

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

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Table of Contents

TABLE OF CONTENTS	2
PREAMBLE	4
INTRODUCTION	4
CHAPTER 1: ACADEMIC AND PROFESSIONAL STANDARDS AND REGULATIONS	4
SECTION 1. ACADEMIC AND PROFESSIONAL STANDARDS	4
1.1 REQUIREMENTS AND PROFESSIONAL STANDARDS	4
1.1.1 MINIMUM ACADEMIC STANDARDS FOR GRADUATION FROM THE SCHOOL OF PHARMACY CURRICULUM	5
1.2 EVALUATIONS	5
1.3 ACADEMIC RIGHTS	6
1.3.1 RECEIPT OF STANDARDS AND CODES	6
1.3.2 WRITTEN NOTICE REGARDING FAILURE TO MEET ACADEMIC STANDARDS	6
1.3.3 STUDENT OBLIGATION	6
1.4 RIGHTS AND OBLIGATIONS OF THE FACULTY	7
SECTION 2. CONSEQUENCES FOR FAILURE TO MEET ACADEMIC AND PROFESSIONAL REQUIREMENTS AND STANDARDS	7
2.1 ACADEMIC AND PROFESSIONAL REQUIREMENTS	7
2.1.1 ACADEMIC DISHONESTY DEFINED	8
2.2 PENALTIES FOR ACADEMIC DISHONESTY	8
2.2 PROBATION	9
2.2.1 REMEDIATION	9
2.3 SUSPENSION	10
2.3.1 DISCIPLINARY SANCTIONS INVOLVING SUBSTANCE ABUSE	10
2.4 DISMISSAL	10
2.4.1 GUIDELINES FOR READMISSION AFTER DISMISSAL	10
SECTION 3. THE COMMITTEE ON ACADEMIC STANDARDS	10
3.1 CHARGE OF THE COMMITTEE	10
3.2 COMPOSITION OF THE COMMITTEE	11
3.2.1 QUORUM	11
3.2.2 VOTING	11
3.3 PROCEDURAL STANDARDS FOR THE COMMITTEE ON ACADEMIC STANDARDS	11
3.4 RECOMMENDATION FOR PROMOTION AND GRADUATION	11
3.4.1 PROMOTION	11
3.4.2 GRADUATION	12
SECTION 4. THE COMMITTEE ON PROFESSIONAL INTEGRITY	12
4.1 CHARGE OF THE COMMITTEE	12
4.2 COMPOSITION OF THE COMMITTEE ON PROFESSIONAL INTEGRITY	12
4.2.1 QUORUM	12

4.2.2	VOTING	13
4.3	INVESTIGATION OF ALLEGED VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY	13
4.3.1	REPORTING OF ALLEGED VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY	13
4.3.2	INVESTIGATION OF ALLEGED VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL INTEGRITY	13
4.3.3	PROCEDURAL STANDARDS FOR MEETINGS BY THE COMMITTEE ON PROFESSIONAL INTEGRITY	13
SECTION 5: PENALTIES FOR VIOLATIONS TO THE POLICY ON ACADEMIC AND PROFESSIONAL STANDARDS		14
5.1	ACADEMIC PENALTIES FOR CHARGE OF ACADEMIC DISHONESTY	14
5.2	DISCIPLINARY PENALTIES FOR CHARGE OF ACADEMIC DISHONESTY	14
5.3	DISCIPLINARY PENALTIES AT THE UNIVERSITY LEVEL	14
SECTION 6. APPEAL PROCEDURES FOR PENALTIES AND SANCTIONS		14
6.1	TIME LIMITS FOR APPEALS:	15
6.2	APPEAL OF FINAL GRADE, EXCLUSION FROM A CLASS OR PRACTICE EXPERIENCE, CHARGE OF ACADEMIC DISHONESTY OR ACADEMIC PENALTY	15
CHAPTER 2: STANDARDS GOVERNING STUDENT CONDUCT OUTSIDE THE SCHOOL OF PHARMACY		17
SECTION 1. STUDENT RIGHTS AND RESPONSIBILITIES		17

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. The last full revision of this document was in November 2015 with updates in December 2016.

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 non-cognitive 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, the West Virginia University School of Pharmacy Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Degree Program, course syllabi, Accreditation Council for Pharmacy Education Standards, and School of Pharmacy Educational Outcomes.

