ACADEMIC REGULATIONS

For complete information regarding the academic rules and regulations of the University, students should consult the Academic Regulations (http://bulletins.wayne.edu/graduate/general-information/academic-regulations) section of this bulletin. The following additions and amendments pertain to the College of Pharmacy and Health Sciences.

1. Professional course: any course required in the Pharm.D., D.P.T. or M.O.T curriculum and any course approved for professional elective credit and elected by the student for that purpose.
2. Satisfactory grade: a grade of 'C' or above, or a grade of 'S.'
3. Unsatisfactory grade: a grade of 'C-minus' or below 2.0 grade points, or a mark of 'X' or unauthorized 'W.' Marks of 'X' or marks of 'W' which have not been authorized will be treated as an 'E.'
4. Probation: a restricted status in a program (see below).
5. Dismissal from a program means that the student may no longer register in the program, or elect professional course work. Continued registration in the University requires that a Change of Status to another program be made.

Academic and Professional Progress

The College expects its students to develop professional competence and to satisfy the same high standards of exemplary character, appearance, and ethical conduct expected of other health care professionals. To merit confidence and esteem, both personally and in the health care professions, appropriate dress and demeanor are expected of each student in their respective academic and professional program. Each program has a process or committee in place to review student performance regularly and makes decisions concerning probationary status. A student may be dismissed from the College at any time for an unsatisfactory academic or professional record, for irresponsible attendance, or other failures to diligently pursue the academic and professional program.

Outside Employment

The curriculum has been arranged with the presumption that students will devote full time and energy to their academic program. Internships, fieldwork and other pharmaceutical employment is recognized as an integral part of the academic and professional growth of a pharmacy or health science student. However, students are responsible for maintaining the appropriate balance between such activity and satisfactory achievement in the classroom.

Attendance

Regularity in attendance and performance is necessary for success in college work. At the beginning of each course the instructor will announce and/or include in the syllabus the specific attendance required of students as part of the successful completion of the course.

Course Elections

The program must be elected on a full-time basis, following the curriculum as outlined in this bulletin, unless specifically directed otherwise by the Committee on Academic and Professional Progress and/or the faculty.

No course may be elected unless a satisfactory grade has been earned in each of the course prerequisites. Registration to audit a course or for courses elected on a Satisfactory or Unsatisfactory (S or U) is permitted only for elective credits, in certain designated courses such as field work, practicum and internships, in excess of the minimum degree requirements, or by guest or post-degree students.

Leaves of Absence

A leave of absence may, and should, be requested by a student when personal circumstances interfere with his/her ability to devote sufficient time to academic pursuits to assure reasonable expectations of success. A leave of absence is requested from and granted by the Dean in consultation with the departmental committee or faculty advisor. If a student requests and is granted an immediate leave of absence during a term, it is the student’s responsibility to follow the Academica procedures to withdraw from all courses enrolled in for that term as outlined by instructions found online (http://reg.wayne.edu/students/information.php).

A leave of absence must be requested no later than the end of the tenth week of the term, or in the case of courses not offered over a traditional semester, prior to completion of seventy-five per cent of the course, and requires a prior consultation with the student’s faculty advisor, program director, department chair and/or the Assistant Dean for Student Affairs.

A student who takes an unauthorized leave of absence will be considered to have voluntarily withdrawn from the program and may be permitted to return only upon the recommendation of the Admissions Committee in consultation with the appropriate departmental committee or faculty advisor.

Time Limitations

The program must be completed within six calendar years of admission unless an extension is granted by the appropriate departmental academic progress committee or faculty advisor (extensions are appropriate in circumstances such as a delay required to repeat a course preceding or following an authorized leave of absence or an authorized leave of absence that extends beyond one year).

Students who are delayed in their progress for reasons of academic failure and/or leaves of absence beyond the six-year limit may be required to repeat and/or take additional courses in order to assure their graduation with appropriate preparation for contemporary professional practice; such determination will be made by the appropriate departmental academic progress committee in consultation with appropriate faculty.

Minimum Grade Requirement

No professional course in which an unsatisfactory grade is earned will be counted for degree credit in this program unless repeated for a satisfactory grade. Please refer to the specific program/department Student Handbook for information regarding minimum grade requirements.

Grade Appeals

Official Policies and Procedures
College Policy No. 89.01 FINAL COURSE GRADE APPEALS
Approved 4/30/2013, Correction 3/26/15, UPDATED August 14, 2015,
Adopted September 16, 2015
REPLACES AND SUPERSEDES ALL PRIOR VERSIONS OF FINAL COURSE GRADE APPEALS. This policy is effective immediately for grades received Fall 2015 and forward.
The following is the policy implemented for Final Course Grade Appeals in the Eugene Applebaum College of Pharmacy and Health Sciences. At the beginning of each term, the instructor is to inform students in writing of the criteria used in arriving at grades for the class including the relative importance of prepared papers, quizzes and examinations, class participation and attendance. Where student performance in other practical and structured activities is relevant in evaluating professional competency, criteria used in such evaluations should be stated. Written materials should be graded in a timely manner and such materials, together with comments and an explanation of grading criteria, are to be made available to students. Students should be encouraged to discuss any class related problems with the instructor.

