



**SCHOOL OF PHARMACY**  
**STUDENT PROMOTION POLICIES AND PROCEDURES**  
For Undergraduate and Professional Students

<u>Section</u>	<u>Page</u>
<b>I. STUDENT PROMOTION COMMITTEE</b> .....	2
<b>A. Responsibilities</b> .....	2
<b>B. Membership</b> .....	2
<b>II. TECHNICAL STANDARDS</b> .....	3
<b>A. Program Admission, Progression, and Graduation</b> .....	3
1. Overview .....	3
2. Skill areas.....	4
3. Additional considerations related to Experiential Education .....	7
4. Accommodations .....	7
<b>B. Policies</b> .....	7
1. General overview .....	7
2. Requesting accommodations.....	8
3. Prospective students.....	9
4. Currently enrolled students .....	9
5. Appeals process.....	10
6. Additional information.....	11
<b>III. ACADEMIC STANDARDS</b> .....	11
<b>A. Requirements</b> .....	11
1. Philosophy.....	11
2. Good academic standing.....	12
3. Failure to maintain good academic standing.....	12
4. Additional academic requirements for 4 <sup>th</sup> year PharmD students (DPH-4) .....	14
5. Additional stipulations .....	15
6. Returning to good academic standing .....	16
<b>B. Addressing Alleged Failure to Meet Academic Performance Requirements</b> .....	17
1. In cases involving an Academic Warning academic action .....	17
2. In cases involving a Must Obtain Permission To Continue academic action .....	17
3. Appeal process .....	18
<b>IV. PROFESSIONAL BEHAVIOR STANDARDS</b> .....	18
<b>A. Requirements</b> .....	18
1. Overview .....	18
2. Professional Behavior Code .....	19
3. Good professional standing .....	20
<b>B. Addressing Alleged Failure to Meet the Professional Behavior Code</b> .....	21
1. In cases of allegations of unprofessional behavior .....	21
2. Appeal process .....	22

## **I. STUDENT PROMOTION COMMITTEE**

### **A. Responsibilities**

The Student Promotion Committee is responsible for defining academic and nonacademic standards required for entrance to, continuation in and graduation from the School of Pharmacy, for developing policies and procedures to maintain these standards, and for applying these policies and procedures to address circumstances where professional and undergraduate students in the School are thought not to meet these standards. These actions are undertaken with appropriate approval from the Faculty and Academic Staff of the School of Pharmacy.

Some responsibilities of the Student Promotion Committee are to:

1. Interpret, review and recommend revision of the Student Promotion Policies and Procedures, as needed.
2. Review situations where accommodations are needed for a student to be able to meet the School's Technical Standards.
3. Review the academic progress of any student not meeting the School's Academic Standards.
4. Review allegations of student violations of the School's Professional Behavior Code.
5. Determine whether needed accommodations can be provided in a reasonable manner.
6. Determine the necessary remediation and/or sanctions in cases involving unsatisfactory academic progress or unprofessional behavior.
7. Consider requests for part-time programs that may change a student's graduation date.
8. Consider requests for a Leave of Absence for one academic year or longer.
9. Approve the promotion to the next year of all students who have satisfactorily completed a given year's curricular requirements.
10. Approve the graduation of all students who have completed the degree requirements.
11. Report to the Dean and the Faculty and Academic Staff of the School of Pharmacy regarding Committee activities.

### **B. Membership**

1. The Dean of the School of Pharmacy appoints all Committee members. This includes voting members, non-voting members, and resource persons. The Dean also appoints the Committee chair.
2. Voting members are selected from the Faculty and Instructional Academic Staff of the School of Pharmacy. Non-voting members and resource persons may be selected from the School of Pharmacy and/or from other campus units.
3. The Committee may invite other persons to participate in Committee activities in an advisory, non-voting capacity.
4. Quorum
  - a. For addressing policy matters, a simple majority of voting members constitutes a quorum.
  - b. For addressing any individual student case, a review panel composed of a minimum of three voting members is required.

## II. TECHNICAL STANDARDS

### A. Program Admission, Progression, and Graduation

#### 1. Overview

Technical standards are the attributes necessary for initiating, continuing in, and completing an educational program or activity. They specify the academic and nonacademic standards, skills and performance requirements expected of every participant in the program. *Academic standards* include courses of study, attainment of satisfactory grades and other required activities. *Nonacademic standards* include those physical, cognitive and behavioral standards required for satisfactory completion of all aspects of the curriculum and for development of essential professional attributes.

The University of Wisconsin-Madison School of Pharmacy enrolls undergraduate students who are completing a program of study in the pharmaceutical sciences and professional students who are completing a program of study leading to the Doctor of Pharmacy (PharmD) degree. The differing goals and organization of the undergraduate and professional degree programs results in the programs having differing technical standards, as described below. However all students will be judged by their respective program faculty and staff not only on their academic achievement and ability, but also on their intellectual, physical and emotional capacities to meet the requirements of the School's rigorous curricula. The curricula are intended to be completed on a full-time basis with enrollment in 15-17 credits per semester. Completing a program of study may require managing taxing workloads and stressful situations. A student must have the physical and emotional stamina to maintain a high level of function in the face of such conditions.

Competence in six areas of functioning is essential for fulfilling the requirements of each of these programs. As such, meeting technical standards in each of these areas is required for *entrance to, continuation in, and graduation from* the School of Pharmacy. All prospective and enrolled students must meet or exceed the required aptitude, abilities, and skills in six areas:

- Observation;
- Communication;
- Sensory and Motor Coordination and Function;
- Intellectual, Conceptual, Integrative and Quantitative Abilities;
- Behavioral and Social Attributes; and
- Ethical Values.

The School of Pharmacy is committed to providing reasonable accommodations for students with disabilities. By definition, a reasonable accommodation provides an individual with a disability an equal opportunity to participate in the programs, services and activities of the institution. Such an accommodation shall not fundamentally alter the nature of the program or the integrity of the curriculum. Accommodations are made available based on individualized assessment of a student's needs.

## 2. Skill areas

A student must meet or exceed the required aptitude, abilities, and skills in areas identified below.

