

# ACADEMIC ADMINISTRATION

## SECTION I: INTRODUCTORY MATERIAL

### *STUDENT RESPONSIBILITY*

Each student is personally responsible for completing all requirements established for his or her degree by the University, the student's College or School and the department. It is the student's responsibility to inform him or herself of these requirements. A student's academic advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard. The University reserves the right to modify requirements at any time.

Students who encounter personal difficulties/circumstances that could predictably disrupt their course of study for a prolonged period of time should not assume that the requirements of their coursework will be rearranged to accommodate them. It is the student's responsibility to communicate proactively with their instructor(s), their academic advisor, and with the Assistant/Associate Dean for Academic Affairs when disruptive situations arise so that the best course of action can be determined. Students in this situation should familiarize themselves with the School's Leave of Absence policy and withdrawal procedures found in the School Bulletin. In addition students should engage in honest self-reflection about their ability to not only to complete their coursework but also ensure deep, enduring learning during the problematic or disruptive period. Students facing disruptive personal circumstances who elect to continue in their coursework may not withdraw from courses at the end of the term to avoid failure or a less than optimal course grade.

Although the University encourages the widest amount of student responsibility with a minimum of administrative regulation, it expects each student to maintain appropriate standards in his or her academic and personal life. The University reserves the right to terminate the registration of any student who does not meet the standards acceptable to the University. Students should refer to the University's Student Code of Conduct and the School's Student Honor Code, which communicate Creighton's expectations of student behavior.

### *THE ACADEMIC YEAR*

The School's academic year is divided into three semesters. The first begins in August and ends before the Christmas holidays; the second begins in January and ends in May; the third begins in May and ends in August.

The standard University calendar allows for a one-week mid-semester break in the fall and spring semesters, a vacation of approximately three-four weeks between fall and spring semesters, a Thanksgiving recess and an Easter recess. Didactic instruction is also suspended on certain legal holidays (e.g. Memorial Day, Independence Day, Labor Day). Students on clinic assignment may not always be released from clinical rotation or fieldwork commitments during these holiday periods.

The School of Pharmacy and Health Professions maintains several program specific academic calendars. Please refer to the School's website <http://spahp.creighton.edu> or the Calendar published on pages 5-8 of this *Bulletin* for information on individual program schedules.

Clinical education courses (clinical rotations/fieldwork) are offered on a year-round basis for full-time semester credit and at regular full-time tuition rates (including the summer semester). Campus Doctor of Occupational Therapy and Doctor of Physical Therapy students must enroll in summer courses in their second and third professional years. Distance Doctor of Pharmacy students will be involved in summer courses throughout their curriculum. Campus Doctor of Pharmacy students must enroll in summer intensive courses during their fourth professional year only.

## **UNIT OF INSTRUCTION**

The semester hour is the unit of instruction used for computing the amount of work required for graduation. One semester hour is equivalent to one fifty-minute period of lecture or two fifty-minute periods of recitation per week for one semester. Three fifty-minute periods of laboratory are equal to one period of lecture.

## **CLASS ATTENDANCE**

Creighton University's primary obligation is the comprehensive and holistic education of students. Implicit in this is every student's conscientious participation in all course activities. Expectations include, among others, attending required campus sessions, participation in recitations and laboratory sessions, and in online synchronous and asynchronous activities. At the start of every semester, each instructor of record publishes the course syllabus which includes the instructor's expectation for student participation in course activities. It is the student's responsibility to note the expectations and fulfill them.

Officially excused absences from on-campus course activities or from participation in online course activities must be cleared with the course instructor of record and with the Assistant / Associate Dean for Academic Affairs. If a student will be unable to participate in course activities due to health, pregnancy, or family emergencies, the student will submit documentation in support of an excused absence to the Assistant/Associate Dean for Academic Affairs. The Assistant / Associate Dean for Academic Affairs will secure documentation in support of excused absences and serve as the clearinghouse to notify the instructors of record of all the courses in which the student is enrolled that the documentation for an excused absence has been verified. Appropriate documentation includes official physician's note, obituary, jury duty summons, etc.

A student who has been unable to participate in activities of elective courses and cannot make up the course work will be permitted to withdraw without penalty before the official University withdrawal date. Withdrawal from elective courses after the University official withdrawal date is only possible in special circumstances and upon approval of both the instructor of record and the Assistant/Associate Dean for Academic Affairs. Students may not withdraw from required courses unless a leave of absence is first approved by the Assistant / Associate Dean for Academic Affairs. The student receives a grade of "W" and no credit for the course. A student who is dropped from a course for unexcused non-participation will receive the grade of "AF" (absence failure). Once a grade of "AF" has been assigned, the student is not eligible to receive a "W" grade.

## **EMAIL USE**

The purpose of this procedure is to provide assistance to the faculty, staff and students of the School of Pharmacy and Health Professions to ensure their use of University email is in support of the teaching, research, and public service mission of the University, and the administrative functions that support this mission. This procedure is in addition to the Creighton University Fair, Responsible, and Acceptable Use Policy for Electronic Resources which can be found at <http://www2.creighton.edu/fileadmin/user/president/docs/Guide.pdf>.

### *General Email Guidelines*

1. University electronic mail (email) services may be used for incidental personal purposes provided that such use does not: (i) directly or indirectly interfere with the University operation of computing facilities or electronic mail services; (ii) burden the University with noticeable incremental cost; or (iii) interfere with the email user's employment or other obligations to the University
2. Use of email distribution lists in the Creighton University Global Address List for commercial or private business purposes is prohibited.
3. Use of email distribution lists in the Creighton University Global Address List for organized political activity or political solicitation other than to distribute events sponsored by the University is prohibited.
4. Use of email distribution lists in the Creighton University Global Address List to forward chain letters is prohibited. A chain letter is defined as an email message that attempts to induce the recipient to forward an email on to two or more new recipients.
5. Student organizations and academic classes send no more than three emails per event for single day events.
6. Student organizations and academic classes send no more than two emails per week for fundraising events extending beyond one day.

### *Email Containing Confidential Information*

Confidential information is defined as any information that falls under the FERPA and HIPAA regulations. Examples of emails containing confidential information include, but are not limited to, emails containing (1) information related to student misconduct issues, (2) student grades, (3) personal identification information, or (4) information related to patient health information. If you are unsure if information in your email should be considered confidential, it is always better to assume it is confidential and follow the guidelines listed below.

1. When sending email messages that contain confidential information you must include the following confidentially statement at the beginning of your message. The information in this email is confidential. Access to this email by anyone other than the intended addressee is unauthorized. If you are the intended recipient, this confidential email correspondence may not be forwarded nor shared with anyone without the express permission of the originator of the message. If you are not the intended recipient of this message, any review, disclosure, copying, distribution, retention, or any action taken or omitted to be taken in reliance on it is prohibited. If you are not the intended recipient, please reply to or forward a copy of this message to the sender and delete the message, any attachments, and any copies thereof from your system.
2. Emails containing HIPAA and FERPA protected information are permitted only when both the sender and receiver are members of Creighton's workforce and the email stays within the confines of Creighton's local network. That is, both email addresses must end with "@creighton.edu".

### *SPAHP Email Etiquette*

1. Do not use email when you need to deliver bad news or discuss an emotionally charged matter. Without the benefit of facial expressions, intonation, and body language, hurt feelings could ensue and flame wars could erupt if you deliver bad news electronically. A face-to-face or phone conversation should be considered.

2. Help your colleagues cope with email overload by not contributing to it. Think carefully about who should receive your email message. Use the [Reply to All] button sparingly and only for messages that are directly related to the group.
3. If email recipient is within easy walking distance, take the opportunity to get some exercise and have a face-to-face discussion.
4. When sending an attachment, include a small email message describing the attachment. Getting email with just an attachment and no explanation may indicate the email contains a virus.
5. Put a relevant subject in the subject field. This is considered polite and gives the receiver (who may receive many messages a day) a chance to organize their email.
6. Don't mark things as urgent if they aren't, because then when you really do have an urgent message it may not be treated in the way it deserves.
7. Be concise and to the point - some people receive hundreds of email messages a day.
8. Do not use vCards, they make every email appear as if it has an attachment.
9. End messages with "No reply needed" when appropriate.
10. Adhere to the same standard of behavior online that you follow in a face-to-face exchange. If you have had more than three back-and-forth exchanges it may be time to get together and discuss the issue face-to-face or via the phone.

#### *Email Management Strategies*

1. If spam is getting through, tweak your settings on your spam filter [Our spam filter at CU is Postini].
2. Set up filters for incoming email.
3. Flag messages for follow up.
4. Set aside 2-3 times per day to read email.

## SECTION II: REGISTRATION

Registration is conducted electronically. The registration period for the summer and fall semesters begins in March-April of each year, and students are allowed access to the web-based registration system in October-November to register for spring semester classes. Electronic registration for courses in a given semester is permitted until a few days after the beginning of classes.

Prior to the early registration period, all students are provided with class schedules and instructions for accessing their registration page in the online, N.E.S.T. Registration System. Each entry-level student is administratively registered by the School's Office of Academic and Student Affairs staff for all required courses during the registration period. However, it is the student's responsibility to review their registration on the Registrar's web site and to verify the accuracy of their schedule.

Incoming School students are pre-registered for their required fall semester courses by the Office of Academic and Student Affairs. In subsequent semesters students are required to meet with their academic advisor to discuss enrollment plans and verify academic progress, and to receive the individualized pin number required to access the web-based registration system. Students wishing to enroll in courses requiring instructor consent (e.g., Directed Independent Research courses) must bring a signed Instructor Consent Form to the Office of Academic and Student Affairs in order to receive the course call number required to register.

Students are responsible for verifying that the course load for which they have been registered by the Office of Academic and Student Affairs staff is accurate and complete, and for adding any elective courses of interest to their schedule. Once students verify their registration and log off (or if they neglect to log on) their registration is considered complete, and they are responsible for tuition and applicable fees.

Students in the Nontraditional Doctor of Pharmacy, Transitional Doctor of Physical Therapy and Distance Doctor of Occupational Therapy pathways register through the corresponding Program Director.

## FULL-TIME STUDENT STATUS AND TUITION ASSESSMENT

### *Entry-Level Pathways*

In general, entry-level students in the School of Pharmacy and Health Professions are expected to be full-time. A full-time course load for students in occupational therapy, physical therapy and pharmacy (both campus and distance) entry-level programs is defined as 12 or more semester credit hours during the fall and spring semesters, and 9 or more semester credit hours during the summer semester. Semester course loads are based on the expectation that students will register for all required and elective courses as prescribed by the pathway's curriculum. A student may not take less than a full-time course load per semester or more than 21 credit hours for any given semester unless permission is granted by the Assistant/Associate Dean for Academic Affairs. The student's academic adviser will communicate with the Assistant/Associate Dean for Academic Affairs if a semester hour load greater than 21 hours is planned. The student will need the approval of their academic advisor and the Assistant/Associate Dean on a Change of Schedule form available in the SPAHP Office of Academic and Student Affairs.

*\*The cost to take MBA classes during the fall and spring semesters is included as part of the flat tuition rate that pharmacy students pay as long as it doesn't exceed 21 total hours. Pharmacy students who take 500 or 700-level MBA classes during most summers or after they have received their Pharm.D. degree will be assessed additional tuition on a per-credit-hour basis.*

Students are responsible for full-time tuition for all semesters in which they are enrolled and completing required didactic or clinical course work, including summers. Tuition for entry-level students is assessed for each semester of required study (including summers) on a flat-rate basis. No additional tuition beyond the flat tuition rate for the semester will be charged for credit hours taken above those required for the prescribed curriculum, with the exception of 500 or 700-level MBA courses taken during a summer term.\* If a student is permitted to take fewer than the number of semester credit hours prescribed by the curriculum for a given term, he/she will be required to pay the full semester's tuition.

No entry-level student will be allowed to pay tuition on a per-credit-hour basis without the written permission of the Assistant/Associate Dean for Academic Affairs. Only in unusual circumstances will part-time status be approved by the Assistant/Associate Dean for Academic Affairs, which allows the student to pay tuition on a per-credit-hour basis. Requests to register for fewer than the number of prescribed credit hours must be submitted in writing to the Assistant/Associate Dean for Academic Affairs for each semester the part-time status is requested.

### *Post-Professional Pathways*

In general, post-professional, distance (Nontraditional Doctor of Pharmacy, Transitional Doctor of Physical Therapy, and Distance Doctor of Occupational Therapy) students do not take more than 6 semester credit hours of didactic course work or 8 semester credit hours of clinical course work during an enrollment period. They are subject to the same policies and procedures as full-time entry-level counterpart students.

## **AUDITING COURSES**

Students will be permitted to register as auditors only for exceptional reasons, and only with the explicit authorization of the Assistant/Associate Dean for Academic Affairs. Auditors are not held responsible for the work expected of regular students, are not admitted to examinations, and receive no grade or credit for the course. Regular attendance at class is expected, however, and auditors are subject to being dropped from the course for excessive absences. In this event auditors receive a "W". Changes in registration from credit to audit or audit to credit will not be permitted after the published deadline.

Students who have previously enrolled as auditors may not take the course for credit during any succeeding semester except by special permission of the Assistant/Associate Dean for Academic Affairs.

Charges for courses audited are one-half of the regular per-credit-hour tuition rate when the per-credit-hour rate is applicable. Special courses, workshops, and institutes offered at a special flat-rate tuition charge are excluded from the auditor discount.

