



UNDERGRADUATE STUDENT POLICIES AND PROCEDURES for Bachelor of Science Pharmacology-Toxicology Program Students

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I. Pharmacology-Toxicology Admissions & Oversight Committee (PTAOC)

A. Responsibilities

The **Pharmacology-Toxicology Admissions & Oversight Committee (PTAOC)**, as appointed annually by the Dean of the School of Pharmacy, is responsible for **defining academic standards required for entrance to, continuation in, and graduation from** the Bachelor of Science Pharmacology-Toxicology Program at the University of Wisconsin-Madison School of Pharmacy (SoP). In addition, the PTAOC develops policies and procedures to maintain these standards, and applies these policies and procedures to address circumstances where Pharmacology-Toxicology (PharmTox) students do not meet these standards. These actions are undertaken with appropriate approval from the faculty of the SoP.

Responsibilities of the PTAOC are to:

1. Interpret, review, and recommend revision of the SoP Undergraduate Student Policies and Procedures (USPP) document, as needed.
2. Review the academic progress of PharmTox students.
3. Determine the appropriate remediation of PharmTox students in cases where students are not meeting the academic standards set in the SoP USPP and thus are issued an Academic Probation notice.
4. Review the academic progress of students who have previously received an academic probation. These students *may* be required to meet with the PTAOC to discuss their academic progress.

5. Report to the Dean and to SoP faculty and staff regarding committee activities.

B. Membership

1. **Membership.** The Dean of the SoP appoints all committee members, including “resource” members. The committee is chaired by the PharmTox program faculty director, includes the SoP Associate Dean of Academic Affairs and at least four other Pharmaceutical Sciences faculty or affiliate faculty members, any academic staff employed as academic advisors in the PharmTox program, and one member of the SoP PharmTox alumni.
2. **Voting.** With respect to Undergraduate Student Promotion Policies and Procedures, all regular (non-resource) members of the PTAOC are voting members. Note that the PharmTox alum/alumna serving on the committee should not be present for meetings (or portions of meetings) that involve academic progress issues of PharmTox students and may not vote in such matters. Faculty or staff on the PTAOC who work directly with Pharmacology-Toxicology students as an advisor are required to excuse themselves from voting on academic progress issues involving their direct advisees.
3. The PTAOC may invite other persons to participate in committee activities in an advisory, non-voting capacity.
4. **Quorum**
 - a. For addressing policy matters, a simple majority of voting members constitutes a quorum.
 - b. For addressing any individual student case (e.g. admissions decisions; poor academic performance, etc.), the PTAOC shall be composed of a minimum of five (5) voting members.

II. Disability-Related Academic Accommodations

The SoP and the University, through the McBurney Disability Resource Center, are committed to creating an inclusive campus community. The McBurney Center serves students with disabilities. Accommodations are provided to enable students with documented disabilities to participate fully in all University programs and activities. Reasonable accommodations that remove or lessen the effect of disability may be provided to individuals with disability. All students must be able to perform the essential functions of the program.

New or continuing PharmTox students requesting accommodations due to disability should first contact the McBurney Center. The McBurney Center is the disability verifier for students on campus, and interacts with programs, particularly those with technical standards, labs, etc., to ensure that accommodations are reasonable and provide students with disabilities equal access. Students requesting accommodations should register and follow these steps outlined by the McBurney Center: <http://mcburney.wisc.edu/students/howto.php#contentanchor4>

Accommodations may be requested course-by-course to faculty course coordinators based on one's McBurney Center VISA (Verified Individualized Services and Accommodations) plan, which should be presented to course coordinators as such requests are made.

The School of Pharmacy's Student & Academic Affairs (SoP SAA) office has a staff member serving in the role of Access and Accommodation Resources Coordinator (AARC); this individual is another resource on accommodation topics. Pharmacology-Toxicology students who hold a McBurney Center VISA may provide it to SoP SAA so that it can be made available to advisors and to the School of Pharmacy's associate deans for academic and student affairs, on an educational-need-to-know basis.

III. Academic Standards

A. Requirements

1. Philosophy

These Academic Standards are intended to help PharmTox students who encounter academic difficulty assess and remedy their situations. This policy is administered by the PTAOC, with the assistance of other SOP faculty and staff. PharmTox academic advisors monitor the academic progress of students, including periodic contact with students and their instructors.

