SCHOLASTIC ADVANCEMENT AND APPEALS POLICY
The Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) offers an entry level Doctor of Pharmacy (PharmD) degree program and the North American and the International-Trained PharmD degree programs, offered through the Office of Distance Degrees and Programs (DDP). Given the unique nature of each program, separate scholastic advancement policies apply; therefore, DDP scholastic advancement policies exist within the administrative offices of DDP. The scholastic appeals policies outlined herein, however, apply to all degrees within the entry-level and DDP PharmD programs.

The SSPPS faculty is committed to promoting student success and progression in accordance with the mission of the School. In keeping with this philosophy, the School offers many valuable resources to students to support their success. Students who are (or anticipate) experiencing any circumstances which may impact their ability to be successful in the pharmacy curriculum are strongly encouraged to contact the Office of Student Services (OSS) as soon as possible. This allows a timely assessment of their situation and identification of resources that can assist the student. Experience has demonstrated that students who engage early and proactively to address problems have a much greater chance of realizing the benefits associated with the resources and ultimately achieving success.

SCHOLASTIC ADVANCEMENT AND APPEALS COMMITTEE
The SSPPS has a standing Scholastic Advancement and Appeals Committee (SAAC) that serves to a) monitor student progression in the PharmD curriculum, b) implement the Scholastic Advancement and Appeals Policy (SAAP), c) uphold the academic standards established by the School, d) conduct hearings for student appeals, and e) make determinations on student scholastic advancement, appeals and graduation. To perform these functions, the SAAC collaborates with the Associate Dean for Student and Professional Affairs (ADSPA) and the OSS. This policy forms a framework within which decisions regarding progression of students can be uniformly accomplished while also taking individual circumstances into consideration. Hence, decisions of the SAAC are made on a case by case basis.

The committee shall consist of faculty members from across the departments within the School; committee members are appointed according to the School procedures for committee assignments. One of the faculty members will be appointed by the Dean to serve as the committee chair. The committee will also include the ADSPA (ex-officio, non-voting), and the Director of Student Services (ex-officio, non-voting). The committee will meet a minimum of two times a year following each academic semester to evaluate student grades and academic performance. The committee will also meet to hear scholastic appeals or other scholastic issues on an as needed basis.

STUDENT ENGAGEMENT
A student is expected to participate in the scholastic advancement and/or appeals process. This includes (but is not limited to) providing documents and meeting with the ADSPA and/or the SAAC when requested. Note that the SAAC may proceed in making decisions regarding issues related to scholastic advancement or appeals in a student’s
absence if he/she refuses to attend a requested meeting or fails to abide by the terms of this policy.

SCHOLASTIC ADVANCEMENT AND GRADUATION REQUIREMENTS FOR THE ENTRY-LEVEL PHARMMD PROGRAM

Sequence of coursework and prerequisites
The course of study in the PharmD program is designed to be four academic years in duration. The program comprises a core required curriculum that is supplemented by elective courses. The coursework is organized in a predetermined sequential and integrated manner, which provides an excellent general and professional foundation for competence as a practicing pharmacist. The required sequence and timing of courses in the curriculum must be maintained because some courses serve as a foundation and prerequisite for subsequent courses within the curriculum. Nevertheless, select courses may be available to be taken out of sequence. The circumstances under which this may occur will be determined on a case-by-case basis and with the permission of the course director. However, a student may not register for any course until all prerequisites for that course have been satisfied with a passing grade as defined by the policies and syllabus of each individual course.

Grade Point Average (GPA) requirements
The cumulative professional GPA (cGPA) is determined by a student’s performance in all course work (required and elected) in the PharmD program. The semester GPA (sGPA) is determined by a student’s performance in only the course work from that semester (required and elected) in the PharmD program. A minimum cGPA of 2.00 is required at the end of each semester (unless a student is on probation and receiving guidance from the SAAC) to progress in the curriculum and to graduate. It is important to recognize that a student cannot advance to the P4 year if he/she has not successfully completed all requirements of the P1 through P3 curriculum and his/her cGPA is less than 2.00.
Credits earned during enrollment at other institutions or other schools or colleges at the University of Colorado will not be accepted by SSPPS toward the PharmD degree. This applies to a student in good standing or during any academic probation or suspension periods. Accordingly, any grades earned in such course(s) will not be calculated in the cGPA of the PharmD program.

Technical and behavioral standards
As outlined in the SSPPS application and in the general policies and procedures for the school, the Technical Standards for Admission, Advancement and Graduation apply to all students throughout the program, including any periods during which a student is on academic probation or suspension. Failure to meet the technical standards, with or without reasonable accommodations, may result in delayed progression or dismissal from the program. All students are expected to comply fully with school and university policies, procedures and codes associated with appropriate conduct and professional behavior while participating in the curriculum including clinical work conducted outside of the campus.
that fulfills course requirements. Due to concerns for patient, student and health care worker safety in the clinical environment, all students in introductory pharmacy practice experiences (IPPEs) and advanced pharmacy practice experiences (APPEs) are also required to follow the **Safe Behavior in the Clinical Environment Policy**.

