appearance required by the Administration of the School of Pharmacy for all
academic settings and by the faculty for any course, laboratory, or clinical rotation, and
(5) follow the standards set forth in the Student Code of Academic and Professional
Integrity of the School of Pharmacy.

By enrolling in the School of Pharmacy, the student accepts these academic
requirements, standards, and criteria for successful completion of the curriculum. It is
the student’s responsibility to know and meet these requirements, standards and criteria,
and promptly to inform the Office of Academic Affairs of any serious impediment (such
as illness, etc.) hindering satisfactory academic progress. Failure to meet the
requirements listed above, as judged by the faculty of the School of Pharmacy, may lead
to academic penalties and/or remedial changes in the student’s curriculum as outlined in
Sections 2, 3, and 4 of Chapter 1 below.

1.2 Evaluations

Academic and professional performance are evaluated by written and verbal
examination and through observation in lectures, examinations, laboratories, recitation
sessions, and all clinical and academic settings of the University.

Academic evaluations by the faculty and faculty committees are not limited to
the assignment of examination scores and cognitive evaluations. Grades and narrative
evaluations issued by the faculty and faculty committees (Section 1.4, 3 and 4 of Chapter
1 of this policy) are based on all requirements for the Pharm.D. degree (Section 1.1 of
Chapter 1 of this Policy). These evaluations and grades, therefore, reflect the faculty’s
judgement about the students’ cognitive performance, motivation, clinical skills, and
ethical and professional behavior.

Performance in courses is described by the grades A (Excellent), B (Good), C
(Average), D (Poor, does not meet expectations), F (Failing), and I (Incomplete) and
written narrative evaluations of the student’s work. Performance in experiential rotations
is described by (1) the grades Pass (P) or Fail (F) and (2) written narrative evaluations of
the student’s work. Grades and narrative evaluations are based on a complete evaluation
of student performance in view of all regulations and standards of the School of
Pharmacy and the course or experiential rotation. Thus, they reflect more than
examination averages. Grades (A, B, C, D, F, P, or I) are entered onto the official grade
transcript. Grades and narrative evaluations are part of the student’s permanent record
kept in the Office of the Assistant Dean for Student Affairs.

1.3 Rights and Obligations of the Student

Students have the right to receive (1) the catalog in which program
requirements are stated, (2) the Policy on Academic and Professional Standards of the
West Virginia School of Pharmacy [this document], (3) the Student Code of Academic
and Professional Integrity of the School of Pharmacy (see Appendix A), and Policy
Bulletin no. 60 of the West Virginia Board of Reagents (see Appendix B).
Students shall have the right to receive a written description of content, requirements, and grading policy within the first week of class for each course in which they are enrolled. Students beginning the experiential year of the program have the right to receive a written description of the general goals and evaluation areas of the experiential rotations.

The student shall be graded or have his/her performance evaluated solely according to performance in the didactic or experiential course as measured against academic and professional standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be unlawfully evaluated on the basis of his/her race, color, religion, creed, disability, sex, sexual orientation, national origin, language, ancestry, veterans status, or political affiliation. Students should immediately report to the Assistant Dean of Student Affairs all violations of the Student Code of Academic and Professional Integrity that they witness.

The following statement will be signed each year by every student:

I hereby acknowledge that I have read the West Virginia University School of Pharmacy Policy on Academic and Professional Standards and the Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program. I understand and agree to abide by and support the policy and student code. I understand that the maximum penalty for an infraction of the policy or student code on Academic and Professional Integrity is dismissal from the School of Pharmacy.

Failure to sign the student code or abide by this policy or the Student code of Academic and Integrity for the School of Pharmacy may result in dismissal from the School of Pharmacy. Regarding any academic penalties imposed because of failure to meet academic requirements or provisions of the Student Code of Academic and Professional Integrity, the student has a right to:

1.3.1 Written notice about failure to meet academic standards and requirements about potential penalties

The student shall be informed in writing by the Committee on Academic and Professional Standards or the Assistant Dean of Student Affairs of (1) the student’s failure to meet requirements or an alleged violation of standards, (2) the method, if any, by which the student may correct academic and/or professional deficiencies, and (3) the penalty, if any, to be imposed.

1.3.2 Appeal

The student may formally appeal the imposition of any academic penalty, including those imposed as a consequence of violations of the Student Code of Academic and Professional Integrity as stated in Section 6 of Chapter 1 of this policy. (See Sections 5 and 6 of Chapter 1 of this document)

1.4 Rights and Obligations of the Faculty
It is the faculty’s duty and prerogative to evaluate a student’s academic and professional performance. This evaluation may take one or more of three forms, namely (1) assignment of grades and narrative evaluations by the teaching faculty, (2) review of academic and professional performance by the Committee on Academic and Professional Standards as stated in Section 3 of Chapter 1 of the policy, and (3) review of behavior, demeanor, and adherence to the Student Code of Academic and Professional Integrity.

Academic evaluations by the faculty and faculty committees are based on professional judgment and are not restricted to the assignment of grades and academic evaluations, but include the assessment of non-academic abilities, professional demeanor, and conduct.

The faculty of the School of Pharmacy reserves the right to withhold the Pharm.D. degree from a candidate who may have technically met formal curricular requirements but lacks the professional skills, behavior, and demeanor considered necessary for the Pharm.D. degree or has demonstrated unwillingness to accept professional responsibility in the practice of pharmacy. (See Section 3.5 of Chapter 1 of this document)

Grades and narrative evaluations issued by the course faculty, and decisions or recommendations of the Committee on Academic and Professional Standards are subject to the provisions of Section 1.3 of Chapter 1 of this policy which describes student rights. Assigned grades or narrative evaluations should be sent promptly to the Office of the Assistant Dean of Student Affairs.

Faculty have the obligation to provide a syllabus containing a written description of content, requirements, and grading policy to all enrolled students within the first week of class for each course or rotation they coordinate.

Concerning a student’s performance in a didactic or experiential course, the faculty teaching the course may impose the appropriate academic penalties described in section 2.1 of Chapter 1 of this policy for failure to maintain academic and professional standards. A written report of all such penalties must be sent to the Assistant Dean for Student Affairs. Each instructor must immediately report all alleged violations of the Student Code of Academic and Professional Integrity to the Assistant Dean for Student Affairs. Should the Assistant Dean for Student Affairs decide that the matter should be submitted to the Committee on Academic and Professional Integrity for findings of fact, then instructors must await the outcome of that investigation before implementing an academic penalty (See Section 4 of Chapter 1 or this policy)

In relation to this policy and the Student Code of Academic and Professional Integrity (see Appendix A), the faculty of the School of Pharmacy have the responsibility to: (1) Support the policy and Student Code and avoid placing students in situations where violation of this policy or the code may unintentionally occur (e.g., to give vague directions in an exam, and then not be available to explain) and (2) explicitly indicate conditions for carrying out graded exercises (e.g., the ability of students to work in groups, or the use of scratch paper, notes, calculators, computers or other tools on an exam).

SECTION 2. Consequences of Failure to meet Academic and Professional Requirements and Standards
Upon failing to meet academic and professional requirements and standards or provisions of the Student Code of Academic and Professional Integrity, a student may be subject to one or more of the following academic penalties:

2.1 **A Lower Grade, a Failing (F) Final Grade, or Exclusion From Further Participation in the Didactic or Experiential Course.**

These penalties are imposed only by the instructor(s) of a course or rotation. The imposition of penalties by the instructor does not preclude further penalties by the School of Pharmacy or the University.

2.2 **Academic Probation**

This penalty is imposed by the Dean or the Dean’s designee, after receipt of recommendations from the Committee on Academic and Professional Standards. It may be accompanied by changes in the student’s curriculum, such as remedial work and reexamination, repetition of all or part of the curriculum, rearrangement of the curriculum, and/or supervision by an advisor from the Committee on Academic and Professional Standards. Students placed on academic probation are not allowed to serve as officers in student organizations.

2.3 **Academic Suspension**

This penalty is imposed by the Dean or the Dean’s designee, after receipt of recommendations from the Committee on Academic and Professional Standards. Suspension may not exceed one year. Upon expiration of the period of suspension, the student must petition the Committee on Academic and Professional Standards for reinstatement by the Dean. The Committee on Academic and Professional Standards shall review the petition, make a determination as to whether the terms and conditions of the suspension have been met, make a determination that the student possesses the potential to pursue the Pharm.D. degree successfully, and recommend whether the student should be reinstated.

2.4 **Academic Dismissal from the School of Pharmacy**

This penalty is imposed by the Dean or the Dean’s designee, after receipt of recommendations from the Committee on Academic and Professional Standards as a result of academic deficiencies or of violation of the Student Code of Academic and Professional Integrity found serious enough by the Dean to merit dismissal.

Academic probation, suspension, and dismissal are defined further in Section 3 of Chapter 1 of this policy.

A student may ask for an informal review of any academic penalty according to Section 5 or formally appeal according to Section 6 of Chapter 1 of this policy.

**SECTION 3. The Committee on Academic and Professional Standards**

The Committee on Academic and Professional Standards is a standing faculty committee appointed by the Dean of the School of Pharmacy.

