

## **Policy on Academic and Professional Standards Governing the Doctor of Pharmacy Degree Program**

**Updated and Approved by the Faculty on November 10, 2015**

## Table of Contents

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>PREAMBLE</b>	<b>4</b>
<b>INTRODUCTION</b>	<b>4</b>
<b>CHAPTER 1: ACADEMIC AND PROFESSIONAL STANDARDS AND REGULATIONS</b>	<b>4</b>
<b>SECTION 1. ACADEMIC AND PROFESSIONAL STANDARDS</b>	<b>4</b>
1.1 REQUIREMENTS AND PROFESSIONAL STANDARDS	4
1.1.1 MINIMUM ACADEMIC STANDARDS FOR THE SCHOOL OF PHARMACY CURRICULUM	5
1.2 EVALUATIONS	5
1.3 RIGHTS AND OBLIGATIONS OF THE STUDENT	6
1.3.1 RECEIPT OF STANDARDS AND CODES	6
1.3.2 WRITTEN NOTICE REGARDING FAILURE TO MEET ACADEMIC STANDARDS	6
1.4 RIGHTS AND OBLIGATIONS OF THE FACULTY	7
<b>SECTION 2. CONSEQUENCES FOR FAILURE TO MEET ACADEMIC AND PROFESSIONAL REQUIREMENTS AND STANDARDS</b>	<b>7</b>
2.1 ACADEMIC AND PROFESSIONAL REQUIREMENTS	7
2.2 PROBATION	7
2.2.1 REMEDIATION	8
2.3 SUSPENSION (HALT PROGRESSION)	8
2.3.1 DISCIPLINARY SANCTIONS INVOLVING SUBSTANCE ABUSE	8
2.4 DISMISSAL	8
2.4.1 GUIDELINES FOR READMISSION AFTER DISMISSAL	8
<b>SECTION 3. THE COMMITTEE ON ACADEMIC STANDARDS</b>	<b>9</b>
3.1 CHARGE OF THE COMMITTEE	9
3.2 COMPOSITION OF THE COMMITTEE	9
3.2.1 QUORUM	9
3.2.2 VOTING	9
3.3 PROCEDURAL STANDARDS FOR MEETINGS OF THE COMMITTEE ON ACADEMIC STANDARDS	9
3.4 RECOMMENDATION FOR PROMOTION AND GRADUATION	10
3.4.1 PROMOTION	10
3.4.2 GRADUATION	10
<b>SECTION 4. THE COMMITTEE ON PROFESSIONAL INTEGRITY</b>	<b>10</b>
4.1 CHARGE OF THE COMMITTEE	10
4.2 COMPOSITION OF THE COMMITTEE ON PROFESSIONAL INTEGRITY	10
4.2.1 QUORUM	11
4.2.2 VOTING	11

<b>4.3</b>	<b>INVESTIGATION OF ALLEGED VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY</b>	<b>11</b>
4.3.1	REPORTING OF ALLEGED VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY	11
4.3.2	INVESTIGATION OF ALLEGED VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY	11
4.3.3	PROCEDURAL STANDARDS FOR HEARINGS BY THE COMMITTEE ON PROFESSIONAL INTEGRITY (HEREIN REFERRED TO AS THE COMMITTEE)	11
<b>SECTION 5. APPEAL PROCEDURES FOR PENALTIES AND SANCTIONS</b>		<b>12</b>
5.1	APPEAL OF FINAL GRADE OR EXCLUSION FROM A CLASS OR PRACTICE EXPERIENCE	12
5.2	APPEAL OF FAILURE OF PROGRAM REQUIREMENT, PROBATION, OR SUSPENSION	13
5.3	APPEAL OF DISMISSAL FROM PROGRAM	13
<b>SECTION 6. ACADEMIC DISHONESTY AND INTEGRITY</b>		<b>14</b>
6.1	ACADEMIC DISHONESTY DEFINED	14
6.2	ACADEMIC PENALTIES FOR CHARGE OF ACADEMIC DISHONESTY	14
6.3	DISCIPLINARY PENALTIES FOR CHARGE OF ACADEMIC DISHONESTY	14
<b>CHAPTER 2: STANDARDS GOVERNING STUDENT CONDUCT OUTSIDE THE SCHOOL OF PHARMACY</b>		<b>15</b>
<b>SECTION 1. STUDENT RIGHTS AND RESPONSIBILITIES</b>		<b>15</b>

