

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

October 23, 2019 Faculty Approval

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.

Time to Complete the Pharm.D. Degree

The degree requirements must be completed in no more than SEVEN years from admission into the program, absent extenuating circumstances as determined by the SOP.

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+, D, D-, F, or NC, **or** less than a 2.00 cumulative GPA in any **one** semester.

Academic Dismissal:

- Receipt of a D+, D, D-, F, 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.

Withdrawal from Class(es)

Doctor of pharmacy students who withdraw from required courses will experience delayed graduation. Students can withdraw from School of Pharmacy classes in any of the following circumstances:

- After an approved *Leave of Absence (LOA)*
- After an approved *Modified Plan of Study*
- From an elective

Notes:

- Students intending to return to the SOP after withdrawal from classes **MUST** use the LOA process, except when withdrawing from electives only.
 - Withdrawal from classes without an approved LOA can result in the student being denied readmission.
- Students must complete 8 hours of electives before starting their APPE’s. It is essential that withdrawal from an elective does not affect the completion of this requirement, or the student will be delayed.

The SOP follows the timelines and procedures for withdrawal from coursework outlined in the [campus Undergraduate Course Withdrawal Policy](#).

Eligible students may withdraw from their classes during the withdraw schedule period as stated in the Academic Calendar.

- After the fourth week through the twelfth week students will receive an automatic W on their transcript.
- After the twelfth week, students must request an LOA or they will receive the grade earned by the end of the semester.
- Students must officially withdraw from their classes in Pathway. More information about dropping a class can be found at <https://www.umkc.edu/registrar/registration/#anchor-3>

NOTE – Any student who receives an academic dismissal, withdraws from classes other than electives, or receives approval 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.

Modified Plan of Study

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.

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. Students may have a **delayed graduation completion date even with an approved Modified Plan of Study.**

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+, D, D-, or F 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 and ADSA 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.

Course Remediation Policy:

- A. Remediation is a privilege. Considerations for eligibility include (but are not limited to) the following: The student must have demonstrated regular attendance, completed assigned coursework, communicated with the instructor and/or course coordinator, and utilized other available academic resources throughout the semester in an attempt to meet the course learning outcomes and avoid a failing grade. The course coordinator has the right to deny the student the option of remediation.
- B. If a student earns a non-progressing grade and has been granted permission to remediate, a course grade of "Incomplete" ("I") will be given.
- C. Course remediation will be determined by the course coordinator and completed within 4 weeks following the end of the semester.
- D. No grade higher than a "C-" can be earned in the course with remediation. If the student fails remediation, the original course grade will take the place of the "I" grade.
- E. Students will be allowed to remediate no more than three (3) times during years 1 through 3 of the professional degree program with no more than 2 courses remediated in the same semester.

Enacting a Remediation:

- The course coordinator determines whether or not a remediation is offered for their class and notifies the Associate Deans for Academic Affairs and Student Affairs of their decision before the end of the semester.
- The course coordinator determines whether students in need remediation meet eligibility requirements as described in A. above.
- Before the course coordinator offers remediation to a specific student, they must contact the Associate Dean for Student Affairs to ensure eligibility requirements in E. above are met. Students who do not meet these criteria are not eligible for remediation, even if other members of the class are, and they will be assigned the grade earned at the end of the semester. If the student is granted permission to remediate, a course grade of "Incomplete" ("I") is given until the remediation is complete.

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; Remediation Policy enacted 8/16; 4/12/2017; 12/12/2018

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.
- APPE Readiness Policy