3.1 **Review of Academic and Professional Performance by the Committee on Academic and Professional Standards.**
The Committee on Academic and Professional Standards of the School of Pharmacy reviews the Academic and Professional performance of every student enrolled in the Pharm.D. Degree program. In this review, the Committee must be fair to the student and is obliged to uphold the integrity of the Pharm.D. degree. The review takes place at least once every semester (usually at the semester’s end) and is based on the evaluations described in Section 1.21 of Chapter 1 of this policy.

For its review the Committee on Academic and Professional Standards has access to each student’s file, including but not limited to, (1) qualitative grades (A, B, C, D, P, F, and I) as recorded on the grade transcript; (2) written narrative evaluations submitted by the faculty; (3) oral and written reports about academic performance and professional behavior; (4) findings and conclusions by the Committee on Academic and Professional Integrity, and (5) interim reports from course coordinators solicited by the Assistant Dean of Student Affairs.

Committee decisions about continued enrollment and promotion to the next academic term, graduation, and remedial changes in a student’s curriculum, and Committee recommendations to the Dean for probation, suspension, or dismissal from the School of Pharmacy are based on a comprehensive review of the student’s academic performance and professional behavior.

Alleged violation of the Student Code of Academic and Professional Integrity of the School of Pharmacy are first reported to the Assistant Dean of Student Affairs. Depending on the allegation, the Assistant Dean will (1) refer the matter to the Committee on Academic and Professional Integrity if material facts of the case are in dispute and findings of fact need to be made and reported to the Committee On Academic and Professional Standards (See Section 4 of Chapter 1 of this policy), or (2) submit the case directly to the Committee on Academic and Professional Standards if no material facts are in dispute. Findings of fact and conclusions by the Committee on Academic and Professional Integrity are submitted in a written report to the Committee on Academic and Professional Standards. If there is a conclusion that a violation of the Code has occurred, the Committee on Academic and Professional Standards will recommend penalties to be imposed by the Dean of the School of Pharmacy in addition to and regardless of penalties imposed by the instructor(s) according to Section 2.1 of Chapter 1 of this policy. This does not preclude the imposition of penalties for other failures to meet academic and professional standards while the case is pending. The Dean may accept, modify or reject the Committee on Academic and Professional Standards recommendations concerning probation, suspension, or dismissal.

3.2 Recommendation for Promotion and Graduation

Recommendation by the Committee on Academic and Professional Standards for promotion to the next academic term or for graduation from the School of Pharmacy is contingent upon the successful completion of all requirements and upon adherence to all professional standards of behavior (Section 1.1 of Chapter 1 of this Policy).

3.2.1 Academic Promotion

Academic promotion is conferred by the Dean or the Dean’s designee, after receipt of recommendations from the Committee on Academic and Professional Standards. Advancement in the Pharm.D. degree program is not
guaranteed by obtaining passing grades ("D" grades or higher) in the previous years work. The decision to promote a student must be based on the ability of a student to demonstrate mastery of those intellectual, physical and emotional requirements that are the basis of the preparation for the practice of pharmacy in any setting. "D" grades are indicative of marginal performance and may indicate a severe deficiency in the student's academic and professional development. Students who have passed the work of an academic year with grades of "C" or better in all courses will ordinarily be recommended for advancement to the next higher year.

The Committee on Academic and Professional Standards may recommend that the Dean withhold advancement for any student in the following cases: (1) if a student fails to meet conditions of probation; (2) if a student fails to receive a grade of "C" or better with a grade point average less than 2.0 for that academic semester or academic year; (3) if a student fails to receive a grade of "C" or better in two or more courses during the academic year, and (4) if a student receives a grade of "F" in any course during the academic year reviewed. A student must have passed all courses from the first three years of the curriculum to qualify for entry into the experiential (final) year of the program.

3.2.2 Graduation

The awarding of a Doctor of Pharmacy degree to a student is approved by the Dean or the Dean's designee, after receipt of recommendations from the Faculty. Candidates must meet the following criteria: (1) meet the academic and professional standards, criteria and requirements outlined in this policy document, and the West Virginia University catalog and the Health Sciences Center catalog; (2) complete satisfactorily all the required coursework in a timely fashion, which will not normally exceed five years from the date of initial enrollment; (3) pay all fees; (4) complete the last year’s work in residence in this school (5) be present at the commencement exercises unless excused by the Dean in writing, and (6) complete satisfactorily the required number of clerkship rotations and demonstrate the attainment of minimum competencies.

3.3 Academic Probation

The Committee may recommend to the Dean that a student be placed on academic probation in the following cases: (1) the student’s semester grade point average falls below 2.5; (2) the student receives a grade less than a "C" in any course; (3) in any of the cases listed in sections 3.4 (academic suspension) and 3.5 (Academic dismissal) of Chapter 1 of this Policy. Students receiving an “F” grade in any course or a grade less than a “C” in two or more courses in a semester will automatically be placed on academic probation.

The imposition of probationary status may be accompanied by remedial actions and performance requirements as specified by the Committee on Academic and Professional Standards. These actions are intended to remedy the academic or professional deficiency which initiated the probation. A successful conclusion of the required action(s) ends the probationary status.
Remedial interventions in a student’s curriculum by the Committee are designed to fit particular academic deficiencies and may, among others, take one or more of these forms: a specific study or reading program, additional training in a set of clinical skills, repetition to all or part of the curriculum, reorganization of the student’s curriculum, or supervision by an advisor from the Committee on Academic and Professional Standards. In the case of a failing grade (“F”), the Committee will require, at the very least, that the student repeat and pass the course or an equivalent course from another ACPE accredited School of Pharmacy.
3.4 Academic Suspension

Suspension for up to one year may be recommended by the Committee on Academic and Professional Standards for any of the cases listed in section 3.5 of Chapter 1 of this policy if the circumstances of the case warrant the lesser penalty. Should the Committee on Academic and Professional Standards conclude that personal problems are the reason for deficiencies and/or violations, the Committee may recommend to the Dean that the student be suspended from the School of Pharmacy for up to but not more than one year.

Reinstatement to the School of Pharmacy is contingent upon completion of all requirements stipulated with the imposition of suspension. The Assistant Dean of Student Affairs will either determine that these stipulations have been met or, if the Assistant Dean of Student Affairs feels the stipulations have not been met, seek a recommendation from the Committee on Academic and Professional Standards on the matter.

3.5 Academic Dismissal

The Committee may recommend to the Dean that a student be dismissed in the following cases: (1) a failing grade (“F”) in a didactic or experiential course; (2) failure to maintain a cumulative grade point average of at least 2.0 at the end of or after the first academic year; (3) failure to obtain a grade of “C” or better in any two courses in the same academic year; (4) failure to obtain a grade of “C” or better in any three or more courses during the first three years of the program; (5) an accumulation of narrative evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum; (6) a specific academic deficiency such as an important clinical skill that has not been mastered; (7) failure to assume appropriate professional responsibility; (8) failure to meet professional standards including those of demeanor or conduct, or (9) an infraction of the Student Code of Academic and Professional Integrity.

The committee expects every student to meet the requirements and standards stated in Section 1.1 of Chapter 1 of this Policy. Therefore, even without a marginal or failing grade, a poor student may incur a recommendation for dismissal for failure to meet these requirements and standards. Failure to successfully complete remedial work assigned due to probationary status will result in academic dismissal.

After academic dismissal, a student must apply for readmission to the School of Pharmacy and readmission of a student is the prerogative of the Dean following a recommendation by the Committee on Academic and Professional Standards.

SECTION 4. The Committee on Academic and Professional Integrity

4.1 Charge of the Committee

The Committee on Academic and Professional Integrity is a standing committee charged with: (1) the investigation of alleged violations of the Student Code of Academic and Professional Integrity of the School of Pharmacy and the issuance of a written report on the results of the investigation according to the procedures of Section 4.4 of Chapter 1 of this policy, and (2) the hearing and disposition of appeals of grades, final grades, and exclusion from a course according to Section 6.2 of Chapter 1 of this policy.
4.2 Composition of the Committee on Academic and Professional Integrity

The Committee on Academic and Professional Integrity is appointed annually by the Dean of the School of Pharmacy. The Committee will consist of four faculty members with at least one representative from each department and four student members with a representative from each class year. Each class will select their own representative to the Committee on Academic and Professional Integrity. The Chair of the Committee on Academic and Professional Integrity will be selected by the Dean of the School of Pharmacy from the faculty committee membership. Members of the Committee on Academic and Professional Standards and the Dean of Student Affairs are not eligible to serve on this Committee.

4.3 Investigating of Alleged violations of the Student Code of Academic and Professional Integrity

4.3.1 Reporting of Alleged Violations of the Student Conduct of Academic and Professional Integrity

Instructors report in writing all incidents in which they suspect or witness violations of the Student Code of Academic and Professional integrity to the Assistant Dean for Student Affairs.

