



## **Readmission Policy for the PharmD Degree Program at the School of Pharmacy, University of Wisconsin - Madison**

This policy pertains to University of Wisconsin School of Pharmacy students who seek to return to the PharmD program after leaving the program as a result of withdrawal, leave of absence, dismissal, or discontinuation. Students on financial aid are also encouraged to inquire about the possible impact of a leave on their loan status.

### **Withdrawal**

- A withdrawal may be requested by a student in good standing when a student has no intention of returning to the PharmD program.
- To initiate withdrawal, a request must be submitted in writing addressed to either the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs.
- Unless approved by the Student Promotion Committee, a student who is subject to dismissal for any reason may not withdraw from the School of Pharmacy.
- If withdrawal occurs before the completion of a semester, the disposition of the registered courses for that semester follow university policies and procedures unless the Office of Academic Affairs grants an exception to those policies.

### **Leave of absence**

- A student in good academic standing who intends to return to the PharmD program may request a leave of absence for up to one academic year for personal, professional or medical reasons.
- To initiate a leave of absence, a request must be submitted in writing addressed to either the Associate Dean of Academic Affairs or the Associate Dean for Student Affairs.
- Based on the request, a leave of absence may be granted for a period of no more than one academic year upon approval by the Student Promotion Committee.
- In extenuating circumstances and with the approval of the Student Promotion Committee, a student who is not in good academic standing may also request a leave of absence from the School of Pharmacy.
- Students who take a leave of absence will not graduate with the class with which they entered.
- A student who has taken a leave of absence but does not return after one academic year is considered withdrawn from the program.
- A student who requires a leave of absence longer than one academic year is advised to consult with the Associate Dean for Academic Affairs regarding requirements for readmission.

### **Discontinuation**

- A student who discontinues from the program without notice, or who does not register or attend classes as expected for a semester relinquishes his/her status as a student and will

be administratively withdrawn from the program. Time of withdrawal will be decided on a case by case basis taking into account student specific information and situation.

### **Readmission after withdrawal from the program**

- A student who seeks to return to the program after being withdrawn for less than one academic year must petition for readmission in writing to either the Associate Dean for Academic Affairs or the Associate Dean for Student Affairs.
- Petitions for readmission must be approved by the Student Promotion Committee.
- The Student Promotion Committee may require a student seeking re-admittance to repeat some or all of the courses the student completed before withdrawal and may be required to take additional courses to meet the requirements of the curriculum at the time of readmission.
- A student who seeks to return to the program after being withdrawn for a total of one or more academic years will be required to re-apply through the regular admissions process.
- A decision by the Admissions Committee to select the student for admission is subject to final approval by the Student Promotion Committee.

### **Readmission after a leave of absence**

- A student returning from an approved leave of absence must submit a petition for re-admission to either the Associate Dean of Academic Affairs or the Associate Dean for Student Affairs. Such requests must be approved by the Student Promotion Committee.
- The student must demonstrate that any requirements set by the Student Promotion Committee at the time of the leave of absence have been met before the student can be readmitted to the program.

### **Readmission after dismissal for poor academic performance**

- A student who has been dismissed for poor academic performance in accordance with the Academic Standards Policies will be required to re-apply through the regular admissions process.
- A decision by the Admissions Committee to select the student for admission is subject to final approval by the Student Promotion Committee.
- Students who are readmitted to the School of Pharmacy following dismissal for poor academic performance in accordance with the Academic Standards Policies will be readmitted on probation for a minimum of one academic year, with subsequent monitoring by the Student Promotion Committee as outlined in the Student Promotion Policies and Procedures for students who Must Obtain Permission To Continue.

### **Readmission following dismissal for Academic or Professional Misconduct**

- A student who is dismissed for academic or professional misconduct is not eligible to apply for readmission to the School of Pharmacy.