- a. **Observation.** Observation requires not only the functional use of the sense of vision, but other sensory modalities such as hearing and other somatic senses (e.g., smell). All prospective and enrolled students must be able to perceive and interpret information in diverse learning circumstances. In addition, all prospective and enrolled PharmD students must be able to observe patients, particularly as related to drug therapy and disease state monitoring.
  - 1) Requirements for all prospective and enrolled students include the ability to: read and comprehend written and illustrated material; observe and interpret presented information; and observe demonstrations in the classroom or laboratory, including projected images.
  - 2) Additional requirements for all prospective and enrolled PharmD students include the ability to: observe a patient accurately at a distance and close at hand, noting nonverbal as well as verbal signals; visualize and discriminate numbers and patterns associated with diagnostic and monitoring tests; monitor drug response; observe anatomic structures and observe and differentiate changes in body movement; and observe a patient's environment.
  
- b. **Communication.** Communication includes speech, reading, writing, hearing, and computer literacy. All prospective and enrolled students must be able to communicate effectively and sensitively with School faculty and staff. Additionally, all prospective and enrolled PharmD students must be able to communicate effectively and sensitively with patients, their caregivers and/or partners, and members of the healthcare team.
  - 1) Requirements for all prospective and enrolled students include the ability to: communicate quickly, effectively and efficiently in oral and written English; and complete forms or appropriately document activities according to directions in a complete and timely fashion.
  - 2) Additional requirements for all prospective and enrolled PharmD students include the ability to: communicate with patients in order to gather information (e.g., elicit a thorough medication history; describe changes in mood, activity, and posture; and perceive verbal as well as nonverbal communications); communicate rapidly and clearly with members of the health care team individually and collectively (e.g., read and record observations and care plans legibly, efficiently and accurately; prepare and communicate concise but complete summaries of encounters with patients, individual activities and decisions); and communicate complex findings in appropriate terms that are understood by patients, their caregivers and/or partners. Students must learn to recognize and promptly respond to emotional situations such as sadness, worry, agitation, and lack of comprehension of communication.
  
- c. **Sensory and Motor Coordination and Function.** Students must be able to carry out activities in a variety of learning circumstances. Such actions require coordination of both

gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- 1) Requirements for all prospective and enrolled students include the ability to: be fully alert and attentive at all times in all instructional settings; and conduct experiments in the basic sciences.
  - 2) Additional requirements for all prospective and enrolled PharmD students include the ability to: perform basic tasks in the practice of pharmacy (including preparing and dispensing pharmaceuticals and specialty dosage forms, performing basic clinical laboratory tests, eliciting information from patients by various screening maneuvers, reading laboratory results, competently using instruments for monitoring drug response, and administering intramuscular and subcutaneous immunizations); execute motor movements reasonably required to participate in the general care and emergency treatment of patients (including responding promptly to urgencies within the practice setting, administering cardiopulmonary resuscitation, applying pressure to stop bleeding, participating in initiation of appropriate procedures, rapidly and accurately preparing appropriate emergency medications) while not hindering the ability of their co-workers to provide prompt care; and use current technology to access and record drug and disease information within a reasonable timeframe.
- d. Intellectual, Conceptual, Integrative and Quantitative Abilities. A student must possess sufficient intellectual, conceptual, integrative and quantitative abilities to complete a rigorous and intense curriculum.
- 1) Requirements for all prospective and enrolled students include the ability to: analyze and solve problems (using measurement, calculation, rational reasoning, decision making, judgment, numerical recognition, information integration, solution synthesis, and other skills); comprehend three dimensional relationships and understand the spatial relations of structures; interpret graphs or charts describing biologic, economic or outcome relationships; locate, evaluate, and appropriately use information from the literature; and incorporate new information from peers or teachers.
  - 2) Additional requirements for all prospective and enrolled PharmD students include abilities required for patient care and clinical problem-solving: calculate dosages for patient-specific conditions (e.g., renal or hepatic failure, obesity, cardiac or respiratory arrest); dilute or reconstitute drug products, electrolytes, etc. accurately and quickly; identify significant findings from history, physical assessment, and laboratory data; provide a reasonable explanation and analysis of the problem; determine when additional information is required; suggest appropriate medications and therapy; develop appropriate treatment plans to improve patient outcomes; develop patient counseling information at a level of comprehension suitable for each individual patient; and retain and recall critical information in an efficient and timely manner. Students must be able to perform all these abilities quickly, especially in emergency situations, to identify the limits of their knowledge and (when appropriate) acknowledge these to others, and recognize when the limits of their knowledge indicate further study is essential before participating in decision making.

- e. Behavioral and Social Attributes. Empathy, integrity, honesty, concern for others, kindness, patience, good interpersonal skills, interest and motivation are all personal qualities that are required.
  - 1) Requirements for all prospective and enrolled students include the ability to: attend and arrive punctually for each educational component; adapt to changing environments, displaying flexibility and learning to function in the face of uncertainties; and accept appropriate suggestions and critique and, if necessary, respond quickly, appropriately and cooperatively by modifying behavior.
  - 2) Additional requirements for all prospective and enrolled PharmD students include the ability to: maintain the emotional and mental health required for full use of their intellectual abilities, exercise good judgment, and promptly complete all responsibilities attendant to the screening and care of patients; possess adequate endurance to be able to tolerate physically, intellectually, and emotionally taxing workloads; function effectively under stress and/or with distractions; develop mature, sensitive, and effective relationships with patients and their caregivers and/or partners, including those of differing cultures and backgrounds, providing comfort and reassurance when appropriate; be aware of and appropriately react to one's own immediate emotional responses and environment including maintaining a professional demeanor and organization in the face of long hours and personal fatigue, dissatisfied patients, and tired colleagues; and develop skills necessary to instruct and supervise technical personnel assisting with the delivery of pharmaceutical services
  
- f. Ethical Values. A student must demonstrate the highest level of professional demeanor and behavior.
  - 1) Requirements for all prospective and enrolled students include the ability to: perform in an ethical manner in all dealings with peers, faculty, and staff.
  - 2) Additional requirements for all prospective and enrolled PharmD students include the ability to meet the expected ethical standards set forth by the pharmacy profession: develop professional relationships with patients and their caregivers and partners while protecting patient confidentiality; demonstrate good moral character, decent values and principled judgment; meet requirements for recognition as a pharmacist intern by the State of Wisconsin's Pharmacy Examining Board (PEB) and pass requisite criminal background checks and random illegal drug screens required by the School of Pharmacy, the PEB and/or affiliated clinical institutions.
  