4.3.2 Investigation of alleged Violations of the Student Code of Academic and Professional Integrity.

The Assistant Dean of Student Affairs shall screen all reports of alleged violations of the Code of Academic and Professional Integrity to exclude frivolous accusations. If the accusation is considered meaningful, the Assistant Dean will decide whether the matter should be submitted to the Committee on Academic and Professional Standards directly or to Committee on Academic and Professional Integrity for investigation and findings of fact. If the case warrants finding of facts, the Assistant Dean of Student Affairs shall inform the accused student of the charges in writing within ten (10) working days and submit the case to the Committee on Academic and Professional Integrity.

The hearing by the Committee on Academic and Professional Integrity is conducted according to these rules:

(i) The accuser(s) and the accused shall appear together before the Committee. The accused has the right to hear all testimony presented in the hearing.

(ii) The formal rules of evidence do not apply

(iii) The Committee shall review the evidence and take statements from those making the charge, from the accused student, and from witnesses produced by either side.

(iv) The accused student and those making the charge may be accompanied by an advisor from either the faculty or the student body of the institution. Such advisors may consult with their
advisees, but may neither speak for them nor participate in the proceedings directly, unless the Committee permits it.

(v) Either party before the committee may call witnesses and question any witness.

(vi) The hearing shall be recorded, and summary minutes of the proceedings shall be kept and made available to the accused student upon request.

(vii) After the hearing, the Committee shall formulate its findings of facts and its conclusions as to the alleged occurrence of violations of the Student Code of Academic and Professional Integrity according to the standard of “clear and convincing evidence”, adopt them by majority vote, and report them in writing to (a) the student, (b) the faculty involved, (c) the Committee on Academic and Professional Standards, and (d) the Dean of the School of Pharmacy.

4.4 Academic Penalties Imposed for Violations of the Student Code of Academic and Professional Integrity.

The Committee on Academic and Professional Integrity neither recommends nor imposes penalties; it only determines the facts of the case and its conclusions about it. Penalties are imposed by the instructor and/or the Dean.

4.4.1 Penalties imposed by Instructors

The instructor(s) of a course or rotation may impose penalties according to Section 2.1 of Chapter 1 of this policy and/or issue an appropriate narrative evaluation. If material facts are disputed, the instructor assigns a temporary “incomplete” (I) grade until findings of fact are rendered by the Committee on Academic and Professional Integrity. The Assistant Dean of Student Affairs and the Committee on Academic and Professional Standards must be informed of any such penalties or removals of “Incomplete” (I) grades.

4.4.2 Penalties Imposed by the Dean.

Penalties set forth in section 2.2 (probation), 2.3 (suspension, and 2.4 (dismissal) of Chapter 1 of this policy, may be imposed by the Dean if a student is found to have violated the Student Code of Academic and Professional Integrity.

In a regular review of a student’s performance (Section 3.1 of Chapter 1 of this policy), the Committee on Academic and Profession Standards temporarily excludes from review those courses in which a charge of violating the Student Code of Academic and Professional Integrity has not yet been decided. This does not preclude the imposition or recommendation of penalties for other failures to meet academic standards.

The Dean of the School of Pharmacy may accept, modify, or reject the recommendations of the Committee on Academic and Professional Standards.

4.4.3 Appeals
The penalties imposed by the instructor(s) and the Dean of the School of Pharmacy may be appealed according to Section 6 of Chapter 1 of this policy. An appeal may be preceded by a request for an informal reconsideration of the penalty according to Section 5 of Chapter 1 of this policy.

SECTION 5. Informal Reconsideration of Academic Penalties

The School of Pharmacy offers an optional, informal reconsideration of academic penalties aside from the formal appeal procedure described in Section 6 of Chapter 1 of this policy. Such a review gives the student the opportunity to submit to those imposing or recommending the penalty any substantial reasons why the penalty would be inappropriate. Such reasons may be presented in written form, with a request for reconsideration of the decision.

5.1 Request for Reconsideration of a Grade, a Final Grade, a Narrative Evaluation, or Exclusion from the Course

The request for the review of a grade or an exclusion from the course should be addressed to the instructor(s) who imposed the grade or penalty. In the case of narrative evaluations, the student may either (1) ask the instructor(s) for a review or (2) enter written rebuttal in the student’s file and submit a copy of the rebuttal to the instructor(s) and Assistant Dean for Student Affairs.

Appeal beyond this level of review should follow the procedure for appealing a Grade in Section 6.2 of Chapter 1 of this policy.

5.2 Request for Reconsideration of Actions of the Committee on Academic and Professional Standards: Probation, Suspension, and Dismissal.

The student has the right to appear before the Committee or inform it in writing of evidence or mitigating facts which might persuade the Committee to rescind or alter a recommendation for probation, suspension, or dismissal. Such a request for reconsideration, however, reopens the case and may lead to a new recommendation by the committee.

SECTION 6. Appeal of Academic Penalties

The student may formally appeal all academic penalties by presenting the case in an appeal hearing which however, may be preceded by informal steps as set forth in Section 5 of Chapter 1 of this policy.

6.1 Rules for the Appeal Hearing

The primary purpose of the appeal hearing is to ascertain whether the penalty (Section 2 of Chapter 1 of this policy) under appeal was imposed in a manner consistent with the requirements and standards of the School of Pharmacy (Section 1.1 and 1.2 of Chapter 1 of this policy), the rights and obligations of the student (Section 1.3 of Chapter 1 of this Policy), and the rights and obligations of the faculty (Section 1.4 of Chapter 1 of this policy).

The appeals hearing is not adversarial in nature and the formal rules of evidence do not apply.
The student may choose to have either a member of the faculty or the student body of the Institution as an advisor. The individual(s) who imposed the penalty may also be accompanied by advisors from the institution. Such advisors may consult with their advisees, but may neither speak on their behalf nor directly participate in the hearing, unless they are given permission to do so by those conducting the hearing.

Either party may call witnesses.

The accused has the right to hear all testimony presented in the hearing.

The appeal hearing shall be recorded, and, summary minutes of the appeal and relevant attachments shall be provided to either party upon request.

6.2 **Appeal of a Grade, a Final Grade, or Exclusion from the Course**

The first level of appeal of such a penalty (Section 2.1 of Chapter 1 of this policy) is at the academic department sponsoring the course or rotation. Within ten (10) working days after receipt of the grade or penalty, the student must submit to the Chair of the department a written appeal stating the reasons why the penalty was unwarranted. The department chair will attempt to mediate the dispute between the student and the instructor(s) responsible for the penalty.

Should the department chair be unable to resolve the dispute, or should the instructor(s) be unavailable, then the student may direct a written appeal to the Committee on Academic and Professional Integrity within thirty (30) days after receipt of the grade or penalty. The Committee on Academic and Professional Integrity shall conduct a hearing (Section 6.1 of Chapter 1 in this policy) in order to determine whether the penalty was imposed in a manner consistent with the requirements and standards of the School of Pharmacy (Section 1.1 and 1.2 of Chapter 1 of this policy), the rights and obligations of the student (Section 1.3 of Chapter 1 of this Policy), and the rights and obligations of the faculty (Section 1.4 of Chapter 1 of this policy).

Should the Committee find in favor of the student, the Dean of the School of Pharmacy may request that the instructor(s) make the appropriate grade change. If the instructor does not change the grade within thirty (30) days, the Dean may administratively change the grade or let it stand.

The student may appeal an unfavorable decision of the Dean to the Vice President for Health Sciences, as the President’s designee, within thirty (30) days after receipt of the decision. The decision of the Vice President for health Sciences, as the President’s designee, is final.

6.3 **Appeal of Probation, Suspension, and Dismissal**

The student may appeal the Dean’s Decision to impose probation, suspension, or dismissal to the Vice-President for Health Sciences, as the President’s designee, within thirty (30) days after receipt of written notification of the Dean’s final decision to impose the penalty.

The Vice-President may hear the appeal directly, or act upon the recommendations of an appeals committee or hearing officer appointed by the Vice-President.
The decision of the Vice-President for Health Sciences, as the President’s designee, is final.

**CHAPTER 2: Professional standards Governing Student Conduct Outside the Pharmacy Curriculum.**

**SECTION 1. Student Rights and Responsibilities**

By enrolling in the School of Pharmacy, a student accepts these professional standards and requirements as a prerequisite for continued enrollment in the pharmacy curriculum and graduation. It is the student’s responsibility to know and meet these standards and requirements. Failure to meet these standards and requirements may cause the School of Pharmacy to impose on the student the sanctions of expulsion, disciplinary dismissal, disciplinary suspension, disciplinary probation, or lesser sanctions.

As specified in Board of Reagents Policy Bulletin No. 57 (see Appendix C), Students enjoy the rights of (1) freedom of expression and assembly, (2) freedom of association, and (3) privacy.

Students are expected (1) to abide by federal, state, and local statutes and ordinances both on and off campus; (2) to refrain from behavior incompatible with the responsibilities of the pharmacy profession, and (3) to follow the specific rules of conduct established in Board of Regents policy no. 57, as adopted by the University of West Virginia Board of Trustees, and in Section 2 (“Standards of Conduct”) below.

In all disciplinary hearings, students are considered innocent until allegations with regard to violation of this policy have been proven by clear and convincing evidence.

