MEMORANDUM

TO: Robert Griffith, Chair
Senate Executive Committee

FROM: Carolyn P. Atkins

DATE: 2/16/01

RE: Approval of School of Pharmacy Policy on Academic and Professional Standards Governing the Doctor of Pharmacy Degree Program

Copies of the above policy were distributed to all members of the Student Rights and Responsibilities for review. It was subsequently approved; therefore, please send it to the WVU Faculty Senate for their review and approval.

C: Clarke Ridgway
Patty Wright
West Virginia University
School of Pharmacy

POLICY ON

ACADEMIC AND PROFESSIONAL STANDARDS GOVERNING
THE DOCTOR OF PHARMACY DEGREE PROGRAM

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

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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 their cognitive and non-cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability to practice pharmacy.

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

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

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

All hearings will be closed to the press and public.

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

SECTION 1. Academic and Professional Standards

1.1. Requirements and Professional Standards

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

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

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

1.2 Evaluations

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

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

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

1.3 Rights and Obligations of the Student

Students have the right to receive (1) the catalog in which program requirements are stated, (2) the Policy on Academic and Professional Standards of the West Virginia School of Pharmacy [this document], (3) the Student Code of Academic and Professional Integrity of the School of Pharmacy (see Appendix A), and Policy Bulletin no. 60 of the West Virginia Board of Reagents (see Appendix B).

Students shall have the right to receive a written description of content, requirements, and grading policy within the first week of class for each course in which they are enrolled. Students beginning the experiential year of the program have the right to receive a written description of the general goals and evaluation areas of the experiential rotations.
The student shall be graded or have his/her performance evaluated solely according to performance in the didactic or experiential course as measured against academic and professional standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be unlawfully evaluated on the basis of his/her race, color, religion, creed, disability, sex, sexual orientation, national origin, language, ancestry, veterans status, or political affiliation. Students should immediately report to the Assistant Dean of Student Affairs all violations of the Student Code of Academic and Professional Integrity that they witness.

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

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

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

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

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

1.3.2 Appeal

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

1.4 Rights and Obligations of the Faculty

It is the faculty’s duty and prerogative to evaluate a student’s academic and professional performance. This evaluation may take one or more of three forms, namely (1) assignment of grades and narrative evaluations by the teaching faculty, (2) review of academic and professional performance by the Committee on Academic and Professional Standards as stated in Section 3 of Chapter 1 of the policy, and (3) review of behavior, demeanor, and adherence to the Student Code of Academic and Professional Integrity.
Academic evaluations by the faculty and faculty committees are based on professional judgment and are not restricted to the assignment of grades and academic evaluations, but include the assessment of non-academic abilities, professional demeanor, and conduct.

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

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

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

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

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

SECTION 2. Consequences of Failure to meet Academic and Professional Requirements and Standards

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

2.1 A Lower Grade, a Failing (F) Final Grade, or Exclusion From Further Participation in the Didactic or Experiential Course.
These penalties are imposed only by the instructor(s) of a course or rotation. The imposition of penalties by the instructor does not preclude further penalties by the School of Pharmacy or the University.

2.2  Academic Probation

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

2.3  Academic Suspension

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

2.4  Academic Dismissal from the School of Pharmacy

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

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

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

SECTION 3.  The Committee on Academic and Professional Standards

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

3.1  Review of Academic and Professional Performance by the Committee on Academic and Professional Standards.

The Committee on Academic and Professional Standards of the School of Pharmacy reviews the Academic and Professional performance of every student enrolled in the Pharm.D. Degree program. In this review, the Committee must be fair to the student and is obliged to uphold the integrity of the Pharm.D. degree. The review takes place at least once every semester (usually at the semester's end) and is based on the evaluations described in Section 1.21 of Chapter 1 of this policy.
For its review the Committee on Academic and Professional Standards has access to each student’s file, including but not limited to, (1) qualitative grades (A, B, C, D, P, F, and I) as recorded on the grade transcript; (2) written narrative evaluations submitted by the faculty; (3) oral and written reports about academic performance and professional behavior; (4) findings and conclusions by the Committee on Academic and Professional Integrity, and (5) interim reports from course coordinators solicited by the Assistant Dean of Student Affairs.

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

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

3.2 Recommendation for Promotion and Graduation

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

3.2.1 Academic Promotion

Academic promotion is conferred by the Dean or the Dean’s designee, after receipt of recommendations from the Committee on Academic and Professional Standards. Advancement in the Pharm.D. degree program is not guaranteed by obtaining passing grades (“D” grades or higher) in the previous years’ work. The decision to promote a student must be based on the ability of a student to demonstrate mastery of those intellectual, physical and emotional requirements that are the basis of the preparation for the practice of pharmacy in any setting. “D” grades are indicative of marginal performance and may indicate a severe deficiency in the student’s academic and professional development. Students who have passed the work of an academic year with grades of “C” or better in all courses will ordinarily be recommended for advancement to the next higher year.
The Committee on Academic and Professional Standards may recommend that the Dean withhold advancement for any student in the following cases: (1) if a student fails to meet conditions of probation; (2) if a student fails to receive a grade of “C” or better with a grade point average less than 2.0 for that academic semester or academic year; (3) if a student fails to receive a grade of “C” or better in two or more courses during the academic year, and (4) if a student receives a grade of “F” in any course during the academic year reviewed. A student must have passed all courses from the first three years of the curriculum to qualify for entry into the experiential (final) year of the program.

