

## Policy Name: POLICIES and PROCEDURES GOVERNING ACADEMIC STANDING FOR DOCTOR OF PHARMACY STUDENTS

### Policy Statement

A student's academic standing is determined by their academic performance while progressing through the University of Missouri-Kansas City School of Pharmacy (UMKC SOP) Doctor of Pharmacy curriculum.

### Reasons for the Policy

The UMKC SOP recognizes that students admitted to professional studies may encounter academic difficulty or need a leave to attend to personal issues. The SOP has established policies designed to give students an opportunity to be reinstated following a leave of absence, withdrawal or poor academic performance.

### Academic Standing Defined

**Good Academic Standing:** The student is currently enrolled in the UMKC SOP.

**Academic Concern:** Less than a C grade on a test or major assignment. Students meeting criteria for Academic Concern will be monitored through the Student Success Program.

**Academic Probation:** Less than a 2.00 term grade point average (GPA), with no grades of D, F, WF, or NC, **or** less than a 2.00 cumulative GPA in any **one** semester.

### **Academic Dismissal:**

- Receipt of a D, F, WF, or a NC grade in any coursework in a single semester
- Receipt of less than a 2.00 term GPA while on academic probation
- Placement on Academic Probation **two** consecutive semesters
- Placement on Academic Probation **more than two** non-consecutive semesters

### NOTES:

- Any student who is placed on academic probation is notified in writing by the Associate Dean for Student Affairs (ADSA).
- A student will be notified in writing by the ADSA following their first and second academic dismissal from the Doctor of Pharmacy program.
- A student may request reentry into the program following their first and second academic dismissal from the Doctor of Pharmacy program.
- A student **is not eligible for readmission** if he/she is academically dismissed for a third time. The third dismissal causes the student to be irrevocably dismissed from the UMKC SOP. A student who is academically dismissed for a third time will be notified by the Dean of the School of Pharmacy.

A student who is irrevocably dismissed from the UMKC SOP may consult with the ADSA or the Director of Student Affairs regarding options for their academic career beyond pharmacy and logistics of transferring to another major. A Faculty Advisor (FA) cannot advise students who are irrevocably dismissed from the UMKC SOP and should refer them to the ADSA or the Director of Student Affairs.

### **Leave of Absence:**

Pharmacy students can petition the Academic Progression Committee for a leave of absence under the following stipulations:

- Student is eligible for reentry into the UMKC SOP.
- *P1-P3 year:* Petition must be initiated during the current term no later than the 12th week of class.
- *P4 year:* Petition must be initiated no later than one week before the start of the next rotation.
- Petition includes a personal statement detailing reason for leave.
- Documentation from a health care professional is provided to support reasons for a medical leave.
- Documentation from Department of Defense is provided to support reasons for a military leave.
- NOTE: Petitions for leaves resulting from catastrophic events will be given an exception to the timelines stated above.

### Requesting a Leave of Absence

Students requesting a Leave of Absence must submit a completed [SOP petition form](#) then see Program Policies and Procedures then Petition Form, the [UMKC Request for Leave of Absence form](#) and required supporting documentation. The forms are submitted to the Office of Student Affairs (OSA) for the School of Pharmacy who forwards them to the Academic Progression Committee Chair. The Chair calls a meeting of the Academic Progression Committee who hears the petition.

Pharmacy students approved for Leave of Absence:

- Will be withdrawn from all courses as per University policy.
- Are approved for up to one year leave only. An extension may be requested if needed and well documented. The extension cannot extend more than two years beyond the original date that the leave started. Students who do not return by the date noted on their approved leave and who are not granted an approved extension will be required to reapply for admission.
- Will not be enrolled for pharmacy coursework in the subsequent semester(s).

A student on a Leave of Absence will not:

- Be eligible for any financial aid disbursements during the semester(s) while on a leave of absence. A student on a leave of absence will be reported to lenders and loan service agencies as “non-attending” and will need to contact his/her lenders for information on possible repayment requirements, deferments and forbearances.
- Have access to campus computing labs, Student Health and Wellness Services, or any campus or university services available only to currently enrolled students. Students on a leave will be able to maintain their UMKC exchange email account.

**NOTE – Any student dismissed from the Doctor of Pharmacy program or approved for a leave of absence must notify the Missouri Board of Pharmacy and their current pharmacy employer of their change in status immediately as they are ineligible to maintain any current pharmacy intern license.**

### Procedures After a Change in Academic Standing

#### ***Academic Probation:***

All cases of probation are reviewed by the Academic Progression Committee to discuss reasons for the unsatisfactory progress. Following review, the ADSA will notify the student of their academic probation status by letter. In order to be removed from Academic Probation status, the student must:

- Receive no less than a 2.00 term GPA in the next academic semester;
- Raise their cumulative GPA above 2.00 in the next academic semester.