Violations of these policies may impact a student’s advancement or graduation. Investigations of violations will be handled as quickly as possible. Nevertheless, the investigation process may also delay a student’s advancement or graduation.

**Part-time plan of study**

The PharmD program is highly integrated and is not designed to be completed in a part-time manner. Participation in the program on a part-time basis or any departure from the normal plan of study may be permitted only under extenuating circumstances. A student seeking to obtain permission to take part-time course work must meet with the ADSPA (or designee) and submit a written request to the SAAC for review. Participation in the program on a part-time basis must be approved by the SAAC. If approved, the ADSPA (or designee) and the student will develop an appropriate plan of study, which must also be approved by the SAAC. The written plan will be signed by the student to indicate that she/he (i) understands the plan, (ii) agrees to abide by the terms of the plan, and (iii) has received a copy of the plan. A copy of the signed written plan will be retained in OSS. It is important to recognize that a part-time plan of study is highly unusual and is granted only in rare instances.

**Maximum number of years to complete PharmD program**

The PharmD program is designed to be completed in four years absent extenuating circumstances. The maximum amount of time a student has to complete the program is six calendar years starting from the time the student enters the program as a P1 student. The maximum time for completion of the program may include time taken out of the program for academic probation/suspension, leave of absence or withdrawal from a course. An extension of this time may be obtained only under extenuating circumstances and upon approval by the SAAC. It is the responsibility of the student to prove that reliable evidence of extenuating circumstances exists. Poor academic performance in the program is not considered an extenuating circumstance or an acceptable reason to extend the six calendar year time limit. If a student is unable to complete the program in six years, he or she will be dismissed and may choose to reapply and begin the program again at a future date (see Reapplication after academic dismissal section).

**Financial aid**

Please refer to the following web site for details of financial aid policies: [http://www.ucdenver.edu/student-services/resources/CstsAndFinancing/Pages/Financial-Aid.aspx](http://www.ucdenver.edu/student-services/resources/CstsAndFinancing/Pages/Financial-Aid.aspx)

**Progression in PharmD program**

To maintain eligibility for financial aid, a student must make reasonable academic progress toward their degree. Federal law and regulations governing Title IV student financial aid programs and state aid programs require that all students must maintain
satisfactory academic progress, as defined by the University of Colorado Anschutz Medical Campus Office of Financial Aid Satisfactory Academic Progress Policy, in order to receive assistance.

Course load For purposes of financial aid, full-time or part-time students must carry the minimum number of credit hours designated by the University of Colorado Office of Financial Aid to be eligible to receive a full or prorated financial aid award.

Options for voluntary interrupted progression

Withdrawal
A student may choose to withdraw from any course before approximately 67% of the course has been completed (as defined by the course director) and receive a grade of withdraw (“W”) for the course. For a 15 week course, the end of the 10th week of the course would be the withdrawal date (as per the University of Colorado Uniform Grading Policy; APS 1025). Each course will have the withdrawal date listed in the syllabus. This date will serve as a deadline after which withdrawal from the course will no longer be possible.

- A student seeking to obtain permission to withdraw from any course must meet with the ADSPA (or designee) to gain approval for the request and complete a COURSE WITHDRAWAL AGREEMENT form.
- If the student does not fully process a COURSE WITHDRAWAL AGREEMENT prior to the deadline for withdrawal, he/she will not be allowed to withdraw from the course.
- The COURSE WITHDRAWAL AGREEMENT must be completed and signed by the student, the ADSPA (or designee).

If a student does not meet the above criteria, a withdrawal may be obtained only under extenuating circumstances and with the approval of the course director and the SAAC. It is the responsibility of the student to prove that reliable evidence of extenuating circumstances exists.
A grade of “W” alone is not considered an extenuating circumstance or an acceptable reason to extend the six calendar year time limit for completion of the PharmD program. A student who receives a grade of “W” for a course in the required curriculum must retake the full course and pay current, full tuition and fees for the repeated course. If the course(s) in which the student received a grade of “W” is a prerequisite for other course(s), the course(s) must be completed prior to the student being allowed to enroll in course(s) for which the course(s) are prerequisites. A permanent grade of “W” will remain on the student’s transcript for the course, but it will not impact the student’s cGPA.

With the express permission of the course director(s), a student who has withdrawn from a course may continue to attend the course, but may not be allowed to participate in any assessments or other activities related to the course. In this situation, the terms of attendance must be specified in the attendance section of the COURSE WITHDRAWAL AGREEMENT form. The COURSE WITHDRAWAL AGREEMENT will be signed by the student to indicate that she/he (i) understands the plan, (ii) agrees to abide by the terms of the plan, and (iii) has received a copy of the plan. The course director(s) and the ADSPA (or designee) must also sign the COURSE WITHDRAWAL AGREEMENT before the plan can be put into action. A copy of the signed written plan will be retained in OSS.
To return to school after a withdrawal period, the student must contact the ADSPA (or designee) and make a definitive plan for the courses in which he/she wishes to enroll. This must occur at least 45 calendar days prior to the first day of class for the semester in which he/she intends to return. A student failing to meet this deadline may not be allowed to register, which may result in delays and/or administrative withdrawal from the program.