## **CHANGES IN REGISTRATION**

Any change requested after the student's initial registration is permitted only with the written consent of the Assistant/Associate Dean for Academic Affairs. A Change of Schedule form, signed by the student's academic adviser and the Instructor(s) of Record, must be submitted. This form is available in the Office of Academic and Student Affairs or on their website.

## ***TAKING COURSES OUTSIDE ACCEPTED PATHWAY***

In extraordinary circumstances students may petition to enroll in required courses offered outside of the pathway into which they have been accepted. The process for initiating such petitions, and the administrative authority for acting on them is described below.

### ***Single Courses or Short Term Pathway Change***

Students wishing to petition to enroll in a single required course outside of their accepted pathway, or in all required courses outside of their accepted pathway for no longer than one semester, must do the following:

- Ensure that the need is based on an extraordinary circumstance beyond the student's control, and that other approaches to addressing the circumstance would be ineffective or disadvantageous to learning.
- Consult with the academic advisor to secure his/her approval of the request.
- Submit a written petition documenting the need for an isolated or temporary change of pathway to the Assistant/Associate Dean for Academic Affairs. The petition may include a statement from the academic advisor in addition to the student's statement.

Upon receipt of a written petition, the Assistant/Associate Dean for Academic Affairs will consult with the academic advisor and any other individuals deemed important to the ability to reach a decision. The Assistant/Associate Dean for Academic Affairs will communicate the decision to the student and his/her academic advisor in writing, and a copy of the student's petition and the written notification will be retained in the student's file. The decision of the Assistant/Associate Dean for Academic Affairs is final.

If a student's petition to enroll in required courses outside of his/her accepted pathway is approved, all pertinent faculty, department Chairs, School or University Offices, and administrators will be notified by the Assistant/Associate Dean for Academic Affairs.

### ***Pathway Change***

Students are expected to complete their professional course of study via the pathway into which they were admitted. A change of pathway is not permitted except in the most compelling of circumstances, and can then only be allowed if there is a vacancy in the class into which the student wishes to transfer. No student will be allowed to change pathways if, by so doing, the enrollment cap on that class would be exceeded.

Students who desire a change of pathway and believe their circumstance is exceptional enough to warrant consideration must explain their situation to the Assistant/Associate Dean for Academic Affairs. The Assistant/Associate Dean will determine whether sufficient evidence exists to consider the request. If the student's situation is not deemed to be compelling, the request will be denied at this point. If the student's situation is deemed worthy of consideration, the student will be asked to consult with the academic advisor and submit a written petition for a change of pathway to the Assistant/Associate Dean for Academic Affairs. The decision of the Assistant/Associate Dean is final, and will be communicated to all appropriate parties as previously described.

NOTE: Specific instructions for obtaining course overrides, changing sections in a course, and clearing registration holds are available in the Office of Academic and Student Affairs website.

## COURSE WAIVERS

The purpose of the course waiver process is twofold: (1) to minimize the possibility that a student will be required to complete courses which are equivalent to previous educational (undergraduate or graduate) or professional experience; and, to (2) insure that students have attained proficiency in the content areas encompassed by the proposed waived course.

Waiver of any required medical science foundation course or professional course:

1. will require documentation of (a) having successfully completed, within the past five<sup>1</sup> years and with grade of "C" or better, (b) professional competencies equivalent in both breadth and depth of content to that required by the Creighton University School of Pharmacy and Health Professions;
2. may require, at the discretion of the instructor of record, successful completion of a comprehensive challenge examination prepared by the Instructor of Record of the course in which waiver is requested. The passing score on each challenge examination will be set by the Instructor of Record, but shall not be less than 70 percent; and, if required;
3. will require administration of the challenge examination by a proctor either on the Creighton campus or via the web.

### *General Requirements and Procedures*

To be considered for a waiver or challenge examination in any required course of the curriculum, the student must complete and submit the appropriate (Entry-Level or Post-Professional) Course Waiver Application Form found on the Office of Academic and Student Affairs website. Deadlines for receipt of completed forms are available on this website or from the Office of the Assistant/Associate Dean for Academic Affairs. Documentation that, at a minimum, must be submitted to the Assistant/Associate Dean for Academic Affairs in support of a request to waive a required course includes:

- the course description as it appears in the University catalog,
- a course syllabus which specifies any required text(s),
- any other official document (e.g. portfolio) which describes course scope,
- objectives, format, and course topics, and
- an official transcript which documents the grade the student received in the course(s).

Class notes, examinations or other course materials may be requested by the Assistant/Associate Dean for Academic Affairs to aid in decision-making. Course materials should not be submitted directly to the instructor of record of the course for which a waiver is being requested.

The documentation submitted by the student will be reviewed by the appropriate instructor of record and a decision made in time for the student to prepare for any required challenge examination. The student will be notified by the Assistant /Associate Dean for Academic Affairs of the outcome of each challenge examination taken.

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<sup>1</sup> In rare cases, if the course was taken more than seven years ago, but the knowledge is utilized daily in the workplace, the course may be considered.



If a student successfully passes a challenge examination, a Course Waiver form will be completed by the Office of Academic and Student Affairs and appropriately filed with the Registrar. The original Course Waiver form will be placed in the student's academic file maintained in the Office of Academic and Student Affairs and a copy provided to the academic advisor.

A student who successfully passes a challenge examination will be excused from taking the required course. This will also satisfy any prerequisite requirements which the course provides. Credit is not received for the course nor will the grade received on the challenge exam or the grade received in the course at another institution be used in the calculation of the student's Creighton University grade point average.

### *Entry-Level Programs*

**Medical Science Foundation Courses:** All medical science foundation challenge examinations for entry-level programs will be administered during or in close proximity to the student orientation week of the year the student enters the program. Students will be notified of the date, time, location and delivery (paper or online) for the challenge exams by the Assistant/Associate Dean for Academic Affairs, and must take their exam at that time. Exceptions can only be made by the Assistant/Associate Dean for Academic Affairs.

Documentation of course content and demonstrated proficiency must be submitted to the Assistant /Associate Dean for Academic Affairs during the early portion of the summer prior to the student's first semester in the professional program. Submission deadline dates are posted on the Office of Academic and Student Affairs website, and incoming students are notified electronically of these deadlines.

**Discipline-Oriented Professional Courses:** Waiver of discipline-oriented professional courses in the student's program of study is rare, but can occur under selected circumstances (e.g., transfer students coming to Creighton from accredited OT, PT or pharmacy programs, students who hold a professional or graduate degree in the discipline, etc.).

Required documentation for all discipline-oriented professional course waivers, along with the required Entry-Level Course Waiver Application Form, must be submitted not later than two weeks after the first day of classes for courses taken during the first semester of enrollment. All other course waivers can be submitted any time prior to the end of the student's first semester of enrollment in the program.

Students who want to waive an experiential component of the curriculum will be required to follow the program specific procedures for experiential waiver requests.

### *Post-Professional Programs*

Post-professional programs in the School of Pharmacy and Health Professions at Creighton University are integrated to offer a unique opportunity for professionals to update and advance their knowledge in their fields. As a result, only a limited number of courses may be waived in order to maintain programmatic coherence. Post-professional students with questions about course waivers should consult with the appropriate Program Director.

Required documentation for all discipline-oriented professional course waivers must be submitted no later than two weeks after the first day of classes for courses taken during the first week of enrollment. All other course waivers can be submitted any time prior to the end of the student's first semester of enrollment in the program.

### *Faculty Procedures for Administering Challenge Examinations*

All Instructors of Record wishing to require a challenge examination prior to considering waiver requests will communicate to the Assistant/Associate Dean for Academic Affairs:

1. which students are eligible to sit for a challenge examination;
2. the format of the challenge examination;
3. the minimum score necessary to pass the challenge examination (must be at least 70%);
4. the date by which challenge examination results will be available;
5. individual student performance on the challenge examination.

Students applying for a course waiver will be advised by the Assistant/Associate Dean for Academic Affairs, in writing or via electronic mail, of their eligibility to sit for the challenge examination, the specifics of the examination as enumerated above, and the date, time and place of the challenge examination; or, if the course is waived without a challenge exam. Documentation materials will be returned or placed in the student's record, and each student eligible to sit for the challenge examination will receive a copy of the course objectives to assist in preparation.

**\* Waiver policy changes and procedure updates can be found on the Office of Academic and Student Affairs website.**

### *TRANSFER OF CREDIT*

The Creighton University School of Pharmacy and Health Professions will evaluate all hours submitted by the transfer applicant, and reserves the right to accept or reject any of the credit offered for transfer.

Credit hours earned with grades of "C" or better at an accredited institution of higher education prior to admission to the Creighton University School of Pharmacy and Health Professions may be transferred at the discretion of the Assistant/Associate Dean for Academic Affairs. Transcripts will be evaluated by the Assistant/Associate Dean only after a transfer student has been officially accepted for admission. In some instances, the Assistant/Associate Dean may require that the transfer student successfully complete at least one semester at Creighton University, consisting of not less than twelve semester hours, before the exact amount of credit to be transferred will be determined.

Credit hours are transferred, but quality points are not. The grade-point average of the transfer student will be determined only by work done at Creighton University.

If a student successfully completes a course ("C" or better) normally required as part of the professional program as a pre-professional student at Creighton University, the credit and grade for that course will be transferred to that student's professional transcript and computed in the student's professional grade-point average.

### *PREREQUISITES—FOLLOWING OUTLINED CURRICULUM*

Students are required to take core curriculum courses in sequence. No student will be allowed to register for a course without having satisfied all prerequisites unless written permission is obtained from the Assistant/Associate Dean for Academic Affairs and, when appropriate, from the Instructor of Record.

## ***ADD/DROP COURSES***

After the start of the term all course schedule changes must be officially made by filling out a Change of Schedule form available in the Office of Academic and Student Affairs website. Changes in schedule will only be accepted during the first few days of the semester, must be signed by the academic advisor and the Instructor(s) of Record, and must be approved by the Assistant/Associate Dean for Academic Affairs. Dropping required courses in the student's program of study is not permitted. However, dropping of elective courses is permitted. Instructor of Record approval for dropping these courses is required. In addition, Change of Schedule forms must be initialed by the faculty advisor and must be approved by the Assistant/Associate Dean for Academic Affairs. The deadline for changes of schedule (add/drop) is usually September 1 for the fall semester and February 1 for the Spring semester. Exact deadline dates are located in the School's Academic Calendar.

## ***WITHDRAWAL FROM COURSES***

Withdrawal from any course requires sufficient cause, and may be made only with the approval of the Assistant/Associate Dean for Academic Affairs (traditional students) or the Director of the appropriate nontraditional (Physical Therapy, Occupational Therapy, or Pharmacy) pathway. After the first week of class (the period for late registration and change of schedule) the Assistant/Associate Dean for Academic Affairs or the nontraditional program Director will solicit the recommendation of the instructor(s) involved and the student's academic adviser before acting upon the student's petition to withdraw from a course or to change status from credit to audit. Course withdrawals with a "W" may not be made later than the date posted each semester, which is approximately one week after mid-semester grades are available. A student who drops a course without approval of the Assistant/Associate Dean for Academic Affairs receives a "WF" for the course (failure because of unauthorized withdrawal). A student registered in a specific course who simply decides to quit attending class without completing the proper paperwork will be assigned a grade of AF (failure due to excessive absences). Both the WF and AF grades are grounds for probation. Students are considered full-time students and pay the flat-rate tuition regardless of the number of hours taken.

## ***DEGREE COMPLETION TIMEFRAME***

All coursework for the Doctor of Occupational Therapy, Doctor of Pharmacy or Doctor of Physical Therapy degree must be completed within eight (8) years from the date of credit for the first course in the program.

## SECTION III: EXAMINATIONS AND GRADING

Final examinations in all courses are held at the close of each term. Written tests and quizzes are held from time to time during the term, with or without previous notice to the students, at the discretion of the instructor. A student's scholarship rating in each of his or her courses is determined by the combined results of examinations, class, laboratory, and other assigned work. This rating is reported by the instructor in accordance with the following grading system:

- A outstanding achievement and an unusual degree of intellectual initiative
- B+ high level of intellectual achievement
- B noteworthy level of performance
- C+ performance beyond basic expectations of the course
- C satisfactory work
- D work of inferior quality, but passing
- F failure—no credit
- AF failure for excessive absences
- WF failure because of unauthorized withdrawal
- I work incomplete
- X absence from final examination
- NR No report (used only at midterm)
- IX Work is both incomplete and absent from final examination
- AU audited course only—no credit
- P pass—credit
- NP not pass—no credit
- SA satisfactory work
- UN unsatisfactory work (failure)—no credit
- W official withdrawal from a course—no credit

“SA” and “UN” are used to report student performance in a course that does not use regular grading. It is not an individual grading option as is “P/NP”, but applies to all students in the course. Credit earned with “SA” (Satisfactory) may be counted toward graduation but is not included in the grade-point average; “UN” (Unsatisfactory) functions as a failure in computing the grade-point average.

The “NR” grade is to be used only at midterm for 1) didactic courses that are compressed and have not started by the time mid-semester grades are reported, or 2) clinical rotations not begun by midterm.

### **PHARMACY STANDARD GRADING SYSTEM**

100-90%	A
< 90% and ≥ 85%	B+
< 85% and ≥ 80%	B
< 80% and ≥ 75%	C+
< 75% and ≥ 70%	C
< 70% and ≥ 60%	D
< 60%	F

This grading scale will be in effect for all courses in the pharmacy program unless an alternate scale is made available in writing to students in a given course by the instructor within the first week of the semester.

