SCHOLASTIC ADVANCEMENT AND APPEALS POLICY

The Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) offers both the entry-level Doctor of Pharmacy (PharmD), the Distance Degrees and Programs (DDP), which offers the North American-Trained PharmD (NTPD) Program, the International-Trained PharmD (ITPD) Program, and the Integrative Health and Medicine (IHM) Graduate Certificate Program. Given the unique nature of the respective entry-level PharmD and DDP, separate scholastic advancement policies apply, and the DDP scholastic advancement policies exist within the DDP administrative offices. The scholastic appeals policies outlined herein apply to both DDP and entry-level 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 of 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, b) uphold the academic standards established by the school and c) conduct hearings for student appeals submitted based on disagreements associated with final grades or academic status decisions (e.g., probation, dismissal) and d) make recommendations regarding such appeals. The SAAC collaborates with the Associate Dean for Student and Professional Affairs (ADSPA) regarding student appeals. This policy forms a framework within which decisions regarding progression of students can be uniformly accomplished while also taking individual circumstances into consideration. Any decision made by the SAAC for an individual student shall not set a precedent for subsequent decisions made for other students.

The committee shall consist of faculty members from the departments within the school who are appointed in concurrence with 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 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.
SCHOLASTIC ADVANCEMENT AND GRADUATION REQUIREMENTS

NTPD AND ITPD PHARMD PROGRAMS – SEQUENCE OF COURSEWORK AND PREREQUISITES

The course of study in the NTPD Program consists of 65 credit hours of post-baccalaureate coursework, leading to a Doctor of Pharmacy (PharmD) degree. The course of study in the ITPD Program consists of 86.5 credit hours of post-baccalaureate coursework, leading to a Doctor of Pharmacy (PharmD) degree. The coursework for both programs must be completed within six contiguous calendar years, and both programs are designed for part-time study. The programs comprise 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 the courses in the curriculum must be maintained for specified courses. Therefore, some courses are defined as being prerequisites for subsequent courses within the curriculum. Under some advancement and progression circumstances and as determined by the course director and prerequisites for the course, certain courses may be available to be taken out of sequence. However, students 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.

IHM GRADUATE CERTIFICATE PROGRAM – SEQUENCE OF COURSEWORK AND PREREQUISITES.

The course of study for the IHM Graduate Certificate Program consists of 9 credit hours of coursework, leading to a graduate certificate. The coursework must be completed within four years, and the program is designed for part-time study. The coursework is organized in a predetermined sequential and integrated manner. The required sequence and timing of the courses in the curriculum must be maintained for specified courses. Therefore, some courses are defined as being prerequisites for subsequent courses within the curriculum. Under some advancement and progression circumstances and as determined by the course director and prerequisites for the course, certain courses may be available to be taken out of sequence. However, students 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.

GPA Requirements

In DDP, a minimum cumulative professional grade point average (GPA) of 2.00 (i.e., C average) is required at the end of each semester (unless a student falls under a probation situation of the SAAC) to progress in the curriculum and at the completion of the curriculum in order to graduate. The cumulative professional GPA is determined by a student’s performance in all course work (required and elected) in the PharmD curriculum and the IHM curriculum.
Credits earned during enrollment at other institutions or other schools or colleges at the University of Colorado will not be accepted by SSPPS while a student is participating in the program. This applies to students in good standing or during any academic probation period. Accordingly, any grades earned in such course(s) will not be calculated in the cumulative professional GPA of the program. Exceptions to this policy must be approved by the SAAC and, if necessary, the Curriculum Committee.

Technical and Behavioral Standards – NTPD and ITPD Programs

As outlined in the application and in the general policies and procedures for the school, the DDP SSPPS 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. Failure to meet the technical standards 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 and engaging with the Anschutz Medical Campus. Due to concerns for patient and health care workers in the clinical environment, all students in advanced pharmacy practice experiences (APPEs) are also required to follow the Safe Behavior in the Practice Environment Policy. Violations or investigations of violations of these policies may impact a student’s advancement or graduation.

