

West Virginia University School of Pharmacy

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

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## **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 (WVU) in the spring of 2001. The following changes have been made since that time:

- Minor amendments were made by the School of Pharmacy faculty in summer 2001 and 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.
- This document was fully revised in November 2015 and updated in December 2016 and August 2017.
- BOG Policy 31 was revised and adopted on April 12, 2013.
- BOG Policy 15 was replaced with BOG Rule 2.5 in June 2018.
- BOG Policies 10 and 31 were replaced by BOG Rule 6.1 in December 2018.
- This document was revised and approved by the School of Pharmacy faculty in January 2018.
- The document was last fully revised and approved by the School of Pharmacy faculty in July 2022.

Please note that, to the extent there is any inconsistency with the language in applicable [BOG Rules](#) and this document, BOG Rules govern.

## **Introduction**

The West Virginia University School of Pharmacy has the responsibility to educate students to be capable and competent pharmacists to provide patient-centered care to the citizens of West Virginia and beyond. With this responsibility comes the obligation to evaluate students pursuing the Doctor of Pharmacy degree as thoroughly as possible for academic and professional knowledge and skills, integrity, fulfillment of [technical standards](#), 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 (ACPE).

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 or affecting the professional practice of pharmacy. Definitions and examples of conduct and behavior relating to or affecting the professional practice of pharmacy by students are described in the [Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Degree Program](#), [School of Pharmacy Educational Outcomes](#), [ACPE Standards](#), course syllabi, and this document. Students enrolled in the Doctor of Pharmacy program are also subject to WVU standards of conduct, as outlined in the [Campus](#)

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

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

This section covers the academic standards and regulations governing didactic courses, examinations, laboratories, practicum sessions, pharmacy practice experiences, and other academic settings of the pharmacy curriculum in conformity with West Virginia BOG Rules [2.5](#) and [6.1](#), as referenced in the preamble.

#### **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, caregivers, faculty, staff, healthcare providers, and other students in all forms of interaction;
- 3) fulfill the criteria and requirements for satisfactory academic progress and successful completion of the pharmacy curriculum as stated in the [WVU Graduate and Professional Catalog](#), this document, 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 experience;
- 5) meet the [technical standards](#) for admission to and completion of the Doctor of Pharmacy Program;
- 6) follow the standards set forth in the WVU [Campus Student Code](#) and the [Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Degree Program](#) (hereafter referred to collectively as “the Student Codes”);
- 7) comply with the rules of the state licensing boards for licensure as a pharmacy intern;
- 8) comply with the federal laws, applicable state laws, local, county, and municipal ordinances, the policies, rules and regulations of the West Virginia University BOG, WVU 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; and
- 9) comply with WVU, Health Sciences Center, and School of Pharmacy requirements related to public health, including but not limited to, appropriate use of personal protective equipment, social distancing, instructions for gathering in campus buildings, instructions for self-isolation, and obtaining required immunizations.

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 will be subject to drug testing and the results of such tests will be made known to the Office of Experiential Learning 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 understand 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  $\geq 2.5$ ;
- b. Maintain enrollment in all required professional courses as part of the established curriculum;
- c. Earn coursework grades of  $\geq "C"$  or  $"P"$  for all required courses including professional electives and dual degree coursework;
- d. 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; and
- e. Successfully complete the School of Pharmacy curriculum within five years from initial enrollment into the School of Pharmacy, unless otherwise approved at the discretion of the Dean. Time spent in pre-pharmacy requirements prior to entering the first professional year does not count towards the five-year enrollment period.

### 1.2 Evaluations

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

Evaluations by the faculty and faculty committees are not limited to academic assignments. These evaluations and grades, therefore, reflect the faculty's judgment about a student's clinical skills, ethical and professional behavior, and ability to meet [technical standards](#).

Performance in coursework is described by the following grade options: A (excellent), B (acceptable), C (marginal), D (poor), F (failing), P (pass), and I (incomplete). Grades (A, B, C, D, F, P, or I) are entered onto the official grade transcript.

### 1.3 Student Rights

As specified in BOG Rule [6.1](#), students enjoy the rights of (1) freedom of expression and assembly, (2) freedom of association, and (3) privacy.

As specified in BOG Rule [1.6](#), the University seeks to protect members of the University community from discrimination, harassment, sexual and domestic misconduct, certain consensual relationships, stalking, and retaliation.

#### 1.3.1 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 Codes; and (4) BOG Rules [2.5](#) and [6.1](#).

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

Students shall be graded or have their performance evaluated solely according to performance in the didactic course or pharmacy practice experience as measured against academic and professional standards. Students are entitled to timely feedback on assignments (generally within 10 instructional days) and a posted final grade for their courses. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. Students shall not be graded, nor shall their performance be evaluated on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression (see BOG Rule [1.6](#)), or other protected status. No reprisals of any kind shall be taken by any member of the University community against any individual who asserts their rights.

#### 1.3.2 Receipt of Standards and Codes

An 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 this document or the [Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program](#).

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

The student shall be informed in writing by the Chair of the Committee on Academic Standards of:

- 1) the student's failure to meet academic requirements;
- 2) the penalty, if any, to be imposed;
- 3) the method, if any, by which the student may correct academic 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.

#### 1.3.4 Written Notice Regarding Failure to Meet Professional Standards

The student shall be informed in writing of alleged violations of academic integrity or other professional standards by the Senior Associate Dean for Academic Affairs and Educational Innovation, herein referred to as "Senior AD".

Following the appropriate conduct process, the Chair of the Committee on Professional Integrity, shall notify the student of:

- 1) findings of responsibility for the alleged violation(s),
- 2) the sanctions to be imposed;
- 3) the method, if any, by which the student may correct academic integrity or professional deficiencies;
- 4) the timeline for completing any sanction requirements and remedial activities;
- 5) the consequences for failure to meet the sanction requirements and timelines; and
- 6) the process for appeal.

### **1.3.5 Student Obligation**

Students must inform the Office of Admissions and Student Affairs, course coordinators, and relevant instructors of any impediment hindering their 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.

Students are expected to immediately report to the Senior AD all witnessed violations of the Student Codes using the online SOLE [Professional Performance Report \(PPR\) form](#).

### **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 four forms:

- 1) assignment of grades 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;
- 3) assessment of the ability to meet [technical standards](#); and
- 4) review of behavior, demeanor, and compliance with the Student Codes.

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 2.4.2).

The faculty of the School of Pharmacy have the responsibility to support this policy and Student Codes, avoid placing students in situations where violation of this policy or the Student Codes may occur, and 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 codes to the Senior AD using the online SOLE [PPR form](#).