## **Preamble**

This policy originally applied to the regulations of the West Virginia Board of Regents Policy Bulletin 60, dated June 1, 1986, ("Policy Regarding Academic Rights and Responsibilities of Students") and West Virginia Board of Regents Policy Bulletin 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 West Virginia University 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, and approved by the Faculty Senate of West Virginia University in the spring of 2001. Minor amendments made by the School of Pharmacy faculty in summer 2001 were approved by the West Virginia University Faculty Senate on April 14, 2003. Board of Regents Policy 60 was replaced by Board of Governors (BoG) Policy 10 in September 2002 and Policy 15 in September 2003. Board of Regents Policy 57 was replaced by BoG Policy 31 in August 2006. Subsequently, Policy [31](#) was revised and adopted on April 12, 2013.

## **Introduction**

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 cognitive and noncognitive abilities, academic and professional knowledge and skills, integrity, and suitability to practice pharmacy. Accordingly, this policy incorporates the mandate of the West Virginia Supreme Court that "initial responsibility for determining the competency and suitability of persons to engage in professional careers lies with the professional schools themselves..." (North v. West Virginia Board of Regents, 332 S.E.2d (W.Va. 1985)). This policy also reflects the standards set by the Accreditation Council for Pharmacy Education.

While academic and professional standards for the Doctor of Pharmacy program are governed by the School of Pharmacy faculty, this policy is not 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, course syllabi, ACPE Standards, and School of Pharmacy Educational Outcomes.

The Committee on Professional Integrity (Chapter 1, Section 4), with the advice of the Associate Dean for Student Services, determines if conduct and behavior in a particular case relate to and/or affect the professional practice of pharmacy. Such determination may be appealed by the student in accordance with the provisions of this policy (Chapter 1, Section 5).

## **CHAPTER 1: Academic and Professional Standards and Regulations**

This chapter covers the academic standards and regulations governing lectures, examinations, laboratories, recitation sessions, pharmacy practice experiences and other academic settings of the pharmacy curriculum in conformity with West Virginia BoG Policies [10](#) and [15](#) as referenced in the preamble.

### **SECTION 1. Academic and Professional Standards**

#### **1.1 Requirements and Professional Standards**

In order to maintain good-standing in the School of Pharmacy, students are required to: (1) achieve an integrative mastery of the discipline of pharmacy, develop the professional and practical skills required for the Doctor of Pharmacy degree, and demonstrate professional responsibility in the practice of pharmacy; (2) be considerate and respectful towards patients, instructors, staff, each other, and other interacting healthcare providers; (3) fulfill the criteria and requirements for satisfactory academic progress and successful completion of the pharmacy curriculum as stated in the West Virginia University Health Sciences Catalog, the Academic and Professional Standards, and the syllabus for each course; (4) comply with the rules of procedure, conduct, and appearance ([Dress Code Policy](#)) required for all academic settings and by the faculty for any course, laboratory, or pharmacy practice experiences; (5) meet the Technical Standards for admission to, and completion of, the Doctor of Pharmacy Program ([Technical Standards Policy](#)); (6) follow the standards set forth in the WVU Student Conduct Code and the Student Code of Academic and Professional Integrity of the School of Pharmacy (hereafter referred to collectively as “the Student Codes”); (7) comply with the rules of the state licensing boards for licensure as a pharmacy intern and; (8) comply with the laws of the United States, laws of West Virginia, local, county, and municipal ordinances, the policy, rules and regulations of the West Virginia University BoG, West Virginia University School of Pharmacy, and the lawful direction and orders of administrators, faculty, and staff of the University and the School of Pharmacy who are charged with the administration of institutional affairs.