Part-Time Plan of Study

The NTPD Program, the ITPD Program, and the IHM Graduate Certificate Program are designed for part-time study. Students may take course loads potentially qualifying as full-time study for the NTPD and ITPD Programs.

Maximum Number of Years in the Program Policy – NTPD and ITPD Programs

Each student must complete the Doctor of Pharmacy degree program within six calendar years, starting at the time the student begins the didactic coursework. Extensions beyond six years will be considered on a case-by-case basis by the Distance Degrees and Programs (DDP) Committee, with extensions obtained under extraordinary circumstances. The burden of proof to provide evidence of extraordinary circumstances to the committee is the responsibility of the student. Poor academic performance is not considered an extraordinary circumstance or an acceptable reason to extend the time limit. Student conduct (refer to SOP Student Bulletin) during the program will also be considered. Renewal of some coursework will be required, as described in the Six Year Extension policy.

Financial Aid Advancement Issues

Please refer to the following web site for details of financial aid policies: www.ucdenver.edu/finaid.

Progression in the Curriculum

To maintain eligibility for financial aid, students 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. A student seeking to obtain permission to withdraw from any course must meet with the DDP Program Director (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 DDP Program Director (or designee) and if necessary the Chair of the SAAC.

If a student does not meet the above criteria, a withdrawal may be obtained only under extenuating circumstances and with the approval of the DDP Program Director (or designee) and the SAAC. The burden of proof to provide evidence of extenuating circumstances is the responsibility of the student.

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 curriculum.

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 GPA.

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. Under these conditions, the terms of attendance must be specified in the attendance section of the COURSE WITHDRAWAL AGREEMENT form. At this time 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, as well as the course director(s) and the DDP Program Director (or designee).

To return to the same course after a withdrawal period of three consecutive semesters, the student must contact the DDP Program Director (or designee) and make a definitive plan for the courses in which he/she wishes to enroll. This must occur at least 30
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 will not be allowed to register; this will 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 advanced pharmacy practice experience, the Experiential Education Committee may assign a grade of I to a student who has completed all course work but for whom a final grade for the course has not yet been determined by the Experiential Education Committee.

- **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. 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 in a course be granted solely 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 DDP Program Director (or designee). A copy of the completed form will be retained in DDP office.

  - 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 I grade 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 more than a 30 calendar day period of non-engagement with the curriculum following a grade of I, the student will have an administrative hold placed on his/her account, and the student must contact the DDP Program Director (or designee) and make a
definitive plan for the course(s) in which he/she wishes to enroll. This must occur at least 30 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 will not be allowed to register; this 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 Experiential Education Committee, a CHANGE OF GRADE form will be completed by the course director to replace the grade of I with the final grade. As a result, there is no permanent record of a grade of I on the student’s transcript.

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

**Communication requirements**

A student will be required to meet with the DDP Program Director (or designee) upon receiving a final grade of D (including D- or D+) or F in any course or if the student’s semester or cumulative GPA falls below 2.00. A student failing to meet with the DDP Program Director (or designee) will have an academic hold placed on their account and will not be allowed to register for coursework; this may result in delays and/or permanent dismissal 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 cumulative GPA 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 cumulative GPA as specified by SAAC. If the requirements of probation are not achieved, the student will be dismissed from the program (see Academic dismissal section).

**Repeated Courses**

Courses repeated following a letter grade of D (including D- and D+) or F must be completed with a grade of pass (for pass/fail courses) or C (C- is not acceptable) for graded courses. Students are 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 cumulative professional GPA. Students should be aware of the special nuances associated with pass/fail grades in calculation of 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.
Regardless of the conditions under which a course is retaken, students may only retake a course in which they received a final grade of C+ or lower. A student may only retake a course once and thus is allowed 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.

If a course is taken out of sequence, it is the responsibility of the student to work with the DDP Program Director (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.)

Academic warning notifies students that they are 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 semester GPA 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 e-mail from the DDP Program Director with a copy retained in DDP office. The student will be required to submit a 1-2 page letter to the SAAC providing an explanation for the poor performance and an ACADEMIC IMPROVEMENT PLAN (see ACADEMIC IMPROVEMENT PLAN section). The student must contact the DDP Program Director (or designee) to obtain instructions and deadlines related to completion of this paperwork.

