

## **Academic Standards**

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*Updated January 2018 – updates in RED*

Academic standards for all programs at ACPHS are developed and adopted by the faculty and are administered by the College administration.

College-wide academic standards apply to all ACPHS students. **Individual programs also have academic standards and policies that supersede the college-wide academic standards.** Two faculty committees are responsible for the oversight of academic standards and the academic standing of students; the Academic Standards Committee (ASC) handles the BS and the PharmD programs and the Graduate Academic Standards Committee (GASC) handles graduate (MS) programs. The committees are responsible for reviewing student academic records at the end of each semester and making recommendations regarding academic standing of students to the Dean of the School in which the student's program resides. At the end of the each semester, the Registrar's office prepares student grade reports from the current semester and provides the reports to the ASC (BS, PharmD) and the GASC (MS). Grade reports of all students on academic probation from the previous semesters are also provided to the respective committees. Grade reports are reviewed by the committees and the academic standing of a student is determined based on course completion, course grades, semester grade point average, cumulative grade point average and/or progress on the thesis or capstone project. Students are required to maintain minimum course grades, semester, cumulative and professional GPAs as required by the college-wide and programmatic academic standards to be in good academic standing. ASC/GASC makes recommendations on the academic standing of students in academic difficulty, i.e., who fail to meet academic standards, and on students eligible to be removed from probation to the Dean of the School. The Dean makes the final decision on the student's academic standing and communicates the decision to the student in writing.

## **College-Wide Academic Standards**

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### **Academic Standing**

The academic standing of students is designated as one of the following at the end of each academic term: fall, spring, summer session I and summer session II.

### **Good Academic Standing**

Students who have successfully completed all coursework with grades, semester and cumulative GPAs that meet or exceed the minimum college-wide and programmatic academic standards, and/or are making appropriate progress on thesis or capstone work are designated as being in good academic standing. Note that good academic standing does not assure progression into the professional years of the College's programs. Students are not officially informed of this status unless they are being removed from academic probation imposed in the previous semester.

### **Academic Probation**

Students whose academic performance falls below the college-wide or program standards at the end of an academic semester will be placed on academic probation. A student on academic probation must improve academically and address the conditions that resulted in probation. While on academic probation, a student may be ineligible to hold a class and student organization office, join a fraternity, participate in intercollegiate athletics or provide service on College committees. In some cases, financial aid may be jeopardized. A student's academic probation period will end when the student successfully addresses all of the conditions that placed the student on probation. The summer semester can only be used to address course grades and cumulative GPA deficiencies, not the prior semester's GPA.

A student will be placed on academic probation if any of the following conditions exist within a semester:

- A semester or cumulative GPA below 2.0
- Two or more grades below C-
- A single grade of F

### **Academic Dismissal**

Students with significant or multiple academic deficiencies may be dismissed from an academic program (based on program-specific academic standards) or they may be dismissed from the College. Academic dismissal is usually not invoked until academic probation has been imposed. However, academic dismissal may be recommended before probation when a student's academic record is significantly deficient. Students who have been dismissed from a program, but not the College, may consider transfer to another program at the College. Students dismissed from the College can also seek re-admission to ACPHS as transfer students.

A student may be dismissed from the College if one of the following conditions exists:

- Two instances of probation (whether consecutive or non-consecutive)
- A semester GPA below 1.6

## College-Wide Academic Standards

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### **Student Conduct Suspension:**

*See Student Handbook*

### **Student Conduct Exclusion:**

*See Student Handbook*

### **Appeal of Academic Decisions**

Students are permitted to appeal academic decisions (except academic probation) by submitting a letter of appeal to the Dean of Students. Appeal requests are considered by the Academic Standing Appeals Committee which makes a recommendation to the Deans of the Schools (currently Arts and Sciences, Pharmacy and Pharmaceutical Sciences, and Graduate Studies) The Deans of the Schools review the recommendation and notify the student of their decision in writing. Appeal letters should contain a statement referencing the original decision and an explanation addressing why it is being appealed. The basis for such appeals should involve cases of unusual or extenuating circumstances that directly impacted the student's ability to meet the college-wide or program academic standards. In the event that extenuating circumstances are identified, appropriate documentation supporting the assertion by a competent, qualified professional must be included when applicable. The College reserves the right to require further evaluation and/or documentation. Finally, the appeal letter should include plans for coping with any unresolved extenuating circumstances and for remediating any academic deficiencies. Appeals are heard on a rolling basis by the Academic Standing Appeals Committee. Adverse decisions from the Deans may be appealed to the Provost for a final determination. Deadlines for all appeals are five (5) business days from the time that the student notification was sent.

### **Re-Admission Policy**

A student who wishes to return to the College after dismissal for poor academic performance may apply for admission as a transfer student (See Transfer Student Policy). Courses taken at other institutions during the dismissal period will be reviewed for approval as transfer credits upon re-admission to the College.

## College-Wide Academic Standards

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### Grades, Grade Point Average (GPA) and Course Withdrawal

Faculty are responsible for assigning grades in each course. In the event of an unresolved conflict between an instructor and a student over a course grade, the student should refer to the “Course Concerns” policy found in this catalog. Numerical grades, letter grades and grade point equivalents are listed in the table below.

