



West Virginia University

SCHOOL OF MEDICINE

Department of Pathology

Professional Programs

**Policy on Academic and Professional
Standards**

Revised 2016

**THIS POLICY APPLIES THE REGULATIONS OF THE WEST VIRGINIA BOARD OF GOVERNORS
POLICIES 10, 15 AND 31.**

Table of Contents

Preamble	3
Definitions.....	4
CHAPTER I: Academic and Professional Standards and Regulations	5
SECTION 1. ACADEMIC AND PROFESSIONAL PERFORMANCE.....	5
1.1 Requirements and Professional Standards	5
1.2 Evaluations and Expectations	5
1.3 Rights and Obligations of the Student	6
1.4 Rights and Obligations of the Faculty	7
SECTION 2. CONSEQUENCES OF FAILURE TO MEET ACADEMIC AND PROFESSIONAL STANDARDS AND REQUIREMENTS	8
2.1 A Lower Grade, an Unforgivable F (UF), an Incomplete (I) Final Grade or Exclusion from Further Participation in the Course, Unit or Clinical Rotation	8
2.2 Academic Probation.....	8
2.3 Academic Suspension	8
2.4 Academic Dismissal.....	9
SECTION 3. ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE:	9
3.1 Formal Process of Review	9
3.2 Review of Academic Performance	10
3.3 Recommendations for Promotion and Graduation	11
3.4 Academic Dishonesty	11
3.5 Academic Probation.....	11
3.6 Academic Suspension	13
3.7 Academic Dismissal.....	14
SECTION 4. APPEAL OF ACADEMIC PENALTIES.....	15
4.1 Appeal of Academic Dishonesty	15
4.2 Appeal of Academic Penalties Excluding Appeal of Academic Dishonesty	15
CHAPTER II: Professional Standards Governing Student Conduct Outside the Department of Pathology Professional Programs (BoG Policies 10 and 31).....	15
CHAPTER III: Department of Pathology Professional Programs Student Code of Academic and Professional Integrity.....	16

Preamble

The West Virginia University School of Medicine Department of Pathology Professional Programs, which includes the Medical Laboratory Science Division and the Pathologists' Assistant Program, have an obligation to evaluate students pursuing a degree as thoroughly as possible for their cognitive and noncognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice in Medical Laboratory Science or as a Pathologists' Assistant. Accordingly, this policy incorporates the mandate of the West Virginia Supreme Court that "initial responsibility for determining the competency and suitability of persons to engage in professional careers lies with the professional schools themselves..."[North vs. West Virginia Board of Regents, 332 S.E. 2d (WV 1985)]

This Policy on Academic and Professional Standards is limited to students pursuing the Bachelor of Science (B.S.) Degree in Medical Laboratory Science or the Masters of Health Science/Pathologists' Assistant (M.H.S.) Degree at West Virginia University. This Policy (1) applies Board of Governors Policies 10, 15 and 31, (2) covers all behavior and conduct that demonstrates by a preponderance of the evidence that a student lacks the personal qualities necessary for the practice in Medical Laboratory Science or as a Pathologists' Assistant, (3) gives exclusive authority to the Department of Pathology Professional Programs in such matters, with exceptions stated in this policy.

Conduct and behavior not relating to and not affecting professional practice are governed by the West Virginia University BoG Policy 31 - University Student Conduct and Discipline Policy (<http://bog.wvu.edu/policies>). Examples of conduct and behavior relating to and/or affecting professional practice are described in this document, course syllabi, course materials, and lectures.

Definitions

Clinical facility – a term applied to any hospital or clinic to which a student is assigned for the purpose of clinical education.

Clinical rotation – period in which a student is completing competencies in a clinical setting.

Course – a component of the program’s curriculum that can include one or a combination of the following: lecture, laboratory, recitation sessions/reviews or clinical rotations.

Dismissal – termination from the program in which the student is enrolled, however enrollment status within West Virginia University is not affected.

First Year - incorporates the Junior year including Fall I – Spring I within Medical Laboratory Science Division.
- incorporates PGY1 didactic year including Spring I – Fall I within the Pathologists’ Assistant Program.

Good standing – a student has not been assigned academic or professional disciplinary sanctions such as remediation, probation, suspension or dismissal.