**SECTION 2: Standards of Conduct**

**2.1 Required Conduct**

Students are required to comply with

(a) the laws of the United States
(b) the laws of the state of West Virginia
(c) local city, county, and municipal ordinances
(d) the policies, rules, and regulations of the University of West Virginia Board of Trustees, West Virginia University, and the School of Pharmacy
(e) the lawful direction and orders of the officers, faculty, and staff of the University and the School of Pharmacy who are charged with the administration of institutional affairs.

**2.2 Prohibited Conduct**

Student must not engage in

(a) disorderly conduct,
Students behaving in prohibited conduct are subject to disciplinary action by the School of Pharmacy.

Students involved in criminal matters before local, state, or federal courts may be found by the Committee on Academic and Professional Standards to be unfit for the pharmacy profession and expelled by the School of Pharmacy or face lesser disciplinary sanctions.

Because of the serious responsibilities of the pharmacy profession and the necessity to maintain public trust in the profession, students face disciplinary action by the School of Pharmacy if they abuse alcohol or drugs, consume illegal drugs, or possess, distribute or sell drugs illegally. (See Section 3.6)

SECTION 3. Disciplinary Sanctions

Disciplinary action by the School of Pharmacy will be commensurate with the severity of the infraction. Sanctions may include but are not limited to the following:

3.1 Expulsion

Expulsion means the termination of all student status, including the loss of any rights to continue in the pharmacy curriculum and the loss of all instructional credit to the Pharm.D. degree. An expelled student may not be considered for admission to another institution governed by the University of West Virginia Board of Trustees until one year after the expulsion.

Expulsion may be imposed by the Dean, or the Dean’s designee, for violation of the standards expressed in section 2 of Chapter 2 of this policy, including but not limited to (1) a conviction for felonious conduct; (2) alcohol or drug abuse; consumption of illegal drugs; illegal possession, distribution, or sale of drugs; (3) stealing, forgery, alteration, or falsification of documents or records, (4) misuse of or tampering with data processing and communications equipment; (5) misappropriation of funds; (6) illegal disruptive conduct in the form of illegal picketing, protesting, or demonstrating, (7) illegal possession or use of firearms or dangerous weapons; (8) infliction of harm directed at any person; (9) theft, unauthorized use, misuse or destruction of property owned by others; (10) unauthorized use or tampering with University emergency or safety equipment; (11) false reporting of an emergency; (12) trespassing by unauthorized entering or remaining on property controlled by others; (13) unlawful discrimination; (14) any activities posing a serious threat to the safety and health of
patients in health care or teaching programs of the University or School of Pharmacy; and
(15) malicious interference with University approved or sponsored research programs.

3.2 Disciplinary Dismissal

Disciplinary dismissal from West Virginia University may be imposed by the Dean, or the Dean’s
designee, for any violation of standards specified in section 2 of chapter 2 (Prohibited conduct) and
section 3.1 of Chapter 2 (expulsion) of this policy if the Dean considers the circumstances of the
infraction(s) warrant a lesser sanction. Students dismissed due to disciplinary problems, may apply
for readmission to the School of Pharmacy after one year’s time. Readmission of a dismissed first
year student is the prerogative of the Dean as following a recommendation by the Committee on
Academic and Professional Standards. Readmission of Students after the first year may be
sought through the standard admissions process.

3.3 Disciplinary Suspension

Disciplinary suspension from all institutional activities for up to one academic year may be imposed by
the Dean, or the Dean’s designee, for any violation of standards specified in sections 3.1 and 3.2 of
Chapter 2 of this policy if the circumstances of the infraction warrant, at the discretion of the Dean,
a lesser sanction.

Disciplinary suspension is also indicated for (1) misuse of University or School of Pharmacy
documents and identification cards; and (2) negligent destruction of University property.

3.4 Disciplinary probation

Disciplinary probation for up to one academic year may be imposed by the Dean, or the Dean’s
designee, for any violation of standards specified in sections 3.1, 3.2, and 3.3 of Chapter 2 of this
policy if the circumstances of the infraction warrant, at the discretion of the Dean, a lesser sanction.

Disciplinary probation may carry with it the loss of privileges, such as the disqualification
from scholarships and grants, and the exclusion from special programs, and may be tied to
enrollment in counseling programs and close supervision for compliance with School of Pharmacy
standards. Students on disciplinary probation are not allowed to hold office in student organizations.

Disciplinary probation may also be imposed for (1) unauthorized consumption or
distribution of alcoholic beverages on University controlled property or at University
sponsored or supervised events; and (2) smoking where prohibited by the University.

3.5 Lesser Sanctions

Sanctions less severe than those listed in sections 3.1, 3.2, 3.3, and 3.4 of Chapter 2 of this
policy may be imposed by the Dean, or the Dean’s designee, for any violation of
standards if the circumstances warrant this. Such sanctions may consist of, but are not
limited to restitution of damages, loss of privileges, etc.
3.6 Disciplinary Sanctions involving Substance Abuse

Disciplinary actions incurred due to substance abuse may be accompanied by treatment and/or aftercare directives. Failure to adhere to assigned treatment and/or aftercare directives will result in a minimum penalty of dismissal or expulsion.

SECTION 4. Disciplinary Proceedings

4.1 The Committee on Academic and Professional Integrity of the School of Pharmacy

With regards to disciplinary actions against students, the Committee on Academic and Professional Integrity, as defined in Section 4.1 and 4.2 of Chapter 1 of this policy has the authority to (1) hear evidence, (2) make findings of fact and conclusions from the evidence presented, and (3) report its findings and conclusions to the Committee on Academic and Professional Standards.

4.2 Disciplinary Hearings, Impositions of Sanctions, Appeals

4.2.1 Procedural Standards for Disciplinary Standards

Disciplinary proceedings are governed by the principles of fairness. Thus, the student accused of violating the standards of conduct delineated in sections 2 and 3 of Chapter 2 of this policy shall:

(i) be informed in writing of the policy provisions that have been allegedly violated;

(ii) be informed in writing of facts and evidence sufficiently describing the action or behavior to be presented to the Committee on Academic and Professional Integrity in support of the charges;

(iii) receive written notice as to date, time, and place of any hearing before the Committee on Academic and Professional Integrity;

(iv) be advised of the right to have present at a hearing a parent, or a student or faculty member from the Institution as an Advisor;

(v) be advised of the right to have legal counsel present at any hearing involving cases potentially incurring the sanctions of expulsion, disciplinary dismissal, or disciplinary suspension;

(vi) have the right to be present throughout the presentation of evidence, testimony of witnesses, and arguments of the parties at a hearing;

(vii) have the right to examine evidence, cross-examine witnesses, and present evidence and witnesses on his/her behalf at a hearing.

Advisors or legal counsel for either side shall neither speak on behalf of their advisees nor otherwise directly participate in a disciplinary hearing unless they are given permission to do so by those conducting the hearing.
There shall be a complete and accurate record of any disciplinary hearing in a form of a tape recording of the proceedings. The student may request an electronic copy of the recording or a transcript at the student’s expense.

After a hearing, the Committee on Academic and Professional Integrity shall make findings of facts, conclusions and recommendations based on the evidence presented and recommend the imposition of sanctions, if any, to the Committee on Academic and Professional Standards. The Committee on Academic and Professional Standards may adopt the findings of facts and conclusions of the Committee on Academic and Professional Integrity or remand the case back for further findings of facts and conclusions. The Committee on Academic and Professional Standards may accept, modify, or reject the sanctions to be imposed. The Dean shall review the findings of facts, conclusions and recommendations of the committees. The Dean may accept, modify, or reject the recommendations of the Committees and impose sanctions as he/she deems fit under the circumstances.

4.2.2. Procedures: Charges, Findings of Fact, Recommendations to the Dean

All alleged violations of the standards of conduct in section 2 and 3 of Chapter II of this policy shall be reported to the Assistant Dean of Student Affairs.

The Assistant Dean of Student Affairs shall inform the student in writing of the charges, specifying which standard was allegedly violated and describing in sufficient clarity the actions and circumstances on which the charges are based as set forth in section 4.2.1 of Chapter 2 of this policy. The student may admit or deny the allegations. A copy of the charges shall be submitted to the University Office of Judicial Programs.

4.2.2.1 Submission of Allegations to the Committee on Academic and Professional Integrity.

Unless the student admits violating the policy as charged (see section 4.2.2.2 of Chapter 2 of this policy), the Assistant Dean of Student Affairs will submit the case to the Committee on Academic and Professional Integrity. The hearing by the Committee on Academic and Professional Integrity follows the standards listed in Section 4.2.1 of Chapter 2 of this policy. In conformity with those standards, the hearing shall be conducted as follows:

(i) The Assistant Dean for Student Affairs, or the Dean’s designee, and the accused student shall together appear before the Committee on Academic and Professional Integrity.

(ii) The Assistant Dean for Student Affairs, or the Dean’s designee, shall present the charges to the Committee.

(iii) The Committee shall review the evidence and take statements from those making the charge, from the accused student, and from any witness produced by either side. The formal rules of evidence do not apply.
(iv) Any advisors or legal counsel present may neither directly participate in the proceedings nor speak on behalf of their advisees unless they are given permission to do so by those conducting the hearing.