#### ***Readmission After a Leave of Absence:***

Petitions for readmission after a leave of absence will be reviewed by the Academic Progression Committee. Re-entry is contingent on their eligibility to continue, results of a new Criminal Background Check, and space available in the class the student seeks to re-enter. Pharmacy students returning from a leave of absence must:

- *P1-P3 year:* Submit the petition form at least two months prior to the beginning of the **term** applying for re-entry. Upon re-entry will continue under the student’s same academic standing status that was in place at the time the leave of absence began.
- *P4 year:* Submit the petition form at least one month prior to the desired re-entry date. Note that students are rescheduled to rotations on a space available basis. Attempts will be made to restart the student on their desired date, but there are no guarantees of availability.
- Be held under the policies and procedures in place at the time of their re-entry.
- Complete a new Criminal Background Check.
- If applicable, supply a letter from a health professional and/or other entity verifying that the student can return to full-time, collegiate work.
- Provide any additional documentation from other entities as required by the SOP to support readiness for readmission.
- Incorporate any curricular or policy changes into modified plan of study.

NOTE: Program and graduation requirements may change during a student’s leave of absence. It is at the discretion of the SOP to define the program and graduation requirements once the student has been approved to return from a leave of absence.

### ***Readmission of Eligible Students After Academic Dismissal:***

- A student is eligible for readmission to the Doctor of Pharmacy program after their first and second academic dismissal. The student must request reentry within one year from notice of their academic dismissal. Readmission is determined on a case by case basis.
- If readmitted, the student is placed on an academic contract and must meet the conditions of their contract throughout their remaining time as a UMKC SOP student. A student cannot continue in the program until the Dean or designee has approved the students' academic contract.
- An academic contract includes an individualized modified plan of study to complete the curriculum and other programmatic requirements and additional expectations needed to maintain enrollment in the program.
- A student **is not eligible for readmission** if they are dismissed after failing to meet the terms of their academic contract for a third time. A third academic dismissal causes the student to be irrevocably dismissed from the UMKC SOP.

The following steps must be completed for an eligible student to request reentry:

- Meet with their FA and the ADSA to discuss factors contributing to their dismissal and their proposed readmission plans (timing, coursework, additional improvement strategies)
- A written contract is developed by the FA, ADSA, ADAA (Associate Dean of Academic Affairs) and other individuals as deemed necessary by the ADSA. Readmission contracts consider, but are not limited to the following factors:
  - Performance in previous course work completed by the student and other circumstances surrounding their dismissal.
  - Corrective measures taken by the student to address academic readiness, financial problems, personal matters, course work deficiencies, and/or ongoing support needed to address any relevant issues.
  - Availability of space in the professional class the student seeks to enter. The student may be assigned to their original campus location or to an alternative campus location based upon space availability.
- Conditions of readmission include, but are not limited to:
  - The student remains on contract and meets all terms in their contract for the duration of their tenure in the Doctor of Pharmacy program.
  - The student meets with their FA and other individuals as set forth in the contract.
  - The student does not receive any grades of NC, D, F or WF in any course during the remainder of their tenure in the Doctor of Pharmacy program.
  - The student does not receive less than a 2.00 term GPA.
  - The student cannot withdraw from any required course unless they have a Leave of Absence approval from the Academic Progression Committee.
  - Completion of a new Criminal Background Check, when necessary.
- The student, FA, ADSA and ADAA discuss the contract. If the student agrees to the stipulations in the contract, he/she signs it and provides a signed copy to ADSA. If the student disagrees, he/she submits a written appeal using the **petition form** within 10 working days of receipt of the contract. The appeal is submitted to the ADSA who forwards it to the Academic Progression Committee. The Chair calls a meeting of the Academic Progression Committee who hears the appeal. The student is required to present their appeal in person to the Academic Progression Committee. The ADSA, ADAA and FA will answer any questions about the original contract at that meeting. The Academic Progression Committee determines the student's final contract.

### **Request for Modified Plan of Study for Students Not on Academic Contract**

In exceptional circumstances, a student can request a modification to their original curricular plan of study. Circumstances can include but are not limited to:

- Health or personal reasons not resolved by a Leave of Absence.
- Receipt of course withdrawal without assessment or course withdrawal passing.
- NOTE:
  - The SOP follows the UMKC Undergraduate Course Withdrawals policy.
  - **Students should not withdraw from any coursework without first communicating in writing with their FA or the ADSA.**

- Students who withdraw from required coursework are **ineligible** to continue in the regular curriculum, must be approved for a modified plan of study to continue in the program. They may have a **delayed graduation completion date.**

Students who seek a Modified Plan of Study must meet with their FA, ADSA, ADAA and other individuals as deemed appropriate to develop the plan and submit that plan for approval by the Academic Progression Committee prior to continuing in the program. All modified plans of study are approved on a case-by-case basis, must meet all UMKC and UMKC SOP prerequisites and policies and procedures and be approved by the Academic Progression Committee.

**Approval authority:** SOP Faculty

**Responsible party for management and updates:** Associate Dean for Student Affairs

**Definitions:** See above

**Date originally issued:** Foundational

**Revision dates:** 2008, 2012, 2013, 2014, 12/17/2014

**Related school, campus, and system documents:**

- [Student Success Program](#) then Coursework Policies then Student Success Program
- [Grade Appeal Policy](#) - then Coursework Policies then Grade Appeal Policy. This policy applies if student's case meets the definition of Capricious Grading.