### **OCCUPATIONAL THERAPY STANDARD GRADING SYSTEM**

100-92%	A
< 92% and ≥ 87%	B+
< 87% and ≥ 83%	B
< 83% and ≥ 78%	C+
< 78% and ≥ 73%	C
< 73% and ≥ 68%	D
< 68%	F

This grading scale will be in effect for all courses in the occupational therapy program unless an alternate scale is made available in writing to students in a given course by the instructor within the first week of the semester.

### **PHYSICAL THERAPY STANDARD GRADING SYSTEM**

100 – 90%	A
< 90% and ≥ 87%	B+
< 87% and ≥ 80%	B
< 80% and ≥ 77%	C+
< 77% and ≥ 70%	C
< 70% and ≥ 60%	D
< 60%	F

This grading scale will be in effect for all courses in the physical therapy program unless an alternate scale is made available in writing to students in a given course by the instructor within the first week of the semester.

## *INCOMPLETE AND ABSENCE FROM FINAL EXAMINATION*

The “I” and “X” are marks used, as explained below, to reflect a student's irregular status at the time final end-of-term grade reports are due.

An “I” (Incomplete) is given to a student who has failed to fulfill all requirements of a course. The student may petition the instructor before the close of the term to assign an end-of-term mark of “I” indicating incomplete performance. The instructor may agree to this mark when, as a result of serious illness or other justifiable cause, the work cannot be completed by the end of the term. An “I” will not be granted to a student who has been excessively absent during the term or who has simply failed to complete the work of the course before the close of the term without an exceptionally good reason.

The responsibility for completing all course work rests with the student. Time limits are determined by instructor of record and a contract for course extension is signed by the student and faculty member. The maximum time limit for clearing an incomplete is one year from the end of the course. However, there may be a minimum time limit invoked when the course is a prerequisite for a course being taken the following semester. The Course Extension/Incomplete Grade form is found on the Office of Academic and Student Affairs website under “Student Use Forms.” The “I” carries no penalty and does not affect the grade-point average. Student records will be audited periodically, and students who show a consistent pattern of “I” grades may be placed on academic probation.

An “X” is given to a student who missed the regularly scheduled final examination, and the “X” functions as a failure until it is cleared. If the reason for absence is acceptable to the instructor of record and the Assistant/Associate Dean, an examination must be taken as soon as possible but not later than one month from the date of the regular final examination. A permanent grade is recorded after the final examination is taken. If the examination is not taken as specified, or if the reason for absence was not acceptable, the student receives an “F” in the course.

A student who is both incomplete and absent from the final examination may receive both an “I” and “X” (IX), which will function as a failure until cleared as specified above.

## *FINAL EXAMINATION SCHEDULE POLICY*

In consideration for distance students who must arrange for certified proctors several weeks in advance of an examination, and in recognition of the “domino” effect that changing the examination venue in one course can have on scheduled examinations in other courses, final examination days and times for courses offered to students in the School of Pharmacy and Health Professions will not be changed once the final examination schedule is disseminated to School students and faculty by the Office of Academic and Student Affairs (OASA).

### *PASS/NO PASS OPTION*

The Pass/NoPass (P/NP) grading option is available for students in good academic standing for selected courses at Creighton. With this option the instructor of record is not informed which students have registered “P/NP.” The instructor's letter grade assignment will be changed to the appropriate “P” or “NP” designation when final grades are processed. A “C” is the lowest possible passing grade. The hours passed by this option are counted toward graduation requirements, but the “P” or “NP” grade does not affect the student's grade-point average. Students may not register “P/NP” for required and supporting courses in their major area of study. Thus, the “P/NP” option is not available to professional students for courses offered within any department of the School of Pharmacy and Health Professions, or for any biomedical science or elective courses which are taken in partial fulfillment of the requirements for a degree in pharmacy, occupational therapy or physical therapy.

### *SATISFACTORY/UNSATISFACTORY (SA/UN) OPTION*

The Satisfactory/Unsatisfactory (SA/UN) grading option differs from the “P/NP” option in that the faculty member decides when it will be utilized, and must apply it consistently to all students enrolled in the course. Faculty who utilize the “SA/UN” grading system in required or elective courses must so indicate in the course syllabus. Hours passed with grades of “SA” are counted toward the hours required for graduation but do not figure into the grade-point average. The “UN” grade functions as an “F” in computing the grade-point average and in determining scholastic standing. The “SA/UN” grade designations may be used by faculty when reporting student midterm performance, even if letter grading will be utilized to record performance at the end of the term.

### *REMOVAL FROM EXPERIENTIAL EDUCATION SITE*

The appropriate Experiential Education Director/Assistant Director and the clinicians/administrators of an experiential education site have the authority to remove students from the site if their performance or behavior compromise patient safety or is disruptive to staff and/or site operations. Any student whose clinical competence and/or attitudes and behaviors are sufficiently deficient or inappropriate so as to warrant removal from a clinical rotation site prior to the completion of the clinical rotation experience will receive a failing (F) or unsatisfactory (UN) grade for that experience.

Required courses in which grades of “F” or “UN” are earned must be repeated at the student's expense in order to graduate. Students earning two grades of F or UN will be dismissed in accordance with the School's Scholastic Standing Policy.

Students are urged to contact their Clinical / Experiential Education Director / Assistant Director at the first sign of difficulty so that problems can be addressed and resolved in a timely and professional manner.

### *GRADE REPORTS*

Grade reports are made available to students electronically each Spring and Fall mid-semester and at the end of each semester. Access to the system may be gained by logging on to the Registrar's Home Page and following instructions. Mid-semester and final grades are available only through the Web. Additionally, in an effort to comply with accreditation and ongoing programmatic quality assurance, completion of all course evaluations and senior assessments is required in order for the student to be assigned a course grade and/or graduate.

## GRADE POINTS

Degree candidates are not only required to complete a given quantity of hours, but must also achieve a certain quality of excellence which is determined on the basis of grade points.

Quality points are obtained by multiplying the number of hours assigned to a course by the grade point value of the grade received in the course:

A yields 4 points for each hour	C yields 2 points for each hour
B+ yields 3.5 points for each hour	D yields 1 point for each hour
B yields 3 points for each hour	F, AF, and WF yield no points
C+ yields 2.5 points for each hour	

The grade-point average (GPA) is based only on work taken at Creighton, and is computed by dividing the total quality points earned by the total number of credit hours attempted. Thus 16 hours at straight "C" grades would give 32 quality points. Clearly, this GPA would be 2.00 (32 quality points earned divided by 16 semester hours attempted).

## REPEATING COURSES

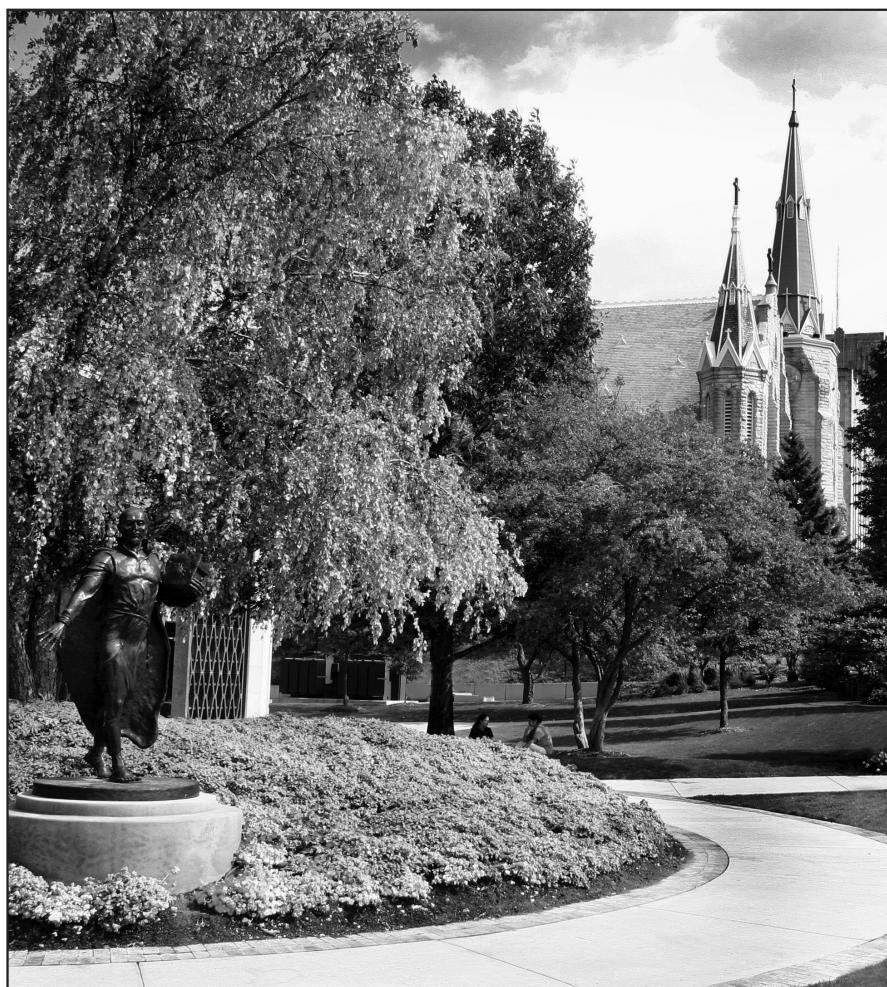
**A student cannot repeat any course at Creighton University for which a final grade of "C" or better (including "P" and "SA") has been earned.** A student who has received a final grade of "D" or "F" (including "NP" or "UN") in a course may repeat the course. The course is most commonly repeated at Creighton through the School of Pharmacy and Health Professions, as that is the only way in which the original "D" or "F" grade earned can be discounted when calculating the cumulative grade-point average. If the student repeats the course at Creighton University, she/he registers for the course in the normal way. The repeated course and the grade earned will be entered on the student's record in the term in which the repeated course was completed. The credit and grade points for the higher grade earned (one grade only) will be used to calculate the student's GPA. As with all other course work attempted, the original course entry and grade ("D", "F", "NP", or "UN") remain on the student's permanent record, and will appear on any transcript issued. Similarly, courses with marks of "AF", "WF", "AU" or "W" also remain permanently on the student's record.

The course may be repeated at another accredited institution only with the permission of the Assistant/Associate Dean for Academic Affairs (traditional students) or the Director of the appropriate nontraditional pathway (Physical Therapy, Occupational Therapy, or Pharmacy). Permission will be granted only if the external course is judged equivalent in both breadth and depth to the course offered at Creighton University. The student must submit documentation of course content to the Assistant/Associate Dean for Academic Affairs (traditional students) or the Director of the appropriate nontraditional pathway (Physical Therapy, Occupational Therapy, or Pharmacy) which includes 1) the course description as it occurs in the University catalog, 2) a course syllabus which specifies any required text(s), and 3) any other official document which describes the course scope, objectives and format. The Assistant/Associate Dean for Academic Affairs (traditional students) or the appropriate nontraditional pathway Director will consult with the Creighton University Instructor of Record in order to determine equivalency between the Creighton University course and the external course. If the student receives permission to enroll in the external course and passes the course with a grade of "C" or better, the student is relieved of the responsibility for repeating the course at Creighton University. However, the external course **does** appear on the Creighton University transcript and the grade earned in the external course is **not** used to calculate the student's GPA. The Creighton University grade-point average is determined **only** by work done at Creighton University. Grades and credit earned as a Creighton University undergraduate student for professional coursework will be brought into the professional GPA and earned credits.



## *DEAN'S LIST*

Full-time entry-level students who have completed a semester with a quality-point average of 3.5 or higher, and with no grades of "I", "IX", "IF", or "X" are placed on the Dean's List for that semester. Full-time entry-level students with a grade of "SA" (Satisfactory) in a given semester qualify for the Dean's List if at least one half of their semester course load is graded on a 4 point scale and a 3.5 grade-point average is earned in those graded courses. Students who receive only "SA" grades in a given semester are not eligible for the Dean's List. Students included in the semester's Dean's List will receive a letter from the Assistant/Associate Dean for Academic Affairs, indicating the honor. Copies of the letter will be sent to the student's Academic Advisor and retained in the student's file within the Office of Academic and Student Affairs.



## SECTION IV: LEAVING THE UNIVERSITY

### *WITHDRAWAL FROM THE UNIVERSITY*

A student is considered in attendance until he or she has formally notified the University in person or in writing of his or her withdrawal.

Permission to withdraw from the University is granted by the Assistant/Associate Dean for Academic Affairs of the School of Pharmacy and Health Professions. This is required as a condition of honorable withdrawal. A withdrawal card complete with all of the necessary clearances is sent electronically to all offices including the Business Office and the Registrar's Office.

The policy of considering a student as withdrawn from the University after two consecutive weeks of unexplained absence in no way is to be interpreted as allowing withdrawal without formally notifying the Assistant/Associate Dean for Academic Affairs in person or in writing of the withdrawal.

A student withdrawing from the University during any semester before the final examinations forfeits credit for work done in that term. Students who withdraw with permission of the Assistant/Associate Dean for Academic Affairs receive "W" on their official record; those who withdraw without permission of the Assistant/Associate Dean for Academic Affairs receive "WF" for all courses (failure because of unauthorized withdrawal).

Students who have decided to withdraw from school and plan to return within the following year may wish to consider a leave of absence (see below).