3.2.2 Graduation

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

3.3 Academic Probation

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

The imposition of probationary status may be accompanied by remedial actions and performance requirements as specified by the Committee on Academic and Professional Standards. These actions are intended to remedy the academic or professional deficiency which initiated the probation. A successful conclusion of the required action(s) ends the probationary status.

Remedial interventions in a student’s curriculum by the Committee are designed to fit particular academic deficiencies and may, among others, take one or more of these forms: a specific study or reading program, additional training in a set of clinical skills, repetition to all or part of the curriculum, reorganization of the student’s curriculum, or supervision by an advisor from the Committee on Academic and Professional Standards. In the case of a failing grade (“F”), the Committee will require, at the very least, that the student repeat and pass the course or an equivalent course from another ACPE accredited School of Pharmacy.

3.4 Academic Suspension

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

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

3.5 Academic Dismissal

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

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

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

SECTION 4. The Committee on Academic and Professional Integrity

4.1 Charge of the Committee

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

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

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

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

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

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

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

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

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

(ii) The formal rules of evidence do not apply

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

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

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

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

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

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

4.4.1. Penalties imposed by Instructors

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

4.4.2 Penalties Imposed by the Dean.

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

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

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

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

SECTION 5. Informal Reconsideration of Academic Penalties

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

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

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

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

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

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

SECTION 6. Appeal of Academic Penalties

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

6.1 Rules for the Appeal Hearing

The primary purpose of the appeal hearing is to ascertain whether the penalty (Section 2 of Chapter 1 of this policy) under appeal was imposed in a manner consistent with the requirements and standards of the School of Pharmacy (Section 1.1 and 1.2 of Chapter 1 of this policy), the rights and obligations of the student (Section 1.3 of Chapter 1 of this Policy), and the rights and obligations of the faculty (Section 1.4 of Chapter 1 of this policy).
The appeals hearing is not adversarial in nature and the formal rules of evidence do not apply.

The student may choose to have either a member of the faculty or the student body of the Institution as an advisor. The individual(s) who imposed the penalty may also be accompanied by advisors from the institution. Such advisors may consult with their advisees, but may neither speak on their behalf nor directly participate in the hearing, unless they are given permission to do so by those conducting the hearing.

Either party may call witnesses.

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

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

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

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

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

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

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

6.3 Appeal of Probation, Suspension, and Dismissal

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

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

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

SECTION 1. Student Rights and Responsibilities

By enrolling in the School of Pharmacy, a student accepts these professional standards and requirements as a prerequisite for continued enrollment in the pharmacy curriculum and graduation. It is the student’s responsibility to know and meet these standards and requirements. Failure to meet these standards and requirements may cause the School of Pharmacy to impose on the student the sanctions of expulsion, disciplinary dismissal, disciplinary suspension, disciplinary probation, or lesser sanctions.
As specified in Board of Reagents Policy Bulletin No. 57 (see Appendix C), Students enjoy the rights of (1) freedom of expression and assembly, (2) freedom of association, and (3) privacy.

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

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

SECTION 2: Standards of Conduct

2.1 Required Conduct

Students are required to comply with

(a) the laws of the United States

(b) the laws of the state of West Virginia

(c) local city, county, and municipal ordinances

(d) the policies, rules, and regulations of the University of West Virginia Board of Trustees, West Virginia University, and the School of Pharmacy

(e) the lawful direction and orders of the officers, faculty, and staff of the University and the School of Pharmacy who are charged with the administration of institutional affairs.

2.2 Prohibited Conduct

Student must not engage in

(a) disorderly conduct,

(b) theft or damage of property,

(c) disruption,

(d) hazing

(e) unlawful discrimination

(f) behavior of conduct that demonstrates a lack of personal qualities necessary for the practice of pharmacy,

(g) behavior or conduct adversely reflecting upon the pharmacy profession or the School of Pharmacy
Students behaving in prohibited conduct are subject to disciplinary action by the School of Pharmacy.