(v) Either party may call witnesses or question any witness.

(vi) An accurate record of the proceedings shall be kept in the form of a tape recording.

(vii) After the hearing, the committee shall (1) formulate its findings of fact based upon clear and convincing evidence and adopt them by majority vote; (2) arrive at conclusions based upon clear and convincing evidence as to whether the student violated the specific provisions of the policy as alleged and adopt them by majority vote; (3) make recommendations for appropriate sanctions, if any, and adopt them by majority vote; and (4) report in writing the findings of facts, the conclusions, and its recommendation for sanctions to the Committee on Academic and Professional Standards, the accused student, and the Dean.

(viii) The Committee on Academic and Professional Standards shall review the findings of facts, conclusions, and recommendations. The Committee on Academic and Professional Standards may adopt the findings of facts and conclusions of the Committee on Academic and Professional Integrity or remand the case back for further findings of facts and conclusions. The Committee on Academic and Professional Standards may accept, modify, or reject the recommendations of sanctions to be imposed. The Committee on Academic and Professional Standards shall submit a report of its actions and recommendations to the Dean.

4.2.2.2 Submission of Allegations to the Committee on Academic and Professional Standards

The student may admit the allegations and elect to submit the case (1) directly to the Dean for disposition, or (2) to the Committee on Academic and Professional Standards for a recommendation as to the level of sanctions to be imposed, or (3) to the Committee on Academic and Professional Integrity for a recommendation as to the level of sanctions to be imposed.

4.2.3 Imposition of Disciplinary Sanctions

The disciplinary sanctions described in section 3 of chapter 2 of this policy are imposed by the Dean for violations of the standards of conduct set forth in section 2 of chapter 2 of this policy.

The Dean reviews the facts of the case and imposes the sanctions if either the accused admits to a breach of the standards of conduct or if the findings of facts and conclusions submitted by the Committee on Academic and Professional Integrity hold that the student breached the standards of conduct. The Dean
shall consider the recommendations of the Committee on Academic and Professional Integrity and the Committee on Academic and Professional Standards before imposing disciplinary sanctions; however, the Dean is not bound by the recommendations of either committee. The Dean shall act within ten (10) working days after receipt of the committee’s findings, conclusions, and recommendations.

4.2.4 Appeals

The primary purpose of the appeal is to ascertain whether the sanctions under appeal were imposed in a manner consistent with the standards and regulations delineated in this policy. An appeal may allege that (1) the School of Pharmacy does not have exclusive jurisdiction over the alleged violations; and/or (2) the findings of facts and conclusions were not properly based on the evidence as a whole; and/or (3) the sanctions imposed are not appropriate under the circumstances or not within the Dean’s discretion.

The student may appeal the Dean’s decision to impose disciplinary expulsion, dismissal, suspension, probation, or lesser sanctions to the Vice-President for Health-Sciences, as the President’s designee, within thirty (30) days after receipt of written notification of the Dean’s final decision to impose the sanctions.

The Vice-President may hear the appeal, or act upon the recommendation of an appeals committee or hearing officer appointed by the Vice-President.

If the Vice-President decides that the behavior or conduct is not within the exclusive jurisdiction of the School of Pharmacy, he/she shall refer the matter to the University Committee on Student Rights and Responsibilities for disposition. Otherwise, the decision of the Vice-President for Health Sciences, as the President’s designee, is final. However, the decision of the Vice President for Health Sciences may be appealed to the University of West Virginia Board of Trustees if the student is expelled or dismissed.

The University Office of Judicial Programs will be notified of the disposition of the case.


Section 1: Introduction

The School of Pharmacy recognizes that appropriate personal appearance creates a favorable impression of the School and the pharmacy profession in general. Patients, families, local health authorities, health care sites and accrediting agencies justifiably expect strict standards to be maintained. The School of Pharmacy and its preceptors reserve the right to ask a student who is improperly dressed to change clothing or to improve his/her appearance, with the time taken off from class to do so made up at the instructor’s convenience. Repeated offenses of the dress code policy, both within a single class or throughout classes, will result in disciplinary action. The dress code applies to any situation where patient care activities occur or the occurrence of direct patient or health-care professional contact can be reasonably assumed. These instances would include but not be limited to all experiential experiences (e.g., practice
experiences in the first and fourth year of the program). Additionally, the dress code may be enforced in individual classes with the approval of the Committee on Academic Standards.

**Section 2: Dress Code Standards**

1. An approved identification badge must be worn and visible at all times.

2. Adequate precautions must be taken to maintain good personal hygiene. These precautions include; regular bathing, use of deodorants and regular dental hygiene.

3. Hair maintenance
   a. Women: neat and clean, styled off the face and out of the eyes. If close contact with patients is anticipated (e.g. physical assessment procedures), hair longer than shoulder length must be secured.
   b. Men: neat and clean, styled off the face and out of the eyes. If close contact with patients is anticipated (e.g. physical assessment procedures), hair longer than shoulder length must be secured. Beards and mustaches must be clean and well groomed.

4. Other personal care considerations
   a. Light scented cologne or aftershave is permitted.
   b. Cosmetics should be used in moderation.
   c. Nails must be well groomed, manicured and of short to medium length to facilitate patient care activities.

5. Jewelry
   a. Buttons or large jewelry that could interfere with patient care or safety are not permitted. Consideration of this should be readily apparent on psychiatric or pediatric experiential rotations.
   b. Earrings should be of small or medium size. Consideration should be given to minimizing the size and/or numbers of earrings worn if ears are pierced multiple times. No jewelry in pierced noses, lips or other exposed body areas is permitted.

6. Items specifically not permitted
   a. Denim clothing or jeans of any color;
   b. Shorts culottes, skorts or mini-skirts;
   c. Sweatpants, sweatshirts, running or jogging suits;
   d. Tank, halter or tube tops, T-shirts or shirts with lettering, or midriff tops to waist;
   e. Sandals, clogs, canvas tennis or athletic shoes, or
   f. Scrubs (tops or pants), except for the day immediately preceding and immediately after an in-house call as required by a rotation.

7. Dress and shoes
   a. Women: clean, professionally styled clothing. Skirts of medium length or tailored slacks. A short, clean, white laboratory coat is required when in patient care areas. Clean shoes with non-skid soles and of reasonable heel height should be worn. Appropriate hosiery or socks are required.
   b. Men: Clean, professionally styled clothing including a tailored shirt with a collar and an appropriately knotted/secured tie. A short, clean, white laboratory coat is required when in patient care areas. Clean shoes with non-skid soles and of reasonable heel height should be worn. Appropriate hosiery or socks are required.
Chapter 4. School of Pharmacy Policy and Procedures for Failure to Complete an Experiential Rotation.

4.1 Introduction

In conjunction with practitioners both within and outside the State of West Virginia, the West Virginia University School of Pharmacy has sought to develop high quality practice sites and pharmacists in order to train and educate pharmacy students to become quality practitioners. The relationship between these experiential practice sites and the School of Pharmacy is of the utmost importance as these sites provide “real world” practice experience and training for students. Although quality student education is the major concern of the School of Pharmacy’s involvement at these sites, the School of Pharmacy recognizes the primary importance of patient care to both the site and the site’s practitioners and the impact student’s may have on the quality of the provided care. Therefore, this Chapter of the Policy for Academic and Professional Standards, outlines the School of Pharmacy’s policy regarding the reasons and policies for removing a student from an experiential site because of student, preceptor, or site related problems.

4.2 Reasons for Failure to Complete an Experiential Rotation

A student may be withdrawn from a rotation for the following reasons:

(a) student incompetence that could result in patient harm;

(b) student’s mental and/or physical well-being is in jeopardy because of clerkship demands;

(c) student initiated complaint of verbal/physical abuse and/or sexual harassment;

(d) student insubordination or behavior which is unacceptable to the preceptor, or

(e) student/preceptor illness or injury

4.3 Lines of Communication and Authority

It is in the best interest of the student, faculty, and the program that experiential rotation problems (whatever the nature) should be initially handled by the parties involved. Failure to come to any acceptable resolution, in a timely fashion, requires participation from program/school administration. Further recourse should be directed to the appropriate person. If the complaint is either faculty or student generated, the Director of Experiential Programs and the student’s faculty advisor should be notified about issues pertinent to the case. At the discretion of the Experiential Program Director, further counsel may be sought from a variety of individuals. Examples of consulting personnel may include the Assistant Dean for Student Affairs, Dean of the School of Pharmacy, Social Justice officer, the Committee on Academic and Professional Integrity, or the Committee on Academic and Professional Standards.

The Experiential Program Director may forward his or her recommendation concerning removal of the student from the practice site to the
Dean of the School of Pharmacy. The Dean of the School of Pharmacy or his
designee may accept, modify or reject the Experiential Program Director’s
recommendation.

The student’s advisor will not be involved in any final decisions
rendered to preserve his or her student advocacy role.

All deliberations held for the student and the preceptor will be
confidential in nature.