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 other substances of abuse, or possess, distribute, or sell drugs illegally. Students may be subject to drug and alcohol screening and the results of such test will be made known to the Office of Student Services for further adjudication.

By enrolling in the School of Pharmacy, the student recognizes and accepts the necessity of 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. Students must inform the Office of Student Services 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 Chapter 1, Section 2.2, 2.3, and 2.4 of this document.

#### 1.1.1 Minimum Academic Standards for the School of Pharmacy Curriculum

- a. Maintain cumulative GPA of  $\geq 2.5$ , and;
- b. Earn coursework grades of  $\geq$  “C” or “P” for all required courses including professional electives, and;
- c. Successfully complete all noncredit requirements of the program, including but not limited to, 100 hours of community service, scheduled and ad hoc required professional presentations and events.

## 1.2 Evaluations

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

Academic evaluations by the faculty and faculty committees are not limited to the assignment of examination scores and cognitive evaluations. Grades and written evaluations issued by the faculty and faculty committees (Chapter 1, Section 1.4) are based on all requirements for the Doctor of Pharmacy degree (Chapter 1, Section 1.1). These evaluations and grades, therefore, reflect the faculty’s judgment about a student’s cognitive performance, motivation, clinical skills, and ethical and professional behavior.

Performance in courses is described by the following grades: A (excellent), B (acceptable), C (marginal), D (poor), F (failing), and I (incomplete) as well as written evaluations of the student's work. Performance in pharmacy practice experiences is described by (1) Pass (P), Pass with Honors (H) or Fail (F) and; (2) written evaluations of the student's work. Grades and written evaluations are based on a complete evaluation of student performance in view of all regulations and standards of the School of Pharmacy and the didactic course or pharmacy practice experiences. Thus, grades reflect more than examination averages. Grades (A, B, C, D, F, P, H or I) are entered onto the official grade transcript.

Alleged violations of the Student Code of Academic and Professional Integrity of the School of Pharmacy, including academic dishonesty, are reported to the Associate Dean for Student Services. The Associate Dean will refer the matter to the Committee on Professional Integrity if material facts of the case are deemed credible and finding of facts need to be made and adjudicated.

### 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 and; (4) Policy [10](#), [15](#), and [31](#).

Students will receive a course syllabus and schedule during the first week of class for each course in which they are enrolled. Students beginning the Advanced Pharmacy Practice Experiences (APPE) will receive an APPE syllabus prior to beginning their first rotation. Syllabi will include course requirements, grading policy, attendance policy, and other policies.

The student shall be graded or have his/her performance evaluated solely according to performance in the didactic course or pharmacy practice experience 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, gender, sexual orientation, national origin, language, ancestry, veterans status, or political affiliation. Students are expected to immediately report to the Associate Dean for Student Services all violations of the Student Code of Academic and Professional Integrity that they witness. No reprisals of any kind shall be taken by any member of the University community against any individual who asserts his or her rights.

#### 1.3.1 Receipt of Standards and Codes

The following [acknowledgement statement](#) shall be signed upon matriculation into the Doctor of Pharmacy Program.

I hereby acknowledge that I have read the West Virginia University School of Pharmacy Policy on Academic and Professional Standards, the [WVU Student Conduct Code](#) 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.

#### 1.3.2 Written Notice Regarding Failure to Meet Academic Standards

The student shall be informed in writing by the Chair of the Academic Standards or the Professional Integrity Committee 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; (3) the penalty, if any, to be imposed and; (4) the process for appeal.

## **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: (1) assignment of grades and written evaluations by the faculty; (2) review of academic and professional performance by the Committees on Academic Standards and Professional Integrity Committee as stated in Chapter 1, Sections 3 and 4 of this policy and; (3) review of behavior, demeanor, and adherence to the Student Code of Professional Integrity.