**Incomplete**

A grade of incomplete ("I") may be assigned to a student under the following circumstances.

- **Administrative Incomplete:** In an APPE, the Experiential Education Committee (EEC) may assign a grade of "I" to a student who has completed all course work, but for whom a final grade in the course has not yet been determined by the EEC. This grade will be changed when the EEC renders its final decision.
- **Voluntary Incomplete:** With the express permission of the course director(s), a grade of "I" may be assigned to a student to signify that extenuating circumstances beyond the student’s control prevented the student from completing a small portion (generally considered to be less than 20% of coursework) of the course and that a final grade cannot yet be assigned. It is the responsibility of the student to prove that reliable evidence of extenuating circumstances exists. The course director has the authority to determine if it is feasible for the student to complete the missing coursework and assign a grade of “I”.
  - Under no circumstances will a grade of “I” be granted on the basis of poor performance. Therefore, a student is only eligible for a grade of “I” if a passing grade is attainable in the course at the time the grade of “I” is requested; otherwise, the student must be awarded the grade that was achieved.

- The student must work with the course director to develop a plan and timeline for completion of the coursework; however, the course director has the final authority to establish any deadlines. Under most circumstances, all coursework will be completed prior to the next semester. The terms of this plan must be defined and a COURSE COMPLETION AGREEMENT form must be completed and signed by the student, the course director and the ADSPA (or designee). A copy of the completed form will be retained in OSS.
- If the course in which the student received a grade of “I” is a prerequisite for other courses, the missing coursework must be completed according to the COURSE COMPLETION AGREEMENT form and a grade must be assigned prior the student being allowed to enroll in courses for which the course is a prerequisite. If the course in which the student received a grade of “I” is not a prerequisite for other courses, the student may progress in the curriculum and the missing coursework must be completed according to the COURSE COMPLETION AGREEMENT form and a grade assigned within one year.
- If the missing coursework is not completed per the COURSE COMPLETION AGREEMENT form, the grade of “I” will be changed to a grade of “F” on the
student’s transcript and all policies regarding grades of “F” in the curriculum will apply.

- To return to School after a period of non-engagement with the curriculum following a grade of “I”, the student must contact the ADSPA (or designee) and make a definitive plan for the course(s) in which he/she wishes to enroll. This must occur at least 45 calendar days prior to the first day of class for the semester in which he/she intends to return. A student failing to meet this deadline may not be allowed to register, which may result in delays and/or administrative withdrawal from the program.

Upon successful completion of the missing coursework or determination of a grade by the EEC, a CHANGE OF GRADE form will be completed by the course director. Polices of the University of Colorado allow for the “I” letter grade to be deleted or retained on the transcript, depending on the circumstances.

**Failure to achieve required minimum academic standards in required curriculum courses (including electives)**

*Communication requirements*

A student will be required to meet with the ADSPA (or designee) upon receiving a final grade of D (including D- or D+) or F in any course or if the student’s sGPA or cGPA falls below 2.00. A student failing to meet with the ADSPA (or designee) may not be allowed to register for coursework; this may result in delays and/or administrative withdrawal from the program.

**Receipt of letter grade of F**

- A student who receives a first grade of F in any course in the required curriculum will be placed on academic probation (see Academic warning section) and must repeat the course prior to taking other courses for which that course is a prerequisite. All courses repeated due to a letter grade of F must be completed with a grade of pass (for pass/fail courses) or C (C- is not acceptable) for graded courses (see Repeated courses section).
- A student who receives a second grade of F in any course in the required curriculum will be dismissed from the program (see Academic dismissal section).
- A student who receives two or more grades of F in any course(s) in the required curriculum in the same semester will be dismissed from the program (see Academic dismissal section).
- A student who receives a grade of F in any course after having received two grades of D (including D- or D+) in the required curriculum will be dismissed from the program (see Academic dismissal section).

**Receipt of letter grade of D**

- A student who receives a first grade of D (including D- or D+) in any course in the required curriculum will receive an academic warning (see Academic warning section) but will not be required to repeat the course.
- A student who receives a second grade of D (including D- or D+) in any course in the required curriculum will be placed on academic probation (see Academic probation section) and must repeat the course prior to taking other courses for which that course is a prerequisite. All repeated courses must be completed with
a grade of pass (for pass/fail courses) or C (C- is not acceptable) for graded courses (see Repeated course section).

- A student who receives a grade of D (including D- or D+) in two courses in the required curriculum in the same semester will be placed on academic probation (see Academic probation section) and must repeat both courses prior to taking other courses for which those courses are prerequisites. All repeated courses must be completed with a grade of pass (for pass/fail courses) or C (C- is not acceptable) for graded courses (see Repeated course section).

- A student who receives a first grade of D (including D- or D+) following a grade of F in another course in the required curriculum in the same semester or subsequent semesters will be placed on academic probation (see Academic probation section) and must repeat both courses prior to taking other courses for which those courses are prerequisites. All repeated courses must be completed with a grade of pass (for pass/fail courses) or C (C- is not acceptable) for graded courses (see Repeated course section).