4.4 Rescheduling of Experiential Courses after Student Removal

If a student is removed from an experiential site, he or she will receive a
grade of “F” or an incomplete (I) depending on the reason for removal.
Remediation of the course will ordinarily be assigned during the summer that
follows completion of the normal experiential course cycle. Unless an elective
experiential course is involved, the student must retake an experiential course in
the same category. Whether or not the student will be allowed to repeat an
experiential course with the same preceptor or site will be based upon the
reason(s) the student was initially removed from the experiential site.
Experiential course rescheduling will be at the discretion of the Experiential
Program Director and will be based upon site or preceptor availability and
approval by the preceptor and faculty advisor.
West Virginia University School of Pharmacy

STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY FOR THE DOCTOR OF PHARMACY PROGRAM

This code applies to students enrolled in the Doctor of Pharmacy degree Program at the West Virginia University School of Pharmacy. It was adopted by the Faculty of the School of Pharmacy on June 22, 1998.
WEST VIRGINIA UNIVERSITY
SCHOOL OF PHARMACY

STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY
FOR THE DOCTOR OF PHARMACY PROGRAM

This “Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program” incorporates the “Policy on Academic and Professional Standards Governing the Doctor of Pharmacy Degree at West Virginia University School of Pharmacy” and governs student behavior in lectures, examinations, laboratories, recitation sessions, clinics, and all other academic settings of the School of Pharmacy and the University, and all other settings which reflect upon the integrity and suitability of the student to practice pharmacy. Successful progression through the curriculum and graduation with the Pharm.D. degree are contingent upon the student’s compliance with this code. Evaluation of student performance under this code follows the procedures established in the “Policy on Academic and Professional Standards Governing the Doctor of Pharmacy Degree Program at West Virginia University School of Pharmacy”

The practice of pharmacy must be based on compassion and respect for the patient, competence and integrity. Hence the School of Pharmacy expects its students to exhibit compassion, to be considerate towards patients, their families, instructors, staff, and each other, to grow in knowledge and clinical skills, and to act honorably at all times.

Specifically, the School of Pharmacy requires students to adhere to these basic rules of academic and professional integrity:

1. I shall dedicate myself to excellence in patient care.
   
   I, therefore, shall be conscientious in carrying out my assigned duties, follow the guidance of my instructors, and accept responsibility for my actions.

2. I shall safeguard a patient’s privacy.
   
   I, therefore, shall not provide unauthorized disclosures of confidential information about a patient.

3. I shall be considerate and respectful towards patients, their families, instructors, staff, and my fellow students.
   
   I, therefore, shall treat my patients with dignity. I shall be courteous and civil in my dealings with others within the School of Pharmacy. I shall respect rules of behavior, professional comportment, and appearance set forth by the School of Pharmacy or the faculty. I shall render evaluations of courses in an objective and civil manner.

4. I shall act honorably and with integrity in my pursuit of the Doctor of Pharmacy Degree

   I, therefore, shall be truthful about my actions as a student of pharmacy and accept responsibility for them. I shall reject academic dishonesty and not falsely claim competency or knowledge.
In particular, I pledge to avoid these acts of dishonesty:

(1) Plagiarism -- Submitting as my own material taken from others without appropriate acknowledgment or permission. For example, submitting without appropriate acknowledgment, a report, notebook, speech, outline, theme, thesis, dissertation or other written, visual, or oral material that has been knowingly obtained or copied in whole or in part, from the work of others, whether such source is published, including (but not limited to) another individuals academic composition, compilation, or other product, or commercially prepared paper.

(2) Cheating and dishonest practices in connection with examinations, assignments and clinical duties -- Obtaining unauthorized help from another person during an examination, giving help to another student during an examination, taking an examination in place of another student, using or gaining access to unauthorized material during an examination, obtaining impermissible advanced knowledge of the contents of examinations, altering and resubmitting a score or answer sheet in order to effect a change of a grade or evaluation, allowing another student to submit my work for grading or credit, falsifying instructional or clinical laboratory results, falsifying clinical work-ups and records.

(3) Forgery, misrepresentation, and fraud -- Furnishing false statements as a witness for any University or School of Pharmacy disciplinary investigation or appeal, forging or altering educational records or submitting such records to the staff and faculty of the University or School of Pharmacy for fraudulent purposes, misrepresenting education achievements, misusing School of Pharmacy records with intent to defraud, falsifying research results, misrepresenting authorship on scholarly work and publications.

5. I shall act honorably and with integrity at all times.

I, therefore, shall not engage in behavior or conduct that demonstrates a lack of personal qualities necessary for the practice of pharmacy or that may adversely reflect upon the pharmacy profession or the School of Pharmacy.

6. I shall support this code of academic and professional integrity

I, therefore, shall report to the Assistant Dean of Student Affairs all violations of this code that I witness.
I hereby acknowledge that I have read the West Virginia University School of Pharmacy Policy on Academic and Professional Standards and the Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program. I understand and agree to abide by and support the policy and student code. I understand that the maximum penalty for an infraction of the policy or Student Code on Academic and Professional Integrity is dismissal from the School of Pharmacy.

Signature: __________________________________________________________

Name (printed): ______________________________________________________

Date: __________________________

Return this sheet to the Office of Student Services  
School of Pharmacy
I hereby acknowledge that I have read the West Virginia University School of Pharmacy Policy on Academic and Professional Standards and the Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program. I understand and agree to abide by and support the policy and student code. I understand that the maximum penalty for an infraction of the policy or Student Code on Academic and Professional Integrity is dismissal from the School of Pharmacy.

Signature: _____________________________________________________________

Name (printed): __________________________________________________________

Date: ____________________________

Return this sheet to the Office of Student Affairs
School of Pharmacy
TITLE 128

LEGISLATIVE RULES

WEST VIRGINIA BOARD OF TRUSTEES

SERIES 60

STUDENT ACADEMIC RIGHTS

§128-60-1. General.

1.1. Scope. -- Policy regarding academic rights and responsibilities of students.

1.2. Authority. -- W. Va. Code §18-26-8

1.3. Filing Date. -- May 17, 1986

1.4. Effective Date. -- July 11, 1986

1.5. Revises and replaces existing Section 7 of Series 57, and Series 60 dated November 13, 1984.


2.1. The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, Rules and Regulations of the Board of Trustees, the academic requirements for admission to the institution, for admission to limited enrollment programs and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

2.2. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.


3.1. Concomitant with the academic standards and responsibilities established pursuant to Section 3 of these rules, each student shall have the following academic rights:

3.1.1. The student shall be graded or have his/her performance evaluated solely upon performance in the course work as
measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex or national origin.

3.1.2. Each student shall have the right to have any academic penalty, as set out in Section 4.2 of these rules below and more specifically defined by his/her institution, reviewed.

3.1.3. Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

3.1.4. The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

§128-60-4. Application of Policy to Students.

4.1. Student -- any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the Rules, Regulations, or policies of the Board of Trustees or the institution.

4.2. A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 2.1 of these rules. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics and any other activities which are part of academic requirements.

§128-60-5. Academic Requirements and Consequences of Failure to Meet Requirements.

5.1. The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria and standards as set out in Section 2.1 of these rules above. Normally, students may finish a program of study according to the
requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

5.2. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constituent colleges and schools according to Section 2.1 of these rules, may be subject to one or more of the following penalties:

5.2.1. A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

5.2.2. Academic probation as determined and defined by the institution and its constituent colleges and schools.

5.2.3. Academic suspension as determined and defined by the institution and its constituent colleges and schools.

5.3. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

5.4. A student may appeal any penalty according to the procedures in Section 6 of these rules below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 6.3.1 of these rules, may be imposed. Each instructor determines the point at which the penalties specified in Section 6.3.1 of these rules may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

§128-60-6. Appeals.

6.1. Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one (1) of its constituent colleges and schools, including those described in Section 5.2 of these rules above.

6.2. Additional procedures may include but not be limited to:

6.2.1. Appeals of a grade penalty or exclusion from class;

6.2.2. Appeals of final course grades;
6.2.3. Appeals of imposition of academic probation;

6.2.4. Appeals of imposition of academic suspension;

6.2.5. Appeals of dismissal from undergraduate programs;

6.2.6. Appeals of dismissal from graduate programs;

6.2.7. Appeals of dismissal from professional degree programs; and

6.2.8. Appeals of dismissal from the institution.

6.3. Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

6.3.1. Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed.

6.3.2. An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

6.3.3. An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty (30) calendar days after written notice of the decision or judgment.

6.3.4. An opportunity to appeal to the president of the institution or his/her designee within thirty (30) calendar days after the receipt of written notice of the decision or judgment.

6.3.5. The decision of the president or his/her designee regarding an academic appeal is final.


7.1. The appeal will be subject to the following conditions:

7.1.1. The appeal must be filed within thirty (30) calendar days after written notice of the decision.

7.1.2. The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of
evidence do not apply.

7.1.3. The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

7.1.4. Witnesses may be called by any of the parties involved.

7.1.5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

7.1.6. The decision of the president or his/her designee regarding academic dismissal is final.


8.1. All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.
§128-57-1. General.


1.2. Authority. -- W. Va. Code §18-26-8

1.3. Filing Date. -- April 10, 1985

1.4. Effective Date. -- July 1, 1985


§128-57-2. Purpose.