## **SECTION 2. The Committee on Academic Standards**

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

### **2.1 Charge of the Committee**

The Committee on Academic Standards 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 as recorded on the grade transcript;
- 2) written experiential evaluations;
- 3) oral and written reports about academic performance from faculty or the student provided to the Office of Admissions and Student Affairs, including information 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, academic probation, academic suspension, and academic dismissal from the School of Pharmacy.

## **2.2 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 Admissions and Student Affairs, herein referred to as "Student Affairs AD", compiles student level academic data for presentation to committee and serves as an ex officio, non-voting member. Additional ex officio, non-voting members may be added to the Committee at the discretion of the Dean. There are no student representatives on this Committee.

### **2.2.1 Quorum**

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

### **2.2.2 Voting**

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

## **2.3 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 student under review, the public, and the 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 academic days.

## **2.4 Recommendation for Promotion and Graduation**

Recommendations by the Committee on Academic 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 (Chapter 1, Section 1.1).

### **2.4.1 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 academic, professional, and technical requirements that are the basis of the preparation for the practice of pharmacy in any setting, using the elements for review described in Section 2.1. Students who have passed the work of an academic semester with grades of "C" or better

in all courses and a cumulative GPA of  $\geq 2.5$ , and who continue to meet [technical standards](#), will ordinarily be recommended for advancement to the next higher semester.

A student must pass all courses with a grade of  $\geq "C"$  or  $"P"$  and have a cumulative GPA of  $\geq 2.5$  during the P1 to P3 years to qualify for entry into APPEs. No student with a grade of incomplete  $"I"$  for any course shall begin the APPE year until coursework for the course in question has been successfully completed and a grade modification has been submitted to the Office of the Registrar. No student shall begin the APPE year while on academic probation. No student shall begin the APPE year until all grades of  $< "C"$  or  $"P"$  have been remediated. No student passing all courses with grades of  $\geq "C"$  or  $"P"$ , but with a cumulative GPA  $< 2.5$  shall begin the APPE year until identified academic deficiencies have been remediated, which may include repetition of courses. No student failing to meet [technical standards](#) will begin the APPE year.

#### 2.4.2 Graduation

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

- 1) Successful completion of all academic, professional, and technical standards outlined in this policy document, the Student Codes, and [technical standards](#).
- 2) The terms of any program or university level probation, suspension, or remediation; and
- 3) The terms all WVU requirements for graduation.

### **SECTION 3. Consequences for Failure to Meet Academic Standards**

#### **3.1 Failure to Meet Academic Requirements**

The Committee on Academic Standards will impose sanctions for failure to meet academic standards requirements of the program, as described in Section 1.1.1 of this document. This includes, but is not limited to, the following circumstances:

- a. Receipt of a grade of less than C or P in a required course, including professional electives and dual degree coursework;
- b. Failure to maintain enrollment in all required professional courses as part of the established curriculum;
- c. Failure to maintain a School of Pharmacy cumulative GPA  $\geq 2.5$ ;
- d. Failure to meet the terms of academic sanction or remediation letters;
- e. A specific academic deficiency such as an important clinical skill that has not been mastered;
- f. Failure to complete all requirements for graduation within five years of initial enrollment into the School of Pharmacy, unless approved by the Dean; or
- g. Failure to meet the [technical standards](#).

Withdrawal from an individual course or multiple courses may prevent the student from progressing in the academic program, and as such, all course withdrawals will be reviewed by the Committee on Academic Standards at the end of each academic term. Additionally, students withdrawing from required courses without an approved leave of absence may face academic sanctions, up to and

including academic dismissal from the program. Students should consult with the Student Affairs AD prior to withdrawing from any course.

Alleged violations of the Student Codes that occur within a course will be handled as described in Chapter 1, Section 5.3 of this document and may result in penalties as described in Chapter 1, Section 6 of this document. Final course grades < "C" or "P" assigned as a course-level sanction for violations of the Student Codes will be reviewed by the Committee on Academic Standards in the same manner as all grades < "C" or "P".

### **3.2 Academic Sanctions**

#### **3.2.1 Academic Probation**

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 Committee on Academic Standards. These actions are intended to remedy the academic 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, or completion of specific task(s) appropriate for remediation. Course equivalency will be determined by the WVU School of Pharmacy Curriculum Committee. Only courses approved by the Curriculum Committee will be considered as meeting the terms of remediation. A student's remediation plan will not create a course of study that exceeds five years from initial enrollment into the School of Pharmacy, unless approved by the Dean. Successful conclusion of the required action(s) will end the probationary status.

Students placed on academic probation may be required to pause coursework enrolled in as part of the dual MBA program during the probationary period.

Students placed on probation lose eligibility for School of Pharmacy awards and scholarships during the probationary period.

Students placed on academic probation must meet and reach agreement with the Student Affairs AD regarding service in elected, appointed, or volunteer leadership roles or offices in student organizations within the School of Pharmacy or WVU. The Student Affairs AD must give written approval for this type of service during the academic probation period. Determination of this service must be finalized prior to filing a level 1 appeal (i.e., within ten (10) academic days of receipt of the academic penalty).

Students placed on probation during the pre-APPE curriculum may not begin APPEs until all probation requirements are completed. Grounds for academic probation include, but are not limited to, the following:

- a. Receipt of a grade of less than "C" or "P" in a required course, including professional electives and dual degree coursework;
- b. Failure to maintain a School of Pharmacy cumulative GPA  $\geq 2.5$ ;
- c. Failure to maintain enrollment in all required professional courses as part of the established curriculum; or
- d. Failure to achieve a specific academic proficiency such as an important clinical skill that has not been mastered.

### **3.2.2 Academic Suspension**

Academic suspension may not exceed one year. This action is intended to remedy the academic deficiency which initiated the suspension and may include, but is not limited to, completion of coursework outside of the School of Pharmacy or other remedial coursework. Students placed on suspension are not permitted to participate in any School of Pharmacy activities. A successful conclusion of the required action(s) will end the suspension status. Upon expiration of the period of suspension, the student shall meet with the Student Affairs AD to determine if terms of suspension have been met.

### **3.2.3 Academic Dismissal**

This penalty is imposed as a result of academic deficiencies, including failure to meet the terms of a probation or remediation. Grounds for dismissal include, but are not limited to, the following:

- a. Cumulative GPA < 2.0 at the end of the first professional year;
- b. Receipt of three or more grades < "C" or "P" while completing the curriculum;
- c. Receipt of two or more grades < "C" or "P" in a single semester;
- d. Failure to remediate a grade of < "C" or "P" on the first attempt;
- e. Failure to maintain enrollment in all required professional courses as part of the established curriculum;
- f. Failure to raise cumulative GPA to  $\geq 2.5$  at the conclusion of a probationary period;
- g. Failure to meet the terms of an academic probation or suspension; or
- h. Failure to complete all requirements for graduation within five years of initial enrollment into the School of Pharmacy, unless approved by the Dean.