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

The faculty of the School of Pharmacy reserves the right to withhold the Doctor of Pharmacy degree from a candidate who may have met formal curricular requirements, but lacks the professional skills, behavior, demeanor, or technical standards considered necessary for the Doctor of Pharmacy degree. (Chapter 1, Section 3.4.2).

In relation to this policy and the Student Codes, the faculty of the School of Pharmacy have the responsibility to: (1) support the policy and Student Codes and avoid placing students in situations where violation of this policy or the code may unintentionally occur, and; (2) explicitly indicate requirements and terms of assessment for didactic or experiential coursework.

## **SECTION 2. Consequences for Failure to Meet Academic and Professional Requirements and Standards**

### **2.1 Academic and Professional Requirements**

The Committees on Academic Standards or Professional Integrity will impose sanctions for failure to meet academic and professional requirements of the program. This includes, but not limited to, the following circumstances:

1. Receipt of a grade of less than C or P in a didactic course or a pharmacy practice experience;
2. Failure to maintain a School of Pharmacy cumulative grade point average of at least 2.5;
3. Failure to meet the terms of probation;
4. Receipt of a written evaluation indicating serious gaps in knowledge and/or clinical skills or inadequate integration of the content of the curriculum;
5. A specific academic deficiency such as an important clinical skill that has not been mastered;
6. Failure to assume appropriate professional responsibility;
7. Failure to meet professional standards including those of demeanor or conduct;
8. An infraction of the Student Code of Academic and Professional Integrity;
9. Failure to meet the Technical Standards for Admission, Advancement and Graduation from the Doctor of Pharmacy Program, or;
10. Failure to complete all requirements for graduation within five years of initial enrollment into the School of Pharmacy.

Upon failing to meet any academic or professional conduct requirements and standards or provisions of the Student Code of Academic and Professional Integrity, a student will be subject to one or more of the following sanctions:

### **2.2 Probation**

This penalty is imposed by the Committees on Academic Standards or Professional Integrity. Students placed on probation are not permitted to serve in elected or appointed leadership roles in student organizations within the School of Pharmacy, nor can they begin APPE's.

### 2.2.1 Remediation

The imposition of probationary status will be accompanied by directives for remedial actions, performance requirements, and the required timeline for successful remediation, as recommended by the Committees on Academic Standards or Professional Integrity. These actions are intended to remedy the academic or professional deficiency which initiated the probation and may include, but not limited to, reexamination, repetition of all or part of the curriculum, repetition of course or course equivalency or rearrangement of the curriculum. A successful conclusion of the required action(s) may end the probationary status.

- A student who received a final grade of less than "C" or "P" must repeat that course or an equivalent course.
- A pharmacy course may only be repeated once. Failure to earn a grade of "C" or "P" or higher on the second attempt will result in dismissal from the Doctor of Pharmacy Program.
- Course equivalency will be determined by the Committee on Academic Standards with assistance from the course coordinator. Approval must be obtained before enrollment.
- If placed on probation, the cumulative GPA must meet or exceed 2.5 by the end of the following semester. See Chapter 1, Section 2.4.
- Under no circumstances shall a student's remediation plan create a course of study that exceeds five years from initial enrollment into the School of Pharmacy.

## 2.3 Suspension (Halt Progression)

This penalty is imposed by the Committee on Academic Standards or Committee on Professional Integrity. Suspension may not exceed one year. This action is intended to remedy the academic or professional deficiency which initiated the suspension and may include, but not limited to reexamination, repetition of all or part of the curriculum, repetition of course or course equivalency or rearrangement of the curriculum. A successful conclusion of the required action(s) may end the suspension status. Students placed on suspension are not permitted to participate in any School of Pharmacy activities. Upon expiration of the period of suspension, the student shall meet with the Associate Dean for Student Services to determine if terms of suspension have been met.

### 2.3.1 Disciplinary Sanctions Involving Substance Abuse

In addition to University sanctions as allowed by BoG Policy [31](#), students enrolled in the School of Pharmacy may incur additional disciplinary action or sanctions due to substance abuse. These actions may include immediate suspension and enrollment in treatment and/or aftercare directives as stipulated by the West Virginia Pharmacist Recovery Network. Failure to adhere to assigned treatment and/or aftercare directives will result in a minimum penalty of dismissal.