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

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

SECTION 3. Disciplinary Sanctions

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

3.1 Expulsion

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

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

3.2 Disciplinary Dismissal

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

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

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

3.4 Disciplinary probation

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

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

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

3.5 Lesser Sanctions

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

3.6 Disciplinary Sanctions involving Substance Abuse

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

SECTION 4. Disciplinary Proceedings

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

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

4.2.1 Procedural Standards for Disciplinary Standards

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

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

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

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

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

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

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

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

Advisors or legal counsel for either side shall neither speak on behalf of their advisees nor otherwise directly participate in a disciplinary hearing unless they are given permission to do so by those conducting the hearing.

There shall be a complete and accurate record of any disciplinary hearing in a form of a tape recording of the proceedings. The student may request an electronic copy of the recording or a transcript at the student’s expense.

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

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

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

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

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

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

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

(iii) The Committee shall review the evidence and take statements from those making the charge, from the accused student, and from any witness produced by either side. The formal rules of evidence do not apply.

(iv) Any advisors or legal counsel present may neither directly participate in the proceedings nor speak on behalf of their advisees unless they are given permission to do so by those conducting the hearing.

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

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

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

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

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

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

4.2.3 Imposition of Disciplinary Sanctions

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

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

4.2.4 Appeals

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

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

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

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

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


Section 1: Introduction
The School of Pharmacy recognizes that appropriate personal appearance creates a favorable impression of the School and the pharmacy profession in general. Patients, families, local health authorities, health care sites and accrediting agencies justifiably expect strict standards to be maintained. The School of Pharmacy and its preceptors reserve the right to ask a student who is improperly dressed to change clothing or to improve his/her appearance, with the time taken off from class to do so made up at the instructor’s convenience. Repeated offenses of the dress code policy, both within a single class or throughout classes, will result in disciplinary action. The dress code applies to any situation where patient care activities occur or the occurrence of direct patient or health-care professional contact can be reasonably assumed. These instances would include but not be limited to all experiential experiences (e.g., practice experiences in the first and fourth year of the program). Additionally, the dress code may be enforced in individual classes with the approval of the Committee on Academic Standards.

Section 2: Dress Code Standards
1. An approved identification badge must be worn and visible at all times.

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

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

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

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

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

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

Chapter 4. School of Pharmacy Policy and Procedures for Failure to Complete an Experiential Rotation.

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

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

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

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

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

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

(e) student/preceptor illness or injury

4.3 Lines of Communication and Authority

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

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

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

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

4.4 Rescheduling of Experiential Courses after Student Removal

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

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

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

WEST VIRGINIA UNIVERSITY
SCHOOL OF PHARMACY

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

This “Student Code of Academic and Professional Integrity for the Doctor of Pharmacy Program” incorporates the “Policy on Academic and Professional Standards Governing the Doctor of Pharmacy Degree at West Virginia University School of Pharmacy” and governs student behavior in lectures, examinations, laboratories, recitation sessions, clinics, and all other academic settings of the School of Pharmacy and the University, and all other settings which reflect upon the integrity and suitability of the student to practice pharmacy. Successful progression through the curriculum and graduation with the Pharm.D. degree are contingent upon the student’s compliance with this code. Evaluation of student performance under this code follows the procedures established in the “Policy on Academic and Professional Standards Governing the Doctor of Pharmacy Degree Program at West Virginia University School of Pharmacy”
The practice of pharmacy must be based on compassion and respect for the patient, competence and integrity. Hence the School of Pharmacy expects its students to exhibit compassion, to be considerate towards patients, their families, instructors, staff, and each other, to grow in knowledge and clinical skills, and to act honorably at all times.

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

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

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

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

4. I shall act honorably and with integrity in my pursuit of the Doctor of Pharmacy Degree
   
   I, therefore, shall be truthful about my actions as a student of pharmacy and accept responsibility for them. I shall reject academic dishonesty and not falsely claim competency or knowledge.

In particular, I pledge to avoid these acts of dishonesty:

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

(2) Cheating and dishonest practices in connection with examinations, assignments and clinical duties -- Obtaining unauthorized help from another person during an examination, giving help to another student during an examination, taking an examination in place of another student, using or gaining access to unauthorized material during an examination, obtaining impermissible advanced knowledge of the contents of examinations, altering and resubmitting a score or answer sheet in order to effect a change of a grade or evaluation, allowing another student to submit my work for grading or credit, falsifying instructional or clinical laboratory results, falsifying clinical work-ups and records.
(3) Forgery, misrepresentation, and fraud -- Furnishing false statements as a witness for any University or School of Pharmacy disciplinary investigation or appeal, forging or altering educational records or submitting such records to the staff and faculty of the University or School of Pharmacy for fraudulent purposes, misrepresenting education achievements, misusing School of Pharmacy records with intent to defraud, falsifying research results, misrepresenting authorship on scholarly work and publications.

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

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

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

I, therefore, shall report to the Assistant Dean of Student Affairs all violations of this code that I witness.

WEST VIRGINIA UNIVERSITY
SCHOOL OF PHARMACY

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

Name (printed): __________________________________________________________

Date: __________________________

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