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.

1.1.1 Minimum Academic Standards for graduation from the School of Pharmacy Curriculum

- a. Earn and maintain a cumulative GPA of ≥ 2.5 ; and
- b. Earn coursework grades of \geq “C” or “P” for all required courses including professional electives and dual degree coursework; and
- c. Successfully complete all noncredit requirements of the program, including but not limited to: 100 hours of community service, portfolio assignments, scheduled and ad hoc required professional presentations and events.
- d. Successfully complete the School of Pharmacy curriculum within five years from initial enrollment into the School of Pharmacy.

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.

In accordance with the grading policy for graduate program at WVU, performance in coursework is described by the following grade options: A (excellent), B (acceptable), C (marginal), F (failing), P (pass), H (honors), and I (incomplete) as well as 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, F, P, H or I) are entered onto the official grade transcript.

1.3 Academic Rights

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) BoG Policies [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 and prior to the beginning of each semester following any revisions to 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 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.”

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 Committee or the Professional Integrity Committee of: (1) the student's failure to meet requirements or an alleged violation of standards; (2) the penalty, if any, to be imposed; (3) the method, if any, by which the student may correct academic and/or professional deficiencies; (4) the timeline for completing any probation requirements and remedial activities; (5) the consequences for failure to meet the probation/remediation requirements and timelines; and (6) the process for appeal.

1.3.3 Student Obligation

Students must inform the Office of Student Services of any serious impediment (such as illness, issues outside of the school, etc.) hindering satisfactory academic progress during an academic semester. Notification is required to be done in a timely manner and prior to the completion of the course.

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 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 occur and (2) explicitly indicate requirements and terms of assessment for didactic or experiential coursework.

It is the faculty's responsibility to report, in a timely manner, all suspected violations of the Student Code of Academic and Professional Integrity of the School of Pharmacy to the Office of Student Services using the online SOLE [Professional Performance Report \(PPR\) form](#).

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

2.1 Academic and Professional Requirements

2.1.a The Academic Standards Committee will impose sanctions for failure to meet academic standards requirements of the program. This includes, but is not limited to, the following circumstances:

1. Receipt of a grade of less than C or P in a professional degree 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 and remediation letters;
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 complete all requirements for graduation within five years of initial enrollment into the School of Pharmacy.

2.1.b The Professional Integrity Committee will impose sanctions for failure to meet the professional requirements of the Student Code of Academic and Professional Integrity. This includes, but is not limited, to the following circumstances:

1. Failure to meet professional standards including those of demeanor or conduct,
2. An infraction of the Student Code of Academic and Professional Integrity,
3. Failure to meet the Technical Standards for Admission, Advancement and Graduation from the Doctor of Pharmacy Program,
4. Academic Dishonesty.

2.1.1 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. In addition to the definitions and examples provided below, supplementary information about types and examples of academic dishonesty is available.

1. **“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.
2. **“Cheating and dishonest practices in connection with examinations, papers, and/or projects”** include, but are not limited to, (i) giving or receiving of any unauthorized assistance in taking quizzes, tests, examinations, or any other assignment for a grade; (ii) depending upon the aid of sources beyond those authorized by the instructor or supervisor in quizzes, tests, examinations, writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) the acquisition or use, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
3. **“Forgery, misrepresentation, or fraud as it relates to academic or educational matters”** includes, but is not limited to, (i) wrongfully altering, or causing to be altered, any records; (ii) use of University documents or instruments of identification with the intent to defraud; (iii) presenting false data or information or intentionally misrepresenting records; (iv) furnishing the results of research projects or experiments for the inclusion in another’s work without proper citation; (v) furnishing false statements in any University academic proceeding; and (vi) providing false or misleading information to gain an academic advantage.

2.2 Penalties for academic dishonesty

1. Course-level academic penalties: When academic dishonesty occurs within the context of a course (including individually supervised courses), the course instructor/coordinator can impose any of the following academic penalties, including but not limited to:
 - a. Change in assignment or test grade.
 - b. A lower final course grade, including failure of a course.
 - c. A final grade of unforgivable failure (UF). The UF penalty can be recommended by the course instructor/coordinator but must be reported to the Office of the University Registrar by the dean of the college or school offering the course after the time limit for a student appeal has expired or the appeal process has been completed, upholding the UF penalty. The student may repeat the course, but the undergraduate D/F repeat process will not be applied to the UF.