GPA – Grade Point Average
Cumulative GPA incorporates all final grades in undergraduate courses completed within any accredited institution.

Science GPA incorporates overall final grades in completed science and math courses only.

Program GPA incorporates final grades within the specific program to which the student is enrolled.

Grade Penalty – defined by the course instructor in the syllabus

In writing – may include email correspondence.

Probation – requires remediation within the program in which the student is enrolled.

Remediation – process of correcting a deficiency.

Second Year - incorporates the Senior year including Summer I – Spring II within Medical Laboratory Science Division.
- incorporates PGY2 clinical year including Spring II – Fall II within the Pathologists’ Assistant Program.

Suspension – occurs from the program in which the student is enrolled, therefore enrollment in program coursework is not permitted. Enrollment status within West Virginia University is not affected.

CHAPTER I

Academic and Professional Standards and Regulations Governing Lectures, Examinations, Laboratories, Recitation Sessions/Reviews, Clinical Rotations and Other Academic Settings of the Medical Laboratory Science and Pathologists' Assistant Curriculum in Conformity with West Virginia Board of Governors Policies 10, 15 and 31.

SECTION 1. ACADEMIC AND PROFESSIONAL PERFORMANCE

Requirements, Evaluations, Rights and Obligations of Students, Rights and Obligations of the Faculty

1.1 Requirements and Professional Standards

Requirements for admission to the Medical Laboratory Science Division or Pathologists' Assistant Program are stated in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>), program brochures, websites and application materials.

The Department of Pathology Professional Programs requires that all enrolled students:

- 1) Achieve an integrative mastery of their discipline, maintain the motivation to gain such mastery, develop and demonstrate the required professional skills and responsibility
- 2) Be considerate toward instructors, staff, technologists and peers
- 3) Fulfill the criteria and requirements for satisfactory academic progress and successful completion of the Medical Laboratory Science or Pathologists' Assistant Curriculum as stated in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>) and in the syllabus of each course
- 4) Comply with the rules of procedure, conduct and appearance required by the faculty teaching a course, laboratory or clinical rotation
- 5) Follow the standards of the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity (Chapter III).

By enrolling in the Medical Laboratory Science Division or Pathologists' Assistant Program, the student accepts the above academic and professional standards as criteria for successful completion of the curriculum. It is the student's responsibility to know and meet these requirements and criteria, and promptly inform the Program Director and Vice-Chair of Professional Programs of any serious impediment (such as illness, etc.) hindering satisfactory academic progress.

Failure to meet the requirements listed above may lead to academic penalties and/or remedial changes in the student's curriculum as outlined in Sections 2 and 3. Requirements are subject to change at any time with reasonable notice provided to students.

1.2 Evaluations and Expectations

Academic and professional performance is evaluated by written, oral, and practical examinations and through the observation of performance in lectures, examinations, laboratories, recitation sessions and clinical rotations.

Academic evaluations by faculty are not limited to the assignment of examination scores and cognitive evaluations. Grades and laboratory evaluations issued by the faculty are based on all requirements for the Medical Laboratory Science Division Programs or the Pathologists'

Assistant Program (Section 1.1). The grades and evaluations therefore reflect the faculty's judgment about the student's cognitive performance, motivation, clinical laboratory skills, and professional behavior.

Performance in courses and clinical rotations is described in the course syllabus or by the grades A (excellent), B (good), C (fair), D (poor), F (failure), UF (unforgivable F), Pass, Fail or I (incomplete).

Grades and evaluations are based on a complete evaluation of student performance in view of all requirements and standards of the Department of Pathology Professional Programs and courses or clinical rotations. Thus, they reflect more than examination averages.

The grades and laboratory evaluations are reviewed by the Academic and Professional Standards Committee in order to assess a student's academic progress as outlined in Section 3.

To be in good standing, **a student must maintain a 2.5 cumulative GPA in the Medical Laboratory Science Division or a 3.0 program GPA in the Pathologists' Assistant Program** during the program and maintain this average throughout the entire time he/she is enrolled.

A student who is considered to be deficient in any clinical rotation as determined by the course instructor in consultation with the student's clinical instructor(s) or preceptor(s) will be placed on probation. Remediation may include but is not limited to additional time in the same facility or a comparable facility. If the student fails the remediation assignment, either suspension or dismissal will be imposed. Probationary status with the opportunity to repeat will be granted one time only.