2.1. Purpose - The purpose of these policies, rules and regulations includes, but is not limited to, the following:

(a) To establish a general policy on student life, including a statement on student rights and responsibilities, at the state colleges and universities.

(b) To identify behavioral expectations of students and certain prohibited acts by students at the state colleges and universities.

(c) To prescribe penalties and sanctions for such prohibited conduct.

(d) To define generally the powers, authority and duties to be exercised under the control of the Board of Trustees, by the presidents and officials of the state colleges and universities in applying these policies, rules and regulations.

(e) To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules and regulations.

2.2 Effective Date - These policies, rules and regulations are effective immediately inasmuch as they cover any general or emergency situation that might arise at any State college or university, and they supersede any existing policies, rules and regulations that are in conflict with these policies, rules, and regulations.
2.3. Filing Date - These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the Seventh (7) day of August 1970.


3.1. Board of Trustees - The West Virginia Board of Trustees.

3.2. Institution or institutions - Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Trustees shall have authority, responsibility or control.

3.3. President - The chief executive officer of the institution, whatever the title, whether responsible directly to the Board of Trustees or through some other officer to the Board of Trustees and shall include all those acting for or on behalf of such chief executive officer, at or by his discretion, or at or by the direction of the Board of Trustees.

3.4. Property - Any property, whether owned, rented or otherwise held or used by the Board of Trustees, by an institution or by the institutional community.

3.5. Activity - All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.

3.6. Facility - Any and all property of an institution used or usable in any activity of an institution.

3.7. Campus - All the property and facilities of any institution serving as the locus in quo of any activity of an institution.

3.8. Faculty - Those employees of the Board of Trustees who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

3.9. Staff - Those employees of the Board of Trustees who are assigned to teaching or research or service functions at an institution, and who are not members of the faculty.

3.10. Student - Any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of
Trustees or the institution.

3.11. Member of the institutional community - Any officer, administrator, faculty member, staff member, employee, student of or at an institution, member of the institutional Board of Advisors, as well as any person authorized to participate in an institutional activity at the time applicable.


4.1. The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board of Trustees and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board of Trustees and the institution.

4.2. Freedom of expression and assembly - The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms the student has certain rights and responsibilities, including, but not limited to, the following:

(a) To have access to campus resources and facilities;

(b) To espouse causes;

(c) To inquire, discuss, listen to and evaluate;

(d) To listen to any person through the invitation of organizations recognized by the institution;

(e) To have a free and independent student press which adheres to the canons of responsible journalism;

(f) To not violate the rights of others in matters of expressions and assembly;

(g) To abide by policies, rules and regulations of the Board of Trustees and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

4.3. Freedom of association - Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.
4.4. Right to privacy - The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

(a) Privileged communication on a one-to-one relationship with faculty, administrators, counselors and other institutional functionaries;

(b) Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;

(c) Confidentiality of academic and disciplinary records;

(d) Legitimate evaluations made from student records.

4.5. Responsibilities of citizenship - The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

4.6. Disciplinary proceedings - Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Each institution shall have authority for promulgating rules and regulations, consistent with policies, rules and regulations of the Board of Trustees.

§128-57-5. Standards of Conduct; Rules and Regulations.

5.1. Conduct required in general - All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

(a) The laws of the United States;

(b) The laws of the State of West Virginia;

(c) Local city, county and municipal ordinances;

(d) The policies, rules and regulations of the Board of Trustees and the institution;

(e) The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs on campus.

5.2. Prohibited; disorderly conduct - Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action.
which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:

(a) Fights;

(b) Assaults or battery;

(c) Public disturbances;

(d) Unlawful assembly;

(e) The violation of any municipal, state or federal law, or the rules and regulations of the Board of Trustees or the institution.

5.3. Prohibited conduct; theft or damage of property - No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.

5.4. Prohibited conduct; disruption - No student shall, individually or by joining with one or more other persons, do any of the following:

(a) Disrupt or interfere with any institutional activity, program, meeting or operation;

(b) Interfere with the rights of any member of the institutional community;

(c) Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property or facilities;

(d) Seize, hold, commandeer or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules and regulations of the Board of Trustees or the institution, by an institutional officer, faculty or staff member, or other person authorized by the president.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

5.5. Prohibited conduct; hazing - No student shall, individually, or by joining with one or more other persons, engage in any act of
hazing involving another member of the institutional community. The president of each college and university shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

(a) Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities;

(b) Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts;

(c) Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: Denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The president of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations;

(d) Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of these policies, rules and regulations.

5.6. Prohibited conduct; discrimination - No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

§128-57-6. Powers, Authority and Duties of the President.

6.1. General powers, authority and duties of the presidents - The chief executive officer of each institution shall be the president. The president shall be responsible for the entire administration of the institution, subject to the control of the Board of Trustees. It
shall be the president’s duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the Board of Trustees; and policies, rules and regulations of the institution. Each such president is hereby vested with authority requisite to that end, subject to the control of the Board of Trustees.

6.2. Powers, authority and duties of the presidents; delegation of authority and responsibility - Any authority, responsibility, or duty granted to or imposed upon such a president by these policies, rules and regulations may be delegated by the president, subject to the control of the Board of Trustees, to another person or persons on the faculty, staff or student body of the institution.

All persons dealing in the matters so delegated by the president shall be required to deal with the persons to whom the president shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the president through such designees, except on appeal to the president as specified by the president.

6.3. Powers, authority and duties of the president; promulgation of institutional regulations for student discipline - The president of each institution shall have authority and responsibility, subject to the control of the Board of Trustees, for the discipline of all students at the institution.

The president, with the advice of faculty and students and subject to the control of the Board of Trustees, shall develop, promulgate and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules and regulations of the Board of Trustees.

6.4. Powers, authority and duties of the presidents; activities on, and use of, institutional property or facilities - The use by any person of the property or facilities of the institutions shall be controlled and governed by the policies, rules and regulations of the Board of Trustees.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the president thereof, with the advice of faculty and students and shall conform to these policies, rules and regulations and be subject to the control of the Board of Trustees.

6.5. Powers, authority and duties of the presidents; public use of institutional property or facilities and restrictions imposed - Subject to the control of the Board of Trustees, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution or is not an employee of the Board of Trustees currently on duty at the
institution and (b) by his/her conduct or speech or expressions, causes or, in the opinion of the
president of the institution or the
president's delegate of authority, may be reasonably expected to cause harm to persons, property
or facilities or disruption of, or
interference with, any activity of the institution, is no longer authorized to be in or on the
property or facilities of the institution. In
such instance, the president of such institution, or the president's delegate of authority, shall
cause such person to be ejected from,
kept off, and kept out of the property and facilities of the institution. The president or delegate of
authority, may take whatever
legal or institutional action is necessary to effectuate this authority.

6.6. Powers, authority and duties of the presidents; use of institutional property or facilities;
activities which interfere with, disrupt
or inhibit institutional operations - The assertion by any person or persons of rights of speech,
assembly, press or other expression
with the intention to interfere with access to, or use of, the institution's property, facilities,
activities, programs, or operations by
those properly and regularly using the same is expressly prohibited, any rule, regulation or
permission express or implied
notwithstanding.

6.7. Powers, authority and duties of the presidents; limitations of assembly and student use of
institutional property or facilities -
Subject to the control of the Board of Trustees, when, in the judgment of the president of any
institution, an assembly is not in the
best interests of the institution or the individuals concerned, in that it presents a clear and present
danger of harm to persons,
property, or facilities or interference with or disruption of activities, such president or his
delegate of authority shall prohibit such
assembly and shall take measures to prevent harm to persons, property or facilities, or to prevent
interference with or disruption of
activities, as may be necessary in the circumstances or may be reasonably expected to come into
existence.

6.8. Powers, authority and duties of the presidents; limitation of activities and emergency
measures - When there has been harm
or damage to persons, property or facilities, or when there has been disruption of or interference
with institutional activities, or
when there has been seizure or occupation of property or facilities by persons no longer
authorized, then, subject to the control of
the Board of Trustees, when the president of an institution at which such occurrences happen or
take place, deems it necessary to
end or to control such occurrences and the circumstances caused thereby, that president shall take
any or all of the following
actions or other appropriate actions:

(a) Declare a state of emergency to exist on the campus; and

(1) Close down any part of the institution for any length of time, or limit use of certain parts of the
campus, property or facilities to
certain persons at certain times;
(2) Impose curfews on the presence of persons in or on institutional facilities or property;

(3) Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or

(4) Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare.

(b) Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

(c) See to the enforcement of the laws of the State of West Virginia; the policies, rules and regulations of the Board of Trustees; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.


7.1. Application to students - Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action by the institution at which he/she is a student if that person is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules and regulations, notwithstanding the fact that at the time the student is also an employee of the Board of Trustees. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

7.2. Sanctions in disciplinary action - The following sanctions may be imposed upon students as a result of disciplinary actions by an institution:

(a) Probation - exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.

(b) Suspension - exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.
(c) Expulsion - termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the president of the institution.