- g. Summary. All students must have somatic sensation and the functional use of the senses of vision and hearing. A student's skills will be lessened without full functional use of the senses of equilibrium, smell, and taste. Additionally, students must have sufficient exteroceptive sense (touch, pain, and temperature), sufficient proprioceptive sense (position, pressure, movement, stereognosis, and vibratory), and sufficient motor function to permit them to carry out the activities described in the sections above. Students must be able to consistently, quickly and accurately integrate all information received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data. Finally, students must have good moral character, decent values and principled judgment and are expected to meet the ethical standards set forth by the School, the University and the pharmacy profession.

### 3. Additional considerations related to Experiential Education.

Promoting and protecting the well-being of patients is a core value of the Doctor of Pharmacy program and the basis for additional considerations for PharmD students:

- a. Advanced Pharmacy Practice Experiences (i.e., 4<sup>th</sup> year clinical rotations) are structured as full-time activities in functioning patient care settings. Reliable attendance and full participation in patient care activities are essential for successful completion of this component of the curriculum.
- b. Certain chronic or recurrent illnesses and problems that interfere with delivering or providing patient care or compromise patient safety may be incompatible with pharmacy training or practice. Conditions that may lead to a high likelihood of transmission of disease should be carefully considered.
- c. Deficiencies in knowledge base, judgment, integrity, character, or professional attitude or demeanor, which may jeopardize patient care, may be grounds for course failure and possible dismissal from the program.

### 4. Accommodations

Compensation can be made for some disabilities in these skill areas, but a student should be able to perform in a reasonably independent manner. Using a trained intermediary is acceptable in circumstances where the intermediary's judgment is not substituted for the student's (e.g., interpreter, captionist, notetaker). In situations where the student's judgment must be mediated by someone else's power of selection and observation (e.g., in performing patient assessments), use of an intermediary may not be used to assist student in accomplishing curricular requirements.

## **B. POLICIES**

Students in the School of Pharmacy who are requesting accommodation for a disability have their accommodation requests reviewed and approved by a review panel of the Student Promotion Committee. The School of Pharmacy has determined that the use of this formal review panel best meets the needs of the program and offers the most appropriate determination of reasonable accommodations.

All students engage in this interactive process independent of their student status (prospective or currently enrolled). Students are expected to work within this process and follow the guidelines and procedures described below. To ensure equity and consistency in the accommodation process, students should not engage in the accommodation process with individual faculty on an independent basis.

### **1. General Overview**

- a. All requests for disability-related accommodations, whether by prospective or currently enrolled students, are individually reviewed and approved by a review panel selected from among the members of the Student Promotion Committee and convened by the

Associate Dean for Academic Affairs. The role of the review panel is to make a determination regarding the student's ability to meet the standards for successfully completing the curriculum with reasonable accommodation. The Review Panel may also recommend alternative accommodations that it believes are equally effective in achieving equal access in the program.

- b. The Associate Dean and the review panel may confer with University officials (e.g., McBurney Center, Administrative Legal Services, etc.), as appropriate in this determination process. If necessary, the review panel may require further examination and/or testing by a professional approved by the School prior to making its determination; such examination/testing would be done at the student's expense.
- c. If the review panel determines that the student is able to meet the technical standards with the requested accommodation or with some reasonable modification of the requested accommodation, the Associate Dean will notify the student and the Director of Student Affairs in writing regarding the specific accommodation(s) that will be provided to the student.
- d. If the student desires any addition, deletion, or modification in the accommodations recommended by the review panel, that request must be made in writing to the Associate Dean for Academic Affairs. If the requested modifications are substantially different from those originally recommended by the review panel, the panel will be reconvened to rule on the request. Such requests should be accompanied by additional, new documentation in support of the additional accommodation(s). The Associate Dean will notify both the student and the Director of Student Affairs of the review panel's decision.

## 2. Requesting Accommodations

- a. A student requesting an accommodation on the basis of disability should provide disability documentation that meets University of Wisconsin – Madison documentation guidelines. See Section 3, <http://www.mcburney.wisc.edu/students/howto.php>
- b. A students should request those accommodations s/he believes will provide equal access in the Pharmacy program. Any and all record of accommodation in a previous academic or employment setting should be also provided.
- c. An accommodation request form must be submitted to the Director of Student Affairs in the School of Pharmacy to initiate the process leading to consideration by a review panel. If the student has not contacted the McBurney Disability Resource Center, the Director of Student Affairs will refer the student to the McBurney Center for services.
- d. Disability documentation must be reviewed by appropriate staff at the McBurney Center prior to consideration by the review panel.
- e. A student may work with staff at the McBurney Center to assemble a complete documentation package for consideration by the review panel.

### **3. Prospective Students**

- a. An abbreviated copy of the Technical Standards will be made available to all prospective students as part of the application information posted on the School of Pharmacy website. This is for information only and requires no action on the part of a prospective student.
- b. Upon admission, each student will receive the full Technical Standards as part of the admissions packet. When a student accepts the offer of admission, the student must confirm in the acceptance document that s/he has read the Technical Standards and is able to meet the technical standards with or without accommodation.
- c. Admission to the School of Pharmacy is provisional until accommodations have been finalized between the prospective student and Associate Dean for Academic Affairs.
- d. In reviewing a prospective student's accommodation request, members of the review panel will consider relevant documentation in addition to recommendations made by the McBurney Center in the student's Visa.
- e. If the review panel determines that accommodation(s) requested by a prospective student to meet the Technical Standards fundamentally alter the nature of the program or present an undue burden to the institution, the accommodation request will be denied and the offer of acceptance to the School of Pharmacy will be withdrawn. The Associate Dean for Academic Affairs will officially notify the prospective student of such a decision within ten (10) days of this determination.<sup>1</sup>
- f. A prospective student may appeal withdrawal of an offer of admission in writing to the Dean of the School of Pharmacy. This must be done in writing within ten (10) days of being notified of the withdrawal of the offer of admission.