## 2.4 Dismissal

This penalty is imposed by the Committees on Academic Standards or Professional Integrity as a result of academic or professional conduct deficiencies, failure to meet the terms of a probation, or a violation of the Student Code of Academic and Professional Integrity found serious enough to merit dismissal.

### 2.4.1 Guidelines for Readmission after Dismissal

After academic dismissal, a student may apply for readmission ([Readmission Following Dismissal, Guidelines, and Requirements](#)) to the School of Pharmacy. To reapply, the student must meet all



current requirements for admission and have completed requirements stipulated in their letter of dismissal to be considered for readmission. Readmission of a student is the prerogative of the Admissions Committee following a recommendation by the Committee on Academic Standards and/or Committee on Professional Integrity.

### **SECTION 3. The Committee on Academic Standards**

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

#### **3.1 Charge of the Committee**

The Committee on Academic Standards of the School of Pharmacy is charged with reviewing the academic performance of every student enrolled in the Doctor of Pharmacy degree program. The review takes place at least once every full term and is based on the requirements described in Chapter 1, Section 1.1 of this policy.

For its review, the Committee on Academic Standards has access to each student's file, including but not limited to, (1) qualitative grades (A, B, C, D, P, H, 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; (4) prior recommendations and academic decisions.

Committee is charged with decision-making related to continued enrollment and promotion to the next academic term, graduation, remedial changes in a student's curriculum, and probation, suspension, or dismissal from the School of Pharmacy.

#### **3.2 Composition of the Committee**

The Committee consists of an odd number of voting faculty members. The Associate Dean for Student Services and the Associate Dean for Academic Affairs and Educational Innovation serve as ex officio, nonvoting members of the committee. There are no student representatives on this committee.

##### **3.2.1 Quorum**

To conduct the business of the Committee, a simple majority of voting members must be present.

##### **3.2.2 Voting**

A simple majority of the voting members present is required for decision making.

#### **3.3 Procedural Standards for Meetings of the Committee on Academic Standards**

1. Upon notification that the Committee will convene to conduct business, the student has the right to appear to discuss the matter with the Committee. The purpose of the meeting is to allow the student the opportunity to provide the Committee with any facts not provided in their academic record.
2. Any documentation the student may wish to present must be made available to the members of the Committee at least three business days prior to the scheduled meeting. Student may choose to submit documentation in lieu of appearance.
3. The meeting is closed to the public and press.
4. The meeting is a nonadversarial discussion between the student and the Committee concerning alleged violations of academic standards.

5. Upon conclusion of the meeting, the Committee shall review all facts of the case. A written report, final decision, and process for appeal will be made available to the student within ten business days.

### **3.4 Recommendation for Promotion and Graduation**

Recommendations by the Committees on Academic Standards and Professional Integrity 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 (Chapter 1, Section 1.1).

#### **3.4.1 Promotion**

Promotion is conferred by the Faculty after receipt of recommendations from the Committee on Academic Standards and Committee on Professional Integrity. The decision to promote a student must be based on the ability of a student to demonstrate mastery of those intellectual, professional, physical, and emotional requirements that are the basis of the preparation for the practice of pharmacy in any setting. Students who have passed the work of an academic semester with grades of "C" or better in all courses and a cumulative GPA of  $\geq 2.5$  will ordinarily be recommended for advancement to the next higher semester.

A student must have passed all courses with a grade of  $\geq$  "C" or "P" during the P1 to P3 years, including IPPE capstones, to qualify for entry into APPE's and have a cumulative GPA of  $\geq 2.5$  to qualify for entry into APPE's. No student shall begin the APPE year while on academic probation.

#### **3.4.2 Graduation**

The awarding of a Doctor of Pharmacy degree is approved by the Dean or the Dean's designee, after receipt of recommendations from the Faculty. Candidates must meet the following criteria to be considered for graduation:

- a. Successful completion of all academic, behavioral, professional and [technical standards](#) outlined in this policy document codes, and the West Virginia University catalog.
- b. Complete the final year's work in the WVU School of Pharmacy.