*Withdrawals and Refunds—See Page 134.*

### *LEAVE OF ABSENCE*

A leave of absence is a planned interruption in a student's formal education program. It is normally short term (one or two semesters) and designed for full-time students in good academic standing (cumulative GPA of 2.00 or above). The principal advantage of a leave of absence is that it offers a student the opportunity to leave college temporarily with the assurance that she/he will be able to resume studies with minimal administrative difficulty.

To initiate a leave of absence, the student should discuss his/her plans with the academic advisor and then make a formal request in writing to the Assistant/Associate Dean for Academic Affairs (traditional students) or the appropriate post-professional pathway Director (Physical Therapy, Occupational Therapy, or Pharmacy) explaining why the leave is needed and the expected date of return to School. Approval or denial of the leave request will be provided, in writing, by the Associate Dean for Academic Affairs.

Students should be advised that a Leave of Absence (LOA) initiated mid-semester may result in loss of tuition. Students who begin their Leave of Absence in the middle of the semester will be withdrawn from the courses they leave, and must reregister for (and retake) any of those courses which are required upon their return. This will necessitate the repayment of tuition for those courses. Students on leave will not be classified as enrolled students by the University; however, they will be eligible for limited transitional services of the University Counseling Center, the Career Planning and Placement Center, and have limited use of library facilities. For the purpose of internship, a pharmacy student "on leave" will be classified as an enrolled student by the School.

## SECTION V: GRADUATION

A candidate for a degree must be determined by the faculty to be of good moral character and fit for the practice of the profession, must have paid all indebtedness to the University, and must be present at the Graduate Recognition and Hooding Ceremony and at Commencement unless excused for extenuating circumstances by the Assistant/Associate Dean for Academic Affairs.

### *GRADE-POINT AVERAGE REQUIREMENTS*

A cumulative grade-point average of at least 2.00 is required for graduation in all programs in the School of Pharmacy and Health Professions. The average shall be computed only on the basis of all work attempted while enrolled in Creighton's School of Pharmacy and Health Professions.

### *GRADUATE RECOGNITION AND HOODING CEREMONY*

Each year on the day preceding May and December Commencements, the School of Pharmacy and Health Professions holds Graduate Recognition and Hooding Ceremonies for all May, August, and December graduates. Students wear their gowns. At these special ceremonies, selected awards are distributed and student addresses are delivered, students recite the oath or creed of their profession, and doctoral students are hooded. Parents, family and friends are invited to attend.

### *COMMENCEMENT*

Annual University Commencement Ceremonies are held in May and December. Students who complete their degree programs in the spring semester are required to be present at the Annual Commencement Exercises in May to receive their degrees. Students who complete their degree programs in the fall semester may attend Commencement ceremonies in December. Diplomas will be mailed upon confirmation of the completion of all degree requirements by the respective Dean. Students who complete their degree programs during the summer receive their degrees at the end of the summer sessions, but no ceremony is held; these students may participate in the preceding May Commencement. All candidates who receive degrees at the end of a fall semester or summer session are listed in the next Annual Commencement Program.

**NOTE: A student may participate in only one Commencement ceremony for each degree granted.**

To participate in the May Commencement, a candidate must have successfully completed all degree requirements and must be approved for graduation, or be able to and plan to complete all requirements by the date for conferral of degrees in the following August. The respective deans of the Schools and Colleges of the University shall have the responsibility for clearing all participants in the Commencement. Those participants in the May ceremony who have not completed all degree requirements shall be so designated in the Commencement Program.

## **GRADUATION HONORS**

Graduation honors are awarded to the top 15% of the students in each entry-level graduating class anticipated to graduate during in a specific year. Awardees must have at least a 3.65 grade-point average (GPA). Graduation honors are based on a student's work while enrolled in a professional program in the School of Pharmacy and Health Professions at Creighton University. To be eligible for graduation honors, a student must have completed at least half of the prescribed semester hours for the degree in the School. The diploma of a student who qualifies for graduation honors is inscribed "with Honors".

Graduation Honors are implemented using the following guidelines:

1. Entry-level students in each program will comprise a separate graduating class. Campus and distance pathway students in the same program will be considered as a single graduating class.
2. The lowest GPA of a student receiving Graduation Honors when a majority of students graduate (May for entry-level pharmacy and physical therapy; December for occupational therapy), will establish the minimum cumulative GPA for Graduation Honors for subsequent graduates within a graduation cycle (December and/or August, depending on the professional program). Any student graduating after the originally anticipated date but within the same calendar year will receive honors if they meet or exceed the minimum GPA established by the class.
3. A student will not be eligible to receive Graduation Honors if he/she is found guilty of a violation of the codes of conduct described in the University's Student Handbook or the School's Misconduct Policy. Information on specific class ranking is not provided to individual students at any time during their academic programs.

## SECTION VI: SCHOOL POLICIES

The School of Pharmacy and Health Professions regularly revises existing policies and implements new ones. **Complete copies of all School policies are available on the School's website at <http://spahp2.creighton.edu> and in the Office of Academic and Student Affairs.** This section of the *Bulletin* summarizes important School policies that directly impact or apply to students. Students are strongly encouraged to review the Creighton University Student Handbook to familiarize themselves with University policies. The School recognizes its responsibility to accommodate the needs of distance learners when applying policy to nontraditional students.

### HONOR CODE

#### Purpose:

This Honor Code is predicated upon the premise that students, as developing professionals, will foster professional maturity and integrity through a system of self-governance. It is expected that by signing this Code, students will exhibit and demonstrate the moral standards that are the cornerstone of the academic community, the greater society, and the profession.

#### Presumptions:

- A. The Honor Code is primarily an undertaking of the students, individually and collectively, to define standards of conduct while in a professional program.
- B. Cooperation exists between students and faculty to share responsibility for modeling and maintaining academic honesty, integrity and professional behavior.
- C. The Honor Code embodies the concept of personal honor in the framework of a covenantal pledge and is aligned with Creighton University's Code of Conduct and the School of Pharmacy and Health Professions' Misconduct Policy.
- D. The School is committed to students' professionalism as evidenced by having students abide by the Honor Code and their specific professional association's Code of Ethics.
- E. The Honor Code creates an environment where academic dishonesty is socially and professionally unacceptable, where institutional expectations are clearly understood and where students assist their peers.
- F. Students are obligated to take action in the event they learn that a fellow student has violated the code. The student can take action by asking the violator to refrain from the behavior and/or to report him/herself and/or the student can report the behavior to designated student, faculty, or administrative representatives.

#### Principles and Duties:

A. Fidelity/Honesty/Truthfulness: The student maintains high standards of academic and professional honesty and integrity.

1. The student exhibits honesty during academic and clinical communications and evaluations.
2. The student refuses to provide unfair advantage by assisting another student during an academic or clinical evaluation in a manner not prescribed by the instructor.
3. The student refuses to alter, forge, falsify or fabricate information, documentation, or service.
4. The student maintains confidentiality of patient information.
5. The student strives to attain high levels of competence, admit errors and not knowingly mislead others or promote oneself at the expense of others.

B. Responsibility and Sense of Duty: The student fulfills duties and obligations of the profession which are expected by the public.

1. The student becomes familiar with and adheres to his or her specific professional association's Code of Ethics.
2. The student's responsibility parallels the responsibility of professional practitioners who maintain high professional standards by monitoring the conduct of their peers.
3. The student is dedicated to helping patients, colleagues, the profession and society reach their maximal potential.
4. The student maintains quality of care while addressing conflicts of interest.
5. The student engages in conduct that reflects positively on the School and profession.

C. Justice and Respect for the Rights of Others: The student respects the rights, privileges and property of other members of the academic and clinical community.

1. The student deals with faculty, staff, peers and patients in a dignified, considerate manner and with a spirit of cooperation.
2. The student is respectful towards the learning process.
3. The student views and treats all people encountered in an academic or clinical capacity equally with regard to liberties, rights, respect, acceptance and opportunities.
4. The student submits his or her own original work in a manner prescribed by the instructor and with the expectation that the grade reflects only that student's achievement.
5. The student respects the ideas and words of others by attributing the quoted or paraphrased portions to their original sources.
6. The student strives to uphold the dignity and respect of his or her profession by his or her dress, personal appearance, conduct and conversation.

The student signs a pledge annually, acknowledging that s(he) has read the Honor Code, understands its principles and agrees to abide by and support them. The student on an advanced clinical practice experience continues to abide by the last pledge signed.



## *SCHOLASTIC STANDING POLICY*

### *Academic Probation*

A student will experience an Academic Probationary Event when any of the following occur:

1. The student receives a failing grade (F, WF, or AF) or unsatisfactory grade (UN) in any required or elective course of the curriculum (including clinical rotations). If the student receives a second failing or unsatisfactory grade in any required or elective course of the curriculum, s/he will be dismissed from the program (see section on Dismissal).
2. The student receives two grades of D in any required or elective courses of the curriculum (including clinical rotations).
3. The student receives a third grade of D in any required or elective course of the curriculum, regardless of the semester in which this third grade of D is received. If the student receives a fourth grade of D in any required or elective course of the curriculum, s/he will be dismissed from the program (see section on Dismissal).
4. The student fails to earn a semester grade-point average of at least 2.00.
5. The student receives an academic probationary event sanctioned by the program faculty for repeated or serious incident(s) of unprofessional behavior (See SPAHP Professional Behavior Policy).

While a cumulative GPA below 2.00 is not counted as an Academic Probationary Event in the School of Pharmacy and Health Professions, all are reminded that this performance level must be met or exceeded in order to graduate from Creighton University.

Students may earn more than one academic probationary event in a single semester, as exemplified in Appendix A. However, a semester grade-point average of less than 2.00 will not be counted as a second or third academic probationary event within a given semester if it is the mathematical inevitability of substandard performance (e.g., two or three grades of D, or a failing or unsatisfactory grade). Academic probationary events become a component of the student's academic history, and are not removed secondary to subsequent acceptable academic performance.

### *Didactic Component*

A student enrolled in the didactic component of his/her professional curriculum who is placed on academic probation will be notified of his/her status in writing by the Assistant/Associate Dean for Academic Affairs. This letter will outline School and University sources of academic and/or behavioral support and inform the student of the requirement to meet with his/her academic advisor to develop a mandatory Corrective Action Plan. The Corrective Action Plan must be signed by the academic advisor and submitted by the student to the Assistant/Associate Dean for Academic Affairs within ten working days of official notification of probationary status. If this time frame cannot be met due to legitimate reasons (e.g., schedule conflicts), the student and his/her academic advisor may jointly request an extension from the Assistant/Associate Dean for Academic Affairs.

Copies of the Corrective Action Plan will be forwarded to the members of the Academic Review and Support Committee for review and possible amendment. The structure and purpose of this multidisciplinary standing committee are delineated in the School's Bylaws. The student may be required to appear before the Academic Review and Support Committee after the submission of the Corrective Action Plan. In this event, the student's academic advisor will be invited to participate in the meeting. Any additional recommendations of the Committee will be summarized and appended to the student's Corrective Action Plan and forwarded to the student, his/her academic advisor and the appropriate department chair(s). Copies of the Corrective Action Plan, and any additional documents generated by the Academic Review and Support Committee, will be placed in the student's file housed in the Office of Academic and Student Affairs.

### *Experiential Component*

A student enrolled in the experiential component of his/her professional curriculum who is placed on academic probation will be notified of his/her status in writing by the Assistant/Associate Dean for Academic Affairs. This letter will be sent immediately following the end of the rotation and will inform the student of the requirement to meet with the experiential education director for the program in which s/he is enrolled to develop a mandatory Corrective Action Plan. It is recommended that the student's academic advisor also be involved in the development of the Corrective Action Plan. The experiential education director is responsible for consulting with any faculty s/he deems necessary to address deficiencies and remediate the situation, and to ensure that all pertinent improvement strategies are incorporated into the Corrective Action Plan. The experiential education director has the right to delay the next clinical experience(s), reassign the student to a different clinical site(s), or allow clinical rotations to proceed as previously planned.

Within ten working days of official notification of probationary status by the Assistant/Associate Dean for Academic Affairs, the student must submit the Corrective Action Plan that has been signed by the experiential education director to the Assistant/Associate Dean for Academic Affairs. If this time frame cannot be met due to legitimate reasons (e.g., schedule conflicts), the student and the experiential education director may jointly request an extension from the Assistant/Associate Dean for Academic Affairs.

A copy of the Corrective Action Plan will be forwarded to the experiential education director, appropriate department chair(s), and the student's academic advisor. A copy of the plan will also be placed in the student's file housed in the Office of Academic and Student Affairs, but will not be reviewed by the Academic Review and Support Committee.



### *Academic Dismissal*

A student will be immediately and automatically dismissed from the program upon the occurrence of any one of the following events:

1. The student receives a second failing (F, WF, AF) or unsatisfactory (UN) grade in any required or elective course of the curriculum, regardless of the semester in which the failing grades were earned, and/or whether the previously failed course has been repeated for a passing grade.
2. The student earns a semester grade-point average of less than 2.00 for a third time, regardless of whether any courses have subsequently been repeated for higher grades.
3. The student receives a fourth grade of D in any required or elective course of the curriculum, regardless of the semester in which the D grades were earned.
4. The student is officially notified of a third academic probationary event.

