

<i>Policy: Pharmacy Faculty</i> <b>Pharmacy Scholastic Standing Policy</b>	<i>Issued:</i> 08/13/2021	<i>Revised:</i>	<i>Page 1 of 10</i>
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***This policy applies to students who entered the Pharmacy program PRIOR to 2024.***

This policy applies to course work taken by SPAHP pharmacy students that is applied to degrees or certificates awarded by the School.

### **Academic Probation**

A student will earn 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.
2. The student earns a semester GPA < 2.00. If the student earns a GPA < 2.00 in the same semester they earn a failing grade, this will be considered one probationary event.
3. The student earns an academic probationary event sanctioned by the program faculty for repeated or serious incident(s) of unprofessional behavior (See SPAHP Professional Behavior Policy).

Academic probationary events become a component of the student's academic history and are not removed secondary to subsequent acceptable academic performance. While a grade of D is not counted as an Academic Probationary Event in the Pharmacy Program, all are reminded that a GPA of 2.00 must be met or exceeded in order to graduate from Creighton University.

### **Didactic Component**

A student enrolled in the didactic component of the pharmacy curriculum who is placed on academic probation will be notified of their status via e-mail 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 their 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 (10) 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 their 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 Advisory Committee for review and possible amendment. The student may be required to appear before the Academic Review and Support Advisory Committee after the submission of the Corrective Action Plan. In this event the student is required to meet with the Academic Review and Support Advisory Committee, they will be notified of the meeting via e-mail and 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

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student's Corrective Action Plan and forwarded to the student, their academic advisor and the Pharmacy Practice and Pharmacy Sciences Department Chairs. Copies of the Corrective Action Plan, and any additional documents generated by the Academic Review and Support Advisory Committee, will be placed in the student's electronic file managed in the Office of Academic and Student Affairs.

Experiential Education Component

A student enrolled in the experiential education component of the pharmacy curriculum who is placed on academic probation will be notified of their status via e-mail by the Assistant/Associate Dean for Academic Affairs. This letter will be sent immediately following the end of the problematic clinical experience and will inform the student of the requirement to meet with the Pharmacy Experiential Education Director 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 Pharmacy Experiential Education Director is responsible for consulting with any faculty deemed necessary to address deficiencies and remediate the situation, and to ensure that all pertinent improvement strategies are incorporated into the Corrective Action Plan. The Pharmacy 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 experiences to proceed as previously planned.

Within ten (10) 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 Pharmacy Experiential Education Director and the student’s academic advisor 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 Pharmacy 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 Pharmacy Experiential Education Director, the Pharmacy Practice and Pharmacy Sciences Department Chairs, and the student's academic advisor. A copy of the plan will also be placed in the student's electronic file managed in the Office of Academic and Student Affairs and will be reviewed by the Academic Review and Support Advisory Committee at the discretion of the Assistant/Associate Dean for Academic Affairs.

**Academic Dismissal**

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

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1. The student receives two failing (F, WF, AF) or unsatisfactory (UN) grades in any required or elective course(s) of the curriculum, regardless of whether a previously failed course has been repeated for a passing grade.
2. 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 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 there are grounds for a grade appeal must pursue that appeal before seeking reinstatement or they forfeit the right to appeal the grade (See Grade Appeals Policy). Students who request reinstatement after notification of dismissal without pursuing a grade appeal forfeit their right to appeal any grade earned 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 their academic advisor, the Chair of the Department in which the IOR resides, and/or the Assistant/Associate Dean for Academic Affairs.

A dismissed student who wishes to be considered for reinstatement must communicate this intent in writing to the Assistant/Associate Dean for Academic Affairs within ten (10) working days of the date on which the written notification of dismissal was sent. Dismissal notice and the intent to appeal for reinstatement is permitted via electronic notification. The dismissed student appealing for reinstatement has the right, but not the obligation, to continue with didactic courses and experiential rotations and exercise the privileges of all other School students pending the outcome of the appeal except when prohibited by Pharmacy Program 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. Once enrolled, an appealing student is expected to remain enrolled unless their petition for reinstatement is denied. The decision to halt forward progression of appealing students based on issues of physical/emotional well-being or safety will be made by the Assistant/Associate Dean for Academic Affairs.

The dismissed student petitioning for reinstatement will make a written and oral appeal to the Pharmacy Reinstatement Appeals Committee. The reinstatement hearing will be held as soon as feasible after the receipt of the intent to appeal. Scheduling will take into account the time needed for the dismissed student to prepare required written and oral statements. The dismissed student may have a support person present during their appeal, but that individual may not address the Committee unless invited to do so by the presiding administrator.

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**Pharmacy Reinstatement Appeals Committee**

The Pharmacy Reinstatement Appeals Committee shall be a standing committee of the Pharmacy program. The Committee shall be comprised of six members from each Pharmacy Department, all of whom must have at least three years of Creighton pharmacy faculty experience. The Senior Associate Dean or designee appointed by the Dean will chair the Committee as a non-voting member.

Committee members shall be recommended for service by both Department Chairs and appointed by the Dean in a staggered fashion. Two consecutive terms are permitted for Committee members. The four-year terms of all appointments shall be staggered, with new or returning members being appointed every two years.

Each panel adjudicating a reinstatement petition shall be comprised of three Committee members from each Department. Six Committee members shall constitute a quorum. Votes on all motions shall be by secret ballot. Any member of the Committee who serves as an academic advisor for an appealing student must recuse himself/herself from all Committee deliberations for their advisee’s appeal.