## **SECTION 4. The Committee on Professional Integrity**

The Committee on Professional Integrity is a standing faculty committee of the School of Pharmacy.

### **4.1 Charge of the Committee**

The Committee on Professional Integrity is a standing committee charged with the investigation and finding of fact in those alleged violations of the Student Code of Academic and Professional Integrity of the School of Pharmacy that are disputed by the student accused of the violation. Upon conclusion of investigation and/or hearing the Committee shall issue to the student a written report of the results, final decision regarding any penalty to be imposed, and the process for student appeal.

### **4.2 Composition of the Committee on Professional Integrity**

The Committee on Professional Integrity consists of four faculty members, with at least one representative from each department, appointed annually by the Dean of the School of Pharmacy and four student members elected by, and representing each class year. The Associate Dean for Student Services serves as an ex officio member. The Chair of the Committee on Professional

Integrity will be selected by the Dean of the School of Pharmacy from among the voting faculty membership.

Should any faculty committee member be directly involved in the action/situation under investigation or appeal they will be excused from serving on the Committee for that occurrence, and the Dean shall appoint an alternate from the pharmacy faculty. The student member(s) from the same class year(s) as those being investigated or appealing will be excused from serving for that occurrence.

**4.2.1 Quorum**

To conduct the business of the Committee, a simple majority of voting members must be present.

**4.2.2 Voting**

A simple majority of the voting members present is required for decision-making.

**4.3 Investigation of Alleged Violations of the Student Code of Academic and Professional Integrity**

**4.3.1 Reporting of Alleged Violations of the Student Code of Academic and Professional Integrity**

- a. Suspected violations to the Student Code of Academic and Professional Integrity shall be reported in writing to the Associate Dean for Student Services. In the case of experiential programs, please refer to Chapter 1, Section 4.3.1.b.
- b. Reporting alleged violations of the Student Code of Academic and Professional Integrity of the School of Pharmacy in pharmacy practice experiences are first reported by preceptors to the appropriate Experiential Education Director, who then reports them to the Associate Dean for Student Services.

**4.3.2 Investigation of Alleged Violations of the Student Code of Academic and Professional Integrity**

The Associate Dean for Student Services shall review all reports of alleged violations to the Code of Academic and Professional Integrity to exclude unfounded accusations. If the accusation is deemed meaningful, the Associate Dean will submit the charge to the Committee on Professional Integrity and shall inform the accused student of the charges in writing within ten business days of receipt of the report.

If the case is forwarded to the Committee on Professional Integrity, a hearing shall be conducted within ten business days after receipt of charges in order to make a determination of the facts of the case.

The hearing is conducted according to the WVU Student Conduct Code and Discipline Procedure found in BoG's Policy [31](#).

**4.3.3 Procedural Standards for Hearings by the Committee on Professional Integrity (herein referred to as the Committee)**

1. Upon notification by the Committee that an investigation is pending, the student has the right to appear to discuss the matter with the Committee. The purpose of the hearing is to allow the accused student the opportunity to provide the Committee any facts not provided in the initial report.
2. The hearing is closed to the public and press.

3. The hearing is a nonadversarial discussion between the student and the Committee concerning alleged violations of professional behavior.
4. The student has the right to counsel when the sanction pending is one of suspension or dismissal. Counsel may act only in a consultative capacity and may not speak on behalf of the student or address the Committee.
5. The student may choose to have one advisor present. The advisor may act only in a consultative capacity and may not speak on behalf of the student or to the Committee.
6. Any documentation the student may wish to present must be made available to the members of the Committee at least three business days prior to the scheduled hearing.
7. Upon conclusion of the hearing, the Committee shall review all facts of the case. A written report, final decision and process for appeal will be made available to the student within ten business days.