Each institution shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by a college or university under the jurisdiction of the Board of Trustees shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Trustees. A student who is expelled from one (1) institution in the Board of Trustees' system may not be considered for admission to another institution in the system until one (1) year has elapsed after the student has been expelled.

When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

7.3. General requirements for disciplinary channels - Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to Sections 4.5 and 6.3 of these rules, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following:
(a) There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case, shall be odd.

(b) The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of these policies, rules and regulations, and of cases involving students suspended pursuant to Section 6.8(b) of these policies, rules and regulations.

(c) The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:

(1) To hear evidence;

(2) To make findings of fact from the evidence presented;

(3) To make recommendations to the president of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and

(4) To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases).

(d) The hearing board shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.

(e) The student may then object or take exception to the recommendations of the hearing board under such procedures as the president may deem appropriate.

7.4. Procedural standards in disciplinary proceedings - In any disciplinary proceedings before a hearing board established pursuant to Section 7.3 of these rules brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.

(a) Written charges of violation shall be presented to the accused student which shall include at least:

(1) A statement of the policy, rule or regulation which allegedly has been violated;

(2) A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
(3) A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time and place of the hearing; and

(4) In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings).

It is expressly provided, however, That such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

(b) Said written charges shall be served upon the student charged by one (1) of the following means:

(1) Handing a copy to the student in person, if he/she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or

(2) Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or

(3) If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her last known permanent or home residence as disclosed by official records at the institution.

It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

(c) A hearing shall be held at the date, time and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five (5) days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:

(1) The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or a member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing
board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.4(a)(4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;

(2) All material evidence may be presented subject to the right of cross-examination of the witnesses;

(3) There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required;

(4) In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

(d) No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

(e) After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the president of the institution. Within ten (10) working days following receipt of the hearing board recommendations, the president shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of these policies, rules and regulations, the decision of the president shall be final.

7.5. Review by the Board of Trustees - The Board of Trustees may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Trustees may require.

In disciplinary cases where the institutional sanction is expulsion, the Board of Trustees may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of any President on the record of the case submitted and on leave of the
Board of Trustees first obtained. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the president in writing an intent to appeal the decision to the Board of Trustees. A written petition of appeal must be filed with the Chancellor of the Board of Trustees within fifteen (15) days of the institutional president's decision. If the Board of Trustees determines that the petition will not be heard, the decision of the president of the institution is affirmed and sanctions imposed therein shall be effective upon the president's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the president's decision shall be stayed until the Board of Trustees makes a final decision after a review of the case. In the event the decision of the president is affirmed after such review, the person appealing and the president shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the president of the decision rendered by the Board of Trustees.

In reviewing student appeals involving the sanction of expulsion, the Board of Trustees will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Trustees may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.
Academic Standards for Students Entering Clerkships on Probation

I. Concerning probationary status in the semester prior to entering the experiential year:

1. Students should obtain a “C” average over the course of the pathophysiology/therapeutics sequence in order to advance on to the experiential year. Failure to do so will require the student to repeat the Pathophysiology/Therapeutics course(s) in which a grade less than “C” was received, before entering experiential rotations.

2. If a student has been placed on probation for the first time since beginning the professional program and the reason for placement on probation was for achieving a semester GPA of < 2.5 and/or receiving one grade of “D” for that semester, the student can be removed from probation by obtaining a grade of “S” for each of the first 7 rotations.

3. If the student has been placed on probation for the first time since beginning the professional program and the reason for placement on probation is the attaining of two or more “D” grades in that semester, then the student must repeat the semester and may not begin experiential courses until all the coursework for that semester has satisfactorily been repeated.

4. If the student has been on probation for multiple semesters and is still on probation following the final didactic semester, that student will have his/her record reviewed by the Academic Standards Committee for possible remediation prior to the student entering the experiential year.

II. Concerning “Unsatisfactory Performance on an Experiential Rotation”:

1. If a student receives one grade of “U” on a rotation, the student is to complete a remedial rotation within the same rotation category (e.g., ambulatory/acute care, elective, etc.) at the end of the experiential year, as assigned by the experiential coordinator in conjunction with the experiential subcommittee. The student will be placed on probation until the “U” rotation is completed with a grade of “S”.

2. If the student receives a second “U” grade on clerkship rotations, the student is to be removed from rotations for remediation or possible dismissal. Remediation is to be determined by the Academic Standards Committee. The student is not to return to rotations until the remediation has been completed. Additionally, the unsatisfactory rotations must be successfully repeated as described in II.1.

3. If in the course of the rotations a student receives more than 2 “U” grades, the Academic Standards Committee will dismiss the student from the program.

4. If the student has a history of academic probation for two or more semesters prior to the rotation year and

   a. the student receives a grade of “U” for a rotation, then that rotation must be repeated as noted in II.1.
   b. the student receives two grades of “U” within the rotation year, then the Academic Standards Committee will dismiss the student from the program.
Appendix E  (Approved by Faculty Senate April 14, 2003)

**Guidelines and Requirements for Re-admission Following Dismissal**

**Procedure for Re-application:**
As per the WVU student handbook, students dismissed from the program may apply for re-admission by submitting a letter to the Dean of the School of Pharmacy stating their intention.

**Minimum Time Lapse:**
In general, a student will be required to sit out at least one academic semester (not including summer semesters) before being re-admitted to the School of Pharmacy. An application for re-admission and any requirements for re-admission prescribed by the Academic Standards Committee may be fulfilled during this time period.

**Expectations Prior to Re-consideration:**
Students applying for re-admission will be required to develop a comprehensive study schedule to be approved by the Academic Standards Committee prior to being re-admitted. Furthermore, the Academic Standards Committee, may at its discretion prescribe one or more of the following criteria (expectations) be met prior to re-admission:
1. The student may be required to remain enrolled at the University.
2. The student may be required to successfully complete a prescribed number of course credit hours while achieving a certain minimum grade.
3. The student may be required to complete specified remedial courses as set forth by the committee.
4. Other criteria as determined by the committee.

**Basis for Re-consideration:**
In order to be considered for re-admission, the student must have successfully completed all criteria for re-consideration as designated by the Academic Standards Committee.

**Procedure for Re-consideration:**
Following notification of the Dean of the students intent to apply for re-admission, the student will be required to complete a re-admission application (different from a normal application, and that requires the student to reflect on what may have precipitated the dismissal). This readmission application and all relevant materials (e.g., comprehensive study schedule, etc.) must be submitted by July 1 for consideration of fall semester readmission and November 1 for consideration of spring semester readmission. Based on a majority vote of the Academic Standards committee, a recommendation will then be give to the Dean that the student either be re-admitted or rejected. If the student is re-admitted to the program, the re-admission will be under probationary status (for which removal from probation will be the same as for other Pharm.D. students). The Academic Standards committee reserves the right to set forth stipulations and requirements for the re-admitted student's academic performance that may be at a higher level than applied to other Pharm.D. students.
Non-Traditional Pharm.D. Academic Standards

Minimum Semester GPA:
Students will be required to achieve a minimum GPA of 2.0 each semester in the program. Failure to do so will result in the student being placed on academic probation.

Minimum Overall GPA:
Students will be required to achieve a minimum overall GPA of 2.0 to be eligible for graduation.

Basis for Academic Probation:
Students will be placed on academic probation for failure to achieve a GPA of 2.0 during any semester (receipt of grade of D or F). A student receiving a grade lower than "C" in any course will be required to repeat the course.

Guidelines for being placed on probation while taking rotations will be the same as those for traditional Pharm.D. students and are as follows:

I. Concerning “Unsatisfactory Performance on an Experiential Rotation”:

5. If a student receives one grade of “U” on a rotation, the student is to complete a remedial rotation within the same rotation category (e.g., ambulatory/acute care, elective, etc.) at the end of the experiential year, as assigned by the experiential coordinator in conjunction with the experiential subcommittee. The student will be placed on probation until the “U” rotation is completed with a grade of “S”.

6. If the student receives a second “U” grade on clerkship rotations, the student is to be removed from rotations for remediation or possible dismissal. Remediation is to be determined by the Academic Standards Committee. The student is not to return to rotations until the remediation has been completed. Additionally, the unsatisfactory rotations must be successfully repeated as described in I.1.

7. If in the course of the rotations a student receives more than 2 “U” grades, the Academic Standards Committee will dismiss the student from the program.

8. If the student has a history of academic probation for two or more semesters prior to the rotation year and

a. the student receives a grade of “U” for a rotation, then that rotation must be repeated as noted in I.1.

b. the student receives two grades of “U” within the rotation year, then the Academic Standards Committee will dismiss the student from the program.
Requirements for Removal from Probation:
Removal of the academic deficiency by achieving a grade of "C" or higher upon repeating of the course deficiency, and achievement of an overall GPA of 2.0 (if GPA had dropped below 2.0) will be considered sufficient for removal from academic probation.

Beginning Rotations on Probation:
Students who enter rotations on probation will be required to successfully complete four rotations in order to be considered for removal from probation.

Basis for Suspension or Dismissal from Program:
Students who repeat a course and fail to achieve a grade of "C" or better on the re-take will be either suspended or dismissed from the program based on the recommendations of the Academic Standards Committee.