- d. Required repetition or revision of the assignment or test.
- e. Exclusion from further participation in class including laboratories or clinical experiences.
- f. Other course resolutions within the discretion of the course instructor/coordinator.

2. Additional Penalties

Upon failure 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 penalties. The following penalties may be imposed by the Committees on Academic Standards and/or Professional Integrity.

2.2 Probation

Students placed on probation are not permitted to serve in elected, appointed, or volunteer leadership roles or offices in student organizations within the School of Pharmacy, may not continue in the dual Pharm.D./MBA program, lose eligibility for School of Pharmacy awards and scholarships, nor can they begin APPEs.

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 are not limited to, reexamination, repetition of all or part of the curriculum, repetition of course or course equivalency, rearrangement of the curriculum, and/or completion of specific task(s) appropriate for remediation of a Professional Integrity issue. A successful conclusion of the required action(s) may end the probationary status.

The following remediation actions describe the minimum requirements for academic deficiencies:

- A student who receives a final grade of less than “C” or “P” may be granted the opportunity to repeat that course or an equivalent course. Remediation of a didactic course grade of less than “C” or “P” must be completed before a student can begin APPEs.
- Course equivalency will be determined by the Curriculum Committee. Only courses approved by the WVU School of Pharmacy Curriculum Committee will be considered as meeting the terms of remediation.
- 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.
- Only one final grade < “C” or “P” may be remediated.
- If placed on probation, the cumulative GPA must meet or exceed 2.5 by the timeline designated in the probation letter.
- 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. Time spent in pre-pharmacy requirements prior to entering the first professional year does not count towards the five-year enrollment period.

2.3 Suspension

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 is not limited to 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 as a result of academic or professional conduct deficiencies, failure to meet the terms of a probation/remediation, or a violation of the Student Code of Academic and Professional Integrity found serious enough to merit dismissal. Grounds for dismissal include but are not limited to the following:

- Only one final course grade < “C” or “P” may be remediated; receipt of a second course grade of < “C” or “P” will result in dismissal (up to and including the last APPE rotation block).
- Students with GPA < 1.80 at the end of the fall semester of the first professional year will be dismissed.

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 semester 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, 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 to include information from the student provided to the Office of Service Services relating

to issues the student felt were hindering advancement; and (4) prior recommendations and academic decisions.

The 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. Members of the Committee on Professional Integrity are not eligible to serve on this Committee. The Associate Dean for Student Services serves as an ex officio, nonvoting member 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 the Committee on Academic Standards

1. At the end of each semester or upon notification that a student's academic record for the semester is not in compliance with Academic Standards requirements, the Committee will convene to conduct business.
2. The meeting is closed to the public and press.
3. 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. 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 ≥ 2.5 , and who continue to meet technical standards, 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 introductory pharmacy practice experience (IPPE) courses, to qualify for entry into APPEs and have a cumulative GPA of ≥ 2.5 to qualify for entry into APPEs. No student shall begin the APPE year while on academic probation. No student shall begin the APPE year until any grade of $<$ "C" or "P" have been remediated. No student failing to meet technical standards will begin the APPE year.

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 and the Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program.
- b. Meet the terms of any probation or remediation.
- c. Meet the University's policy for in resident coursework.

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 review of all alleged violations of the Student Code of Academic and Professional Integrity of the School of Pharmacy that are brought forth by the Office of Student Services. The 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.

Upon conclusion of the review, the Committee shall issue to the student a written report of the results, final committee decision regarding any penalty to be imposed, and the process for student appeal. The Committee shall be convened at the end of each semester and as allegations are brought forth.

For its review, the Committee on Professional Integrity has access to each student's file, including but not limited to, (1) qualitative grades (A, B, C, 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 to include information from the student provided to the Office of Service Services relating to issues the student felt were hindering advancement; and (4) prior recommendations and academic decisions.