## **SECTION 5. Appeal Procedures for Penalties and Sanctions**

Students may appeal any penalty or sanction described above and imposed by an instructor or committee of the School of Pharmacy through the procedures described in this section with the following exception:

Appeals may include, but are not limited to:

- Appeals of final grade. Grades for individual course assignments cannot be appealed except in the context of a final grade appeal. Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, gender, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed or the problem resolved.
- Appeals of exclusion from a course;
- Appeals of failure of academic program requirements;
- Appeals of imposition of academic probation;
- Appeals of imposition of academic suspension;
- Appeals of dismissal from the professional degree programs.

The Dean of the School of Pharmacy is the final level of appeal for final grade penalties, including those related to cheating, or exclusion from class. The HSC Associate Vice President for Academic Affairs is the final level of appeal for academic probation or suspension from the School of Pharmacy. The Office of the Provost is the final level of appeal for dismissal from the School of Pharmacy.

University administrators named below may designate an appropriate other administrator (designee) or committee to review and make decisions about appeals.

In all appeal procedures, the student shall have ten business days to file an appeal and the faculty or administrator must respond within thirty calendar days.

### **5.1 Appeal of Final Grade or Exclusion from a Class or Practice Experience**

**Level 1:** If the student is dissatisfied with a posted final grade or written notice of exclusion from class or practice experience, the student may, within ten business days, file a formal written appeal to the instructor or program director. If the student is satisfied with the outcome of the appeal (upheld, modified, or overturned), the case is closed.

**Level 2:** If the student is dissatisfied with the decision or outcome at Level 1, the student may, within ten business days, appeal in writing to the chair of the course instructor's department. In this appeal, the student must provide all documentation and evidence forming the basis of the appeal. When a student appeals a final grade, the course instructor must provide all criteria for determining grades to the department chair. If the student is satisfied with the outcome of the appeal (upheld, modified, or overturned), the case is closed.

**Level 3:** If a student is dissatisfied with the decision or outcome of appeal at Level 2, the student may, within ten business days, appeal in writing to the Associate Dean for Student Services. The student must provide all previous documentation from Level 1 and 2. If the student is satisfied with the outcome of the appeal (upheld, modified, or overturned), the case is closed.

**Level 4:** If the student is dissatisfied with the decision or outcome of the appeal at Level 3, the student may file a formal written appeal within ten business days to the Dean. The student will be required to provide all prior appeal documentation and any additional information available concerning the grounds for appeal of the penalty. The decision of the Dean is final.

## **5.2 Appeal of Failure of Program Requirement, Probation, or Suspension**

**Level 1:** If a student is dissatisfied with a written notice of failure of a program requirement, probation, or suspension from the program, the student meets informally with the chair of the committee that imposed the penalty within ten business days of delivery of the written notice to determine if the issue can be resolved.

**Level 2:** If the student is dissatisfied with the outcome from the meeting at Level 1, the student may file a written formal appeal to the Associate Dean for Academic Affairs and Educational Innovation within ten business days. If the student is satisfied with the outcome or penalty (upheld, modified, or overturned), the case is closed.

**Level 3:** If the student is dissatisfied with the decision or outcome from the meeting at Level 2, the student may file a written formal appeal to the Dean within ten business days. If the student is satisfied with the outcome or penalty (upheld, modified, or overturned), the case is closed.

**Level 4:** If the student is dissatisfied with the decision or outcome of the appeal at Level 3, the student may, within ten business days, appeal in writing to the HSC Associate Vice President for Academic Affairs. In this appeal, the student must provide all documentation and evidence forming the basis of the appeal. The decision of the HSC Associate Vice President for Academic Affairs is final and the case is closed.

## **5.3 Appeal of Dismissal from Program**

**Level 1:** If a student is dissatisfied with a written notice of failure of a program requirement, dismissal from the program, the student meets informally with the chair of the committee that imposed the penalty within ten business days of delivery of the written notice to determine if the issue can be resolved.

**Level 2:** If the student is dissatisfied with the outcome from the meeting at Level 1, the student may file a written formal appeal to the Dean within ten business days. If the student is satisfied with the outcome or penalty, the case is closed.