## **3.3 Guidelines for Readmission after Dismissal**

Students dismissed from the Doctor of Pharmacy program may apply for readmission. Readmission is the prerogative of the Admissions Committee following a recommendation by the Committee on Academic Standards for dismissals based on Academic Standards or the Committee on Professional Integrity for dismissals based on professional integrity, hereafter referred to throughout Section 3.3 as the "sanctioning committee". For dismissals based on failure to meet both academic and professional standards, both committees review and make a recommendation to the Admissions Committee.

Readmission will also be based on space available in the program. Readmission of a student is the decision of the Admissions Committee and is not subject to appeal.

### **3.3.1 Minimum Time Lapse**

In general, a student will be required to sit out at least one academic semester (not including summer semesters) before being considered for readmission to the School of Pharmacy.

### **3.3.2 Expectations Prior to Reconsideration**

Students dismissed from the Doctor of Pharmacy program are not guaranteed readmission to the academic program. In order to be considered for readmission, the student must meet all current requirements for admission into the School of Pharmacy. Students seeking readmission following an academic dismissal must demonstrate academic performance since the time of their dismissal that meets requirements for admission to the Doctor of Pharmacy program in

relevant coursework. Demonstration of remediation of study skills, time management, or metacognitive skills following the academic dismissal will typically strengthen the student's reapplication. Students seeking readmission following a professional integrity dismissal must demonstrate remediation of the deficiencies that led to the dismissal.

### 3.3.3 Procedure for Reconsideration

Should a student decide to apply for readmission to the School, the following must be submitted to the appropriate sanctioning committee:

1. A letter of intent to reapply outlining the basis for reconsideration and a comprehensive plan for successful completion of the program.
2. Documentation of remediation of deficiencies leading to dismissal.

The letter of intent and comprehensive plan must be received by the specific sanctioning committee by July 1 for consideration of a fall semester readmission or November 1 for a spring semester readmission. Based on a majority vote of the sanctioning committee, a recommendation will then be forwarded to the Admissions Committee that the student either be readmitted or rejected.

If the student is readmitted to the program, additional terms for advancement in the program may be set forth in the readmission letter. Readmission may require that the student repeat courses already completed during the prior admission, up to an including entire class year(s).

Additionally, readmission following dismissal will be under probationary status. The sanctioning committee will notify the student of the terms of their probation and review the student's progress at the end of each academic term during the probation. In the event a student is readmitted to the program, the student must complete all requirements for graduation within five years of re-enrollment into the School of Pharmacy, unless otherwise approved by the Dean.

## **SECTION 4: Appeal of Academic Sanctions**

### **4.1 General Information about Academic Appeals**

Students may appeal any final grade or other academic penalty described in Section 3.3 through the procedures described in this document and the [Graduate and Professional Catalog](#). Grades for individual course assignments cannot be appealed except in the context of a final grade appeal.

The primary purpose of the academic appeal procedure is to allow review of a final grade or other 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 or academic penalty that they believe reflects a capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on criteria listed in BOG Rule [1.6](#). 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

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 on the [Academic Standards Resources](#) webpage.

Students are expected to present written grounds through the Academic Standards Sanction Appeal Form on [SOLE](#) for an appeal. If a student does not appeal a final grade or other academic penalty, fails to follow the appeal procedures described below, or does not attend a scheduled meeting regarding the appeal, the final grade or other academic penalty will be upheld, regardless of whether or not the student is still enrolled in the course or program.

#### **4.2 Communication about Appeals**

All communication with a student concerning an appeal must come directly from, or be directed to, the student. Although students and others involved in the appeal process may consult with third parties, appeals and communication about appeals should be conducted between the student and individuals charged with reviewing the appeal. Communication may take place through written documents, e-mail (using official WVU e-mail accounts whenever possible), and direct contact (telephone, face-to-face meetings, etc.). Decisions at each level of appeal must be communicated to the student and other individuals involved with the appeal at prior levels in writing transmitted via WVU e-mail.

#### **4.3 Evidence and Meeting Concerning Appeals**

Individuals reviewing appeals may convene individual or joint meetings or request additional materials to collect further evidence. The student may be accompanied to meetings concerning the grade, charge, penalty, or appeal by a person of their 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 conducting the appeal. Attorneys, operating in that capacity, may not participate in appeals in cases of final grades or other academic penalties.

#### **4.4 Appeal Process for Failure to Meet Academic Requirements or Standards**

##### **4.4.1 Students are Notified of Final Grades and Other Academic Penalties**

Students are informed of final grades for courses at the end of each academic term through the WVU Portal accessible at <https://portal.wvu.edu>. For courses in which coursework is completed in a condensed format prior to the end of term, students are informed of final grades through a formal notification letter via WVU e-mail.

The Chair of the Committee on Academic Standards must notify the student in writing via WVU e-mail of the academic penalty.

Prior to filing an appeal, students are strongly encouraged (but not required) to contact the individual or committee chair who reported a final grade or imposed an academic penalty to express their concerns and attempt to resolve the issue. The individual or committee chair, or another informed individual,

must meet with the student to provide information and evidence forming the basis for the grade or penalty.

Progression in didactic coursework, IPPE, or APPE during an appeal is the decision of the Dean, consistent with the [Graduate and Professional Catalog](#). The Dean's decision regarding progression during an appeal cannot be appealed.

#### 4.4.2 Level 1 Appeal for Final Grades and Other Academic Penalties

- a. The student may begin an appeal by submitting a written appeal via WVU e-mail to the Senior AD (Level 1 appeal reviewer) within the time limit provided below. The student's appeal must include the documentation and evidence forming the basis of their appeal.
- b. The individual or committee that gave the grade 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.
- c. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Level 1 reviewer.
- d. 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, penalty, or appeal to that point. The reviewer retains all documentation related to the appeal for 5 years. In the case of a final grade appeal, the Level 1 appeal reviewer ensures that a grade modification is submitted if necessary.
- e. If the student accepts the Level 1 appeal decision, the appeal is concluded.

#### 4.4.3 Level 2 Appeal for Final Grades and Other Academic Penalties

- a. 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 (Level 2 appeal reviewer) within the time limit provided below.
- b. The Level 1 appeal reviewer forwards all materials included in the appeal to the Level 2 reviewer and the student upon request from the Level 2 reviewer. Both the student and other individuals or committees may provide additional information if they wish.
- c. The Level 2 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Level 2 reviewer.
- d. 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, penalty, or appeal to that point, including the Level 1 appeal reviewer. The reviewer retains all documentation related to the appeal for 5 years. In the case of a final grade appeal, the Level 2 appeal reviewer ensures that a grade modification is submitted if necessary.
- e. If the student accepts the Level 2 appeal decision, the appeal is concluded. If Level 2 appeal decision results in a final grade or an academic penalty other than program dismissal, the appeal is concluded.