The actions of the PTAOC include:

- determining whether students who have encountered academic difficulties may continue in the major and, if so, establish standards for continuation;
- identifying specific factors and behaviors that caused or contributed to a student's academic difficulties;
- discussing with students the reality of their academic situations and the appropriateness of their educational expectations and goals; and
- referring students to the appropriate resources that will help them discover and deal positively with the causes of their unsatisfactory academic performance.

2. Good academic standing

To be in good academic standing in the SoP, B.S. Pharmacology-Toxicology students must meet the following requirements each semester until they graduate. Students shall be considered in **good standing** if they have:

- grades of C or higher in all required courses each term in the TOX-3 ("junior") and TOX-4 ("senior") years

3. Failure to maintain good academic standing

Students will be placed on academic probation and will be provided written notice of such from the PTAOC at the conclusion of the semester when they did not achieve the good academic standing requirements listed above for that semester. The academic probation will be delivered electronically to the student's @wisc.edu email address.

For students who fail to maintain good academic standing and have not previously been placed on academic probation:

- a. The Academic Probation will be placed in the student's SoP file (but not made part of official UW-Madison transcript). In addition:
- b. Students must appear before the PTAOC to be considered for continued enrollment in the major. The meeting should take place before the beginning of a new semester. Students will be notified in writing of their academic situation (such notification will be delivered via e-mail) and a time/date of such a meeting. Before meeting with the PTAOC, students must submit an "Academic Success Plan", a SoP document that students can individualize for their situation. After meeting with the student, PTAOC will decide whether to grant to the student permission to continue in the SoP.
 - 1) If permission to continue is granted, the committee will prepare plans for the student's continued progress in the major. This may include an extension of the student's academic program and a delay of graduation. Students will be notified in writing of the plan and must reply in writing that they understand and accept the provisions of the plan.
 - 2) A student may be placed on a medical leave up to a year. Student will need to request permission to return to the major/program at the end of the leave. The PTAOC may stipulate that specific requirements be met to demonstrate the student's readiness to return to the program.
 - 3) If permission to continue is not granted, students will be notified in writing of the action of the committee. (This decision will **not** be posted on the student's UW-Madison transcript). Students will be advised that they have the right to appeal the decision of the committee, as outlined in Section III.B.2.

4. Additional Stipulations

a. Grades of Incomplete.

The Pharmacology-Toxicology program follows the policy of the Office of the Registrar with regard to grades of *Incomplete* (<https://registrar.wisc.edu/incompletes.htm>). Note that according to that policy, the timeline for incompletes earned in College of Letters & Science coursework differs from the timeline for fulfilling incompletes given in other UW-Madison schools and colleges.

If an incomplete grade in required PharmTox coursework is eventually graded at the level of a D or F, the student must meet with the PTAOC as a consequence of failing to meet the Academic Standards.

- b. Students who have previously received an academic probation may be required to meet with the PTAOC to discuss their academic progress.**

- c. Until students return to good academic standing, students who receive academic probation:
 - i. are not permitted to seek or hold office (e.g. the presidency of either the TOX-3 or TOX-4 class) in any SOP student organization;
 - ii. are not permitted to represent the SoP in any non-course related capacity;
 - iii. are ineligible for SoP associated travel scholarship funding to attend professional meetings; and
 - iv. are ineligible for consideration for awards and scholarships from the SoP. If an Academic Probation is received after a scholarship has been awarded (e.g., after a fall semester), the student will not be eligible to receive the spring semester payment.
- d. Students who are not in good academic standing may not receive term credit overrides (that is, they may not exceed 18 credits of enrollment in a fall or spring semester or 9 credits for a summer semester)
- e. Students who receive unacceptable grades (D and/or F) twice in the same required Pharmacology-Toxicology course will be dismissed from the PharmTox major.
- f. Students who receive Academic Probation notices three times will be dismissed from the PharmTox major.
- g. Students will not be allowed to graduate until all conditions of continuation set by the PTAOC have been satisfied.
- h. Students who are dismissed from the PharmTox major for any reason may not reapply.
- i. Students who have withdrawn from the PharmTox major and subsequently are readmitted will be subject to the current curriculum and regulations on academic performance and dismissal. Readmitted students must meet all prior conditions of continuation set by the PTAOC (if they previously appeared before the PTAOC).