Should the SAAC decide that the submitted plan is unlikely to improve the student’s chances of meeting academic performance requirements, it may require a meeting with the student to assist in developing a revised plan that more effectively addresses the student’s academic performance and enhances the likelihood for successful completion of the PharmD program. A copy of the approved ACADEMIC IMPROVEMENT PLAN will be retained in DDP office.

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

Academic probation is a status for students who have failed to meet the required minimum academic standards established for the program.

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

1. The student’s professional cumulative GPA falls below 2.00
2. The student receives a second letter grade of D (including D- or D+) in the same semester or subsequent semesters in required curriculum
3. The student receives a first grade of D following a 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 by the DDP Director of such via e-mail and certified letter from the DDP Program Director with delivery confirmation and return receipt requested. A copy of both notifications will be retained in DDP office. A student on academic probation will be required to submit a 1-2 page letter to the SAAC providing an explanation for the poor performance. An ACADEMIC IMPROVEMENT PLAN may also be proposed and submitted with the letter. The student will 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 curriculum (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 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 which 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, the student must contact the DDP Program Director (or designee) and make a definitive plan for the courses in which he/she wishes to enroll. This must occur at least 30 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 will not be allowed to register; this 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 coursework during academic probation.

ii. achieve a professional cumulative GPA > 2.00.

Failure to successfully complete these requirements will result in dismissal from the SSPPS and the student may not reapply for a period of four years (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 curriculum as a result of poor academic performance. In this case, the SAAC will specify the terms for the student to return to the program.
Academic Improvement plan

A student receiving a grade of D+ (or lower) in any course within the required curriculum will be required to submit to the SAAC a written plan of action designed to address his/her academic difficulties. This ACADEMIC IMPROVEMENT PLAN will be reviewed by the SAAC. The SAAC may modify the plan before giving it final approval.

The SAAC shall recommend a plan of action designed to assist individual students and enhance the likelihood for successful completion of the program. The 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 SAAC.
- Future monitoring by DDP office and/or SAAC.
- Monitored studying.
- Tutoring or meetings with teaching assistants or faculty.
- Repeating coursework within the PharmD / IHM 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 / non-IHM 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.

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 case.

The 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 cumulative professional GPA of 2.00 (or greater) during the time period specified by SAAC.
2. 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.

3. Receiving a second grade of F in any course in the required PharmD or IHM curriculum.

4. Receiving a third grade of D in any course in the required PharmD or IHM curriculum.

5. Receiving two grades of D and one grade of F in the required PharmD or IHM curriculum.

6. Unable to complete the required curriculum within the six calendar year time limit for the PharmD program or IHM Graduate Certificate Program.

7. Unable to complete the remediation coursework within the timelines as identified in the Six Year Extension policy.

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 DDP Program Director with delivery confirmation and return receipt requested. A copy of the letter will be retained in DDP office. A student who is dismissed from the DDP PharmD Program may not reapply for a period of four years (see Reapplication after academic dismissal section).

Reapplication after academic dismissal

A student wishing to reapply to the DDP - 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 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 if the student is 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.

Appeal

A student has the right to submit an appeal. A scholastic appeal is defined as a request to review a final decision regarding a disagreement of a scholastic nature. An appeal of an action related to academic probation or dismissal may be submitted by the student to the SAAC. An appeal will only be granted by the SAAC under extenuating circumstances. The burden of proof to establish extenuating circumstances warranting a reversal is the responsibility of the student.
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 final 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 DDP Program Director (or designee) who will advise the student of both student and faculty rights and help the student decide if an appeal should be pursued.

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

1. With the assistance of the DDP office, all appeals must be filed in writing and 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.

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 will forward the appeal to the SAAC for investigation, hearing and determination of the facts of the appeal.

If the SAAC determines that the appeal should receive further deliberation in a formal hearing, the Chair of the SAAC will notify the student in writing about the date, time and place of the SAAC hearing. It is recommended that the student meet with the Chair to review committee procedures and students’ rights and responsibilities.