Instructors are expected to evaluate student work according to sound academic standards. Equal expectations should be required of all students in a class (although more work is expected from graduate students than from undergraduates) and grades should be assigned without departing from announced procedures.

It is the instructor’s prerogative to assign grades in accordance with his or her academic and professional judgment and the student assumes the burden of proof in the appeals process.

Grounds for appeals are:

1. the application of non-academic criteria in the grading process, as listed in the university’s non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status;
2. sexual harassment or discrimination; or
3. evaluation of student work by criteria not directly reflective of performance relative to course requirements.

This final course grade change policy does not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the WSU STUDENT DUE PROCESS POLICY, which is outlined in detail on the Dean of Students’ website (http://dos.o.wayne.edu).

Definition:

Instructor- Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

Formal Final Course Grade Appeal Policy and Procedure

If the final grade in question remains unchanged after the informal final course grade review, any formal Course Grade Appeal to change the grade in question must be initiated in writing by the student within thirty calendar days following the posting of the final course grade. The Student must submit a formal written appeal to the appropriate Department Chair. This formal appeal must include a copy of the current course syllabus and a student appeal letter including detailed justification for the appeal. This documentation must explicitly state which of the three criteria of allowable rationales is applicable and how the alleged violation occurred.

Formal Final Course Grade Appeal

1. The Department Chair shall provide a time-stamped and dated copy of the formal student course grade appeal to the instructor, program director or program/department grade appeal committee. The Department Chair will then request input and/or response from the instructor, program director or the program/department grade appeal committee.
2. Student or Faculty involved in a grade appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with a grade decision or the grade appeal process.
3. The Department Chair may convene an ad hoc special review committee (or charge an existing committee) to advise on any dispute.
4. The Department Chair shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal course grade appeal. The Department Chair will place, in writing, the final decision to the student, instructor, program director, program/department grade appeal committee or the reason for any delay in decision. The decision of the Department Chair can be appealed to the Office of the Dean.
5. Appeals to the Office of the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair. The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (designee) of the College level, the student may appeal to the Office of the Provost within thirty calendar days of the College’s decision. The student’s formal appeal to the Office of the Provost must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair’s response letter, and the Dean’s (or designee’s) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

The student may also file with the Provost’s Office a Request for a Postponement of the effect of the College’s final decision. Such a request must be postmarked within seven calendar days of the postmark of the College’s final decision, and a copy must be sent to the Dean of the College. Upon receiving a Request for Postponement, the Provost will immediately contact the Dean. Unless the College demonstrates clearly and convincingly that the injury to the College or to third persons that would result from such a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the College must be postponed until the date that the Provost issues a decision regarding the underlying Request for Provost Review. The Provost will inform the student and the Dean of her/his decision regarding the Request for Postponement within three school
days after receiving the request. Exceptions to this procedure may be granted by the Provost upon a showing of good and sufficient cause.

**Probation**

Any student who earns an unsatisfactory grade in a professional course will be placed on professional probation until the course is satisfactorily repeated or the student dismissed from the program.

Any student who is on probation may not hold student elective or appointive offices (includes professional fraternities, student professional organizations, and class offices). If a student holding such an office is placed on probation, a hold will be placed on their registration for the following semester until he/she has officially relinquished the position.

For detailed information regarding probationary status, refer to the program or department Student Handbook.

**Dismissal from the Program**

For detailed information regarding probationary status, refer to the program or department Student Handbook.

**Academic Dishonesty**

In any instance of academic dishonesty occurring in any course offered by the Eugene Applebaum College of Pharmacy and Health Sciences, as defined in section 3 of the University Due Process Statute, the provisions of Section 10.1 of the Statute will be implemented as follows: The grade for the course will be reduced to an ‘E.’ In addition, charges may be filed, as provided for in Section 10.2 of the Statute, which may lead to further sanctions up to and including expulsion from the College and/or University.

**Readmission Following Academic Dismissal**

For detailed information regarding probationary status, refer to the program or department Student Handbook.

**Student Conduct**

Every student is subject to all regulations set forth by the University and the College governing student activities and student behavior in the use of University facilities. The University and the College have responsibility for making these regulations available and it is the student’s responsibility to become thoroughly familiar with all regulations and to seek any necessary clarification. Questions and concerns regarding regulations should be brought to the attention of the appropriate faculty member and/or the Dean’s office.

There are obligations inherent in registration as a student in the College. Students entering the health science and pharmacy professions are expected to have the highest standards of personal conduct. When there are reasonable grounds to believe a student has acted in a manner contrary to ethical standards, the law, or mores of the community, such student may be disciplined. This discipline may include suspension or dismissal from the program after due process in accord with published policies and the Student Code of Conduct.