A student must also maintain expectations for professional behaviors as defined by the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity (Chapter III). Professional behavior deficiencies will be presented to the Academic and Professional Standards Committee and decisions about probation, suspension or dismissal will be made using the Campus Student Code document as a guide.

1.3 Rights and Obligations of the Student

It is the student's responsibility to fulfill coursework and degree requirements and to know and meet the criteria for satisfactory academic progress and completion of the program.

Students shall have the right to access:

- 1) The West Virginia University Academic Catalog (<http://catalog.wvu.edu>) in which program requirements are stated,
- 2) The Pathology Department Professional Programs Policy on Academic and Professional Standards (this document)
- 3) Board of Governors Policies 10, 15 and 31
- 4) The Medical Laboratory Science or Pathologists' Assistant Student Handbook
- 5) The West Virginia University Student Conduct Code (http://campuslife.wvu.edu/office_of_student_conduct)

Students shall have access to a written description of content, requirements, and grading policy for each course or clinical rotation in which they are enrolled.

The student shall be graded or have his/her performance evaluated solely upon performance in the course or clinical rotation as measured against academic and professional standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded

nor shall his/her performance be unlawfully evaluated on the basis of gender, race, color, sexual orientation, veteran status, religion, age, disability, national origin, creed, ancestry or political affiliation.

Students should immediately report all violations of the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity that they witness to the Chairperson of the Academic and Professional Standards Committee, or designee.

If any academic penalties are imposed because of failure to meet academic requirements or the provisions of Student Code of Academic and Professional Integrity, the student has a right to:

1.3.1 Written notice about failure to meet academic or professional standards and potential penalties

The student shall be informed in writing by the Vice-Chair of Professional Programs of (1) the student's failure to meet academic or professional standards and requirements or an alleged violation of standards, (2) the methods, if any, by which the student may correct the deficiencies, and (3) the penalty, if any, to be imposed.

1.3.2 Discussion of the matter with those involved

The student may meet with those who have determined that the student failed to meet academic or professional standards and requirements or violated the Department of Pathology Professional Programs Student Code of Academic and Professional Integrity (Chapter III).

1.3.3 Appeal

The student may appeal the imposition of any academic penalty, including those imposed as a consequence of violations of the Student Code of Academic and Professional Integrity, as stated in Section 4 of this document in accordance with the West Virginia Board of Governors Policy 15 and the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).

1.4 Rights and Obligations of the Faculty

It is the duty and prerogative of the faculty to evaluate a student's academic and professional performance. This evaluation takes three forms, namely (1) assignment of grades and evaluations by the faculty teaching a course or clinical rotation, (2) review of behavior, demeanor and adherence to the Student Code of Academic and Professional Integrity, and (3) review of academic and professional performance by the Academic and Professional Standards Committee.

Academic evaluations are not restricted to the assignment of grades and cognitive evaluations but include the assessment of professional skills, demeanor and conduct.

The Department of Pathology Professional Programs reserves the right to withhold the B.S. or M.H.S. degree from a student who may have technically met formal curricular requirements but lacks the professional skills, behavior and demeanor considered necessary for the degree or demonstrated unwillingness to accept professional responsibility in the practice of Medical Laboratory Science or as a Pathologists' Assistant.

Grades and evaluations issued by the course faculty, and decisions or recommendations of the Academic and Professional Standards Committee are subject to the provisions of Section 1.3 which describes student rights.

Faculty responsible for a course should issue a written syllabus describing content, requirements, and grading policy for the course or laboratory rotation to each student enrolled in a course or rotation (Section 1.4).

The assignment of a grade and evaluation is the responsibility of the faculty teaching the course or rotation.

The faculty responsible for a course may impose upon the student the appropriate penalties described in Section 2.1 for failure to maintain academic and professional standards.

Faculty reporting of academic and professional deficiencies is outlined in Section 3.1.