#### 4.4.4 Level 3 Appeal for Academic Program Dismissal

- a. If the penalty at the conclusion of the Level 2 review is program dismissal, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Provost (Level 3

- appeal reviewer) within the time limit provided below.
- b. The Level 2 appeal reviewer forwards all materials included in the appeal to the Level 3 reviewer and the student upon request from the Level 3 reviewer. Both the student and other individuals or committees may provide additional information if they wish.
  - c. The Level 3 appeal reviewer may (but is not required to) appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. SAHC procedures follow.
    - i. 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.
    - ii. 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.
    - iii. 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 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.
    - iv. Witnesses may be called by any of the parties involved.
    - v. A record of the SAHC hearing shall be prepared in the form of summary minutes or an audio recording. This record and relevant attachments and will be provided to the student upon request.
  - d. 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 penalty or appeal to that point, including the Level 1 and 2 appeal reviewers. The reviewer retains all documentation related to the appeal for 5 years.
  - e. The appeal is concluded.

#### 4.4.5 Time Limits for Steps in the Academic Appeal Process

	<b>Student files initial or continuation of appeal</b>	<b>Decision about appeal communicated to student</b>
<b>Level 1</b>		
Final grade appeal	10 academic days after grade is posted or receipt of formal notification of final grade	10 academic days after student submits appeal
Other academic penalty	10 academic days after notice of penalty is sent to student	10 academic days after student submits appeal

<b>Level 2</b>	10 academic days after decision at Level 1 is sent	10 academic days after student submits Level 2 appeal
<b>Level 3 (program dismissal only)</b>	10 academic days after decision at Level 2 is sent	At the discretion of the Provost's Office

## **SECTION 5. The Committee on Professional Integrity**

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

### **5.1 Charge of the Committee**

The Committee on Professional Integrity is charged with the review of all alleged violations of the Student Codes that are brought forth by the Senior AD. The Committee is charged with determinations of responsibility for alleged violations of academic integrity or other professional standards, as well as sanctions for violations of academic integrity or other professional standards.

The Committee shall be convened as allegations are brought forth, and other times throughout the semester, as appropriate based upon annual committee charges.

For its review, the Committee on Professional Integrity has access to each student's file, including but not limited to,

- 1) PPR forms submitted to the Senior AD and Student Affairs AD;
- 2) qualitative grades as recorded on the grade transcript;
- 3) written narrative evaluations and reports submitted by the faculty;
- 4) oral and written reports about academic performance from faculty or the student provided to the Office of Admissions and Student Affairs, including information relating to issues the student felt were hindering advancement; and
- 5) prior recommendations and academic integrity or professionalism decisions.

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

The Committee on Professional Integrity consists of five voting faculty members with at least one representative from each department appointed annually by the Dean and two voting student members elected by and representing the second- and third- year classes. Members of the Committee on Academic Standards are not eligible to serve on this committee. The Chair of the Committee on Professional Integrity will be selected by the Dean 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. In the event that a quorum cannot be reached in the required timeframe for either a conduct conference or hearing, the Dean shall appoint alternates from the pharmacy faculty or student body as needed to reach quorum. The student member(s) from the same class year(s) as those being investigated will be excused from serving for that occurrence.

### 5.2.1 Quorum

To conduct the business of the Committee, five voting members, with at least three voting faculty members and one voting student member, must be present.

### 5.2.2 Voting

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

## **5.3 Investigation of Alleged Violations of the Student Codes**

### 5.3.1 Reporting of Alleged Violations of the Student Codes

- a. Suspected violations to the Student Codes shall be reported via submission of the [PPR form](#) to the Senior AD and the Student Affairs AD.
- b. Preceptors may report alleged violations of the Student Codes in pharmacy practice experiences to the appropriate experiential education director, who then reports them via submission of the [PPR form](#).

### 5.3.2 Investigation of Alleged Violations of the Student Codes

The Senior AD shall investigate alleged violations submitted through the PPR or through other reporting. Failure to comply with the investigation may result in a judicial hold placed on a student's account. If, after investigating the alleged violation, the Senior AD does not find it reasonable to believe the student violated the Student Codes, then the allegation shall be dismissed. The Senior AD shall indicate the reason for the dismissal and notify the student and person reporting the behavior, when applicable, in writing.

If, after investigating the alleged violation, the Senior AD finds it reasonable to believe the student violated the Student Codes, the Senior AD will make a determination regarding whether the alleged violation will be addressed informally or result in a formal notice of charge. For alleged violations to be addressed informally, the Senior AD may identify a designee to address the behavior. For alleged violations to be handled through the formal process, the Senior AD shall inform the accused student through the Notice of Charge, as outlined in Chapter 1, Section 5.3.4.

The Senior AD shall forward all reports of alleged violations of the Student Codes to the Chair of the Committee on Professional Integrity following investigation, including those not resulting in a notice of charge.

No complaint or allegation of misconduct will be investigated more than one (1) year after the alleged misconduct took place or after the alleged misconduct should have been discovered, unless good cause is shown for the delay.

The School of Pharmacy will notify the Office of Academic Integrity or the Office of Student Conduct upon Notice of Charge and Notice of Outcome. In some circumstances, the WVU Office of Academic Integrity or the Office of Student Conduct may participate in the investigation, hearing, sanctioning, and appeals processes.

### 5.3.3 Interim or Supportive Measures and Interim Suspension

#### Imposition of Interim or Supportive Measures

When the alleged actions of a student threaten the operations or safety of the University or when the University must take action to assist students pending the outcome of a matter, interim or supportive measures may be put into place. Interim measures are administrative directives that are intended to ensure the safety of the University and prevent a situation from escalating; they are not disciplinary in nature. Interim or supportive measures may be made at any point after a referral is received and may include, but are not limited to, administrative directives for no contact or restriction of access to particular areas of campus or clinical rotation sites.

The Dean (or their appointee) will make decisions on interim measures after consultation with the Office of Student Conduct. All interim measures described above will be documented in writing and will be made on an individualized basis.

Students who fail to comply with University, Health Sciences Center, or School of Pharmacy requirements related to public health, as described in Chapter 1, Section 1.1, place students and other individuals on campus at risk and may be subject to interim measures as described below.