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 chair 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.

Note that a hearing may proceed in a student’s absence if he/she refuses or fails to attend the hearing.

During the fact-finding phase of the hearing, the technical 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, 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
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 final decision shall be communicated by the SAAC chair to the DDP Program
Director, 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 final SAAC decision to the ADAA
The student may appeal the final decision of the SAAC to the ADAA. This should be
submitted in writing within fifteen calendar days of receipt of notification of the SAAC’s
decision by the SAAC chair. The ADAA will only reverse or modify the findings and final
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 or 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 certified letter with delivery confirmation and return receipt
requested. A copy of the letter will be included in the student’s file. The SAAC, DDP
Program Director 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 by U.S. mail with delivery confirmation. A copy of the letter will
be placed in the student’s file. The ADAA, SAAC, DDP Program Director 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 DDP Program Director (or designee). The student is encouraged to meet with the DDP Program Director (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 DDP Program Director (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, 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 leave of absence.

- 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 at the time the student begins the didactic coursework (see Maximum number of years to complete PharmD program section)

- 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 DDP Program Director (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 will not be allowed to register; this may result in delays and/or permanent dismissal from the program.

Withdrawal from the Program

A student can permanently withdraw from the NTPD, ITPD Programs or the IHM Graduate Certificate Program voluntarily or may be subject to administrative withdrawal by the school.
**Voluntary permanent withdrawal**

The procedures for voluntary permanent withdrawal are as follows:

- A student wishing to voluntarily, permanently and completely withdraw from the program must meet with the DDP Program Director (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 DDP Program Director indicating his/her desire to be withdrawn from the program.

- The student must complete a UNIVERSITY WITHDRAWAL form that is obtained from the DDP office. The form must then be signed by the DDP Program Director (or designee) and submitted to the DDP Office for the student to officially withdraw from the university. A letter from the ADAA 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 their respective program and who wishes to re-enter their program 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 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 email, phone, written correspondence to address and/or emergency contact person on file), there is no return communication from the student for at least 30 calendar days, the school retains the right to administratively withdraw the student from the program.

Students who are administratively withdrawn from their respective program will be notified of such status via certified letter from the ADAA 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 their respective program and who wishes to re-enter the program 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>Academic Warning</th>
<th>SAAC</th>
<th>Student</th>
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</thead>
<tbody>
<tr>
<td>• Semester GPA falls below 2.00.</td>
<td>MUST: Review documentation</td>
<td>MUST: Submit 1-2 page explanation to SAAC</td>
</tr>
<tr>
<td>• First grade of D (including D- or D+) in the required curriculum.</td>
<td>MAY: Require student to appear</td>
<td>Formulate academic improvement plan</td>
</tr>
<tr>
<td></td>
<td>Formulate academic improvement plan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Probation</th>
<th>SAAC</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Professional cumulative GPA falls below 2.00</td>
<td>MUST: Review documentation</td>
<td>MUST: Submit 1-2 page explanation to SAAC</td>
</tr>
<tr>
<td>• Second grade of D (including D- or D+) in the same semester or subsequent semesters in required curriculum</td>
<td>Require student to appear</td>
<td>Appear before SAAC</td>
</tr>
<tr>
<td>• First grade of D following a grade of F in the required curriculum</td>
<td>Formulate/approve academic improvement plan</td>
<td></td>
</tr>
<tr>
<td>• First letter grade of F in the required curriculum</td>
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<td>Propose academic improvement plan</td>
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<tr>
<th>Academic Dismissal</th>
<th>SAAC</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Not achieving a cumulative professional GPA of 2.00 or greater during the time period specified by SAAC.</td>
<td>MUST: Review documentation</td>
<td>MAY: Submit 1-2 page explanation to 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>MAY: (if appealed and appeal is heard)</td>
<td>Appear before SAAC</td>
</tr>
<tr>
<td>• Receiving a second grade of F in any course in the required curriculum.</td>
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</tr>
<tr>
<td>• Receiving a third grade of D in any course in the required curriculum.</td>
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<td></td>
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<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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