**Level 3:** If the student is dissatisfied with the decision or outcome of the appeal at Level 3, the student may, within ten business days, appeal in writing to the HSC Associate Vice President for Academic Affairs. In this appeal, the student must provide all documentation and evidence forming the basis of the appeal. If the student is satisfied with the outcome or penalty, the case is closed.

**Level 4:** If the student is dissatisfied with the decision or outcome of the appeal at Level 3, the student may file a formal written appeal, within ten business days, to the University Provost. The student will be required to provide all prior appeal documentation and any additional information available concerning the grounds for appeal of the penalty. The decision of the Provost is final.

## **SECTION 6. Academic Dishonesty and Integrity**

Students of West Virginia University are citizens of a broader academic community. As such, the University expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. To meet these standards, academic dishonesty will not be tolerated.

### **6.1 Academic Dishonesty Defined**

The term "academic dishonesty" means plagiarism; cheating and dishonest practices in connection with examinations, papers, and/or projects; and forgery, misrepresentation, or fraud as it relates to academic or educational matters.

- a. The term "plagiarism" means the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment, including, but not limited to, the unacknowledged use of materials prepared by another individual engaged in the selling of term papers or other academic materials.
- b. The terms "cheating and dishonest practices in connection with examinations, papers, and/or projects" means (1) giving or receiving of any unauthorized assistance in taking quizzes, tests, examinations, or any other assignment for a grade; (2) depending upon the aid of sources beyond those authorized by the instructor in quizzes, tests, examinations, writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- c. The terms "forgery, misrepresentation, or fraud as it relates to academic or educational matters" means (1) wrongfully altering, or causing to be altered, the record of any grade or other educational record; (2) use of University documents or instruments of identification with the intent to defraud; (3) presenting false data or information or intentionally misrepresenting one's records for admission, registration, or withdrawal from the University or from a University course; (4) knowingly presenting false data or information or intentionally misrepresenting one's records for personal gain; (5) knowingly furnishing the results of research projects or experiments for the inclusion in another's work without proper citation; or (6) knowingly furnishing false statements in any University academic proceeding.

### **6.2 Academic Penalties for Charge of Academic Dishonesty**

Cases of academic dishonesty shall be concurrently subject to academic penalties listed in WVU BoG [Policy 15](#) and the disciplinary penalties in [Policy 31](#).

The instructor/coordinator/director may impose the following academic penalties:

- A lower grade or failing grade for the assessment/assignment
- A lower final grade
- Failure of the course

### **6.3 Disciplinary Penalties for Charge of Academic Dishonesty**

In addition to the above penalties, the instructor/coordinator/director may also recommend to the Committee on Professional Integrity the following penalties:

- Academic probation with School – written reprimand for prohibited conduct that specifies a probationary period of time and includes the probability of more severe sanctions should student commit academic dishonesty;
- Academic suspension from School – separation for a specified period of time;
- Academic dismissal from School – separation with ability to reapply.

If any decision level decides that the behavior or conduct is not within the exclusive jurisdiction of the School of Pharmacy, and a pending sanction may be dismissal from the University, with the approval of the Dean's or Dean's designee, he/she shall refer the matter to the University Committee on Student Rights and Responsibilities for disposition. All levels of this procedure are subject to the provisions described in the WVU Student Conduct Code, Discipline Procedure Sections 9 and 10 and consistent with BoG Policy [31](#).

## **CHAPTER 2: Standards Governing Student Conduct Outside the School of Pharmacy**

### **SECTION 1. Student Rights and Responsibilities**

By enrolling in the School of Pharmacy, a student accepts these standards and requirements (Codes or this Policy) 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 University to impose on the student the sanctions of probation, dismissal, expulsion, or lesser sanctions. Such sanctions may consist of, but are not limited to restitution of damages, loss of privileges, etc.

As specified in BoG Policy [15](#) 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 by the West Virginia University BoG Policy in [31](#).