5. Returning to good academic standing

- Students may return to good academic standing by achieving the following:
- a. successfully completing all (if any) courses required for remediation, and

- b. meeting the relevant academic standards specified in Section III.A.2. for a minimum of one (1) semester that counts toward degree completion, and
- c. meeting any other conditions of continuation set by the PTAOC, or
- d. graduating from the program.

B. Addressing Alleged Failure to Meet Academic Standards

1. In cases involving an Academic Probation notice

- a. The PTAOC chair shall send, electronically, a letter to the student, notifying he/she of their academic status and policies of PTAOC.
- b. The PTAOC chair will advise students regarding the Academic Probation and the need to meet with the PTAOC to continue in the program. Students will be asked to provide Academic Success Plans; these documents will be shared with the PTAOC. If students fail to meet with the PTAOC, the students will be academically dismissed from the PharmTox major.
- c. Selected course instructors may be asked to provide information for the PTAOC regarding student's academic performance and ability. The PTAOC may consider pre-SoP grades, academic performance in the SoP, and personal issues in its deliberations.
- d. One of the PTAOC committee members shall present the case and the student's academic records to the PTAOC. Relevant faculty and staff may be asked to attend the meeting and they may present information.
- e. Students shall attend the open-session portion of the meeting and may be accompanied by legal counsel, an advocate, or another representative. Accompanying individuals may only observe and the student shall speak for themselves. If the student wants to present any additional material, they need to provide copies to the PTAOC chair 24 hours prior to the meeting.
- f. The meeting shall not be bound by common law or statutory rules of evidence and may admit information having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
- g. The PTAOC shall make a record of the meeting. Any party to the meeting may obtain copies of the record at his or her expense.
- h. The PTAOC shall deliberate and make its decision during the closed-session portion of the meeting.

- i. The decision of the PTAOC shall be delivered in writing to the student's UW-Madison assigned email address.
- j. The PTAOC chair and the student's academic advisor shall receive copies of the decision letter.

2. Appeal process

- a. Students may appeal the PTAOC decision to the PTAOC chair. An appeal shall be in writing and be received within five (5) calendar days of receipt of the PTAOC's written decision. For an appeal to be considered further, students must state the basis for appeal and provide documentation relevant to the basis of the appeal. Bases for appeal are limited to:
 - i. new facts that were not available at the time of the PTAOC meeting and have direct bearing on the academic performance;
 - ii. a claim of inadequate consideration of specific information by PTAOC;
 - iii. a claim that PTAOC did not follow procedures established here or based its decision on factors proscribed by state or federal law; or
 - iv. a claim that PTAOC's action was unduly severe.

The burden of proof shall be on the student to demonstrate that the PTAOC's decision was biased to a significant degree. The Dean's review of the decision is based on the record. The Dean may take any of the following actions on the appeal:

- i. Sustain the PTAOC's decision.
- ii. Modify the action recommended by the PTAOC.
- iii. Reverse the decision of the PTAOC on the grounds of the appeal.
- iv. Remand the matter for further consideration by the PTAOC.

Depending on the outcome of the Deans' review the Dean's decision shall be delivered in writing to the student's UW-Madison assigned email address. The director, and the student's academic advisors shall receive copies of the decision. The Dean's decision shall be final.

- b. Students may enroll in PharmTox classes during the appeal process.

IV. Student Rules, Rights, and Responsibilities

All SoP students are subject to the rules and regulations contained in UWS 14, 17 and 18 of the Wisconsin Administrative Code that govern student academic and nonacademic disciplinary procedures and conduct on University lands, and to all other applicable state and federal laws. Violation of the Wisconsin Administrative Code may result in University disciplinary action including disciplinary probation, suspension, or expulsion. UWS 14 may be found at https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf; UWS 17 may be found at https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf; UWS 18 may be found at https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf.

The UW-Madison Undergraduate Catalog is another resource B.S. Pharmacology-Toxicology students can reference with regard to the UW-Madison's policies on academic integrity, student rights and responsibilities, student grievance procedures, and seeking assistance. See https://pubs.wisc.edu/ug/geninfo_rules.htm

V. Admissions Procedures as connected to Undergraduate Student Policies and Procedures

1. A copy of this SoP Undergraduate Student Policies & Procedures (USPP) document will be made available to all prospective students as part of the application information posted on the SoP website. The information can be provided electronically.
2. Upon admission, students will receive the USPP document as part of the admissions checklist. When students accept the offer of admission, students must confirm in the acceptance document that they have read the USPP.