Academic dismissal means the student is immediately and automatically terminated from the program upon receipt by the Office of Academic and Student Affairs of written documentation of final grade(s) and/or a dismissal-precipitating probationary event resulting from sanction of unprofessional behaviors from the course or program faculty. The Assistant/Associate Dean for Academic Affairs shall promptly notify all dismissed students of their status. A dismissed student who believes s/he has grounds for a grade appeal must pursue that appeal before seeking reinstatement or s/he forfeits the right to appeal the grade. Students appealing a grade have the right to attend classes or clinical rotations, participate at assigned clinical education sites and exercise the privileges of all other School students pending the outcome of the appeal, except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Assistant/Associate Dean for Academic Affairs. Students who request reinstatement after notification of dismissal without pursuing a grade appeal forfeit their right to appeal any grade earned in their program of study up to the date of the dismissal. Any student who has questions about filing a grade appeal and its effect on any request for reinstatement should confer with his/her academic advisor, the Chair(s) of the department(s) within their program, and/or the Assistant/Associate Dean for Academic Affairs.

A dismissed student who wishes to be considered for reinstatement must submit this intent in writing to the Assistant/Associate Dean for Academic Affairs within ten working days of the date on which the written notification of dismissal was sent. Electronic notification of dismissal and the intent to appeal for reinstatement is permitted. The dismissed student appealing for reinstatement has the right to attend classes and exercise the privileges of all other School students pending the outcome of the appeal except when prohibited by department policy or in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Assistant/Associate Dean for Academic Affairs.

The student will make an appeal for reinstatement in person or by telephone at a meeting of the faculty of the program in which s/he is enrolled. If the student also elects to submit a written statement to the faculty, it must be received by the Assistant/Associate Dean for Academic Affairs no later than 8:30 a.m. (Central time) on the day prior to the scheduled reinstatement hearing. The Assistant/Associate Dean for Academic Affairs has the right to delay the hearing based on information contained in the student's written statement.

The reinstatement hearing will be held as soon as possible after notification of dismissal. The Senior Associate Dean will notify the student and the program faculty of the date, time and place of the reinstatement hearing. When scheduling the hearing, consideration will be given to the student's need to prepare an appeal and the need to secure a quorum of program faculty. A quorum is defined as not less than one half of the voting membership within the program. Academic administrators will attend the reinstatement hearing but will vote on reinstatement only if they hold a primary academic appointment in a department of that program, or if they have teaching responsibilities in that program. The Senior Associate Dean and Assistant/Associate Dean for Academic Affairs abstain from voting.

All faculty and administrators permitted to attend the hearing will receive a copy of pertinent documents from the student's file housed in the Office of Academic and Student Affairs, including all Corrective Action Plans and all recommendations of, and correspondence from, the Academic Review and Support Committee. The student may have an advisor present during their oral presentation before the faculty, but that individual may not address the faculty. Witnesses are not generally called, although the student can provide written statements of support by appropriate individuals (e.g., teachers, counselors) with the materials submitted to faculty prior to the hearing via the Assistant/Associate Dean for Academic Affairs (see above). If a motion to reinstate is made and seconded, the student will be reinstated upon the passing of the motion by at least a simple majority of those present and voting. In the case of a tie the motion fails.

Any faculty-generated binding conditions for reinstatement must be made as amendments to the motion to reinstate. If a student is reinstated (with or without binding conditions) the faculty will also be given an opportunity to propose non-binding recommendations to the Assistant/Associate Dean for Academic Affairs, who has the responsibility and the authority to construct programs of study, with or without additional conditions, for reinstated students.

#### *Responsibilities of the Dismissed Student*

1. Adhering to all timelines for initiating reinstatement appeals.
2. Preparing written and/or oral appeal statements in consultation with the academic advisor.
3. Presenting his/her case for reinstatement to the program faculty.

#### *Responsibilities of Assistant/Associate Dean for Academic Affairs or His/Her Designee*

1. Providing written notification of dismissal to the student and to the Office of the Senior Associate Dean.
2. Copying and disseminating pertinent documents from the dismissed student's file housed in the Office of Academic and Student Affairs to program faculty in a confidential and timely manner.
3. Serving as a resource for the dismissed student seeking reinstatement.
4. Informing students, verbally and in writing, of the outcome of their appeal to the program faculty.
5. Constructing the program of study, including any binding, recommended and/or discretionary conditions, for the reinstated student

### *Responsibilities of the Senior Associate Dean or His/Her Designee*

1. Arranging the date, time and place of the hearing and communicating hearing logistics to the dismissed student, the program faculty and the Office of the Academic and Student Affairs.
2. Securing needed communications equipment (e.g., speaker telephone).
3. Presiding at the reinstatement hearing.
4. Documenting the outcome of the reinstatement hearing through the preparation of minutes.
5. Disseminating hearing minutes to the program faculty, the Assistant/Associate Dean for Academic Affairs, and the Dean.

The dismissed student who is denied reinstatement by the program faculty has the right to appeal to the Dean of the School of Pharmacy and Health Professions, the Vice President for Health Sciences, and the University President, in that order. The timeline for initiating these appeals is outlined in the appendix B of the policy available on the website of the Office of Academic and Student Affairs. The University administrators identified in Appendix B shall only recommend a change in the decision made by the program faculty if the decision is arbitrary, capricious, clearly unsubstantiated or in violation of other School or University policies. If allowed by the Readmission Policy, dismissed students who do not seek or are denied reinstatement may apply for readmission through the regular admissions process no earlier than six months from the date of dismissal. Dismissed students who are readmitted in this fashion may resume their studies no earlier than twelve months from the date of first dismissal.

Any student reinstated by the School of Pharmacy and Health Professions program faculty or the Dean as set forth above or in Appendix B, will be subject to immediate academic dismissal effective upon the occurrence of any additional probationary event. The student's past academic history will be considered when determining if a probationary event is warranted.

Students dismissed for a second time will not be allowed to appeal to the School of Pharmacy and Health Professions program faculty, Dean, or Health Sciences or University administrators for reinstatement nor are they permitted to reapply to the program.

Failure to comply with any part of this process on the part of the student will result in forfeiture of all rights of appeal as outlined.

The School reserves the right to modify, deviate from, or make exceptions to this policy at any time, and to apply any such modification, or make any such deviation or exception applicable to any student without regard to date of application, admission, or enrollment.

This policy is neither a contract nor an offer to enter into a contract. Each student is responsible for knowledge of the School's policies, as well as for changes promulgated by the School as addenda to policies and, by virtue of their enrollment in the School, agrees to be bound by the terms of these policies. This policy supersedes all previous versions of the Scholastic Standing Policy. Any changes which are made in the University's Student Handbook will automatically be incorporated into this policy.

## **READMISSIONS POLICY**

Students dismissed from the School for the first time for reasons of poor academic performance or misconduct (academic or non-academic), who either do not elect to appeal for reinstatement or who appeal but are not reinstated by faculty, may apply for readmission to the School. Likewise, students dismissed for reasons of academic or non-academic misconduct may apply for readmission if allowed by the final administrative authority adjudicating their case. Students who have been twice dismissed from a School program are ineligible for readmission.

Students eligible to apply for readmission must wait a minimum of one calendar year from the date of dismissal before submitting a formal application. The application for readmission will be reviewed by the Admission Committee of the program to which the applicant is applying. Applicants for readmission will be held to the same standards of academic performance and motivation for the profession as other applicants seeking admission in the same cycle. The readmission applicant's academic history at the School of Pharmacy and Health Professions will be considered by the Committee, as will any additional academic performance documentation submitted by the applicant. Official transcripts from all schools, colleges or universities attended since leaving Creighton University must be submitted as part of the reapplication package.

The Admission Committee will have full access to the student's Creighton University permanent record, including correspondence generated as a result of the original dismissal action. In addition to submitting all required admission application paperwork, the individual seeking readmission has the right to submit documentation or evidence that the conditions and/or factors which resulted in the previous dismissal from the School of Pharmacy and Health Professions program have been remedied or have significantly improved. However, submission of such documentation or evidence is in no way a guarantee that the admissions petition will be successful.

Individuals who are readmitted will enroll in the curriculum that is in place for students beginning their first professional year during the academic year in which the readmitted student enrolls. Advanced standing status will be determined by the Assistant/Associate Dean for Academic Affairs. The readmitted student's prior academic record within the School will remain a part of her/his Creighton transcript. The grades for required professional courses successfully completed that are applicable to the student's current curriculum, and which are deemed acceptable when the decision on advanced standing is made, will be used in calculating the professional grade point average. Grades for all other previously completed courses will not be calculated into the readmitted student's professional GPA.

A readmitted student is subject to all policies affecting students in the School of Pharmacy and Health Professions. A readmitted student who is dismissed for poor academic performance under the School's Scholastic Standing Policy or for academic misconduct may appeal to the faculty for reinstatement. The readmitted student who is dismissed for academic or non-academic misconduct may appeal through procedures outlined in the Creighton University Student Handbook. Readmitted students who are again dismissed and who elect not to appeal a dismissal, or who appeal and are denied reinstatement, may not apply for readmission to the School.

Re-admitted students who are again dismissed and who elect not to appeal a dismissal, or who appeal and are denied reinstatement, may not apply for readmission to the School.

## GRADE APPEALS POLICY

### *Preamble*

The Instructor(s) of Record for courses offered to students in the School of Pharmacy and Health Professions have jurisdiction in assigning grades earned by students at the end of each term in which the course is offered. The criteria and mechanisms for performance evaluation shall be published in the course syllabus and communicated to students at the beginning of the course. When assigning course grades, Instructor(s) of Record will evaluate students in a manner that is fair, unbiased, and consistent with those criteria and mechanisms.

It is the responsibility of the student to review final course grades posted online by the Registrar's Office at the end of the semester.

### *Pre-Appeals Process*

Students have the right to appeal a grade that they believe to have been assigned in an arbitrary or capricious manner.<sup>1</sup> The appeal process for all students in the School of Pharmacy and Health Professions taking courses offered by a department within the Health Sciences disciplines requires that the following steps be taken in the sequence listed below.

Step 1: The student confers with the Instructor(s) of Record, outlining the basis for dissatisfaction with his/her original grade in an attempt to come to resolution in the absence of third parties. It is the responsibility of the student to contact the Instructor(s) to initiate this step. It is expected that the student and Instructor(s) meet alone but, in the rare instance when one and/or both have a concern about meeting privately; the student's academic advisor may be invited to attend. In that event, the role of the academic advisor will be to facilitate professional and productive communication between the student and the Instructor(s). If, at any point in this process, the Instructor(s) of Record agree(s) with the student and elects to alter the original grade issued, the process is terminated and the issue is considered closed. Likewise, if the student becomes convinced at any point in the process that the original grade was issued in a manner that was neither arbitrary nor capricious, the process is terminated and the issue is considered closed. If the dispute is unable to be resolved, the preliminary process proceeds to Step #2.

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<sup>1</sup> For the purpose of this policy, "arbitrary or capricious" refers to the assignment of a final course grade through means that are erratic, irregular or inconsistent with grading policies published in the course syllabus and/or inexplicably different from those applied to other students enrolled in the same course.

Step 2: The student and the Instructor(s) of Record confer with the Chair of the Instructor(s) of Record's department unless the department is external to the School. In that situation, the Chair will be invited to participate and, if s/he declines, the administrator's function will be assumed by the Assistant/Associate Dean for Academic Affairs. The administrator's role is to host the meeting and facilitate professional and productive communication between parties. At no time should the administrator assume the role of decision-maker in the grade dispute. The student may request the presence of his/her academic advisor during this meeting. The academic advisor, if present, may counsel his/her advisee but should not take an active role in the discussion. Either party may request the presence of the Assistant/Associate Dean for Academic Affairs to interpret policy and/or provide administrative guidance on the process.

If, at any time during this step of the process, the Instructor(s) of Record agree(s) with the student and elects to alter the original grade issued, or if the student becomes convinced that the original grade was issued in a manner that was neither arbitrary nor capricious, the process is terminated and the issue is considered closed. The Administrator must write a memo to the Assistant/Associate Dean for Academic Affairs which summarizes the outcome of the meeting. Copies of this memo must be sent to the Instructor(s) of Record, the student, and to the student's academic file through the Assistant/Associate Dean for Academic Affairs.

If the student disputing a course grade is out of the Omaha metropolitan area, the required preliminary conversation with the Instructor(s) of Record may be made by phone, followed by submission of a written summary of the outcome of the conversation by the student and the Instructor(s). Copies of the summary must be sent to the Assistant / Associate Dean for Academic Affairs, and the student's academic advisor. If a conference call is deemed necessary, the cost of the call will be borne by the School. If, subsequent to preliminary Step #2, a grade appeal is filed and the Academic Issues Hearing Board wishes to interview the student, this interview can be conducted by phone, videoconference, or when the student is next in Omaha at the discretion of the administrator in charge.

### *Formal Grade Appeals Process*

If resolution of the issue cannot be attained through the preliminary steps outlined above, a formal grade appeal may be filed by the student. If the grade being contested was issued in a course taught by a department or division outside of the School of Pharmacy and Health Professions, the Grade Appeals Policy of that department or division will be followed. The Assistant/Associate Dean for Academic Affairs will obtain a copy of that policy to share with the student and his/her academic advisor.

If the student elects to formally appeal the grade, s/he must inform the Assistant/Associate Dean for Academic Affairs in writing. In the written appeal, the student must outline the specific grounds for the appeal, and clearly and precisely describe the basis for the complaint. A copy of the student's letter of appeal, and any supporting documentation provided, will be forwarded to the Instructor(s) of Record and the appropriate Department Chair and the Chair of the School's Academic Issues Hearing Board. It is on the basis of the student's written appeal and the supplemental documentation provided to or gathered by the Academic Issues Hearing Board that the Board will decide whether or not to hear the case.