### **4. Currently Enrolled Students**

- a. If, while enrolled in the School of Pharmacy, a student becomes unable to meet any of the prescribed Technical Standards either due to exacerbation of a condition that has become disabling or the development of new disability, the student should immediately meet with the Director of Student Affairs to discuss his/her concerns and initiate the accommodation process. Students may concurrently contact the McBurney Center however the review process set out in this document is the process by which accommodations are determined. Any student who demonstrates an inability to meet the technical standards is subject to dismissal from the program; therefore, students are strongly encouraged to contact appropriate staff as soon as they recognize their progress in the program is at risk for being compromised by a disabling condition.

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<sup>1</sup> Throughout this document, "days" refers to calendar days.

- b. In reviewing an enrolled student's accommodation request, members of the review panel will consider relevant documentation in addition to recommendations made by the McBurney Center in the student's Visa.
- c. If the review panel determines that the student is able to meet the Technical Standards with the requested accommodation or with some reasonable modification of the requested accommodation, the Associate Dean of Academic Affairs will notify the student and the Director of Student Affairs in writing regarding the specific accommodation(s) that will be provided to the student.
- d. If the review panel determines that the student is unable to meet the Technical Standards with the requested or alternative reasonable accommodations, the review panel may withdraw the student from the School of Pharmacy. The Associate Dean for Academic Affairs will notify the student of the decision within ten (10) days of this determination.

## **5. Appeals Process**

- a. If the prospective or enrolled student wishes to appeal the decision of the review panel, the student must do so in writing to the Dean within ten (10) days of being notified of the review panel's decision. Only three bases for appeal of this decision are recognized: 1) established procedures were not followed and this adversely affected the review panel's evaluation of the prospective student and 2) evidence of record does not support the findings or recommendations of the review panel; or 3) new information has been received that was not available at the original review.
- b. For an appeal to be considered further, the prospective or enrolled student must state the basis for appeal in writing and provide related documentation and the Dean must find this information adequate to warrant reconsideration of the decision. Where the Dean receives an appeal alleging one or more of the appropriate bases for appeal, the Dean will direct a second non-overlapping review panel to be convened.
  - 1) That panel will meet to review the student's case. During the open-session portion of the meeting, the panel will hear from the student and other persons whom the student designates. The panel also may hear from University officials, member(s) of the initial review panel and/or others with expertise needed to arrive at a decision. The panel will make its determination during the closed-session portion of the meeting and provide this as a recommendation to the Dean.
  - 2) At the appeal meeting, the student may choose to be accompanied by an advocate. In the event the student chooses to be accompanied by an advocate, s/he must notify the Associate Dean for Academic Affairs as soon as possible, but no less than seven (7) days in advance of the meeting. The advocate will act in an advisory capacity only and may not address the review panel. If any University officials are present at the meeting, they may be present during the closed-session portion of the meeting to advise the panel.

- 3) Upon receipt of the recommendation of the second review panel, the Dean will make a decision and notify the student of his/her decision in writing with a copy sent to the Associate Dean for Academic Affairs.
- c. If the Dean does not find that the decision warrants reconsideration or the student wishes to appeal the Dean's decision, the student may pursue an appeal via processes outlined in the ADA Campus Policies document: (<http://adac.wisc.edu/students/studentappeal.html>).

## **6. Additional information**

- a. The School of Pharmacy and the University, through the McBurney Disability Resource Center, are committed to creating an inclusive campus community. Academic accommodations are provided to enable students with documented disabilities to participate fully in all University programs and activities. Reasonable accommodation, including technological compensation, that remove or lessen the effect of disability-related barriers may be provided to individuals with disabilities; however all students must be able to perform the essential functions of the program in a reasonably independent manner.
- b. The School of Pharmacy will consider for admission any prospective student who demonstrates the ability to perform or to learn to perform the skills listed in this document. A prospective student is not required to disclose the nature of any disability to the Admissions Committee. However, prospective students with questions about these technical standards are strongly encouraged to discuss their specific concerns and accommodation questions with the Director of Student Affairs at any point during the admissions process.
- c. Students may also contact the McBurney Center to learn more about accommodations and services offered to students with disabilities.
- d. Any faculty or administrative team member may question any prospective or enrolled student's ability to meet any technical standard. A request for review of a specific individual must be made in writing to the Associate Dean for Academic Affairs and detail the reason(s) why such a review is deemed necessary. The Dean will be notified if such a request is granted. Procedures outlined in the applicable policy section above will be followed if such an action is taken.

## **III. ACADEMIC STANDARDS**

### **A. Requirements**

1. Philosophy. These Academic Standards are intended to help students who encounter serious academic difficulty assess and remedy their situations. This Policy is administered by the Student Promotion Committee, with the assistance of School of Pharmacy faculty and Student

and Academic Affairs (SAA) staff. SAA staff members monitor the academic progress of students, including periodic contact with them and their instructors.

The actions of the Student Promotion Committee include:

- determining whether students who have encountered serious academic difficulties may continue in the School of Pharmacy and, if so, establish standards for continuation;
- identifying specific factors and behaviors that caused or contributed to students' academic difficulties;
- discussing with students the reality of their academic situations and the appropriateness of their educational expectations and goals; and
- referring students to the appropriate resources that will help them discover and deal positively with the causes of their unsatisfactory academic performance.

## 2. Good Academic Standing

To be in good academic standing in the School of Pharmacy, a student must meet the following requirements. A student's classification in the School of Pharmacy is determined by his/her graduation date.