SECTION 2. CONSEQUENCES OF FAILURE TO MEET ACADEMIC AND PROFESSIONAL STANDARDS AND REQUIREMENTS

Upon failing to meet the academic and professional standards or provisions of the Student Code of Academic and Professional Integrity, a student may be subject to the following academic penalties:

2.1 A Lower Grade, an Unforgivable F (UF), an Incomplete (I) Final Grade or Exclusion from Further Participation in the Course, Unit or Clinical Rotation

These penalties are imposed by the instructor(s) of a course. The imposition of penalties by the instructor does not preclude further penalties by the Vice-Chair of Professional Programs based on the recommendations of the Academic and Professional Standards Committee.

2.2 Academic Probation

This penalty is imposed by the Vice-Chair of Professional Programs after receipt of recommendations from the Academic and Professional Standards Committee (Section 3). Probation may be accompanied by remedial work and reexamination or repetition of all or part of the curriculum. The specific remediation requirements associated with the penalty will be stated by the Vice-Chair at the time the student is informed of the penalty in writing (Section 1.3). See Section 3.5 for probation criteria.

2.3 Academic Suspension

This penalty and any terms and conditions for petition for reinstatement are imposed by the Vice-Chair of Professional Programs after receipt of recommendations from the Academic and Professional Standards Committee. Suspension may not exceed one year. During that period, the student may not enroll in any courses required of the Medical Laboratory Science Division. The student may have stipulations imposed that must be successfully completed during the suspension period.

Upon expiration of the period of suspension, the student must petition the Vice-Chair of Professional Programs for reinstatement. The Vice-Chair shall then have the Academic and Professional Standards Committee review the petition to determine if the terms and conditions of the suspension have been met, determine if the student possesses the potential to pursue the Medical Laboratory Science curriculum successfully, and to make a recommendation to the Vice-Chair about whether the student should be reinstated. If reinstated, the student may be required to repeat all or portions of the curriculum.

If a student meets the criteria for suspension a second time while enrolled in the Medical Laboratory Science Division, automatic dismissal will result. See [Section 3.6](#) for suspension criteria.

2.4 Academic Dismissal

This penalty is imposed by the Director of the Division of Medical Laboratory Science, or designee, after receipt of recommendations by the Department of Pathology Professional Programs Academic and Professional Standards Committee as a result of academic and professional deficiencies found serious enough to merit dismissal.

After dismissal, readmission in the Medical Laboratory Science Division or Pathologists' Assistant Program must be sought through the standard admissions process. See [Section 3.7](#) for dismissal criteria.

SECTION 3. ACADEMIC AND PROFESSIONAL STANDARDS COMMITTEE:

The Department of Pathology Professional Programs Academic and Professional Standards Committee has been established for the purpose of the evaluation of Medical Laboratory Science and Pathologists' Assistant students who fail to meet performance standards in one or more of the following areas: academics, academic integrity, clinical education and professional behavior and conduct.

The Academic and Professional Standards Committee is comprised of faculty from the Medical Laboratory Science Division, Pathologists' Assistant Program, Health Sciences and representatives from the Clinical Laboratory appointed by the Vice-Chair of Professional Programs. The Academic and Professional Standards Committee is advisory to the Vice-Chair. A quorum consisting of 50% plus one member of the total membership is required to make a recommendation. A representative from the program in which the student under consideration is enrolled must be present before a recommendation may occur.

The Academic and Professional Standards Committee shall meet as needed to review the records of any student who fails to satisfy academic and professional standards which include grades, academic dishonesty or inappropriate professional behavior and conduct. The Academic and Professional Standards Committee makes recommendations regarding which students shall be permitted to progress in a remedial or independent curriculum with identified required coursework, and which students shall be suspended or dismissed from the program. Academic and Professional Standards Committee recommendations for probation, suspension or dismissal are based on a comprehensive review of a student's academic performance, professional behavior and conduct.

3.1 The formal process of review of student status by the Academic and Professional Standards Committee:

3.1.1

The faculty responsible for the course in which the student is not adhering to academic and professional standards must meet with the student and submit in writing to the student and Academic and Professional Standards Committee Chairperson, or designee, a description of (1) the problem, (2) meeting date(s) with student, (3) course of action already taken, and (4) recommendations.

In matters of academic dishonesty or professional misconduct, any party can initiate a concern in writing to the Academic and Professional Standards Committee Chairperson, or designee.

The student may also submit in writing his/her arguments to the Academic and Professional Standards Committee Chairperson, or designee.

