

Academic Regulations, Faculty of Pharmacy

For complete information regarding academic rules and regulations of the University, students should consult University Academic Offices, Services, and Regulations. The following additions and amendments pertain to pharmacy students.

For purposes of these academic rules and regulations, for the Faculty of Pharmacy, the following definitions apply:

1. Professional course means any course required in the Pharm.D. curriculum and any course approved for professional elective credit and elected by the student for that purpose.
2. Satisfactory grade means a grade of `C' or above, or a grade of `S.'
3. Unsatisfactory grade means 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 means a restricted status in the program (see below).
5. Dismissal from the 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 effected.

Academic and Professional Progress

The Faculty of Pharmacy expects its students to develop professional competence and to satisfy the same high standards of exemplary character, appearance, and ethical conduct expected of professional pharmacists.

To merit confidence and esteem, both personally and in the health care professions, appropriate dress and demeanor are expected of each student in the academic and professional program in pharmacy. The Committee on Academic and Professional Progress (CAPP) reviews 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.

Employment, Outside

The undergraduate curriculum has been arranged with the presumption that the student will devote full time and energy to the program. Pharmacy internship and other pharmaceutical employment is recognized as an integral part of the academic and professional growth of the pharmacy student. The student, however, is 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 the specific attendance required of students as part of the successful completion of the course.

Course Elections Policy

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 Passed-Not Passed basis, is permitted only for elective credits in excess of the minimum degree requirements, or by guest or post-degree students.

Absence, Leaves of

A leave of absence may, and should, be requested by a student when personal circumstances interfere with the student's 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 CAPP. If a student requests and is granted an immediate leave of absence during a term, the student must withdraw from all courses enrolled in for that term.

A leave of absence must be requested no later than the end of the twelfth 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. Students wishing to request a leave of absence should fill out an Academic Exception Request Form (available from the College's Office of Enrollment Management) and have the form signed by their faculty adviser as well as by the Chairperson of the Department of Pharmacy Practice or Pharmaceutical Sciences prior to forwarding to the Dean for review.

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 CAPP.

Limitations, Time

The program must be completed within six calendar years of admission unless an extension is granted by the Committee on Academic and Professional Progress (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 by reason 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 CAPP 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.

Appeals, Grade

Following is the grade appeals policy in the Eugene Applebaum College of Pharmacy and Health Sciences:

At the beginning of each term the instructor is to inform students (in writing where feasible and appropriate) 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 by appropriate means. Students should be encouraged to discuss with the instructor any class-related problems.

Instructors are expected to evaluate student work according to sound academic standards. Equal demands 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 substantially from announced procedures.

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

Grounds for appeal are: (1) the application of non-academic criteria in the grading process, as listed in the University's Non-Discrimination and Affirmative Action Statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

This policy does not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Due Process Statute (see 'Academic Dishonesty,' below.)

Questions regarding grades, whether a grade on an individual course component or a final grade, properly should be directed to the instructor for resolution. The formal appeal of the grade in question must be initiated in writing within twenty-one calendar days following the student's receipt/knowledge of the grade (for example, return of marked paper, posting of marks, official report of grades). The instructor and each appeal officer in the College shall respond in writing within ten calendar days. Failure of the instructor or any appeal officer to respond within ten days of the formal written appeal entitles the student to proceed to the next level of appeal. In no case should there be any assumption that a failure to respond at any level signifies a granting of the appeal.

If an appeal is not resolved at the instructor's level, further appeals may be directed to the departmental chairperson. If the departmental chairperson agrees with the instructor's determination, the student

may appeal, upon the same bases, to the Dean of the College. If the position of the student is upheld, a recommendation to the instructor that a `Change of Grade' be effected may be made. If the instructor refuses and there is, in the opinion of the Dean, evidence that the instructor has been arbitrary or capricious in the grade decision, appropriate administrative procedures may be initiated and an administrative `Change of Grade' may be effected.

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 pharmacy fraternities, student professional organizations, and pharmacy 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.

Dismissal from the Program

A student will be dismissed from the program for the following reasons:

- A. Failing to earn a satisfactory grade when repeating professional course.
- B. Earning unsatisfactory grades in seven or more credits of professional course work in a single term.
- C. Accumulating unsatisfactory grades in ten or more credits of professional course work. Unsatisfactory grades count towards this cumulative total even if a satisfactory grade was earned upon repetition of the course(s).
- D. Inability to complete the program within the time limitations outlined above unless granted an extension by the CAPP or the Faculty.
- E. Failing to meet any special conditions required by the CAPP or the Faculty for the student's continuation in the program.

Academic Review Process

If, upon notification of probation or dismissal, it appears that the action was based on incorrect information or that these academic policies and procedures were not appropriately applied, the Chairperson of the CAPP should be immediately notified in writing on the form provided, so that the action can be reviewed. Extenuating personal circumstances will only be considered in cases involving dismissal and/or an extension of the time limitation. Written notice of the CAPP determination will be promptly provided.

Following notice of the decision of CAPP, the student may request a review by the Dean. Following a final decision by the Dean, a procedural review may be sought from the Provost.

Note that this academic review process does not apply to grades. The CAPP will not review the assignment of grades within a course. All appeals regarding grades must follow the procedures described in the 'Grade Appeals' section, above.

Readmission Following Academic Dismissal

Applications for readmission from students who have been dismissed from the program for academic reasons will only be considered when the applicant has earned a Bachelor of Science or higher degree in one of the physical or life sciences (biology, chemistry, or physics) subsequent to the dismissal.

If a readmission is granted, the student may be required to repeat some or all of the previously completed professional courses, if the material covered in the courses has changed to the extent that the student's preparation has become outdated; such determination will be made by the Committee on Academic and Professional Progress in consultation with the Admissions Committee and appropriate faculty.

Readmitted students will be required to complete all requirements of the curriculum in effect at the time of readmission.

This policy applies to any students excluded at the end of the Fall term 1989 and thereafter.

Conduct, Student

Every student is subject to all regulations set forth by the University, the College, and the Faculty of Pharmacy, governing student activities, student behavior, and in use of their facilities. The University, College, and Faculty have the responsibility of 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 appropriate faculty member and/or the Dean's office.

There are obligations inherent in registration as a student in the College. Students entering the profession of pharmacy are expected to have the highest standards of personal conduct so as to be a credit to themselves, the College, the University, and the profession. 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.

Dishonesty, Academic

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.