- a. Students in their first year (DPH-1 or TOX-3) enrolled in the School of Pharmacy must achieve:
  - 1) a semester (or session) grade point average of at least 2.000 for all courses;
  - 2) a semester (or session) grade point average of at least 2.000 for all courses required in the major (excluding professional electives or electives in the major); and
  - 3) no grade of less than C.
- b. Students in their second or third year (DPH-2, DPH-3, or TOX-4) enrolled in the School of Pharmacy must achieve:
  - 1) a semester (or session) grade point average of at least 2.250 for all courses;
  - 2) a semester (or session) grade point average of at least 2.250 for all courses required in the major (excluding professional electives or electives in the major); and
  - 3) no grade of less than C.
- c. Students in their fourth year (DPH-4 completing clerkship coursework) enrolled in the School of Pharmacy must achieve:
  - 1) a semester (or session) grade point average of at least 2.500 for all courses;
  - 2) a semester (or session) grade point average of at least 2.500 for all courses required in the major (excluding professional electives or electives in the major); and
  - 3) no grade of less than C.

## 3. Failure to maintain Good Academic Standing

- a. For a student who fails to maintain good academic standing and has not previously received an Academic Warning or a Must Obtain Permission To Continue (MOPTC) academic action:

- 1) If any grade point average identified in Section III.A.2. is between 1.750 and 1.999 for a first year student or between 2.000 and 2.249 for a second or third year student and/or the student receives a single grade of D, an Academic Warning will be posted on the student's official UW-Madison transcript. (See Section II.D. for information regarding fourth year students.) The student will be notified in writing of his/her academic situation and of the requirement that he/she meet with his/her academic advisor. In advance of the meeting with the advisor, the student must submit to the advisor a written plan to remedy his/her academic situation.

After receiving a single grade of D, the student chooses whether or not to repeat the course in question. In either case, the student may progress to courses for which the course in question is a prerequisite. If the student chooses to repeat the course, he or she must earn a grade of C or above. The new grade replaces the grade of D when the student's pharmacy grade point average is calculated. If the student does not earn a grade of C or above upon repeating the course, s/he is subject to academic dismissal.

- 2) If any grade point average identified in Section III.A.2. is below 1.750 for a first year student or below 2.000 for a second or third year student, and/or two or more grades of D are received, and/or any grade of F is received, a Must Obtain Permission To Continue (MOPTC) academic action will be posted on the student's official UW-Madison transcript. (See Section III.A.4. for information regarding fourth year students.) The student must appeal to and appear before the Student Promotion Committee if he/she wishes to be considered for continued enrollment in the school. The student will be notified in writing of his/her academic situation. In advance of the meeting with the Student Promotion Committee, the student must submit to the Committee a written plan to remedy his/her academic situation. Following the meeting with the student, the Committee will determine whether to grant permission to the student to continue in the School of Pharmacy.
  - a) If permission to continue is granted, the Committee will take the appropriate academic action and prepare a plan for the student's continued enrollment in the School. A consequence of the plan may be an extension of the student's academic program and a delay of graduation. The student will be notified in writing of the plan and must reply in writing that he/she understands and accepts the provisions of the plan.
  - b) If permission to continue is not granted, the Committee will take the appropriate academic action, which will be posted on the student's official UW-Madison transcript. The student will be notified in writing of the action of the Committee. The student will be advised that he/she has the right to appeal the decision of the Committee, as outlined below.
- b. For a student who fails to maintain good academic standing and has previously received an Academic Warning or a Must Obtain Permission To Continue academic action:

- 1) If any grade point average identified in Section III.A.2. is below 2.000 for a first year student or below 2.250 for a second or third year student, and/or any grade is less than C, and/or the conditions of continuation are not met, a Must Obtain Permission To Continue academic action will be posted on the student's official UW-Madison transcript. (See Section III.A.4. for information regarding fourth year students.) The student must appeal to and appear before the Student Promotion Committee if he/she wishes to be considered for continued enrollment in the school. The student will be notified in writing of his/her academic situation. In advance of the meeting with the Student Promotion Committee, the student must submit to the Committee a written plan to remedy his/her academic situation. Following the meeting with the student, the Committee will determine whether to grant permission to the student to continue in the School of Pharmacy.
- 2) If permission to continue is granted, the Committee will take the appropriate academic action and prepare a plan for the student's continued enrollment in the school. A consequence of the plan may be an extension of the student's academic program and a delay of graduation. The student will be notified in writing of the plan and must reply in writing that he/she understands and accepts the provisions of the plan.
- 3) If permission to continue is not granted, the Committee will take the appropriate academic action, which will be posted on the student's official UW-Madison transcript. The student will be notified in writing of the action of the Committee. The student will be advised that he/she has the right to appeal the decision of the Committee, as outlined below.

4. Additional academic requirements for 4<sup>th</sup> year PharmD students (DPH-4)

a. Progression into Advanced Pharmacy Practice Experiences (APPEs)

A student may not begin APPEs if s/he has received a grade of less than C in any Pharmacotherapy course or grades of less than C in two or more other didactic courses. Failure to achieve a grade of C or above on the retake of any of these courses is basis for academic dismissal from the School of Pharmacy. After successful completion of the repeated course(s), the student will take the complete complement of APPEs.

If a student has received a grade of less than C in a single, non-Pharmacotherapy didactic course during the DPH-3 year, the Student Promotion Committee may, at its discretion, allow he student to proceed to his/her previously scheduled APPEs. If such a decision is reached, during the semester in which the course with the unacceptable grade is offered, the student must repeat that class and may take didactic elective courses; however, enrollment in APPEs is not permitted. After successfully completing the repeated course, the student will finish the remaining complement of APPEs.

b. Failure to maintain good academic standing

If any grade point average identified in Section III.A.2. is below 2.500 and/or any grade of less than C is received, a Must Obtain Permission To Continue academic action will be posted on the student's official UW-Madison transcript, and the student will be required to appeal to and appear before the Student Promotion Committee if he/she wishes to be considered for continued enrollment in the school. The student will be notified in writing of his/her academic situation. In advance of the meeting with the Student Promotion Committee, the student must submit to the Committee a written plan to remedy his/her academic situation. Following the meeting with the student, the Committee will determine whether to grant permission to the student to continue in the School of Pharmacy.