**Responsibilities of the Dismissed Student**

1. Adhering to all timelines for initiating reinstatement appeals.
2. Preparing written and oral statements of appeal in consultation with the academic advisor.
3. Submitting a written statement of appeal to the Pharmacy Reinstatement Appeals Committee via the Assistant/Associate Dean for Academic Affairs no later than three working days before the scheduled hearing.
4. Presenting an oral statement of appeal to the Pharmacy Reinstatement Appeals Committee in person or via web conferencing.

**Responsibilities of the Assistant/Associate Dean for Academic Affairs or their 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 academic record, including all Corrective Action Plans, correspondence from the Academic Review and Support Advisory Committee, and the student’s written statement of appeal, to the appropriate faculty in a confidential and timely manner.
3. Serving as a resource for the dismissed student seeking reinstatement.

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4. Informing students verbally and in writing of the outcome of their reinstatement appeal, including any binding conditions and recommendations of the Pharmacy Reinstatement Appeals Committee (see below).
5. Disseminating the hearing outcome to the program faculty,
6. Constructing the program of study for reinstated students, including any binding conditions of the Pharmacy Reinstatement Appeals Committee. No element of the program of study may conflict with a decision officially rendered by the Pharmacy Reinstatement Appeals Committee.

### **Responsibilities of the Senior Associate Dean or their designee**

1. Arranging the date, time and place of the hearing and communicating hearing logistics to the dismissed student, the appropriate faculty, and the Office of Academic and Student Affairs.
2. Securing any needed communications equipment (e.g., speaker telephone, technical support).
3. Securing any data, statements, or information requested by the Pharmacy Reinstatement Appeals Committee.
4. Presiding at the reinstatement hearing.
5. Documenting the outcome of the reinstatement hearing through the preparation of minutes.
6. Disseminating the hearing outcome to the Assistant/Associate Dean for Academic Affairs, the Senior Associate Dean, and the Dean.

### **Responsibilities of the Pharmacy Reinstatement Appeals Committee**

1. Reviewing pertinent elements of the dismissed student's academic record as provided by the Assistant/Associate Dean for Academic Affairs, the student's written statement of appeal, and any supporting document provided by the student, faculty colleagues, or School administrators.
2. Receiving verbal reports from academic administrators, academic success counselors, the student's academic advisor, and others as deemed necessary.
3. Hearing the dismissed student's oral statement of appeal and asking pertinent or clarifying questions.
4. Requesting any additional information needed to make an informed reinstatement decision.
5. Voting on any forthcoming motion to reinstate the dismissed student. A simple majority is required for the motion to pass. If no motion to reinstate comes forward, the student remains dismissed.

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6. When warranted, imposing binding conditions related to the reinstated student. Faculty hearing reinstatement appeals may also recommend that the reinstated student seek personal counseling and/or other health care related services. Based on privacy and autonomy issues, as well as the need for students to assume responsibility for their academic performance, these recommendations will not be binding unless it can be reasonably predicted that failure to heed them would result in harm to the student or others.

**Administrative Appeal**

The dismissed student who is denied reinstatement by the Pharmacy Reinstatement Appeals Committee has the right to appeal to the Dean of the School of Pharmacy and Health Professions and the University Provost in that order. The timeline for initiating these appeals is outlined in Appendices A and B. The University administrators identified in Appendices A and B shall only recommend a change in the decision made by these bodies 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 one calendar year from the date of dismissal.

Any student reinstated by the School of Pharmacy and Health Professions Pharmacy Reinstatement Appeals Committee, the Dean, or the University Provost as set forth above or in Appendices A and B, will be subject to immediate academic dismissal effective upon the occurrence of any additional probationary event as described on page 1, or the earning of a failing or Unsatisfactory grade in a Creighton course unrelated to a School-offered degree. 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 Pharmacy Reinstatement Appeals Committee, Dean, 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 and the Pharmacy Program 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 and Pharmacy Program policies, as well

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as for changes promulgated by the School or Pharmacy Program 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.

*Approved by Pharmacy Program Faculty 08/13/2021*  
*Effective August 2021*



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**Appendix A: Intent to Appeal to the Dean (Scholastic Standing)**

Printed Student Name \_\_\_\_\_ Date \_\_\_\_\_

**Appeal to the Dean of the School of Pharmacy and Health Professions**

I intend to appeal the decision of the Pharmacy Reinstatement Appeals Committee to deny reinstatement, which was rendered on \_\_\_\_\_(date) and will describe my reason in my WRITTEN appeal. I understand that I will not meet with the Dean unless requested by the Dean.

I understand that I have ten (10) working days from the date the official written decision of the Pharmacy Reinstatement Appeals Committee was sent to present a WRITTEN appeal to the Dean of the School of Pharmacy and Health Professions or I forfeit the right to appeal.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Appendix B : Intent to Appeal to the University Provost (Scholastic Standing)**

**Appeal to the University Provost**

Printed Student Name \_\_\_\_\_ Date \_\_\_\_\_

I intend to appeal the decision of the Pharmacy Reinstatement Appeals Committee and the Dean of the School of Pharmacy and Health Professions to deny reinstatement, to the Provost and will describe my reason in my WRITTEN appeal. I understand that I will not meet with the Provost to discuss this appeal.

I understand that I have ten (10) working days from the date the official written notification of the decision of the Dean was sent to present a written appeal to the Provost or I forfeit the right to appeal.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_