4.2 Composition of the Committee on Professional Integrity

The Committee on Professional Integrity consists of four voting faculty members with at least one representative from each department appointed annually by the Dean of the School of Pharmacy and four voting student members elected by and representing each class year. Members of the Academic Standards Committee are not eligible to serve on this committee. 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 via submission of the [PPR form](#) 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 forward all reports of alleged violations to the Code of Academic and Professional Integrity to the Committee on Professional Integrity. The Associate Dean for Student Services shall inform the accused student of the charges in writing within ten business days of receipt of the [PPR form](#).

The Committee on Professional Integrity shall conduct a review of the charges within ten business days after receipt of charges in order to make a determination of the facts of the case and schedule a meeting.

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

4.3.3 Procedural Standards for Meetings by the Committee on Professional Integrity

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 meeting is to allow the accused student the opportunity to provide the Committee any facts not provided in the initial report. The accused student may waive their right to a meeting with the committee and accept the penalty imposed by the course coordinator by providing written notice of such to the committee chair.
2. The meeting is closed to the public and press.
3. The meeting is a non-adversarial discussion between the student and the Committee concerning alleged violations of professional behavior.
4. The student may choose to have one advisor (from within the School of Pharmacy) 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 meeting.
7. Upon conclusion of the meeting, the Committee shall review all facts of the case. A written report, final committee decision, and process for appeal will be made available to the student within ten business days.

Section 5: Penalties for Violations to the Policy on Academic and Professional Standards

5.1 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.

5.2 Disciplinary Penalties for Charge of Academic Dishonesty

In addition to the academic penalties in Section 6.1, the instructor/coordinator/director shall submit a PPR to be reviewed by the Committee on Professional Integrity. Upon review and investigation of the charge, the Committee may impose the following penalties:

- 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;
- Suspension from School – separation for a specified period of time;
- Dismissal from School.

5.3 Disciplinary Penalties at the University Level

1. The individual or Committee who charged the student with academic dishonesty or any of the individuals or committees that reviewed an appeal at Levels 2 or 3 may determine, in their judgment, that in addition to the academic penalty already assigned, the academic dishonesty rises to a level of significance warranting a potential disciplinary penalty of University probation, suspension, or dismissal (expulsion). Based on this recommendation, the individual named in Level 3 may choose to refer the matter to the Office of Student Conduct. The Office of Student Conduct may also choose to pursue disciplinary penalties based on evidence of repeated instances of academic dishonesty by a student obtained from reports of academic dishonesty penalties. The Office of Student Conduct shall then undertake student disciplinary proceedings consistent with WVU BOG Policy 31 and the Campus Student Code. These proceedings do not affect the academic penalty.
2. If the disciplinary proceedings under the Campus Student Code result in a finding that the academic offense does not warrant additional disciplinary penalty, the case is closed, and any academic penalty imposed and upheld through the academic appeal process will apply.

SECTION 6. 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 exceptions:

- Grades for individual course assignments cannot be appealed except in the context of a final grade or a charge of academic dishonesty.
- Probation based on failure to meet minimum GPA standards.

The primary purpose of the appeal procedure is to allow review of a final grade, charge of academic dishonesty, or academic penalty in cases where a student believes that due process was not followed or that the grade, charge, or penalty was imposed unfairly or inconsistently with course, program, and university standards and regulations. Students have the right to appeal a final grade, charge of academic dishonesty, or academic penalty that they believe reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on criteria listed in [BoG Policy 44](#). Additional grounds for appeal may include: unreasonable severity of the penalty; demonstrable prejudice in the decision-making process; a belief that the evidence does not support the finding of responsibility (in the case of academic dishonesty) or the choice of penalty; or additional evidence or new information that was not considered in determining the penalty. Further guidance for students on preparing an appeal is available.

If a student does not appeal a final grade, charge of academic dishonesty or academic penalty, fails to follow the appeal procedures described below, or does not attend a scheduled meeting regarding the appeal, the final grade, charge of academic dishonesty, or the academic penalty will be upheld, regardless of whether or not the student is still enrolled in the course or program.