- 1) If permission to continue is granted, the Committee will take the appropriate academic action and prepare a plan for the student's continued enrollment in the school. A consequence of the plan may be an extension of the student's academic program and a delay of graduation. The student will be notified in writing of the plan and must reply in writing that he/she understands and accepts the provisions of the plan.
- 2) If permission to continue is not granted, the Committee will take the appropriate academic action, which will be posted on the student's official UW-Madison transcript. The student will be notified in writing of the action of the Committee. The student will be advised that he/she has the right to appeal the decision of the Committee, as outlined below.

A student who fails to maintain at least a 2.500 grade point average in the specified clerkship courses will not be considered for certification for graduation for the Doctor of Pharmacy degree. A student who needs to take additional advanced practice clerkship courses to attain the 2.500 grade point average will be given a maximum of two clerkship courses in the next semester (as available) to attain this academic standard. Failure to achieve a 2.500 grade point average after completion of two additional clerkships within the next semester will be a basis for academic dismissal from the School of Pharmacy.

#### 5. Additional stipulations

- a. A grade of C or above in a course is considered an acceptable grade.
- b. A student who drops a required course because of poor academic performance must repeat that course.
- c. When a course with a grade of less than C is retaken, the new grade replaces the former grade when the student's Pharmacy grade point average is calculated.
- d. A student who receives a grade of Incomplete must complete the course no later than the end of the next semester of his/her residence at UW-Madison. If the course is not completed by that time, the grade of Incomplete will lapse to a grade of F. The student then must meet with the Student Promotion Committee since he/she has failed to meet academic standards.
- e. A student will not receive professional elective credit for any course in which a grade of less than C is earned.

- f. A student will not receive credit for any Advanced Pharmacy Practice Experience in which a grade of less than C is earned.
- g. A student will not be allowed to graduate until all conditions of continuation have been satisfied.
- h. A student who has received an Academic Warning, has received a grade of Incomplete, and/or previously received a Must Obtain Permission To Continue academic action may be required to meet with the Student Promotion Committee to discuss his/her academic progress.
- i. Until the student returns to good academic standing, a student who has received an academic action is not permitted to seek or hold office in any School of Pharmacy student organization, is not permitted to represent the School of Pharmacy in any capacity, is ineligible for School-associated travel scholarship funding to attend professional meetings, and is ineligible for awards and non-needs-based scholarships from the School of Pharmacy.
- j. For any student who has failed to meet academic standards, the Student Promotion Committee may establish a maximum number of course credits in which that student may enroll in a semester.
- k. A student who receives an unacceptable grade twice in the same course will be dismissed from the School.
- l. A student who receives a Must Obtain Permission To Continue academic action three times will be dismissed from the School.
- m. A student who is academically dismissed from the School of Pharmacy for academic reasons may petition the Admissions Committee for readmission; this process is governed by separate policy. A student who has been academically dismissed twice from the school is not eligible for readmission.
- n. A student who has been dismissed or has withdrawn from the School of Pharmacy and subsequently readmitted will be subject to the current curriculum and regulations on academic performance and dismissal. A readmitted student must meet all prior conditions of continuation set by the Student Promotion Committee.

## 6. Returning to Good Academic Standing

If a student previously failed to maintain good academic standing, s/he returns to good academic standing by the following:

- a. If the student previously received an Academic Warning, the student returns to good academic standing when s/he meets the relevant academic standards specified in III.A.2.a-c above for a minimum of 12 credits of coursework that counts toward degree completion (i.e., core courses, professional electives, graduation requirements) or graduates from the program.
- b. If the student previously received a Must Obtain Permission To Continue (MOPTC) academic action, unless otherwise specified by the Student Promotion Committee, the student returns to good academic standing when s/he:
  - 1) successfully completes all courses required for remediation,
  - 2) meets the relevant academic standards specified in Section III.A.2.a-c for a minimum of 24 credits of coursework that counts toward degree completion (i.e., core courses, professional electives, graduation requirements) or graduates from the program, and

1) meets any other conditions of continuation set by the Student Promotion Committee.

## **B. Addressing Alleged Failure to Meet Academic Performance Requirements**

1. In cases involving an Academic Warning academic action
  - a. The Associate Dean for Academic Affairs shall send a letter to the student notifying him/her of his/her academic status and the follow-up process.
  - b. The Associate Dean for Academic Affairs, the Director of Student Affairs, and the student's academic advisor shall receive copies of the letter to the student. The Student Promotion Committee shall be notified of the student's academic performance.
  
2. In cases involving a Must Obtain Permission to Continue (MOPTC) academic action
  - a. The Associate Dean for Academic Affairs shall send a letter to the student notifying the student of his/her academic status and policies of the Student Promotion Committee.
  - b. The Director of Student Affairs will advise the student regarding the appeal process. If the student does not appeal to the Student Promotion Committee, the student will be academically dismissed from the School. If the student appeals to the Student Promotion Committee, the Associate Dean shall convene a review panel to consider the appeal.
  - c. Selected course instructors will be asked to provide information for the review panel regarding the student's academic performance and ability.
  - d. The Associate Dean shall present the case and the student's academic record to the review panel.
  - e. The Associate Dean may invite relevant University staff and/or faculty members to attend academic review meetings; at the request of the review panel, they may present information. The review panel may consider pre-School of Pharmacy grades, academic performance in the School of Pharmacy, and personal issues in its deliberations.
  - f. The student shall attend the open-session portion of the meeting and may be accompanied by an advocate.
  - g. The student shall speak for him/herself, even if legal counsel has been retained. The student may present any materials that he/she feels are relevant.
  - h. The meeting is not bound by common law or statutory rules of evidence. The review panel may admit information having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
  - i. The review panel shall make a record of the meeting. Any party to the meeting may obtain copies of the record at his/her expense.
  - j. The review panel shall make its decision during the closed-session portion of the meeting. Decisions are made by a majority of voting members present. The Associate Dean for Academic Affairs and the Director of Student Affairs are non-voting members in academic review meetings.
  - k. The review panel shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.
  - l. The decision of the review panel shall be delivered in writing to the student either by personal delivery, first class US mail, and/or email.