3.1.2

The Academic and Professional Standards Committee Chairperson, or designee, will then call a meeting of the Committee. If the student issue involves one of the Academic and Professional Standards Committee members, then that Committee member will not participate in the recommendations made. The vacancy may be filled by another faculty member appointed by the Vice-Chair of Professional Programs.

The Academic and Professional Standards Committee will have access to the following for the review: (1) letter grades, (2) numerical or percentage grades on written, oral, and/or practical examinations, (3) written evaluations submitted by the faculty which include performance descriptions, (4) oral and written reports about academic and professional performance, (5) oral and written reports about alleged violations of the Student Code of Academic and Professional Integrity, (6) any written information provided by the student regarding his/her performance, and (7) any testimony or other information which is considered necessary to complete the review.

3.1.3

All deliberations of the Academic and Professional Standards Committee will be closed and confidential. One Committee or staff member will be assigned to keep written minutes of the Committee meetings which must be signed and approved by all members who participate.

3.1.4

At the discretion of the Academic and Professional Standards Committee, a student under review may be invited for discussion of his/her academic deficiencies, professional misconduct or any extenuating circumstances that may have a bearing on the student's performance.

3.1.5

The recommendations of the Academic and Professional Standards Committee will be submitted to the Vice-Chair of Professional Programs who may accept, modify, or reject the recommendations. The Vice-Chair will then inform the student of the decision and imposition of any penalties. Decisions regarding dismissal will be reviewed and conveyed to the student by the Vice-Chair. ([Section 3.7](#)).

3.2 Review of Academic Performance

To be in good standing, **a student must maintain a minimum 2.5 cumulative GPA in the Medical Laboratory Science Division or a minimum 3.0 program GPA in the Pathologists' Assistant Program** during the program and maintain this average throughout the entire time he/she is enrolled.

Academic and Professional Standards Committee decisions about advancement to the next academic term, graduation, probationary status, remedial work and recommendations for suspension or dismissal may be based on a comprehensive review of a student's performance in the entire curriculum.

A student who receives a mid-term grade of D, F, UF, I or obtains a semester GPA less than required will automatically be issued a warning letter from the Vice-Chair of Professional Programs.

3.3 Recommendations for Promotion and Graduation

Recommendations for promotion to the next academic term or for graduation are contingent upon the successful completion of all required courses, clinical rotations and other requirements. Promotion requires recommendation by the Academic and Professional Standards Committee. Graduation requires a vote by the Medical Laboratory Science and Pathologists' Assistant Faculty and the School of Medicine Faculty.

Medical Laboratory Science Division Academic Criteria

By the end of the Spring II semester of the second year, a student must:

- 1) Achieve a 2.5 cumulative GPA (entire matriculation in the program)
- 2) Pass comprehensive written and practical examinations given during the Spring II semester of the second year
- 3) Maintain appropriate professional behavior and conduct
- 4) Successfully complete all clinical rotations
- 5) Successfully complete a capstone project
- 6) Complete 50 hours of approved community service

A second attempt will be available for any student who does not pass the comprehensive examination. See Sections 3.5, 3.6 and 3.7 for probation, suspension and dismissal criteria.

Pathologists' Assistant Program Academic Criteria

By the end of the Fall II semester of the second year, a student must:

- 1) Achieve a program 3.0 GPA (entire matriculation in the program)
- 2) Pass comprehensive written and practical examinations given during the Fall II semester of the second year
- 3) Maintain appropriate professional behavior and conduct
- 4) Successfully complete all clinical rotations
- 5) Successfully complete a presentation or publication as directed in the PATH 630-631 syllabi
- 6) Complete 50 hours of approved community service

A second attempt will be available for any student who does not pass the comprehensive examination. See Section 3.5 and 3.7 for probation and dismissal criteria.

3.4 Academic Dishonesty

Academic dishonesty includes plagiarism (intentional or unintentional), cheating and dishonest practices in connection with examinations, papers, projects and laboratories as well as forgery, misrepresentation or fraud as it relates to academic and educational matters.

The process for initiating a charge of academic dishonesty is outlined in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).

3.5 Academic Probation

Automatic probationary status will be assigned to any student admitted with a cumulative and/or science GPA less than 2.5 in the Medical Laboratory Science Division. Probation upon admission does not apply to the Pathologists' Assistant Program.