- A student who receives a third grade of D (including D- or D+) in any course in the required curriculum will be dismissed from the program (see Academic dismissal section).

- A student who receives three or more grades of D (including D- or D+) in any course(s) in the required curriculum in the same semester will be dismissed from the program (see Academic dismissal section).

- A student who receives a second grade of D (including D- or D+) in any course following a grade of F in any course in the required curriculum will be dismissed from the program (see Academic dismissal section).

Cumulative GPA falls below 2.00

- A student whose cGPA falls below 2.00 will be placed on academic probation (see Academic probation section) and will have a specified length of time and/or number of credits over which to improve his/her cGPA as specified by the SAAC. If the requirements of probation are not achieved, the student will be dismissed from the program (see Academic dismissal section).

Repeated courses
The highly integrated nature of the curriculum requires a student to demonstrate necessary mastery of prerequisite material before he/she progresses to subsequent courses. The purpose of repeating coursework is to allow a student to develop the necessary knowledge and skills for future success in the PharmD program and the practice of pharmacy. Accordingly, a student repeating a course in which he/she received a letter grade of D (including D- and D+) or F must complete the course with a grade of pass (for pass/fail courses) or C (C- is not acceptable) for graded courses. The student is required to pay current, full tuition and fees for repeated courses. Whether a student is required to repeat a course or elects to repeat a course, both the original grade and the repeated grade will remain part of the student's official transcript. Both the original grade and the new grade will be used in the calculation of the cGPA. A student should be aware of the special nuances associated with pass/fail grades in calculation of the GPA. If a course is graded pass/fail, the fail grade is factored into the GPA. However, a pass grade has no effect on the GPA.
Obtaining a grade of B- (or higher) in a course demonstrates that a student has acquired the minimum necessary knowledge and skills. As such, regardless of the conditions under which a course is retaken, a student may only retake a course in which he/she received a final grade of C+ or lower. A student may only retake a course once and thus is permitted a total of two attempts to take and successfully complete any course within the PharmD program. Exceptions to these procedures may be obtained only under extenuating circumstances and with the approval of the SAAC. It is the responsibility of the student to prove that reliable evidence of extenuating circumstances exists. If a course is taken out of sequence, it is the responsibility of the student to work with the ADSPA (or designee) to obtain information regarding other integrated courses in order to facilitate the successful completion of the course taken out of sequence. It is important to be aware that University and SSPPS policies may limit access to content contained within courses for which a student is not registered.

**Academic warning** (See Appendix A for a summary of this information)

An academic warning notifies a student that he/she is in jeopardy of not meeting the required minimum academic standards established for a course or the PharmD curriculum. A student will receive an academic warning when he/she meets any of the following criteria:

1. The student’s sGPA falls below 2.00.
2. The student receives a first grade of D (including D- or D+) in the required curriculum.

A student who receives an academic warning will be notified of such status via university e-mail from the ADSPA (or designee) with a copy retained in the OSS. The student will be required to submit an Academic Improvement Plan (see Academic Improvement Plan section). The student must contact the ADSPA (or designee) to obtain instructions and deadlines related to completion of this paperwork.

**Academic probation** (See Appendix A for a summary of this information)

Academic probation is a status for a student who has failed to meet the required minimum academic standards established for the program and serves to allow a student a specified period of time to improve his/her academic performance to meet these standards.

A student will be placed on academic probation when he/she meets any of the following criteria:

1. The student’s cGPA falls below 2.00
2. The student receives a second letter grade of D (including D- or D+) in the same semester or a subsequent semester in the required curriculum
3. The student receives a first grade of D following a previous grade of F in the required curriculum
4. The student receives a first letter grade of F in the required curriculum

A student who is placed on academic probation will be notified of such via University e-mail and certified letter from the ADSPA with delivery confirmation and return receipt requested. A copy of both notifications will be retained in OSS. A student on academic
probation will be required to submit an ACADEMIC IMPROVEMENT PLAN. The student may request or may be required to meet with the SAAC to develop an individualized plan for addressing the student’s academic performance and enhancing the likelihood for successful completion of the PharmD program (see ACADEMIC IMPROVEMENT PLAN section).

Depending upon individual academic circumstances, a student on academic probation may be allowed to progress in the curriculum provided prerequisite requirements have been met for available courses that the student would like to take. In other circumstances, a student’s progression or ability to take coursework may be halted while on academic probation because (i) none of the courses needed by the student are offered, (ii) the student hasn’t met prerequisite requirements for courses that are offered, or (iii) the student chooses not to engage in the curriculum for a period of time. In this case the student must submit a LEAVE OF ABSENCE form (see Leave of Absence section). In addition, the SAAC has the authority to halt the progression of a student in the program via academic suspension (see Academic suspension section).

To return to school after a period of halted progression and/or leave of absence, the student must contact the ADSPA (or designee) and make a definitive plan for the courses in which he/she wishes to enroll. This must occur at least 45 calendar days prior to the first day of class for the semester in which he/she intends to return. Students failing to meet this deadline may not be allowed to register, which may result in delays and/or administrative withdrawal from the program.