- m. The Associate Dean for Academic Affairs, the Director of Student Affairs, and the student's academic advisor shall receive copies of the letter to the student.

### 3. Appeal process

- a. A student may appeal the decision of a review panel to the Dean of the School of Pharmacy. Appeals shall be in writing and be received or postmarked within ten (10) days of the student's receipt of the review panel's decision.
- b. The appeal must be based on 1) new facts that were not available at the time of the review panel meeting and have direct bearing on the academic performance, 2) a claim of inadequate consideration of specific information by the review panel, 3) a claim that the review panel did not follow procedures established here or based its decision on factors proscribed by state or federal law, or 4) a claim that the review panel's action was unduly severe. For an appeal to be considered further, the student must state the basis for appeal and provide to the Dean documentation relevant to the basis of the appeal; the Dean must find this documentation adequate to warrant reconsideration of the decision. If an appeal is based on availability of new facts that were not available at the time of the review panel meeting, the Dean may direct the Committee to reconsider the case. The Dean's decision is final.
- c. Any review panel decision involving medical leave, suspension, or dismissal will be referred automatically to the Dean of the School of Pharmacy for review. If, upon review, the Dean upholds the decision of the review panel, the student may appeal the decision to the faculty of the School of Pharmacy. In such an appeal, the student shall appear in person before the Faculty of the School of Pharmacy at a regular or a specially-called faculty/academic staff meeting to present his or her case. Voting faculty/academic staff members in attendance will render an appeal decision, which is final.
- d. In the case of appeal to the Dean or to the Faculty, the student must speak for him/herself, even if legal counsel has been retained.

## IV. PROFESSIONAL BEHAVIOR STANDARDS

### A. Requirements

#### 1. Overview

All School of Pharmacy students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while a student in the School of Pharmacy, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the professional community to which the student aspires.

All School of Pharmacy students are subject to the rules and regulations contained in UWS 14, 17 and 18 of the Wisconsin Administrative Code that govern student academic and nonacademic disciplinary procedures and conduct on University land, and to all other applicable state and federal laws. Violation of the Wisconsin Administrative Code may result in University disciplinary action including disciplinary probation, suspension or expulsion.

In addition to the academic requirements in section III.A., students must adhere to the School's Professional Behavior Code as defined below. Unprofessional behavior towards patients, faculty, staff, peers, and public, are significant issues in the evaluation and promotion of School of Pharmacy students. These factors will be considered in the grading and promotion process in all years a student is enrolled in the School of Pharmacy. Inappropriate behavior may be grounds for failure to promote, dismissal and/or denial of the degree. Separate and apart from a violation of the Professional Behavior Code, a student also may face University disciplinary action, as noted above, with regard to the same action.

## 2. Professional Behavior Code

- a. Preamble. A degree from the University of Wisconsin-Madison School of Pharmacy means that the graduate has demonstrated intellectual honesty, exemplary moral and ethical character, a responsible, civil attitude towards colleagues and patients, and a strong sense of personal integrity. The purpose of this code is to create a basic framework to assist School of Pharmacy students in learning to make ethical decisions in the academic and clinical environments.
- b. Guidelines and responsibilities. The following are professional behavior guidelines and responsibilities that the University of Wisconsin-Madison School of Pharmacy expects of its students. Examples of violations of the Professional Behavior Code that could lead to a review by the Student Promotion Committee are intended as illustrations and are not all-inclusive. Furthermore, not all violations are considered to be equal such that, in determining the appropriate sanction(s), violations will be penalized in accord with their severity. Every attempt will be made to fairly and consistently apply the Professional Behavior Code.
  - 1) Interpersonal Relationships. Students shall communicate with and treat faculty and staff, fellow students, patients, other professionals, and members of the public in a professional manner. This includes addressing them in appropriately, respecting individual rights to hold opinions that differ from their own, and promoting a positive climate. Students shall treat all confidential information in an appropriate manner. In the clinical circumstance, patient medical records and all conversations between student and patient are considered confidential and shall not be disclosed or made available to any person not directly involved in the patient's care.
  - 2) Honesty and Integrity. In the pursuit of all academic and professional matters, students shall act with a consistency of action that exemplifies truthfulness and accountability. With all members of the University community, students are responsible for upholding and maintaining an honest academic environment and

for reporting when dishonesty is thought to have occurred. Students are expected to keep commitments they have made to faculty and staff, fellow students, other professionals, and/or patients. Students shall comply with conflict of interest policies adopted by the School of Pharmacy.

- 3) Professional Appearance. Students shall maintain a physical appearance and personal hygiene that is conducive to developing effective professional relationships. Students who do not appear well groomed and appropriately attired when interacting with a patient are at risk for jeopardizing patient respect and for creating a barrier to effective communication. Attire that generally is inappropriate in professional settings includes activewear (e.g., blue jeans, shorts, tee shirts, tank tops), clothing that is excessively revealing (e.g., short skirts, low-slung pants, bared midriffs), and open-toed shoes. In certain professional settings, facial jewelry, other than earrings, may be viewed as inappropriate.
  - 4) Responsibility and Judgment. Students are expected to meet their educational and clinical responsibilities at all times. While personal issues that conflict or interfere with such obligations can arise, every effort should be made by the student to resolve the conflict in a professional manner. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Students must be in compliance with all health status requirements. Students shall not participate in any educational activities while under the influence of alcohol or any psychoactive substances, unless the use of such a substance is under the order of a licensed health care provider. A student who has been charged with or convicted of a misdemeanor or felony under public law or who has been accused of or found to have violated a University policy must inform his or her academic advisor of this in a timely fashion.
- c. Reporting of Violations. If a student is arrested for any reason, been cited for behavior that involves alcohol or other drugs, or been reported to the Dean of Students for his/her behavior, the student is required to inform the Associate Dean for Academic Affairs about this within 14 days of the occurrence. Failure to do so is a violation of this Professional Behavior Code.
3. Good Professional Standing
- a. To be in good professional standing, a student must meet requirements of the Professional Behavior Code.
  - b. A student who has been found by the Student Promotion Committee to have violated the Professional Behavior Code is not in good professional standing. The student returns to good professional standing when s/he:
    - 1) meets all Professional Behavior Standards for one full academic year or graduates from the program prior to completion of this period. If sanctions imposed by the Student Promotion Committee include Medical Leave or suspension from the program, this period commences when the student returns to the program and

2) meets all other conditions of continuation set by the Committee.