6.1 Time limits for appeals:

	Student files initial or continuation of appeal	Decision about appeal communicated to student
Level 1		
Final grade appeal	*10 class days after grade is posted	*10 class days after student submits appeal
Academic dishonesty charge	*10 class days after charge is sent to student	*10 class days after student submits appeal
Academic penalty	*10 class days after penalty is sent to student	*10 class days after student submits appeal
Level 2 (all types of appeals)	*10 class days after decision at Level 1 is sent	*10 class days after student submits Level 2 appeal
Level 3 (appeals of suspension/dismissal only)	*10 class days after decision at Level 2 is sent	At discretion of the Associate Provost for Graduate Academic Affairs
*Class days are defined as days during which the University is open and classes are officially in session. If classes are canceled for the University as a whole for part or more of a day, the day will not be deemed a class day.		
<i>Appeal reviewers must retain records related to the appeal for five years.</i>		

6.2 Appeal of Final Grade, Exclusion from a Class or Practice Experience, Charge of Academic Dishonesty or Academic Penalty

- Prior to filing an appeal, students are strongly encouraged (but not required) to contact the individual or chair of the relevant committee who reported a final grade, made a charge of academic dishonesty, or imposed an academic penalty to express their concerns and attempt to resolve the issue. The individual, committee chair, or another informed individual, must meet with the student to provide information and evidence forming the basis for the grade, charge, or penalty.
- **Level 1** appeal final grades, charges of academic dishonesty, and academic penalties:

- The student may begin an appeal by submitting a written appeal via WVU e-mail to the SoP Associate Dean for Academic Affairs and Educational Innovation (Level 1 appeal reviewer) or designated individual/committee within the established time limit. The student's appeal must include the documentation and evidence forming the basis of their appeal. In the case of a charge and/or penalty for academic dishonesty, the student may appeal the charge, the penalty, or both.
- The individual or committee that gave the grade, made the charge, or imposed the penalty must provide all relevant documentation (including the criteria for determining the student's final grade in the case of a final grade appeal) to the Level 1 appeal reviewer upon their request.
- The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The reviewer communicates the decision in writing via WVU e-mail to the student and others that have been involved in the grade, charge, penalty, or appeal to that point and reports the outcome of the appeal via the [University Academic Dishonesty Form](#) when the appeal is due to academic dishonesty. In the case of a final grade appeal, the Level 1 appeal reviewer ensures that a grade modification is submitted if necessary.
- If the student accepts the Level 1 appeal decision, the appeal is concluded.
- **Level 2** appeal for final grades, charges of academic dishonesty, and academic penalties:
 - If the student does not accept the Level 1 appeal decision, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Dean of the School of Pharmacy (Level 2 appeal reviewer) or designated individual/committee within the time limits provided above.
 - The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer. Both the student and other individuals or committees may provide additional information if they wish.
 - The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The reviewer communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the grade, charge, penalty, or appeal to that point, including the Level 1 appeal reviewer, and reports the outcome of the academic dishonesty appeal via the [University Academic Dishonesty Form](#). In the case of a final grade appeal, the Level 2 appeal reviewer ensures that a grade modification is submitted if necessary.
 - If the student accepts the Level 2 appeal decision, the appeal is concluded. If the appeal concerned a final grade, a charge of academic dishonesty without a penalty of program suspension or dismissal, or an academic penalty other than program dismissal, the appeal is concluded.
- **Level 3** appeal for suspension or dismissal from a program only:
 - If the penalty is suspension or dismissal from a program, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Associate Provost for Graduate Affairs (Level 3 appeal reviewer) within the time limit provided above.
 - The Level 3 appeal reviewer may appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. In the case of an academic penalty of program suspension or dismissal based on academic dishonesty, a hearing is required. SAHC procedures follow.
 - Members are appointed to the SAHC at the discretion of the Level 3 appeal reviewer and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the student's program; at least one should be from outside the program offering the course or the student's program.
 - The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence.

- The hearing is set outside of the student's scheduled classes; should the student choose not to appear, the meeting will proceed as scheduled.
- The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending academic suspension (for academic dishonesty) or 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.
 - In addition, for cases involving program suspension or dismissal based on academic dishonesty, the student may be accompanied to the hearing or meetings by an attorney, who may question witnesses and make arguments on behalf of the student.
 - Witnesses may be called by any of the parties involved.
 - A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
- The Level 3 appeal reviewer assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, when available, and makes a decision about the appeal based on the evidence and recommendation. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the Levels 1 and 2 appeal reviewers.
 - The appeal is concluded.

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 (WVU Code of Student Conduct, the Code, the Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program and/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](#).