Academic probation may be recommended by the Academic and Professional Standards Committee in any case of:

Medical Laboratory Science and Pathologists' Assistant Criteria:

- 1) A final grade of "D" during the first year**
- 2) Evaluations indicating serious gaps in knowledge and clinical skills and/or inadequate integration of the content of the curriculum**
- 3) The appearance of a specific and serious academic deficiency, e.g., an important clinical skill has not been mastered**
- 4) Failure to assume appropriate professional responsibility and behavior**
- 5) A student's cumulative GPA less than 2.5 in Medical Laboratory Science Division or a program GPA less than 3.0 in the Pathologists' Assistant Program**
- 6) Excessive absenteeism**
- 7) An infraction of the Student Code of Academic and Professional Integrity (Chapter III)**

When a student is placed on academic probation, remediation must be completed by the end of the following semester. This review is based on grades, evaluations and written reports from course and clinical rotation instructor(s) or preceptor(s).

The imposition of probationary status is usually accompanied by remedial actions and performance requirements specified by the Vice-Chair based on the recommendations of the Academic and Professional Standards Committee. These actions are intended to remedy the academic or professional deficiency which resulted in the probation. Successful conclusion of the remedial work and/or successful completion of the next academic semester ends the probationary period.

Failure to achieve the required minimum GPA or to meet any terms of the probationary status by the semester following the probation may result in suspension or dismissal from the Medical Laboratory Science Division or dismissal from the Pathologists' Assistant program.

Probationary status can only be assigned for a **maximum of two semesters** throughout the student's entire matriculation in the program. It is possible for a student to be placed on probation, meet the terms of the probation by the following semester, be placed on probation again during a subsequent semester and meet the terms of probation again by the following semester. However, no further probationary periods will be allowed.

Remedial interventions in a student's curriculum by the Academic and Professional Standards Committee are designed to fit particular academic deficiencies and may, among others, take one or more of these forms: a specific study or reading program, additional practice in a set of clinical skills, repetition of all or part of the curriculum, and self or directed study.

A student who is considered to be deficient in any clinical rotation as determined by the course instructor in consultation with the student's clinical instructor(s) or preceptor(s) will be placed on probation. Remediation can include but is not limited to additional time in the same facility or a comparable facility. If the student fails the remediation assignment, either suspension or dismissal may be imposed. **Probationary status with the opportunity to repeat will be granted one time only in any clinical rotation.**

3.6 Academic Suspension

No credit will be given for a course in which a student receives an “F” or “UF” in the Medical Laboratory Science Division. Should a student receive an “F” or “UF”, the penalty of suspension may be granted with the possibility of reinstatement only upon meeting the terms of the suspension.

Suspension for up to one year may be recommended by the Academic and Professional Standards Committee for any case of:

Medical Laboratory Science Division Criteria:

- 1) A second final grade of “D” in the first year or a final grade of “D” in the second year
- 2) A final grade of “F”, “UF” or “I”
- 3) More than two semesters of a cumulative GPA less than 2.5
- 4) A cumulative GPA less than 2.5 by the end of the Spring II semester of the second year
- 5) Failure of the comprehensive examination after two attempts given during the Spring II semester of the second year
- 6) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
- 7) Failure to assume appropriate professional responsibility
- 8) Failure to meet professional standards including those of demeanor and conduct
- 9) Excessive absenteeism
- 10) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Pathologists’ Assistant Program Criteria:

- 1) A second final grade of “D” in the first year or a final grade of “D” in the second year
- 2) Failure of the comprehensive examination after two attempts given during the Fall II semester of the second year
- 3) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum;
- 4) Failure to assume appropriate professional responsibility
- 5) Failure to meet professional standards including those of demeanor and conduct
- 6) Excessive absenteeism
- 7) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Suspension for up to one year will be recommended for a cumulative GPA less than 2.25 in any one semester in the Medical Laboratory Science Division.

Should the Academic and Professional Standards Committee conclude that temporary or personal problems are the reason for deficiencies and/or violations, the Committee may recommend to the Vice-Chair that the student be suspended from the program for not more than one year. During the period of suspension, the student may not enroll in any program courses. Other requirements may be mandated by the Academic and Professional Standards Committee which include but are not limited to counseling, defined remedial coursework or disability services.