**Probationary period and return from academic probation**
The student will be given a specified period, defined as a probationary period, to make up any academic deficiencies. The plan of study and appropriate coursework, as determined by the SAAC, must be repeated within the probationary period. In order to be removed from academic probation, a student must:

i. make significant progress, defined as a grade of pass (for pass/fail courses) or at least a C (C- is not acceptable) in any repeated coursework in the required curriculum during academic probation.

ii. achieve a p cGPA of at least 2.00.

Failure to successfully complete these requirements of probation will result in dismissal (see Reapplication after Academic Dismissal section).

**Academic suspension**
The SAAC has the authority to suspend a student and halt the student’s participation and progression in the PharmD Program as a result of poor academic performance or inability to meet the Technical Standards. In this case, the SAAC will specify the terms for the student to return to the program. Academic suspension can serve a variety of purposes depending on the situation, but exists primarily to allow a student a specified period of time to develop his/her skills with the intention of improving his/her academic performance to meet the required minimum academic standards established for the PharmD program. A student on academic suspension will be required to submit an ACADEMIC IMPROVEMENT PLAN. The student may request or may be required to meet with the SAAC to develop an individualized plan for addressing the student’s academic performance and enhancing the likelihood for successful completion of the PharmD program (see ACADEMIC IMPROVEMENT PLAN section).
Academic improvement plan

A student receiving a grade of D+ (or lower) in any course within the required curriculum will be required to submit an Academic Improvement Plan to the SAAC. This plan is designed to address the student’s academic difficulties.

A student meeting the criteria to complete an Academic Improvement Plan will be notified by the OSS within one week after the final grade due date on the SSPPS Academic Calendar for that semester (or within one week of the posting of the final grade for the course in question). The student will have two weeks to complete the Academic Improvement Plan form and submit it to the SAAC for review. Students failing to meet this deadline may not be allowed to register; this may result in delays and/or academic withdrawal from the program. The Academic Improvement Plan will be reviewed by the SAAC and may be modified, at its discretion, before giving its final approval. It will be returned to the student within the first two weeks of the subsequent semester. The student may request or may be required to meet with the SAAC to assist in the development of an Academic Improvement Plan to more effectively address the student’s academic performance and enhance the likelihood for successful completion of the PharmD program.

If a student chooses to undergo the appeal process, the Academic Improvement Plan will be completed and submitted within one week of the final appeal decision.

The SAAC shall recommend a plan of action designed to assist individual students and enhance the likelihood for successful completion of the PharmD program. The agreed upon written plan will be signed by the student to indicate that she/he (i) understands the recommendations of the plan, (ii) agrees to abide by the terms of the plan, and (iii) has received a copy of the plan.

The SAAC may make one or more recommendations or requirements which may include (but are not limited to):

- letter of warning / advice from the SAAC
- future monitoring by the OSS and/or the SAAC
- tutoring or meetings with teaching assistants or faculty
- repeating coursework within the PharmD curriculum, which may include coursework for which the student previously received a passing grade if the student’s overall academic progress demonstrates inconsistency
- completing designated non-PharmD coursework to improve identified weaknesses, e.g., in communication, writing, study-skills or counseling
- repeating an entire academic year, including coursework for which the student received a passing grade if the student’s overall academic progress demonstrates inconsistency

Once reviewed and signed by all parties, a copy of the completed form will be retained in the OSS. A student is expected to abide by the terms of the Academic Improvement Plan approved by the SAAC. It is important for the student to recognize that his/her
level of participation in the ACADEMIC IMPROVEMENT PLAN will be taken into consideration during any future deliberations by the SAAC regarding the student's situation.

SAAC shall review the on-going performance of a student who is operating under the terms of an ACADEMIC IMPROVEMENT PLAN. The plan may be modified as seen fit by the SAAC. A review of such students shall take place at the end of each semester and after the terms of the ACADEMIC IMPROVEMENT PLAN are fulfilled.

**Academic dismissal**

Academic dismissal is defined as complete termination of a student from the program. A student will be dismissed under the following circumstances:

1. Not achieving a cGPA of 2.00 (or greater) during the time period specified by the SAAC.
2. Not earning a grade of pass (for pass/fail courses) or C (C- is not acceptable) in graded courses for all repeated courses during academic probation.
3. Receiving a second grade of F in any course in the required curriculum.
4. Receiving a third grade of D in any course in the required curriculum.
5. Receiving two grades of D and one grade of F in the required curriculum.
6. Unable to complete the required curriculum within the six calendar year time limit for the PharmD program.

The SAAC will review all cases of academic dismissal. A student who receives academic dismissal from the program will be notified of such status via certified letter from the ADSPA with delivery confirmation and return receipt requested. A copy of the letter will be retained in OSS. A student who is dismissed from the SSPPS PharmD program may not reapply to the School for a period of four years (see Reapplication after academic dismissal section).

