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Academic Probation

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

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).

The student receives two grades of D in any required or elective courses of the curriculum (including clinical rotations).

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).

The student fails to earn a semester grade-point average of at least 2.00.

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.

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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.

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Academic Dismissal

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

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.

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.

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.

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

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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.

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Responsibilities of the 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 Appendix B. 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.

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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.

Appendix A: Academic Probationary Event Sample Scenarios

Scenario #1

Performance: The student earns one failing or unsatisfactory grade and two grades of D in the same semester, resulting in a semester GPA less than 2.00.

Action: Two academic probationary events are issued; one for the failing or unsatisfactory grade and another for the two grades of D. A probationary event is not issued for the substandard semester GPA since it is a direct result (e.g., a mathematical inevitability) of the D and F grades.

Scenario #2

Performance: The student earns three grades of D in the same semester.

Action: Two academic probationary events are issued; one for the first two grades of D and another for the third grade of D.

Scenario #3

Performance: The student earns one failing or unsatisfactory grade and three grades of D in the same semester.

Action: The student is dismissed for earning three academic probationary events. The first event is issued for the first two grades of D, the second for the third grade of D, and the third for the failing or unsatisfactory grade.

Scenario #4

Performance: The student with a previous probationary event due to two grades of D earns a third grade of D and, as a **direct result**, a semester grade-point average below 2.00.

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Action: A second probationary event is issued for the third grade of D, but a third probationary event is not issued for the substandard semester grade-point average.

Scenario #5

Performance: The student with two previous probationary events due to the appropriate combination of two grades of D, a failing or unsatisfactory grade, three grades of D or sanctioned unprofessional behavior earns another grade of D. The semester grade-point average can be above or below 2.00.

Action: The student is dismissed for earning a third probationary event (third or fourth grade of D).

Scenario #6

Performance: The student with two previous probationary events as described in Scenario 6 is issued a probationary event by program faculty for unprofessional behavior.

Action: The student is dismissed for earning a third probationary event.

Appendix B: Intent to Appeal (Scholastic Standing)

Name _____ Date _____

Step 1. Appeal to the Dean of the School of Pharmacy and Health Professions

I intend to appeal the decision of the Program Faculty to deny reinstatement, which was rendered on _____, and will describe my reason in my written appeal.

Month Day Year

I understand that I have ten (10) working days from the date the official written notification of the decision of the Program Faculty 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 _____

Step 2. Appeal to the Vice President for Health Sciences

I intend to appeal the decision of the Program Faculty and the Dean of the School of Pharmacy and Health Professions to deny reinstatement, to the Vice President for Health Sciences and will describe my reason in my written 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 Vice President for Health Sciences or I forfeit the right to appeal.

Student Signature _____ Date _____

Step 3. Final Appeal to the University President

I intend to appeal the decision of the Program Faculty, Dean of the School of Pharmacy and Health Professions, and Vice President for Health Sciences to deny reinstatement to the University President, and will describe my reason in my written appeal.

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I understand that I have ten (10) working days from the date the official written notification of the decision of the Vice President for Health Sciences was sent to present a written appeal to the University President or I forfeit the right to appeal.

Student Signature_____ Date_____

*** The appeal steps must be taken in order. Only one step can be taken at a time, and the next step cannot be initiated until the student receives notification of the outcome of the previous step.**