#### Imposition of Interim Suspension

The Dean may impose an interim suspension prior to a formal hearing or other disposition of allegations against a student when the Dean has reasonable cause to believe that a student's presence on University premises presents: (a) a significant risk of substantial harm to the student, other individuals, or property; or (b) an ongoing threat of disrupting the normal operations of the University.

#### Conditions of Interim Suspension

Such immediate interim disciplinary action may be taken as is appropriate under the circumstances for a time period and under those conditions as may be determined by the Dean, in consultation with the WVU Office of Student Conduct, in order to ensure the safety and well-being of members of the University community or to preserve University property; to ensure the student's own physical or emotional safety and well-being; or to deter a threat of disruption or interference with the normal operations of the University. During an interim suspension, the suspended student may be denied access to all or some of the property owned or controlled by the University and to some or all other University activities or privileges for which the student might otherwise be eligible, provided that such restrictions are stipulated in the interim suspension notice.

#### Procedure for Interim Suspension

- a. Notice. If the Dean imposes an interim suspension, then the student will receive written confirmation of the interim suspension through WVU email or, if necessary, by any other means reasonably designed to ensure the student receives it. The notice will state the facts and circumstances warranting the interim suspension, the conditions of the interim suspension, that an administrative hold will be placed on the student's account, and the student's review rights. The Dean will copy the WVU Office of Student Conduct on all communication with the student regarding interim measures.
- b. Review. Within three (3) calendar days of the imposition of the interim suspension, the student may petition the Dean to review the reliability of the information concerning the alleged harm or ongoing threat. The petition for review must be in writing through WVU email and may include evidence supporting the student's position that the student does not pose or no longer poses a significant risk of substantial harm to the individual, others, or property or an ongoing

- threat of disrupting the normal operations of the University.
- c. Final Determination. If, after considering the petition for review and evidence, the Dean affirms the decision to interim suspend, the matter will proceed promptly to a hearing without undue delay, unless additional time is requested by the student. However, if, after considering the petition for review and evidence, the Dean determines that the student has established by a preponderance of the evidence that the student does not pose or no longer poses a significant risk of substantial harm to the individual, others, or property or an ongoing threat of disrupting the normal operations of the University, the interim suspension will be lifted and the matter will proceed according to the normal process, up to and through a hearing, if required.

#### 5.3.4 Notice of the Charge

For alleged violations resulting in a formal notice of charge, the charge shall be provided by the Senior AD to the student as soon as possible after the investigation is concluded.

The charge shall be addressed to the student who allegedly violated the Student Codes (“Accused Student”) and shall include a brief outline of the facts upon which the charge is based and potential sanctions which may result if the Accused Student is found responsible. The Office of Academic Integrity or the Office of Student Conduct, as well as the Student Affairs AD and Chair of the Committee on Professional Integrity will be copied on the Notice of Charge.

The charge shall be delivered electronically to the Accused Student through the University’s designated student e-mail system regardless of where the student resides or, if necessary, by any other means reasonably designed to ensure the Accused Student receives it.

The charge shall include written notice to the Accused Student that prior student code violations may be considered in the determination of sanctions and that the Accused Student will be provided an opportunity to address any such information.

The charge shall identify a date and time for the Accused Student to meet with the Senior AD and Student Affairs AD, to discuss the Student Codes, procedures, and the remedial options available to the Accused Student, including to determine if the Senior AD, Student Affairs AD, and Accused Student can agree on the facts and, if warranted, identify a mutually-agreeable sanction to be imposed (i.e., an agreed resolution).

#### 5.3.5 Agreed Resolution

In all situations, including where suspension or dismissal is an available sanction, the Senior AD, Student Affairs AD, and the Accused Student may agree on the facts and, if warranted, identify a mutually-agreeable sanction(s) to be imposed. In such a case, the agreed upon facts and sanction(s) shall be reduced to writing, dated, and signed by the Accused Student (“Agreed Resolution”).

An Agreed Resolution shall be final and not subject to any subsequent proceedings, unless the Accused Student submits a written objection to cancel the Agreed Resolution to the Senior AD within one (1) calendar day of the date it was signed. If the Accused Student objects to the Agreed Resolution and no further agreement can be reached, the matter shall proceed in accordance with either conduct conference or hearing procedures.

#### 5.3.6 Conduct Conference Procedures

- a. The administrative disposition of complaints not seeking suspension, dismissal, or expulsion shall be handled by an informal conference between the Accused Student, the Committee on Professional Integrity, the Senior AD, and the Student Affairs AD. The Conduct Conference will be used for determining responsibility and a sanction for matters or situations in which the alleged actions, if true, would not justify a suspension, dismissal, or an expulsion. If during a Conduct Conference, the Committee on Professional Integrity determines that more severe sanctions are warranted, such as suspension or dismissal, a hearing shall be scheduled and conducted in accordance with hearing procedures.
- b. During a Conduct Conference, an Accused Student will be given an opportunity to present evidence to the Committee on Professional Integrity to determine whether the Accused Student is responsible for violating the Student Codes as accused.
- c. The Senior AD will have the opportunity to ask questions of the Accused Student but will not remain for any committee discussion once the Accused Student has been dismissed from the room or vote on any finding of responsibility or sanctions.
- d. The Student Affairs AD is present as an advocate of the Accused Student and may consult with the student prior to and following the Conduct Conference on matters of policy and procedure. The Student Affairs AD does not actively participate in the Conduct Conference and will not remain for any committee discussion once the Accused Student has been dismissed or vote on any finding of responsibility or sanctions.
- e. After consideration of the evidence, the student is entitled to written notification of the outcome of the Conduct Conference ("Outcome Letter"). The Committee on Professional Integrity determination of responsibility shall be based on a preponderance of the evidence. Each Outcome Letter shall plainly state the decision and shall plainly state the rationale for the decision; in the event that the student is found responsible for any part of the charge, the Outcome Letter will include a brief statement of the facts relied upon by the Committee, the assigned sanction, and an explanation of appeal rights.

### 5.3.7 Pre-Hearing Procedures

When necessary, a hearing shall be scheduled by the Senior AD not fewer than ten (10) calendar days following the attempt to reach an Agreed Resolution or a Conduct Conference in which the Committee determines more severe sanctions are warranted. Maximum time limits for scheduling of hearings may be extended at the discretion of the Senior AD.