The student will be reinstated to the Medical Laboratory Science Division contingent upon

successful petition demonstrating that the deficiencies which resulted in the suspension have been resolved and any terms or conditions imposed at the time of the suspension have been met. The student may be required to repeat all or portions of the curriculum following reinstatement.

3.7 Academic Dismissal

Dismissal may be recommended by the Academic and Professional Standards Committee for any case of:

Medical Laboratory Science Division Criteria:

- 1) A second final grade of “D” in the first year or a final grade of “D” in the second year
- 2) Two semesters of a cumulative GPA less than 2.25
- 3) A cumulative GPA less than 2.5 by the end of the Spring II semester of the second year
- 4) Failure of the comprehensive examination after two attempts given during the Spring II semester of the second year
- 5) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum
- 6) Failure to assume appropriate professional responsibility
- 7) Failure to meet professional standards including those of demeanor and conduct
- 8) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Pathologists’ Assistant Program Criteria:

- 1) A second final grade of “D” in the first year or a final grade of “D” in the second year
- 2) Failure of the comprehensive examination after two attempts given during the Fall II semester of the second year
- 3) Unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum;
- 4) Failure to assume appropriate professional responsibility
- 5) Failure to meet professional standards including those of demeanor and conduct
- 6) Excessive absenteeism
- 7) Any infractions of the Student Code of Academic and Professional Integrity (Chapter III)

Dismissal will be recommended by the Academic and Professional Standards Committee for any case of:

- 1) **A cumulative GPA less than 2.0 or more than two semesters of a cumulative GPA less than 2.25 in the Medical Laboratory Science Division**
- 2) **A program GPA less than 2.75 or more than two semesters of a program GPA less than 3.0 in the Pathologists’ Assistant Program**
- 3) **Two final course grades of D in the same semester**
- 4) **A final grade of “F” or “UF”**
- 5) **A student meeting the criteria for suspension a second time**

The Academic and Professional Standards Committee expects every student to meet the requirements stated in Section 1.1 and 1.2 of this policy. Therefore, even without an unsatisfactory grade, a student may incur a recommendation for dismissal for failure to meet these requirements.

Recommendation to dismiss a student for failure to meet academic or professional standards can be made only after the student has been counseled by the Vice-Chair. After the student is given a reasonable opportunity to correct deficiencies, there shall be a formal review of the student's status by the Academic and Professional Standards Committee to determine whether the student shall be retained or dismissed. The student may provide the Academic and Professional Standards Committee written documentation of his or her efforts to correct deficiencies. The Academic and Professional Standards Committee may determine stipulations and conditions of the student's remediation. The student may be required to repeat all or portions of the curriculum following reinstatement in the Medical Laboratory Science Division. In the Pathologists' Program, reinstatement will occur in the Spring I semester.

An Academic and Professional Standards Committee recommendation for dismissal, including any documentation provided by the student to the committee, shall be forwarded to the Vice-Chair of Professional Programs, or designee, and to the student. Within 15 calendar days of receipt of the Academic and Professional Standards Committee's recommendation, the Vice-Chair, or designee, shall inform the student of his/her decision. A decision to dismiss shall specify whether the dismissal is from the program, college, or school.

The student may appeal this dismissal (Section 4). Students who are dismissed may reapply through the standard admissions process.

SECTION 4. APPEAL OF ACADEMIC PENALTIES

The student may appeal any academic penalty. Due process requirements, appeal procedures and time lines are specified in general by the Board of Governor's Policies No. 15, 31 and in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).

4.1 Appeal of Academic Dishonesty

A student may appeal a charge of academic dishonesty in accordance with the appeals process outlined in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).

4.2 Appeal of Academic Penalties Excluding Appeal of Academic Dishonesty

A student may initiate an appeal in accordance with the appeals policy outlined in the West Virginia University Academic Catalog (<http://catalog.wvu.edu>).

CHAPTER II

Professional Standards Governing Student Conduct Outside the Department of Pathology Professional Programs (BoG Policies 10 and 31)

Conduct and behavior not relating to and not affecting professional practice are governed by the West Virginia University BoG Policy 31 - University Student Conduct and Discipline Policy (<http://bog.wvu.edu/policies>). Examples of conduct and behavior relating to and/or affecting professional practice are described in this policy and course syllabi.