The student formally appealing a failing grade has the right to attend classes and exercise the privileges of all other School students pending the outcome of the appeal except when prohibited by department policy or in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property.

### *Academic Issues Hearing Board*

The Academic Issues Hearing Board, a standing board consisting of one faculty member and one student from each program, is chaired by the Senior Associate Dean or his/her designee. The Chair shall be a non-voting member, except in the case of a tie when the chair shall cast the deciding vote. The Academic Issues Hearing Board will be convened by the Assistant / Associate Dean for Academic Affairs for the purpose of reviewing and acting upon written appeals of grades presented by students who have followed the process described in this policy.

When presented with a student appeal by the Assistant / Associate Dean for Academic Affairs, the Chair of the Academic Issues Hearing Board shall secure the course syllabus and request from the Instructor(s) of Record his/her written response to the appeal. as the Board shall also request form the Instructor(s) of record any additional written information on grading policy previously communicated to the class.

Within two weeks of being convened, the Academic Issues Hearing Board shall review the student's allegations and the documentation provided by both the student and the Instructor(s) of Record. The Board shall also have access to information contained in the student's academic file and transcript At the conclusion of the review, the Board shall determine whether sufficient evidence has been presented to proceed with a formal hearing. The burden of proving that a course grade was assigned arbitrarily or capriciously rests with the student.

If the data presented by the student are judged to be insufficient to warrant a hearing, the Chair of the Academic Issues Hearing Board will so indicate, in writing, to the Assistant / Associate Dean for Academic Affairs who will inform the student and Instructor(s), in writing, of this determination. At that point, the issue is considered closed. If sufficient evidence is presented by the student to warrant an appeal hearing, the Board will act in a timely manner to collect the information necessary to render a decision as to whether the grade issued to the student was assigned in a manner that was neither arbitrary nor capricious. All written documentation provided to the Board by the student petitioner and/or the Instructor(s) will be shared with the other party. The Board is under no obligation to share information it gathers on its own.

The specific charge to the Academic Issues Hearing Board regarding a grade appeal is to assess whether the mechanisms utilized by the Instructor(s) of record to determine the grade in question were applied consistently and fairly to all students enrolled in the course and, if not, to identify specifically which evaluation mechanisms were arbitrarily or capriciously applied. The Academic Issues Hearing Board should not attempt to determine the grade to be received by the student.

The Board shall convene as soon as possible to evaluate all evidence pertinent to the case. In the course of its investigations, the Board may choose to interview the principals as well as other faculty and students who may provide insight and/or have direct knowledge about the events of the case. At the invitation of the student, his/her academic advisor may attend the interview but may not take an active role in the discussion. No other individual will be allowed to sit in on an interview unless permission is granted by the Board Chair. The Board's decision will be reached by simple majority vote.

Once a decision is reached, the Chair of the Academic Issues Hearing Board will inform the Assistant / Associate Dean for Academic Affairs, in writing, of the decision. The Assistant / Associate Dean for Academic Affairs then communicates the final decision to the student and Instructor(s) in question.

The Chair of the Academic Issues Hearing Board will also inform the Dean, in writing, of its decision. The Dean vests full authority for the adjudication of grade appeals in the Hearing Board, and will not serve as a source for further appeal or decision review unless requested to do so by the Vice President of Health Sciences or the President of the University.

### *Timeframe for Appeal*

Failure of the student to adhere to the time deadlines described below will result in forfeiture of all rights to appeal the grade in question. If deadlines cannot be met due to legitimate reasons, the student can appeal to the Assistant / Associate Dean for Academic Affairs for an extension.

For didactic and experiential courses, the student will have two weeks after the start of the next semester in which the student is enrolled to file a formal grade appeal. This allows time to work through the pre-appeal process described above and submit a written appeal of a grade. Failure to review grades that have been posted online by the Registrar's Office at the end of the semester will not be viewed as a reason to suspend any of the time deadlines set forth in this policy. It is the responsibility of the student to ensure that the Registrar's Office has the address to which official correspondence should be sent so that it is received by the student in a timely manner.

If there is the possibility of a grade dispute in an experiential course being completed during the final semester prior to graduation, it will be the responsibility of the student to obtain his/her final course grade from the Instructor(s) of Record in writing, preferably prior to leaving the rotation.



## *COURSE WEB SITE ACCESSIBILITY*

To ensure all students are given equal access to online course materials while allowing them time to become familiar with the online course learning environment, course web sites for all courses offered through the School of Pharmacy and Health Professions will be made accessible to students no more than three business days prior to the start of the semester in which the course is offered.

School faculty members are responsible for activating required and elective course web sites in accordance with this policy. Faculty with questions related to course web site activation should contact Instructional Design staff within the School's Office of eLearning and academic Technologies (OLAT).

## *STUDENT EVALUATION OF COURSES*

In an effort to comply with accreditation and ongoing programmatic quality assurance, completion of all required summative course/instructor evaluations and graduate exit surveys is mandatory for all SPAHP students. Failure to complete a required summative course/instructor evaluation will result in the assigning of a grade of Incomplete (I) until such time as the required evaluation has been completed. Failure to complete a mandatory graduate exit survey will delay approval for graduation until such time as the survey has been completed.

This policy recognizes that summative course/instructor evaluations are conducted in accordance with the School's Teaching Effectiveness Plan, and may not be required with each offering of a given course. Course instructors should communicate clearly with enrolled students about the mechanisms being employed to assess course effectiveness in a given semester, and the students' required role in providing course assessment data.



## MISCONDUCT POLICY

The School of Pharmacy and Health Professions recognizes its duty to prepare students who are not only knowledgeable in their disciplines, but who also possess a character sufficiently moral and ethical to be deserving of the public trust. With this responsibility in mind, academic misconduct will be dealt with swiftly and fairly in accordance with policy. This policy complements the Code of Conduct outlined in the Creighton University Student Handbook and the School's Honor Code.

### *Definition of Misconduct*

1. Academic and Non-Academic Misconduct are described in the Creighton University Student Handbook, and this policy subscribes to all procedures described in the Student Handbook.
2. For purposes of this policy, Academic Misconduct includes (but is not limited to):
  - a. Cheating, including:
    - i. collaborating on assignments or examinations where such a practice has not been specifically approved by the instructor
    - ii. copying the work of others and claiming it as your own
    - iii. using unauthorized materials to complete assignments or gain unfair academic advantage
    - iv. offering unauthorized materials to others
    - v. obtaining examinations prior to administration
    - vi. arranging to have others take examinations or complete assignments
    - vii. misrepresenting your attendance or the attendance of others in a course where a mandatory attendance policy is in effect
  - b. Plagiarism in any form
  - c. Falsifying documents, correspondence, reports, or records of any kind, or knowingly providing false information or evidence to University or School personnel, or to others external to the University
  - d. Endangering or threatening to endanger patients, faculty, staff, fellow students or damaging their property
  - e. Theft or destruction of library materials or other academic resources
  - f. Illegal, obscenity-related, and/or other misuse of University-provided resources (e.g., computers, email) related to academic work or violation of any acceptable use policies of the University
  - g. Violation of patient confidentiality in any practice and/or learning setting
  - h. Violation of codes of conduct described in the University's Student handbook, the School of Pharmacy and Health Professions Honor Code, course policies, University, School, Program or department policies and/or articulated by instructors either verbally or in writing
  - i. Unprofessional behaviors that disrupt the learning environment of others or which reflect poorly on the School or the professional disciplines within the School
  - j. Misrepresentation of self or others
  - k. Refusing to acknowledge, honor and/or comply with requests issued by faculty or administrators related to academic issues

3. For purposes of this policy, Non-Academic Misconduct includes (but is not limited to):

- a. Illegal, obscenity-related, and/or other misuse of University-provided resources (e.g., computers, email) in ways that are not related to academic work or violation of any acceptable use policies of the University
- b. Unprofessional behaviors that reflect poorly on the University
- c. Theft
- d. Harassment, libel or slander
- e. Violence or the threat of violence
- f. Unauthorized use, possession or storage of weapons
- g. Trespassing or gaining unauthorized entry into any building, space or facility
- h. Bribery
- i. Intentional deception for personal gain
- j. Extortion
- k. Abuse of, or impairment from, alcohol, drugs or chemicals
- l. Illegal possession, use or sale of alcohol, drugs or chemicals
- m. Any criminal convictions

### *Procedures*

The Assistant/Associate Dean for Academic Affairs of the School of Pharmacy and Health Professions is responsible for overseeing the handling, documentation and dissemination of information resulting from incidents of Academic Misconduct. If, for any reason, the Assistant/Associate Dean for Academic Affairs, or the Senior Associate Dean (who Chairs the Academic Issues Hearing Board), is unable to discharge the responsibilities outlined in this policy, they will be transferred to a School administrator designated by the Dean.

The following policy statements will guide the School in dealing with matters of Academic Misconduct.

Non-Academic Misconduct will be remanded to the Associate Dean for Academic and Student Affairs for the School of Pharmacy and Health Professions for appropriate disposition according to University procedures unless a specific School policy addressing the non-academic misconduct incident is in place.

### *Faculty Rights and Responsibilities*

1. A faculty member may elect to issue a warning to a student or take measures to correct behavior in order to prevent an incident of Academic Misconduct or in lieu of imposing a penalty under this policy. Faculty are strongly encouraged to visit with their department Chair and/or the Assistant/Associate Dean for Academic Affairs when considering a course of action. Faculty are also strongly encouraged to document any warnings issued in writing, and to send copies of the correspondence to the student's file housed in the Office of Academic and Student Affairs, the Assistant/Associate Dean for Academic Affairs, the student's academic advisor and the faculty member's department Chair.
2. The faculty member must provide the student with a hard copy of the Misconduct Policy, or direct the student to the policy found on the School's website, when issuing a verbal or written warning of unacceptable conduct, and advise the student to contact the Assistant/Associate Dean for Academic Affairs if s/he is in disagreement with the warning.

3. If the faculty member elects to impose a penalty for Academic Misconduct, s/he must inform and consult with his or her department Chair (or designee), and the Assistant/Associate Dean for Academic Affairs regarding the alleged Academic Misconduct. The purpose of the consultation is to discuss the process of filing a misconduct charge and penalty options.

4. If a faculty member elects to impose a penalty for Academic Misconduct that falls within the jurisdiction of his/her course, (up to and including course failure) the faculty member must:

- a. Assure due process for the student by notifying him/her via letter of the alleged misconduct. The letter shall be sent via certified and regular first class mail to the student's most recent address of record on file at the Office of Academic and Student Affairs. The Office of Academic and Student Affairs shall assume responsibility for posting the faculty member's letter. The letter shall (1) identify the misconduct charge, (2) review the evidence in support of the misconduct charge, (3) specify the action recommended, and (4) inform the student of his/her right to appeal this charge. A copy of the Misconduct Policy shall be included with the letter.
- b. Send copies of the correspondence to the student's file, the Assistant/Associate Dean for Academic Affairs, the department Chair of the faculty member involved, and the student's academic advisor.
- c. Instruct the student to contact the Assistant/Associate Dean for Academic Affairs to either accept in writing the proposed penalty or discuss the procedure for initiating an appeal.

5. If the faculty member wishes to recommend a penalty more stringent than course failure, or if the student refuses to agree in writing to a proposed penalty within the faculty member's jurisdiction, the faculty member must:

- a. Communicate with the Assistant/Associate Dean for Academic Affairs, who is responsible for notifying the Academic Issues Hearing Board of a pending case.
- b. Follow the guidelines outlined in the section entitled Faculty Rights and Responsibilities for communicating information to the student, the student's academic advisor, the faculty member's department Chair, and the Assistant/Associate Dean for Academic Affairs unless done previously.
- c. Instruct the student to contact the Assistant/Associate Dean for Academic Affairs immediately to discuss the procedure for presenting his/her case before the Academic Issues Hearing Board.

6. In the event that an appeal is initiated by the student or required by policy, the faculty member must write a descriptive report outlining his/her case against the student and identifying potential witnesses who could speak knowledgeably on issues related to the misconduct charge. The report and the list of potential witnesses should be submitted to the Office of the Senior Associate Dean when requested by the Chair of the Academic Issues Hearing Board.

7. If a faculty member believes a student has engaged in conduct that constitutes Non-Academic Misconduct, s/he must refer the matter to the Associate Dean for Academic and Student Affairs for the School of Pharmacy and Health Professions for appropriate disposition according to University procedures as outlined in the Creighton University Student Handbook.