**Reapplication after academic dismissal**

A student wishing to reapply to the PharmD program after the four-year dismissal period must apply to the program using the published application and admission policies and procedures for the year in which the reapplication is made. The applicant must meet all of the requirements for admission. This includes satisfactory completion of all prerequisites, PCAT testing and any other requirements for the year in which the reapplication is to be considered. In addition, the applicant must submit a letter documenting any changes in circumstances he/she would like the Admissions Committee to consider for an admission decision. The Admissions Committee will review the application and reserves the right to request an in-person interview before making a decision to allow the applicant to continue in the admissions process. The Admissions Committee will review the application and determine whether the student will be allowed to continue with the admissions process or offered admission to the program. Changes in the curriculum due to innovations in healthcare delivery and standards of care will result in a student being required to complete the curriculum in place at the time of re-admission to the school. This may result in no credit being given.
for previous pharmacy coursework. Consequently, a student should be aware that the curriculum for which he/she is applying to enter will likely be different from the curriculum in which he/she participated prior to his/her dismissal.

SCHOLASTIC APPEALS

Appeal
A student has the right to submit an appeal regarding issues of a scholastic nature, as related to an individual course or his/her progression in the PharmD program. Course content-based issues are generally not eligible for appeal. Examples include (but are not limited to) specific examination questions or assessment activities in terms of content or wording, grading of course content including assessments and assignments, and challenges to point allocations or grading structure. Issues related to course structure, process or equity are appealable. Examples include (but are not limited to) deviations from the published syllabus that occurred or were not communicated in a timely or uniform manner or inequitable treatment of one or more students (differently from the rest of the class). For appeals of a scholastic nature that do not meet the above criteria, it is the responsibility of the student to prove that there exists reliable evidence of extenuating circumstances for the SAAC to grant a formal hearing.

A student, who has questions or concerns about his/her academic success or progress, is strongly encouraged to work closely with the Director of Student Services and/or the ADSPA. These individuals and the OSS exist to assist the student in navigating academic situations and can help the student by: discussing situations to explore the best course of action, meeting with the student and instructors/course directors to serve as a student resource and advocate, providing clarification regarding whether a situation is eligible for appeal, and assisting the student with preparing an appeal and with the appeal process.

Scholastic Advancement and Appeals Process
There are three tiers associated with the appeal process:

- **Tier 1 – Appeal to the SAAC**
- **Tier 2 – Appeal of the SAAC decision to the ADAA**
- **Tier 3 – Appeal of the ADAA decision to the Dean**

Tier 1 - Appeal to the SAAC
Disagreements of a scholastic nature should be handled in the following manner:

1. The initial scholastic disagreement should be addressed between the student, faculty member and/or course director.
2. Scholastic disagreements that are not resolved between the student, faculty member and/or course director may be considered appealable to the SAAC.

If a student wishes to pursue an appeal to the SAAC, he/she should meet with the ADSPA (or designee).

If the student decides to pursue an appeal, the following must take place:

1. With the assistance of the OSS, all appeals must be filed in writing by submitting a **SAAC Appeal from** addressed to the Chair of the SAAC.
2. The appeal must be fully documented and submitted to the SAAC no later than two calendar weeks after final grade due date listed on the SSPPS academic calendar for that semester. At this time, the student is required to provide all verifiable and substantiated information (academic, extracurricular or personal) that supports their appeal. The student should include any circumstance that may have impacted their performance. This will allow the SAAC the ability to comprehensively review the appeal.

**Process associated with receipt of an appeal**
Upon receipt of a Scholastic Advancement Appeal, the Chair of the SAAC will:

1. Inform the student about the receipt of the appeal.
2. The Chair and the SAAC will investigate the facts listed in the appeal.

If the SAAC determines that the evidence associated with the appeal supports further deliberation, a formal hearing will be held. Appeals involving the dismissal of a student will move forward to a formal hearing. In other circumstances a student submitting an appeal may request to meet with the SAAC. Under these circumstances, the Chair of the SAAC (or designee) will notify the student via University e-mail about the date, time and place of the SAAC hearing.

**Procedures at the formal appeal hearing**
In determining the merits of an appeal, the SAAC may consider:

- information of a scholastic nature
- documents from the Performance Assessment for Successful Students (PASS)
- other information pertinent to the student or the appeal.

Prior to the formal committee hearing, the Chair of the SAAC will ask committee members (he or she included) whether there is any reason they would be unable to render an unbiased opinion in the impending case. SAAC members who disqualify themselves may be replaced by a faculty member chosen by the ADAA. Should the Chair be recused due a conflict, the ADAA will assign another SAAC member to serve as the chairperson for the appeal.

The hearing will be conducted in an orderly manner under the direction of the SAAC Chair. To facilitate timely review of an appeal, the hearing may occur with one or more members of the SAAC participating from a distance through electronic technology, e.g., telephone or video-conference. The hearing may proceed in a student’s absence if he/she refuses or fails to appear. The hearing will include two phases: fact-finding and deliberation.

During the fact-finding phase:

- The student, involved faculty member(s) and members of the committee involved with the appeal will hold all aspects of each case in strict confidence and will be reminded of this requirement at the beginning of each meeting by the SAAC Chair.
- The student will be allowed to enter the proceedings and present information regarding the appeal.
- The committee will ask questions of the student regarding the appeal.
• The student will be allowed to have an advisor of his/her choice attend the meeting. However, this person is not permitted to speak for the student or the committee, address the committee or question witnesses or committee members during the proceedings. The student must inform the committee chair at least 2 business days in advance of the meeting if an advisor will be present.