## **B. Addressing Alleged Failure to Meet the Professional Behavior Code**

### 1. Cases of allegations of unprofessional behavior

- a. Faculty, residents, staff, fellow students, patients or members of the non-academic community who believe that a student has failed to adhere to the Professional Behavior Code should contact the Associate Dean for Academic Affairs within a reasonable time of learning of the alleged failure. The Associate Dean will advise the alleging party of the appropriate University and School of Pharmacy procedure that may apply to the situation.
- b. If appropriate, the Associate Dean will instruct the alleging party to prepare a written statement describing the alleged failure to adhere to the Professional Behavior Code. This statement, along with any supporting materials, shall be submitted within ten (10) days of the issuance of the instructions.
- c. In writing, the Associate Dean shall notify the student who is alleged to have failed to adhere to the Professional Behavior Code of the allegation. The Associate Dean shall either:
  - 1) request written response by the student to the allegation; this must be submitted within ten (10) days of the notice, or
  - 2) schedule a meeting with the student to discuss the allegation.
- d. The Director of Student Affairs will advise the student regarding the investigation and review process.
- e. Following investigation and review of all available information, the Associate Dean shall determine whether the allegations potentially violate the Professional Behavior Code. If so, the Associate Dean shall send a letter to the student explaining findings of the investigation and informing the student that a panel from the Student Promotion Committee will be convened to review the case.
- f. The Associate Dean shall present the case to the review panel.
- g. The student shall attend the open-session portion of the review meeting and may be accompanied by an advocate.
- h. The student shall have an opportunity to present relevant information, including witnesses. The student also has the right to question any witness presented by the Associate Dean.
- i. Each party must speak for him/herself, including questioning of witnesses, even if legal counsel or another representative has been retained.
- j. The meeting shall not be bound by common law or statutory rules of evidence and may admit information having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
- k. The review panel shall make a record of the meeting. Any party to the meeting may obtain copies of the record at his or her expense.
- l. The review panel shall have access to all relevant school records of the student alleged to have failed to adhere to the Professional Behavior Code.
- m. The review panel shall make its decision during the closed-session portion of the meeting. Decisions are made by a majority of voting members present. The Associate Dean and the

Director of Student Affairs are non-voting members in professional conduct review meetings.

- n. If the review panel finds that a student has violated the Professional Behavior Code, when determining appropriate sanction, the panel may take into account prior incidences of review. Allegations of unprofessional behavior brought to the attention of the Associate Dean but not requiring review by the Committee and allegations of academic or nonacademic misconduct brought to the attention of the Dean of Students also may be taken into consideration.
- o. Sanctions that may be imposed for unprofessional behavior include:
  - 1) Written reprimand
  - 2) Denial of specified School of Pharmacy privilege(s)
  - 3) Imposition of reasonable terms and conditions on continued student status
  - 4) Disciplinary probation
  - 5) Restitution
  - 6) Removal of the student from the course(s) in progress
  - 7) Failure to promote
  - 8) Withdrawal of an offer of admission
  - 9) Placement on Medical Leave for up to one year, if the failure to adhere to the Professional Behavior Code is attributable to a medical condition
  - 10) Suspension from the School of Pharmacy for up to one year, during which time remedial activities may be prescribed as a condition of later readmission. Students who meet these readmission conditions must apply for readmission to the appropriate School of Pharmacy Admissions Committee; such students will be admitted only on a space-available basis.
  - 11) Dismissal from the School of Pharmacy
  - 12) Denial of degree
- p. Until the student returns to good professional standing, a student receiving any sanction included in (4) through (12) above is not permitted to seek or hold office in any School of Pharmacy student organization, is not permitted to represent the School of Pharmacy in any capacity, is ineligible for School-associated travel scholarship funding to attend professional meetings, and is ineligible for awards and non-needs-based scholarships from the School of Pharmacy.
- q. The review panel shall prepare written findings of fact and a written statement of its decision based upon the record of the meeting. If the decision by the review panel is adverse to the student, the decision shall include notification that the student may appeal the decision to the Dean.
- r. The decision of the review panel shall be delivered in writing to the student by personal delivery, first class US mail, and/or email.

## 2. Appeal process

- a. A student may appeal a decision to the Dean of the School of Pharmacy. Appeals shall be in writing and be received or postmarked within ten (10) days of the student's receipt of the review panel's decision.

- b. The appeal must be based on 1) new facts that were not available at the time of the review panel meeting and that have direct bearing on the student's professional behavior, 2) a claim of inadequate consideration of specific information by the review panel, 3) a claim that the review panel did not follow procedures established here or based its decision on factors proscribed by state or federal law, or 4) a claim that the review panel's action was unduly severe. For an appeal to be considered further, the student must state the basis for appeal and provide to the Dean documentation relevant to the basis for appeal; the Dean must find this documentation adequate to warrant reconsideration of the decision. If an appeal is based on availability of new facts that were not available at the time of the review panel meeting, the Dean may direct the Committee to reconsider the case. The Dean's decision is final.
  
- c. Any decision involving medical leave, suspension, or dismissal will be referred automatically to the Dean of the School of Pharmacy for review. If, upon review, the Dean upholds the decision of the Committee, the student may appeal the decision to the faculty of the School of Pharmacy. In such an appeal, the student shall appear in person before the Faculty of the School of Pharmacy at a regular or a specially-called faculty/academic staff meeting to present his or her case. Voting faculty/academic staff members in attendance will render an appeal decision, which is final.
  
- d. In the case of appeal to the Dean or to the Faculty, the student must speak for him/herself, even if legal counsel has been retained.