### *Student Rights and Responsibilities*

1. The student charged with Academic Misconduct has the right to:
  - a. be notified in writing of (1) the charges against him/her, (2) the basis for the charges, (3) the action recommended, (4) the right to a hearing, and (5) procedural steps.
  - b. appeal the case to the Academic Issues Hearing Board and to be informed of the time and place of the hearing in a timely manner.
  - c. formally respond to the charge through the preparation of a descriptive report outlining his/her side of the case and identifying potential witnesses who could speak knowledgeably on issues related to the misconduct charge. The report and the list of potential witnesses should be submitted to the Office of the Senior Associate Dean when requested by the Chair of the Academic Issues Hearing Board.
  - d. attend class and exercise the privileges of all other School students pending the outcome of the hearing, except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Assistant/Associate Dean for Academic Affairs.
  - e. have an advisor or legal counsel present during the presentation of the case to the Hearing Board. The student is advised that if s/he elects to bring counsel to the hearing, the University is bound to also be represented by counsel.
  - f. waive the right to be heard before the Hearing Board. The student is advised that, in so doing, s/he automatically agrees to accept the penalty levied by the faculty member or Hearing Board.
2. The student charged with Academic Misconduct who does not accept the penalty, or wishes to refute the charge and appeal the case, is responsible for:
  - a. initiating an appeal of the charge within ten working days after the date of the letter advising the student of the misconduct charge.
  - b. presenting his/her case at the hearing, by preparing a written report of the alleged incident, and by preparing a list of witnesses to furnish to the Academic Issues Hearing Board in advance of the hearing. The student is encouraged to present an oral statement to the Board at the time of the hearing as well.
  - c. securing an advisor or legal counsel, if one is desired.
3. A student charged with Non-Academic Misconduct has the rights and responsibilities outlined in the section on Non-Academic Disciplinary Procedures in the Creighton University Student Handbook.

### *Office of Academic and Student Affairs Responsibilities*

The Assistant/Associate Dean for Academic Affairs is responsible for:

1. conferring with the faculty member and charged student about policy and process.
2. posting the faculty member's letter to the charged student by certified mail and regular first class mail.
3. receiving the signature sheet from the charged student.
4. forwarding copies of the signed signature sheet to the faculty member, the faculty member's department Chair, and the student's academic advisor under confidential cover.
5. notifying the Chair of the Academic Issues Hearing Board of a pending case.
6. ensuring that all correspondence regarding the case becomes a part of the student's educational record, unless the charge is found to be groundless on appeal.

### *Academic Issues Hearing Board Rights and Responsibilities*

1. The Academic Issues Hearing Board has the right to:
  - a. access the complete educational record of the charged student.
  - b. meet prior to the hearing to review the documentation and discuss the case.
  - c. rule on challenges by the faculty member or charged student about the impartiality of Hearing Board members.
  - d. call and question witnesses.
  - e. determine who shall remain in the room during testimony.
  - f. levy penalties for misconduct charges upheld by the Hearing Board.
  - g. dismiss the case.
2. The Academic Issues Hearing Board has the responsibility to:
  - a. conduct its business with the highest level of confidentiality.
  - b. maintain hearing documents, audio taped records of the hearing and an transcription of the hearing in a secure manner.
  - c. ensure that the faculty member and charged student can exercise their right to challenge the impartiality of any member of the Hearing Board prior to the hearing.
  - d. consider evidence, render a decision on the case, and communicate that decision to the Assistant/Associate Dean for Academic Affairs.

## *Appeals*

1. The student charged with Academic Misconduct may appeal the decision of the faculty member by informing the Assistant/Associate Dean for Academic Affairs, in writing, of the intent to appeal to the Academic Issues Hearing Board. This notification must take place within ten working days of the date the letter was sent. After this time period, the student's right to appeal is forfeited.
2. In the event of an appeal, the Chair of the Academic Issues Hearing Board will establish the date on which the case will be heard. The student, his/her academic advisor, the faculty member levying the charge and his/her department Chair will be informed in writing by the Chair of the Hearing Board on the time and place of the hearing. The student will be informed in writing of the right to have an advisor/legal counsel present.
3. If the student elects not to appear in person before the Academic Issues Hearing Board his/her responsibility for presentation of the case is not waived. Under these circumstances, the Board will deliberate and act based on the evidence available at the time of the hearing.
4. Students who have waived or forfeited the right to appeal de facto accept the penalty recommended by the faculty member or the Hearing Board.

## *Academic Issues Hearing Board*

1. The Academic Issues Hearing Board will be a standing board as delineated in the School's Bylaws. A copy of the School's Bylaws may be obtained from the Office of Academic and Student Affairs.
2. In the event of an appeal of a charge of academic misconduct, and upon request by the Chair of the Academic Issues Hearing Board, written reports of the incident will be prepared by both the faculty member and the student and submitted to the Office of the Senior Associate Dean. The Office of the Senior Associate Dean will forward the reports to the Academic Issues Hearing Board members, and to the Assistant/Associate Dean for Academic Affairs (unless s/he is the faculty member levying the charge) no later than ten working days before the scheduled hearing. Reports prepared by one party are not shared with the other party unless so decided by the Academic Issues Hearing Board.
3. The Chair of the Academic Issues Hearing Board may convene the Board prior to the hearing to review evidence (including pertinent components of the student's educational record), discuss issues and identify witnesses to call. The Board is not required to call all witnesses identified by either party, but will call all those whom they believe necessary to allow them to make an informed judgment on the case.
4. If the Board feels that the case against the student is without merit, it may dismiss the case at this point.
5. The Academic Issues Hearing Board is charged with reviewing the pertinent facts of the case as presented by the student, faculty member, key witnesses, or available in the student's educational record, and rendering a decision by majority vote. The Chair votes only in the case of a tie.
6. At the start of the hearing, Hearing Board members will be advised of the sensitive and confidential nature of the proceedings by the Chair. The hearing will be recorded in its entirety and, if necessary, transcribed.
7. The Hearing Board has the exclusive right to call and question witnesses. The charged student and faculty member involved in the case do not have the right to be present during the presentation of evidence or the questioning of witnesses.



8. Any advisor/legal counsel for the student who is present at the hearing may only serve in an advisory capacity to the student, and may not introduce evidence, cross-examine witnesses or address the Hearing Board without being permitted to do so by the Chair.

9. After the presentation of evidence, the Board will deliberate and render a decision. If necessary, the Board may recess but should resume deliberations at the earliest possible opportunity. The decision is reached by a majority vote of the Hearing Board.

10. If a student is found innocent of the Academic Misconduct charge, the Academic Issues Hearing Board has the authority to dismiss the case.

11. If a student is found guilty of Academic Misconduct, the Hearing Board has the authority to levy a penalty more severe than that recommended by the faculty member. The Board may not levy a penalty less severe than that recommended by the faculty member if the original penalty was within the faculty member's jurisdiction (up to and including course failure). If the original penalty recommended by the faculty member was outside of his/her jurisdiction (e.g., suspension, dismissal), the Hearing Board has the authority to uphold the penalty or to impose a penalty that is either more or less severe.

12. The Assistant/Associate Dean for Academic Affairs will be notified in writing of the decision of the Hearing Board by the Board Chair. The Assistant/Associate Dean for Academic Affairs shall notify in writing the charged student, the faculty member the Dean, the student's academic advisor, the faculty member's department Chair and any other individuals deemed appropriate by the Hearing Board. A copy of the correspondence will be placed in the student's file maintained in the Office of Academic and Student Affairs.

13. The student may appeal the decision of the Academic Issues Hearing Board to the Dean within ten (10) working days following notification of the decision. Except in cases where a serious penalty is imposed (serious penalties are defined as expulsion from the University, suspension or a request for withdrawal from the university), the Dean's decision is final. Pending resolution of an appeal, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Assistant/Associate Dean for Academic Affairs or his/her designee.

14. If the student is appealing a decision of the Dean that involves a serious penalty, the student may make a written appeal to the Vice President for Health Sciences. The student may make a formal written appeal of a decision of the Vice President for Health Sciences that involves a serious penalty, to the University President. An "Intent to Appeal" form (Appendix C, available from the Office of Academic and Student Affairs) and the written appeal shall be delivered by the student to the office of the Vice President for Health Sciences or the University President. The student shall also deliver copies thereof to the office of the Dean. No hearing will be held in connection with either of these written appeal proceedings. Pending resolution of an appeal, the student's status as a student remains unaltered except in cases where there are reasons relating to the physical or emotional welfare of the student or of others, or reasons involving the safety of persons or property. The decision on student status will be made by the Assistant/Associate Dean for Academic Affairs. The Vice President for Health Sciences and the President shall only recommend a change in the decision made at the lower level of appeal if the decision is arbitrary or capricious or clearly unsubstantiated by the evidence. The President's decision shall be considered final.



15. Copies of all documents pertaining to the case will be entered into the student's permanent record and the permanent record of the Academic Issues Hearing Board after all University based appeals have been exhausted. No documents will be entered into the student's permanent record if the case against the student is found to be without merit.

16. If it is subsequently discovered that false information or evidence was provided by the student either prior to or during the Hearing, regardless of whether the right to a Hearing was waived, the case may be reopened and the Hearing Board will reconsider the case based on the new information. In addition, the provision of false information or evidence will be considered an additional charge. To the extent possible, the original Academic Issues Hearing Board members will be retained on the reconvened Board.

17. The Academic Issues Hearing Board may be called by the Dean to provide counsel on cases of nonacademic misconduct on or other academic issues of concern. In this event, the Board's decision-making authority is suspended, and it serves solely in an advisory capacity to the Dean.

The School reserves the right to modify, deviate from, or make exceptions to this policy at any time, and to apply any such modification, or make any such deviation or exception applicable to any student without regard to date of application, admission, or enrollment. This policy is neither a contract nor an offer to enter into a contract. Each student is responsible for knowledge of the School's policies, as well as for changes promulgated by the School as addenda to this Policy. This policy supersedes all previous versions of the Misconduct Policy. Any changes which are made in the University's Student Handbook will automatically be incorporated into this policy.

Appendix B of the electronic version of the policy available on the Office of Academic and Student Affairs website contains the required signature sheet the student must complete acknowledging receipt of the letter outlining the misconduct charge and, when appropriate, to indicate the intention to appeal the charge to the Academic Issues Hearing Board.

## ***DISABILITY ACCOMMODATION POLICY***

The School of Pharmacy and Health Professions recognizes its duty to provide student applicants with equal opportunity to admission into professional programs of the School. There must be no discrimination to admission based on gender, race, age, creed, national origin, marital status or disabling condition. It is the responsibility of the Assistant/Associate Dean for Academic Affairs, the Assistant / Associate Dean for Student Affairs, and the Special Needs and Assistance Advisory Committee (SNAC) to assist newly-admitted students with disabilities in achieving equal access to the educational experiences available to all other students. The composition of this committee shall be either the Assistant/Associate Dean for Academic Affairs or the Assistant/Associate Dean for Student Affairs (who shall serve as Chair), and one faculty member from each department. University employees who are responsible for student support services and affirmative action, students from each program within the School and other individuals shall be invited as deemed necessary.

To achieve equal access to the educational experience, some reasonable accommodations may be necessary to ensure adequate preparation of students for professional practice or other career alternatives for which he or she may be qualified. This policy is in harmony with the Americans with Disabilities Act (ADA), Title I, 42 U.S.C., Section 12101, Section 504 of the Rehabilitation Act and with the Creighton University Policy Applying to Nondiscrimination on the Basis of Disability (1992). The School elects to implement the terminology and ideation established by the federal government and the University in the admission and retention of students living with physical and/or emotional challenges.

Within the pool of applicants for each professional program, there may be a limited number that will have disabilities. The disabled may include those with "sensory (primarily hearing and visual deficits), emotional, learning (perceptual and cognitive), physical, and chronic medical problems" (Bowman, D.J., Marzouk, D.K., 1992, p. 526, American Journal of Occupational Therapy, May 1992).

1. Regarding program admission procedures, the following tenets may assist admissions committees and members of SNAC in making discretionary decisions in their selection procedures: The mission of the School is to educate competent, value-centered professionals who can serve others through the application of knowledge in their respective fields of study;
2. Only qualified persons may be admitted to the School or University, including those who have disabilities;
3. All students, disabled and non-disabled, are entitled to equal access to educational offerings in the most integrated setting;
4. Students with disabilities may achieve professional competency through a variety of educational approaches.

Disability is defined in functional terms as, "a physical or mental impairment which substantially interferes with a major life activity" (ADA, Title I). Under the ADA (see page 1, paragraph 2), students with disabilities may not necessarily have a specific diagnosis to qualify as disabled, but rather, may be disabled in functional performance. Students with a record of drug or alcohol abuse may qualify for accommodations under the ADA.

Persons with disabilities may or may not identify themselves upon admission. If special activities and/or performance testing are a part of the admission process, all applicants must be informed of this in advance. The student with a self-disclosed disability will be provided with necessary accommodations prior to testing to allow equal participation if possible. Once admitted, student requests for additional accommodations will require verification of disability by a qualified professional such as a physician or psychologist. A written verification of disability will allow the SNAC and the student to determine if adjustments in the educational program are necessary. Recommendations regarding possible modifications to the course of study will be made by the SNAC members in collaboration with the student and appropriate faculty and administrators.

In order to ensure provision of accommodations in a timely manner, students with disabilities are encouraged to request assistance as soon as possible after notification of admission. Each semester thereafter students are expected to confirm or decline allowed accommodations through the office of the Coordinator of Services for Students with Disabilities. The University is responsible for making reasonable accommodations and for providing equal access to resources as determined and agreed upon by the student and the SNAC.

### *Admissions Procedures*

1. The Admissions Office of the School shall provide applicants to the professional programs with an opportunity to self-disclose their disability status at the time of acceptance. Application forms for the School of Pharmacy and Health should include the following statement: "According to Federal law, the provision of information regarding disabilities, handicaps, or other special needs must be voluntary. However, if there is no voluntary disclosure and documentation of special needs, Creighton University will not be able to provide accommodations. If provided, this information will be kept in strict confidence and will not be used to discriminate against you in any manner."

2. The Admissions Office of the School shall provide all accepted students with the Creighton University Student Support Services resource sheet entitled "Services for Students with Disabilities" to inform them of available resources and assistance.
3. The Chair of the SNAC and a faculty member from the program in which the student has been accepted shall offer to meet with the student once s/he has been notified of admission to inform her or him of career opportunities and the demands of various career options within the profession.