- a. Hearing Notice
  - i. The Senior AD shall prepare a written notice of hearing ("Hearing Notice") that sets forth the date, time, location of the scheduled hearing, and anticipated witnesses that will be relied upon by the School of Pharmacy to prove the alleged conduct.
  - ii. Identification of witnesses by the Senior AD is not a guarantee or assurance that such witnesses will appear or be called at the hearing.
  - iii. The Hearing Notice shall be delivered electronically using WVU e-mail to the Accused Student and any other student-witnesses or, if necessary, by any other means reasonably designed to ensure the appropriate individuals receive notice.
- b. Request for Separate Hearings
  - i. For matters involving more than one Accused Student, the students may request separate hearings; such requests shall be granted by the Senior AD unless such

arrangements cannot be accommodated for good cause.

c. Evidence and Witnesses

- i. At least 10 (10) calendar days prior to the scheduled hearing, the Accused Student shall submit to the Senior AD, and the Senior AD shall send to the Accused Student, the names, applicable contact information, and purpose of any witnesses that they intend to rely on at the hearing.
- ii. At least ten (10) calendar days prior to the scheduled hearing, the Accused Student shall submit to the Senior AD, and the Senior AD shall submit to the Accused Student, all documentary evidence (pertinent records, information, and written statements) that is to be considered by the Committee on Professional Integrity.
- iii. Prospective witnesses, other than additional Accused Students, may be sequestered from the hearing during other witnesses' testimony. Cell phones and other electronic devices may be secured by reasonable means determined by the Committee on Professional Integrity prior to hearing in order to eliminate texting or e-mailing information about the hearing to other witnesses. The devices will be returned to each witness after they have been excused from the hearing.

### 5.3.8 Hearing Procedures

Hearings shall be conducted according to the following:

- a. Hearings shall be conducted in private.
- b. The Senior AD will present the facts and information obtained from the investigation to the Committee on Professional Integrity on behalf of the School of Pharmacy. The Senior AD will not remain for any committee discussion once the Accused Student has been dismissed from the room or vote on any finding of responsibility or sanctions.
- c. The Accused Student and the Senior AD may make statements and ask questions of witnesses.
- d. All procedural questions are subject to the final decision of the Chair of the Committee on Professional Integrity.
- e. Formal rules of evidence shall not apply, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student or the School of Pharmacy results. Rather, the Chair of the Committee on Professional Integrity shall have the authority to decide any issues regarding relevancy or admissibility that may arise during the hearing.
- f. The Chair of the Committee on Professional Integrity shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
- g. Members of the Committee on Professional Integrity may ask questions of a witness.
- h. The Student Affairs AD is present as an advocate of the Accused Student and may consult with the student prior to and following the Hearing on matters of policy and procedure. The Student Affairs AD does not actively participate in the Hearing and will not remain for any committee discussion once the Accused Student has been dismissed from the room or vote on any finding of responsibility or sanctions.
- i. Consideration of all evidence by the Committee on Professional Integrity shall be at its discretion.

### 5.3.9 Attendance

If an Accused Student, after receiving a Hearing Notice, does not appear for a hearing, the hearing will proceed without the Accused Student. However, no inference may be drawn against an Accused Student for failing to attend a hearing and no decision shall be based solely on the failure of the Accused Student to attend the hearing.

#### 5.3.10 Legal Counsel or Advisors

The Accused Student and any other student participating in the conduct process, if any, may have an advisor accompany them to a hearing. The advisor may be an individual that is either a member of the faculty, staff, or a student at West Virginia University. Advisors not affiliated with the university may participate in the proceedings consistent with the Chair of the Committee on Professional Integrity's instructions.

Instead of, or in addition to an advisor, the Accused Student may be represented by legal counsel at a hearing. Any lawyer appearing at a hearing on a student's behalf must be licensed to practice law in the State of West Virginia and can actively participate in the hearing.

A student should select an advisor or legal counsel whose schedule allows attendance at the scheduled date and time for the hearing. Delays will not normally be allowed due to the scheduling conflicts of an advisor or legal counsel. Further, failure to secure an advisor or legal counsel will not cause a hearing to be postponed or canceled.

#### 5.3.11 Standard of Evidence

The Committee on Professional Integrity's determination of responsibility shall be based on a preponderance of the evidence. "Preponderance of the evidence" means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which, as a whole, shows that the fact sought to be proved is more probable than not.

#### 5.3.12 Outcome Letter

After a decision is made, the student is entitled to written notification of the outcome of the hearing ("Outcome Letter") from the Chair of the Committee on Professional Integrity. Each Outcome Letter shall plainly state the decision and shall plainly state the rationale for the decision; in the event that the student is found responsible for any part of the charge, the Outcome Letter will include a brief statement of the facts relied upon by the Committee on Professional Integrity the assigned sanction(s), and an explanation of any appeal rights.

#### 5.3.13 Transcript of the Proceedings

All hearings will be recorded. The School of Pharmacy will maintain the audio recordings of all hearings (not including committee deliberations) which remain the property of the School of Pharmacy. Participants are prohibited from making their own recordings. Upon written request, an Accused Student shall be provided access only in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g (2020)) and pursuant to any other conditions for access as may be deemed necessary by the Dean of Students or their designee.

All hearings are recorded using technology chosen by the Chair of the Committee on Professional Integrity; however, alternative recording methods, i.e., a court reporter, may be requested by an

Accused Student, provided, however, that the Accused Student shall bear the full expense of the alternative recording method. To accommodate such a request, all involved students must provide written consent in advance of the scheduled hearing.

#### 5.3.14 Complaints or Reports of Discrimination, Harassment, Sexual & Domestic Conduct, Stalking, and Retaliation

Complaints or reports of discrimination, harassment, sexual & domestic conduct, stalking, and retaliation will be handled in accordance with [Section 11 of the WVU Student Campus Code](#) (for non-Title IX cases) or [Section 12 of the WVU Student Campus Code](#) (for cases covered by Title IX jurisdiction).

#### 5.3.15 Drug or Alcohol Amnesty

**Bystander:** Any student or student organization who, in good faith and in a timely manner, seeks emergency medical assistance for a person who reasonably appears to be experiencing an overdose from alcohol or drugs may not be held responsible for a violation of prohibited alcohol or drug related conduct only, as defined in this document and the WVU [Campus Student Code](#), if the student or student organization does all of the following:

- 1) Remains with the person who reasonably appears to be in need of emergency medical assistance due to an overdose until such assistance is provided;
- 2) Identifies themselves, if requested by emergency medical assistance personnel, law-enforcement officers, or University officials;
- 3) Cooperates with and provides any relevant information requested by emergency medical assistance personnel, law-enforcement officers, or University officials needed to treat the person reasonably believed to be experiencing an overdose; and
- 4) Completes any additional conditions imposed on the student or student organization by the Committee on Professional Integrity.

**Distressed Student:** If the person who reasonably appears to be experiencing an overdose from alcohol or drugs is also a student, they will not be held responsible for a violation of prohibited alcohol or drug related conduct, as defined in this document and the WVU [Campus Student Code](#), but may be required to complete additional conditions imposed by the Committee on Professional Integrity in order to receive amnesty.