• When all information regarding the student’s appeal has been presented and gathered, the student will be dismissed from the hearing.

• The faculty member(s) involved with the appeal will be allowed to enter the proceeding and present information regarding the appeal.

• The committee will ask questions of the faculty member(s) involved with the appeal.

• When all information regarding the appeal has been presented and gathered, the faculty member(s) will be dismissed from the hearing.

During the fact-finding phase of the hearing, the rules of evidence applicable to civil and criminal cases shall not apply. A single verbatim record of the fact-finding hearing shall be made by audiotape or digital recorder by SSPPS, and shall remain the property of the SSPPS. This recording will be kept for the duration of the student’s tenure at the SSPPS and 2 years thereafter. The recording will be destroyed after that time. A student may not record any part of the SAAC hearing proceedings (See Student Ethics and Conduct Code).

During the deliberation phase, the SAAC will meet in closed session to discuss evidence and information obtained in the fact-finding phase and make a determination on the appeal. Deliberations of the committee shall not be recorded.

The chair of the SAAC will notify the student about the SAAC decision in writing via University e-mail and certified letter with delivery confirmation and return receipt requested. A copy of the letter will be included in the student’s file. The SAAC and the student who submitted the appeal shall keep all information regarding the appeal and decision confidential to the extent permitted by law.

The decision shall be communicated by the SAAC chair (or designee) to the ADSPA, ADAA and other appropriate parties (within the SSPPS, Board of Pharmacy, and to others as required by law or policy). Such notification shall not occur until the opportunity for appeal has expired and the decision is considered final.

Regardless of the outcome, faculty members involved in student appeals will be advised that all future interactions with the student must continue to be completely impartial.

Tier 2 – Appeal of the SAAC decision to the ADAA
The student may appeal the decision of the SAAC to the ADAA. This should be
submitted in writing within fifteen calendar days of notification of the SAAC’s decision by the SAAC chair. The ADAA will only reverse or modify the findings and decision of the SAAC if he/she concludes, by a preponderance of the evidence, that one of the following situations exist:

a. new information is discovered regarding the student’s case which was previously unknown to the student AND the SAAC;

b. there was an error in the process that prevented the student from presenting relevant information to the SAAC that could have materially changed the committee’s recommendation; or

c. there is evidence that the SAAC acted in an arbitrary or capricious manner.

After review of the new information, the ADAA will notify the student about his/her decision in writing via University e-mail and certified letter with delivery confirmation and return receipt requested. A copy of the letter will be included in the student’s file. The SAAC, ADSPA and the student who submitted the appeal shall be informed of the ADAA’s decision and shall keep that information confidential.

Tier 3 – Appeal of the ADAA decision to the Dean

The student may appeal the ADAA’s decision to the dean. This should be submitted in writing within fifteen calendar days of notification by the ADAA. The dean shall review the appeal. The decision of the Dean shall be final. The Dean shall notify the student in writing of the decision via University e-mail and certified letter with delivery confirmation and return receipt requested. A copy of the letter will be placed in the student’s file. The ADAA, SAAC, ADSPA and the student who submitted the appeal shall be informed of the Dean’s decision and shall keep that information confidential.

PROGRAMMATIC PROCEDURES

Leave of Absence

A leave of absence is a period of time that a student is to be away from the curriculum, while still maintaining the status of a student. A student wishing to take a leave of absence from the DDP program should follow the policies established in the DDP Student Bulletin.

Following are the procedures for taking a leave of absence from the PharmD program:

- A student must submit a written request to the ADSPA (or designee). The student is encouraged to meet with the ADSPA (or designee) to be informed about the options and curricular issues associated with a leave of absence.

- A student must complete a LEAVE OF ABSENCE form and submit the signed form to the ADSPA (or designee). The completed form will be placed in the student’s file. If the student does not complete the LEAVE OF ABSENCE form, he/she may not be allowed to return to or re-enter the PharmD program. The SAAC reviews the re-entry of all students who take a leave of absence to determine if (and under what conditions) they are eligible to return to the curriculum. Changes in the curriculum due, for example, to innovations in healthcare delivery and standards of care, may result in a student having to complete the curriculum in place at the time of re-admission to the school. This may result in no credit being given for previous pharmacy coursework. Consequently, a student should be aware that the curriculum for which he/she is applying to enter may be different from the curriculum in which he/she participated prior to his/her leave of absence.
The Technical Standards for Admission, Advancement, Progression and Graduation apply to all students throughout the program and upon re-entry to the program after a leave of absence.

To return to school after a leave of absence, the student must contact the ADSPA (or designee) at least 30 calendar days prior to the first day of class for the semester in which he/she intends to return and make a definitive plan for the courses in which he/she wishes to enroll. Students failing to meet this deadline may not be allowed to register; this may result in delays and/or dismissal from the program.

A student taking a leave of absence is reminded that the maximum amount of time a student has to complete the PharmD degree program is six calendar years starting from the time the student enters the program as a P1 student (see Maximum number of years to complete PharmD program section).