CHAPTER III

Department of Pathology Professional Programs Student Code of Academic and Professional Integrity

The practice of the art and science in Medical Laboratory Science or as a Pathologists' Assistant must be based on reverence for life, compassion and respect for patients, competence, and integrity. Hence the Department of Pathology Professional Programs expects students to exhibit professionalism through compassion, consideration and respect towards patients and their families, instructors, staff, and each other, growth of knowledge and clinical skills, and acting honorably at all times.

This Student Code of Academic and Professional Integrity incorporates the Policy on Academic and Professional Standards governing the Department of Pathology Professional Programs at West Virginia University School of Medicine and governs student behavior in lectures, examinations, laboratories, recitation sessions, clinical rotations, all academic settings of the School of Medicine and the University, and all other settings which reflect upon the integrity and suitability of the student to practice in Medical Laboratory Science or as a Pathologists' Assistant. Successful progression through the curriculum and graduation are contingent upon the student's compliance with this code. Evaluation of student performance under this code follows the procedures established in the Policy on Academic and Professional Standards governing the Department of Pathology Professional Programs at West Virginia University School of Medicine.

Specifically, the Department of Pathology Professional Programs requires students to adhere to these basic rules of academic and professional integrity:

1. I shall dedicate myself to excellence in patient care.
I, therefore, shall be conscientious in carrying out my assigned duties, follow the guidance of my instructors, and accept responsibility for my actions.
2. I shall safeguard a patient's privacy.
I, therefore, shall not access or disclose confidential information about a person without authorization.
3. I shall be considerate and respectful towards patients, their families, instructors, staff, and my fellow students.
I, therefore, shall treat patients with greatest consideration and respect their dignity. I shall be courteous and civil in my dealings with others within the School of Medicine and clinical facilities. I shall respect rules of behavior, professional comportment, and appearance set forth by the School of Medicine, the Department of Pathology Professional Programs and clinical facilities. I shall render evaluations of courses and instructors in an objective and civil manner. I shall be professional in all forms of communication.
4. I shall act honorably and with integrity in my pursuit of the B.S. or M.H.S. degree.
I, therefore, shall be truthful about my actions as a student and accept responsibility for them. I shall reject academic dishonesty and not falsely claim competence or knowledge. I pledge to refrain from all acts of academic dishonesty. In particular,
 - a. I shall not plagiarize and not submit as my own any material taken from other sources without acknowledgement or permission.
 - b. I shall not cheat in connection with any examinations, academic assignments and activities, and clinical duties.
I especially pledge that:
 - I shall not communicate with others, except proctors, during an examination;

- I shall not obtain unauthorized help from another person during an examination or graded academic assignment;
 - I shall not give help to another student during an examination or graded academic assignment;
 - I shall not take an examination in place of another student;
 - I shall not gain access to unauthorized material in connection with an examination;
 - I shall not make use of unauthorized material in connection with an examination;
 - I shall not obtain impermissible advance knowledge of the contents of examination;
 - I shall not alter a scored examination or answer sheet and then resubmit it in order to effect a change of a grade or evaluation;
 - I shall not allow another student to submit my work for grading or credit;
 - I shall not falsify instructional or clinical laboratory results;
- c. I shall not engage in forgery, misrepresentation, and fraud. I especially pledge that:
- I shall not furnish false statements as a witness for any University or School of Medicine disciplinary investigation or appeal;
 - I shall not forge or alter educational records or submit such records to the staff and faculty of the University or School of Medicine for fraudulent purposes;
5. I shall act honorably and with integrity at all times.
I, therefore, shall not engage in behavior or conduct that demonstrates a lack of personal qualities necessary for the practice in medical laboratory science or pathologists' assistant or that may adversely reflect upon the profession, the Department of Pathology Professional Programs or the School of Medicine.
6. I shall support this code of academic and professional integrity.
I, therefore, shall report to Chairperson of the Academic and Professional Standards Committee all violations of this code that I witness.

**WEST VIRGINIA UNIVERSITY
DEPARTMENT OF PATHOLOGY
PROFESSIONAL PROGRAMS**

I have read and understand the Department of Pathology Professional Programs Policy on Academic and Professional Standards and agree to abide by the academic and professional standards and requirements stated within this document.

Name (Printed): _____

Signature: _____

Date: _____