### *Accommodations*

1. The syllabus of every course offered by the School of Pharmacy and Health Professions will contain a visible statement confirming the School's commitment to assisting students with disabilities in accomplishing the academic mission of the School's programs and identifying persons to contact for further information or to disclose.
2. Diagnosis of a disability does not necessarily imply the need for reasonable accommodations. However, if a student seeks accommodations for classroom or clinical coursework either prior to enrollment or once enrolled, a written verification of the disability by a qualified professional will be required and should be submitted to the Coordinator of Services for Students with Disabilities. It is the student's responsibility to finance evaluations for the verification of disability. Limited evaluation services may be obtained through the Creighton University Counseling Center and Student Health.
  - a. Once formal documentation of the disability has been received, the student will complete a Needs Assessment at the Student Support Services office, sign a release of information form, and formalize allowed accommodations. The student's signature on the release of information form permits notification of the appropriate coordinator of experiential education unless the student explicitly requests otherwise in writing. The disclosure of disability and the student's request for accommodations should be submitted to the Coordinator of Services for Students with Disabilities as soon as possible, but no later than ten weeks prior to the beginning of course work.
  - b. Pending the receipt of documentation and a signed release of information form regarding disability, the SNAC, in consultation with the student, may choose to advocate for special considerations with faculty. Agreements for special considerations will be formalized in a letter signed by the Chair of the SNAC and the student and distributed to SNAC members, the student, and appropriate faculty.
3. If the student with a disability seeks accommodation during the clinical experience, the SNAC must assure that the respective program's coordinator of experiential education has access to any statement verifying the disability. It shall be the responsibility of the Coordinator of Services for Students with Disabilities to obtain a signed release of information form from the student. The signed release will be used to assist the student in achieving reasonable accommodation through necessary negotiation with clinical supervisors.
4. Verification of disability will allow the SNAC to determine, on a case-by-case basis, if additional adjustments in the educational program, such as the use of nontraditional training sites, could be utilized if acceptable to the student.
5. The denial of a student's request for accommodations will occur only after the SNAC has met to discuss the request. The Chair of the SNAC will notify the student, in writing, if accommodations are denied, and will review the decision with the student. The School of Pharmacy and Health Professions is required to make reasonable affect the substance of the educational program or compromise educational standards.

### *Responsibilities of the Individual Members of SNAC*

The Assistant/Associate Dean for Academic Affairs or the Assistant/Associate Dean for Student Affairs shall serve as the Chair of the SNAC, coordinate the efforts of the SNAC, and schedule meetings of SNAC when a newly-admitted student has made a request for educational or clinical accommodations. It shall be the responsibility of the Chair of the SNAC to inform the student of his/her responsibility to provide the Coordinator of Services for Students with Disabilities with verification of the disability, and the need to complete a Needs Assessment. A copy of the verification will be provided to the Chair of the SNAC when necessary.

It shall be the responsibility of the respective program's coordinator of experiential education to assist the student with special needs in selecting appropriate clinical sites. The program's coordinator of experiential education shall discuss the need for accommodations with the Clinical Supervisor prior to the student's arrival at a clinical site. The appropriate coordinator of experiential education may be invited to attend meetings of the SNAC when academic progress of students on clinical assignment is on the agenda.

The student shall be encouraged to disclose the disability and establish regular meetings with the faculty advisor, who can then monitor academic progress and work with the student to determine the need for additional accommodations. If informed of the disability by the student, the faculty advisor may be invited to attend meetings of the SNAC when her/his advisee's program of study or academic progress is on the agenda.

The SNAC Chair shall be responsible for maintaining contact with Student Support Services and for communicating additional needs for support to the Coordinator of Services for Students with Disabilities. The Chair of the SNAC and her/his designee shall be the liaison between the student and the Coordinator of Services for Students with Disabilities and shall supply text lists, course syllabi, an examination schedule, and any other necessary information to the Coordinator of Services for Students with Disabilities for the purposes of arranging accommodations. The Coordinator of Services for Students with Disabilities shall meet with the student and the members of SNAC and shall coordinate the educational assistance offered to the student and make recommendations concerning the availability of community resources accessible to the student.

### *Meeting Schedule*

The members of SNAC shall meet twice annually, and as needed at the request of the Chair of the SNAC. The members of SNAC in cooperation with the Coordinator of Services for Students with Disabilities and the Director of Affirmative Action will provide an annual in-service to the faculty and staff of the School in order to improve and maintain the continuity of efforts to provide accommodations to disabled students.

**NOTE: Definitions of disability, equal access, and reasonable accommodation are available as Appendix A in the electronic version of the Disability Accommodation Policy available in the Office of Academic and Student Affairs website.**

## CHEMICAL IMPAIRMENT POLICY

The School of Pharmacy and Health Professions recognizes chemical impairment (including alcoholism) as a treatable disease. While needing to protect the public from chemically impaired students, the School is dedicated to assisting such students and their immediate families toward recovery. Students identified as chemically impaired are followed by the Student Recovery Advocacy Network (SRAN). Screening and treatment contracts made between the impaired student and School are an integral part of the process. All members of the SRAN are sincerely interested in helping impaired students and will hold all information obtained through their participation with the Network in strict confidence. It is the purpose of the SRAN to act in an advocacy capacity for impaired students; however, noncompliance with screening and/or treatment programs and contracts will result in the termination of this advocacy relationship, submission of a full report of the alleged impairment to the Dean, and possible dismissal of the student from the School. A copy of the complete Chemical Impairment Policy may be obtained from the Office of Academic and Student Affairs website. The Chemical Impairment Policy is not intended to, and shall not have the purpose or effect of, displacing the academic performance review procedures and/or the nonacademic misconduct procedures set forth in the School of Pharmacy and Health Professions *Bulletin* and/or the Creighton University Student Handbook.

## EXPERIENTIAL EDUCATION PARTICIPATION

To protect the health of Creighton University School of Pharmacy and Health Professions (SPAHP) students and the patients they serve, and in accordance with contractual arrangements with varied health-related institutions, students in programs which have an experiential education component must meet specified requirements including immunizations, health insurance coverage, and acceptable criminal background checks before being enrolled in any of the School's practice-based academic programs.

Students in programs which have an experiential education component must remain compliant with the immunization, health insurance coverage, and acceptable criminal background check requirements, as well as achieving and maintaining cardiopulmonary resuscitation (CPR) certification, and completing training in universal precautions and HIPAA requirements before they can participate in experiential education activities. Proof of compliance with all of the items listed above will be required by Experiential Education Directors, and may be required by clinical instructors/preceptors, before students can be placed or accepted at educational practice sites. Students who have failed to remain compliant with these requirements will not be allowed to participate in experiential education activities and may be subject to dismissal from the School. At a minimum, non-compliance with this policy may impact or delay the student's date of graduation.

### *Immunizations*

Specific information on immunization requirements for Creighton University Health Science students is available online at <http://www.creighton.edu/ehc/healthservices/immunizationrequirements/index.php>. The cost for all immunizations, titers and screenings will be borne by the student.

All admitted, entry-level SPAHP students are required to submit a confidential health record to Student Health Services on the form sent to them by the Admissions Office. Students will not be allowed to enroll if documentation of vaccination against measles, mumps, rubella, polio, varicella (chickenpox), tetanus-diphtheria (the last dose or booster within the past ten years), and tuberculosis screening is not received by August 1st prior to their anticipated matriculation date. Tuberculosis documentation must include a two-step PPD skin test at the beginning of the annual testing

cycle followed by a yearly PPD skin test (An explanation of the two-step PPD test is available online at [http://www.creighton.edu/fileadmin/user/chc/docs/CU\\_ImmunizationRequirements.pdf](http://www.creighton.edu/fileadmin/user/chc/docs/CU_ImmunizationRequirements.pdf). Any student with a positive PPD skin test (defined as a reaction greater than 10mm) must submit documentation in the form of a written physician's report and chest x-ray done in the U.S. within the past 12 months. A history of BCG vaccine does not preclude a student from PPD skin testing. By the end of the second semester of enrollment in the SPAHP, students are required to complete a series of hepatitis B vaccinations followed by a titer proving immunity. Students are also required to complete an annual tuberculosis screening each April.

Post-professional students who have an experiential education component are required to comply with the Creighton University Health Science students immunization requirements prior to engaging in experiential education activities. Each non-traditional, transitional and post-professional Program Director will inform post-professional students in advance of when required immunization documentation must be submitted and will monitor student compliance.

Students may request a waiver of immunization or screening only if they can document that they have been previously immunized or screened, or where there is a documented medical contraindication. Students considering international experiential training should be aware that additional immunizations may be required in order to comply with health requirements outside of the United States.

### *Health Insurance Coverage*

All students must be covered by a comprehensive health insurance plan for the entire year. The University sponsors a comprehensive health insurance plan at a group rate which provides year-round coverage. Upon matriculation, the premium for the University-sponsored Student Health Insurance Plan will automatically be added to the student's tuition and fees statement each year. In order to have this charge removed from an account, students must annually submit a properly completed waiver form and a copy of both sides of a current health insurance card to Student Health Services before the established deadline.

### *Criminal Background Checks*

All entry-level and post-professional SPAHP students will be required to submit to and receive an acceptable criminal background check as a condition of enrollment. Acceptable student backgrounds for enrollment will be determined by each program's Admissions Committee in consultation with the Experiential Education Director. Background investigations will be conducted via a contractual arrangement with an outside vendor at a frequency to be determined by the Experiential Education Director of the student's program of study. Some clinical facilities may require additional background investigation(s) prior to permitting students to participate in experiential education activities. Program enrollment and clinical facility placement are contingent upon completion and receipt of an acceptable criminal background investigation. Acceptable student backgrounds for experiential education participation will be determined by the Experiential Education Director in consultation with selected faculty. The investigational screenings will include, but may not be limited to, the following for every state and county of residence: criminal record, alias name, warrants, protection orders, residential history, social security number, abuse registry, sex offender registry, Office of the Inspector General (OIG) cumulative sanction report.



### *Cardiopulmonary Resuscitation (CPR) Certification*

All entry-level students in the SPAHP are required to obtain and maintain biennial certification in CPR life support for the healthcare provider from the American Heart Association. All entry-level students must attend the mandatory CPR classes scheduled during the first month of the first semester of their program of study or in the summer immediately preceding their first semester, and repeat the certification if their program of study extends beyond two calendar years. The SPAHP will inform students of CPR life support for the healthcare provider courses offered on campus or in a facility located in close proximity to the Creighton University campus, as well as their respective costs. The students will be responsible for the cost of the certification program.

Post-professional students must fulfill the CPR requirement by taking an American Heart Association authorized Basic Life Support for Healthcare Providers training course or its equivalent prior to experiential education activities. Proof of CPR certification will be submitted to each program's Director one month prior to student participation in the experiential education program, and biennially thereafter for as long as the student remains enrolled.

### *Universal Precautions*

The Occupational Safety and Health Administration (OSHA) standard for Occupational Exposure to Blood borne Pathogens (29 CFR 1910.1030) is designed to eliminate or minimize occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other blood borne pathogens. Healthcare professionals face a significant health risk as the result of occupational exposure to blood and other potentially infectious materials because they may contain blood borne pathogens, including hepatitis B virus, which causes serious liver disease, and human immunodeficiency virus, which causes Acquired Immunodeficiency Syndrome (AIDS). OSHA has concluded that this exposure can be minimized or eliminated by using a combination of engineering and work practice controls, personal protective clothing and equipment, training, medical surveillance, Hepatitis B vaccination, signs and labels and other provisions. Therefore, all students in the SPAHP are required to attend training sessions on Universal Precautions to decrease exposure to blood borne pathogens prior to engaging in experiential education activities.

Each non-traditional, transitional, and post-professional Program Director will inform post-professional students in advance of when required universal precautions training documentation must be submitted and will monitor student compliance.

### *Health Insurance Portability and Accountability Act (HIPAA)*

To protect patient health information, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, required the Department of Health and Human Services (HHS) to establish national standards for electronic health care transactions and national identifiers for providers, health plans, and employers, as well as the adoption of federal privacy protections for individually identifiable health information. In response to the HIPAA mandate, the HHS developed the Privacy Rule, which established national standards to protect and guard against the misuse of individually identifiable health information for certain health care entities (i.e., health plans, health care clearinghouses, and health care providers who conduct certain health care transactions electronically). Since students are routinely exposed to patients' protected health information and must comply with health care facilities' policies and procedures, all students in the SPAHP are required to attend HIPAA and Privacy Rule training sessions prior to engaging in experiential education activities. Each non-traditional, transitional, and post-professional Program Director will inform post-professional students in advance of when required HIPAA and Privacy Rule training documentation must be submitted and will monitor student compliance.



### *Drug Testing*

Some health care facilities require students to submit to and pass a drug test prior to participation in experiential activities at the facility. Most, but not all, facilities requesting drug testing have agreed to provide the testing at no expense to the student. Students who do not complete or do not pass a drug test as required by these facilities will not be allowed to participate in experiential education activities at the facility, and may face sanctions, including possible dismissal from the program.

### *Conclusion*

Non-compliance with any portion of this policy may impact or delay the student's date of graduation or the ability to continue in their program of study. Students who fail to remain compliant with any of these requirements will not be allowed to participate in experiential education activities and may be subject to dismissal from the School.