Withdrawal from the PharmD Program
A student can permanently withdraw from the PharmD program voluntarily or may be subject to administrative withdrawal by the school.

Voluntary permanent withdrawal
The procedures for voluntary permanent withdrawal from the PharmD program are as follows:

- A student wishing to voluntarily, permanently and completely withdraw from the PharmD program must meet with the ADSPA (or designee) to discuss his/her options. If, after the meeting, a voluntary withdrawal is the desired outcome, the student must submit a written statement to the ADSPA indicating his/her desire to be withdrawn from the program.

- The student must complete a UNIVERSITY WITHDRAWAL form that is obtained from the OSS. The form must then be signed by the ADSPA (or designee) and submitted to the OSS for the student to officially withdraw from the university. A letter from the ADSPA confirming the withdrawal status of the student along with a copy of the signed, completed form will be sent to the student via certified letter with delivery confirmation and return receipt requested. A copy of the letter and the signed, completed form will be included in the student’s file.

- A student who has been officially withdrawn from the PharmD program and who wishes to re-enter the PharmD program at a later date must apply using the published application and admission policies and procedures for the year in which the application is made. Changes in the curriculum due, for example, to innovations in healthcare delivery and standards of care, will result in a student having to complete the curriculum in place at the time of re-admission to the school. This may result in no credit being given for previous pharmacy coursework. Consequently, a student should be aware that the curriculum for which he/she is applying to enter may be different from the curriculum in which he/she participated prior to his/her withdrawal.

Administrative Withdrawal
It is important that a student be responsive to attempts by the school to contact him/her. If, after repeated attempts by the school to communicate with the student (e.g., university e-mail, phone, written correspondence to address and/or emergency contact person on file), there is no return communication or there is not substantive, sufficient
engagement from the student for at least 60 calendar days, the school retains the right to administratively withdraw the student from the program.
A student who is administratively withdrawn from the PharmD program will be notified of such status via certified letter from the ADSPA with delivery confirmation and return receipt requested. A copy of the letter will be included in the student’s file.
A student who has been officially withdrawn from the PharmD program and who wishes to re-enter the PharmD program at a later date must apply using the published application and admission policies and procedures for the year in which the application is made. Changes in the curriculum due, for example, to innovations in healthcare delivery and standards of care, will result in a student having to complete the curriculum in place at the time of re-admission to the school. This may result in no credit being given for previous pharmacy coursework. Consequently, a student should be aware that the curriculum for which he/she is applying to enter may be different from the curriculum in which he/she participated prior to his/her withdrawal.
### Appendix A

<table>
<thead>
<tr>
<th><strong>Academic Warning</strong></th>
<th><strong>Student</strong></th>
<th><strong>SAAC</strong></th>
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</table>
| • Semester GPA falls below 2.00.  
• First grade of D (including D- or D+) in the required curriculum. | MUST: Formulate and submit an Academic Improvement Plan | MUST: Review and approve Academic Improvement Plan |
| | MAY: Review documentation | MAY: Require student to appear |

<table>
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<tr>
<th><strong>Academic Probation</strong></th>
<th><strong>Student</strong></th>
<th><strong>SAAC</strong></th>
</tr>
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</table>
| • Professional cumulative GPA falls below 2.00  
• Second grade of D (including D- or D+) in the same semester or subsequent semesters in required curriculum  
• First grade of D following a grade of F in the required curriculum  
• First letter grade of F in the required curriculum | MUST: Formulate and submit an Academic Improvement Plan | MUST: Review and approve Academic Improvement Plan |
| | MAY: Appear before SAAC | MAY: Require student to appear |

<table>
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<tr>
<th><strong>Academic Suspension</strong></th>
<th><strong>Student</strong></th>
<th><strong>SAAC</strong></th>
</tr>
</thead>
</table>
| MUST: Formulate and submit an Academic Improvement Plan | MUST: Review documentation  
Review and approve Academic Improvement Plan | MAY: Submit an appeal  
Appear before SAAC  
MAY: Require student to appear |
<table>
<thead>
<tr>
<th>Academic Dismissal</th>
<th>Student</th>
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</thead>
<tbody>
<tr>
<td>Not achieving a cumulative professional GPA of 2.00 or greater during the time period specified by SAAC.</td>
<td>MAY: Submit an appeal Appear before SAAC</td>
</tr>
<tr>
<td>Not earning a grade of pass (for pass/fail courses) or C (C- is not acceptable) in graded courses for all courses during academic probation.</td>
<td>MUST: (if appeal is granted) Formulate and submit an Academic Improvement Plan</td>
</tr>
<tr>
<td>Receiving a second grade of F in any course in the required curriculum.</td>
<td>MAY: (if appealed) Require student to appear</td>
</tr>
<tr>
<td>Receiving a third grade of D in any course in the required curriculum.</td>
<td>MUST: Review documentation (if appealed) Review and approve Academic Improvement Plan</td>
</tr>
<tr>
<td>Receiving two grades of D and one grade of F in the required curriculum.</td>
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<tr>
<td>Unable to complete the required curriculum within the six calendar year time limit for the PharmD program.</td>
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