Additional resources for alcohol and drug education, can be found at <https://safety.wvu.edu/safety-on-campus/medical-amnesty>

This provision only applies to violations of this document and the WVU [Campus Student Code](#). As it relates to any criminal prosecution, students should see the [West Virginia Alcohol and Drug Overdose Prevention and Clemency Act, W. Va. Code §§ 16-47-1 to -6](#).

### **Section 6: Consequences for Academic Dishonesty and Failure to Meet Professionalism Standards**

The Committee on Professional Integrity will impose sanctions for failure to meet the professional requirements of the Student Codes.

#### **6.1 Academic Dishonesty Defined**

Academic Dishonesty means Plagiarism; Cheating; Fabrication or Falsification; Other Prohibited Academic Conduct; and Facilitation as it relates to academic or educational matters.

Plagiarism means the theft or unauthorized use of work, typically created by another. It includes but is not limited to: (a) the use of another's words, ideas, or media – whether published or unpublished, partial or complete, by paraphrase or direct quotation – without complete and accurate acknowledgement; (b) the unacknowledged use of materials prepared by another individual, including an individual engaged in the selling of term papers or other academic materials; or (c) repeated submission of one's own work, specifically submission of the same material in multiple courses or iterations of a course, without the instructor's express permission.

Cheating means reliance on unauthorized resources, in connection with examinations or Academic Assignments. It includes but is not limited to: (a) collaboration with peers beyond that authorized by the instructor in the completion of an examination or Academic Assignment; (b) cheating on an examination or Academic Assignment, by either (i) utilizing unauthorized physical or technological resources (e.g., cheat sheets, online resources) or (ii) receiving unauthorized personal assistance (e.g., copying from another student); or (c) the acquisition or use, without permission, of examinations or other academic material belonging to a member of the University faculty or staff.

Fabrication or Falsification means acts of misrepresentation, forgery, or fraud as they relate to academic or educational matters. It includes but is not limited to: (a) fabricating or falsifying citations, data, or other records; (b) wrongfully fabricating or falsifying attendance or participation records for a University course, program requirement, or in an experiential or clinical setting; (c) wrongfully fabricating or altering an educational record (e.g., admission, grade, or attendance record) after it has been created; (d) use of University documents or instruments of identification for fraudulent purposes (e.g., impersonation of another student); or (e) knowingly furnishing false statements in any University academic proceeding.

Other Prohibited Academic Conduct means (a) engaging in behavior specifically prohibited by a faculty member in the course syllabus; or (b) violating other departmental, college, or university academic standards, and/or legal or professional standards.

Facilitation means (a) providing unauthorized materials or personal assistance to another student when such assistance allows them to commit Academic Dishonesty; or (b) compelling someone else to commit Academic Dishonesty on one's behalf.

## **6.2 Course Level Sanctions for Academic Dishonesty**

The instructor/coordinator/director shall notify the Senior AD of suspected academic dishonesty, typically by submitting a [PPR form](#) for suspected academic dishonesty. The instructor/coordinator/director may propose the following academic penalties to the Senior AD:

- 1) Required repetition of the academic assignment
- 2) Reduced grade on an academic assignment
- 3) Reduced grade on the course
- 4) Failure of the academic assignment
- 5) Failure of the course

Proposed penalties for course-level sanctions will be included in the Notice of Charge.

Final determination of course level sanctions will be made as part of the Agreed Resolution or by Professional Integrity Committee after a finding of responsibility. While determination of final course level sanctions will be made on an individual basis, sanctioning decisions will be made that are consistent with past practices to the extent practicable.

### **6.3 Program Level Sanctions for Academic Dishonesty and Failure to Meet Professional Standards**

A student found responsible for a violation or violations of the Student Codes shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including the student's conduct record. A student who receives a period of suspension as a disciplinary sanction is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension.

Final determination of program level sanctions will be made as part of the Agreed Resolution or by Professional Integrity Committee after a finding of responsibility. While determination of final program level sanctions will be made on an individual basis, sanctioning decisions will be made that are consistent with past practices to the extent practicable.

- 1) Remedial and/or Educational Sanctions: Community service, educational classes, and other work or research projects may be imposed by the Committee on Professional Integrity in addition to the specified sanctions.
- 2) Unforgivable Failure of the Course: A final grade of an Unforgivable Failure designates that the failure occurred for academic dishonesty. When an Unforgivable Failure is assigned, a student may repeat the course. A permanent record will appear on the student's transcript, and the UF will be permanently factored into the student's cumulative GPA.
- 3) Failure of the Course with Exclusion from Further Participation: A final grade of an "F" for the course at issue and where the student is prohibited from continued enrollment or participation in the course for the duration of the semester.
- 4) Warning: A notice in writing to the student that the student is violating or has violated the Student Codes, and that any further prohibited conduct may result in more severe disciplinary action.
- 5) Disciplinary Probation: A written reprimand that specifies a designated period of time and includes the probability of more severe sanctions if, during the designated probationary period, the student violates or fails to comply with any rules or policies of the, WVU School of Pharmacy, West Virginia University Board of Governors, with institutional or campus rules and regulations or with directives issued by any University official acting in the course of his or her authorized duties. A student may be required to successfully complete remedial and/or educational sanctions during the probationary period.
- 6) Deferred Suspension: The student will be given a certain set of expectations, but any suspension will be deferred and does not go into effect as long as the student complies with all requirements during the interim period. In those cases where the student completes all expectations during the interim period, the student's record will show that the sanction was never imposed. In the event that a student fails to comply with a sanction and the WVU School of Pharmacy has decided to seek the suspension, the student will be given written notice of the apparent failure to comply and of the intent to suspend, and provided an opportunity to be heard prior to a final decision, consistent with this Policy.
- 7) Program Suspension: Separation of the student from the WVU School of Pharmacy for a

specified period of time. Suspension may not exceed one year. This action is intended to remedy the academic integrity 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 WVU School of Pharmacy activities. Upon expiration of the period of suspension, the student shall meet with the Senior AD to determine if terms of suspension have been met. The student is subject to further disciplinary action for prohibited conduct that takes place during the period of suspension.

- 8) Dismissal from the Academic Program: Termination of student status, including any right or privilege to receive some benefit or recognition or certification, from the Doctor of Pharmacy Program. A student may be academically dismissed from the Doctor of Pharmacy Program and remain eligible to enroll in courses in other programs at the institution.
- 9) Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified, where those sanctions bear a reasonable relationship to the nature and severity of the violation.

#### **6.4 Sanctions Involving Substance Abuse**

In addition to University sanctions as allowed by BOG Rule [6.1](#) students enrolled in the School of Pharmacy may incur additional disciplinary action or sanctions due to substance abuse.

These actions may include suspension and enrollment in treatment and/or aftercare directives as stipulated by the West Virginia Pharmacist Recovery Network. In the event that a student fails to comply with assigned treatment or aftercare directives, the WVU School of Pharmacy will seek to dismiss the student. The student will be given written notice of the apparent failure to comply and of the intent to dismiss, and provided an opportunity to be heard prior to a final decision, consistent with this Policy.

Students may avoid disciplinary action by self-reporting and requesting assistance for substance abuse prior to any reported violation. In this instance, students may request a medical leave of absence if necessary to receive assistance.

#### **6.5 Sanctions for Failure to Comply with University or Health Sciences Center Rules Related to Public Health**

All violations of University, Health Sciences Center, or School of Pharmacy requirements related to public health will be reported. Students found responsible for refusing to comply with requirements will be subject to a minimum penalty of professional probation.

#### **6.6 Disciplinary Penalties at the University Level**

University level sanctions, consistent with the WVU [Campus Student Code](#) may be applied.

### **SECTION 7. Appeals for Charges of Academic Dishonesty or Other Professionalism Violation, Findings of Responsibility for Professionalism Violations, and Professional Sanctions**

If a student does not appeal a charge of academic dishonesty or other professionalism violation, finding of responsibility for professionalism violation, or professional sanction; fails to follow the appeal procedures described below; or does not attend a scheduled meeting regarding the appeal, the charge of academic dishonesty or other professionalism violation, finding of responsibility for professionalism

violation, or professional sanction will be upheld, regardless of whether or not the student is still enrolled in the course or program

### **7.1 Time Limits for Appeals**

	<b>Student files initial or continuation of appeal</b>	<b>Decision about appeal communicated to student</b>
<b>Level 1</b>		
Charge of academic dishonesty charge or other professionalism violation or imposed sanction for academic dishonesty or other professionalism violation	10 academic days after Notice of Outcome is sent to student	10 academic days after student submits appeal
<b>Level 2 (appeals of suspension/dismissal only)</b>	10 academic days after decision at Level 2 is sent	At the discretion of the Provost's Office

### **7.2 Appeal of Charges of Academic Dishonesty or Other Professionalism Violation, Findings of Responsibility for Professionalism Violations, and Professional Sanctions**

Grounds for appeal include claims that the decision (1) was arbitrary, capricious, or prejudiced academic evaluation; (2) was clearly unreasonable based on the information presented throughout the process; (3) reflects discrimination based on any criteria prohibited by the University; (4) shows an unreasonable severity of the penalty; (5) contained demonstrable prejudice in the decision-making process; (6) failed to consider additional or new information that was not available throughout the process.

Progression in coursework, IPPE or APPE during an appeal is the decision of the Dean. The Dean's decision regarding progress cannot be appealed.

#### **7.2.1 Level 1 Appeal of Charges of Academic Dishonesty or Other Professionalism Violation, Findings of Responsibility for Professionalism Violations, and Professional Sanctions**

- a. The student may begin an appeal by submitting a written appeal via WVU e-mail to the Dean (Level 1 appeal reviewer) 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 sanction for academic dishonesty, the student may appeal the charge, the sanction, or both.
- b. The Chair of the Professional Integrity Committee must provide all relevant documentation to the Level 1 appeal reviewer upon their request.
- c. The Level 1 appeal reviewer assesses the available evidence and makes a decision about the appeal based on that evidence. The only grounds considered on appeal are those outlined in this document, [WVU Policy on Student Academic Integrity](#), and WVU [Campus Student Code](#).
- d. The appeal reviewer may decide to: (a) deny the appeal; (b) modify, reduce or otherwise limit the sanction(s) imposed (more severe sanctions may not be imposed on appeal); or (c) grant the

appeal in its entirety.

- e. The reviewer communicates the decision in writing via WVU e-mail to the student and others that have been involved in the grade, charge, sanction, or appeal to that point and reports the outcome of the appeal to the Office of Academic Integrity or the Office of Student Conduct. In the case that a grade reduction or course failure is overturned, the Level 1 appeal reviewer ensures that a grade modification is submitted if necessary.
- f. If the student accepts the Level 1 appeal decision, the appeal is concluded.

#### 7.2.2 Level 2 Appeal for Sanctions of Suspension or Dismissal Only

- a. If the sanction following the Level 1 appeal is suspension or dismissal from a program, the student may choose to appeal by submitting a written appeal via WVU e-mail to the Provost (Level 2 appeal reviewer) within the time limit provided above.
- b. The only grounds considered on appeal are those outlined in this document [WVU Policy on Student Academic Integrity](#), and WVU [Campus Student Code](#).
- c. The Provost may decide to: (a) deny the appeal; (b) modify, reduce or otherwise limit the sanction(s) imposed (more severe sanctions may not be imposed on appeal by the Provost); (c) grant the appeal in its entirety; or (d) remand the matter to the School of Pharmacy to provide a new proceeding, or allow the student to have his or her case handled beginning at any specific stage of the process.
- d. The appeal is concluded.

### **CHAPTER 2: Definitions**

"Accused Student" means a student who has received a Notice of Charge regarding an alleged violation of this Policy.

"Academic Assignment" is defined as a quiz, test, examination, paper, report, problem set, project, or any other academic exercise conducted for a grade or other credit.

"Academic Days" means any day that the School of Pharmacy is open for instruction of PharmD students, which includes finals and summer terms, but does not include the winter term. If classes are canceled for the entire campus, for any portion of a day, the day will not be deemed an academic day.

"Campus" means the campus of West Virginia University, including the Charleston and Eastern Divisions of the Health Sciences Center.

"Dean" means the Dean of the School of Pharmacy or designee, including a committee.

"Provost" means the Provost of West Virginia University or designee.

"Student" means all persons enrolled in the Doctor of Pharmacy program; persons who are not officially enrolled for a particular term but who have a continuing relationship with the Doctor of Pharmacy program or who have been notified of their acceptance for admission into Doctor of Pharmacy program. A person will continue to be a "Student" until such status is terminated upon the occurrence of one or more of the following events:

- Graduation from the Doctor of Pharmacy program
- Voluntary withdrawal of the student from the Doctor of Pharmacy program; or

- Involuntary dismissal (or other withdrawal of the student initiated by the Doctor of Pharmacy program) from all activities of the Doctor of Pharmacy program, and the exhaustion of all internal grievance procedures to redress the dismissal or withdrawal (if applicable).
- Involuntary dismissal (or other withdrawal of the student initiated by the University) from all programs and activities of the University, and the exhaustion of all internal grievance procedures to redress the dismissal or withdrawal (if applicable).