- At the discretion of the instructor, a grade of “I” (Incomplete) may be assigned when a student does not complete the requirements of a course within the semester of enrollment due to extenuating circumstances. Instructors may request that a grade of I be assigned to a student using the Incomplete Grade Request Form found on the Registrar’s intranet site. Unless the faculty member submits a final grade, the Registrar’s Office will change an incomplete grade to the grade indicated on the request form when the deadline established by the faculty (no longer than one semester) has passed. An incomplete grade does not satisfy the prerequisite of another course. Students cannot graduate from the college with an incomplete grade on their record.
- Students are allowed to Drop a course within the first week of the semester without the course appearing on the transcript.
- From the end of week 1 to the end of week 9 (or until 60% of the course is completed), students are allowed to withdraw from a course only with permission of the course instructor and the grade of a “W” will be recorded on the transcript.
- Students are allowed to withdraw from a course after the ninth week of the semester (or 60% of the course is complete) only for extenuating circumstances such as a medical situation or family emergency. In this circumstance, students must obtain the permission of the Dean of the School in which the student’s program resides. At the discretion of the Academic Dean of the School, a grade of “W” may be assigned or the course instructor may be asked to assign a grade. Grades of “W” are not calculated into the GPA.
- Some courses are graded on a pass/fail basis. Grades of “P” are not calculated into the GPA.
- Earned quality points for each course are calculated by multiplying the number of credits for that course by the GP equivalent. For example, a student taking Physiology/Pathophysiology I (4 credit course) receiving a grade of B+ (GP=3.3) would earn 13.2 quality points (4 credits x 3.3 GP=13.2). The total (semester, cumulative, or professional) quality points earned is determined by adding the quality points of all courses. To determine academic standing, GPAs are rounded to the nearest tenth of a point (0.1). Semester, cumulative and professional GPAs are calculated by dividing the total quality points earned by the total credits. See additional information regarding calculation of GPA under section Course Repeat and Remediation

### **Numerical Grades, Letter Grades, and Grade Point Equivalents \***

Numerical Grade	Letter Grade	GP Equivalent
> 97	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
< 60	F	0.0

*\*The above numerical equivalents are provided as a guideline to faculty and students. Please consult individual course syllabi for course grading and rounding policies.*

## **Program Academic Standards**

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### **Bachelor of Science and Pre-Pharmacy Programs**

Students in all BS programs and those in the early assurance pre-pharmacy program must attain and maintain the college standard of semester and cumulative GPA of 2.0 in the first two years of the curriculum to remain in good academic standing. Note that good academic standing does not ensure entry into the College's professional programs.

### **Progression Requirements for BS in Clinical Laboratory Sciences Program**

Clinical Students in the CLS program must attain and maintain the college standard of semester and cumulative GPA of 2.0 in the first two years of the curriculum. Starting in year three (the first professional year), students are subject to both College-wide standards and the CLS specific standards below.

Students must maintain a semester and cumulative professional GPA of 3.0.

- Professional courses are defined as those required courses bearing a CLS prefix. The professional GPA is calculated based on the grades from all professional courses taken.
- All students whose semester or cumulative professional GPA drops below 3.0 will be placed on program probation. Two program probations may result in dismissal from the program.
- Professional courses with a grade below C (73%) must be repeated.

In order to begin clinical practicum rotations students must have:

- Passed all required courses numbered 399 and lower.
- Completed all professional courses numbered 399 and lower with a grade of C or better. All grades below C must be repeated.
- Have a professional GPA of 3.0.

Clinical rotations are considered professional courses and must be completed with a C or better. Any rotation below C must be repeated. One grade of F results in program probation; two grades of F may result in dismissal from the program.

# Program Academic Standards

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## **Master of Science Programs**

### **Academic Standing**

To be in good academic standing, graduate students must have a cumulative GPA of 3.0 or higher, must earn a grade of B or better in all required courses, and have no more than one grade of less than B in elective courses. Graduate students must also demonstrate satisfactory progress in thesis research, capstone or clinical practicum as documented by recommendations from the thesis/academic advisor and the grades of related thesis courses to be considered in good academic standing.

### **Academic Probation**

A graduate student will be placed on academic probation for any of the following reasons.

- semester GPA falls below 3.0
- receives a grade in a required course below B
- receives a grade of B- or below in any elective course; or
- unsatisfactory progress towards completion of the degree.

A recommendation for academic probation due to unsatisfactory progress in thesis research or capstone project may be initiated by the student's advisor if the advisor considers a student's performance to be unsatisfactory irrespective of a student's grade point average. Recommendations for probation are made to the Dean of the School of Graduate Studies. The Dean forwards the recommendation to the Graduate Academic Standards Committee and the committee, in consultation with the Dean, makes decisions regarding probation. Students placed on academic probation will be informed by the office of the Dean of the School of Graduate Studies. Probationary status regarding graduate students will be communicated to the student's academic advisor, the Program Director, the Dean of Students and the Registrar's office by the Dean of the School of Graduate Studies.

### **Removal from Academic Probation**

A graduate student placed on academic probation due to a semester GPA below 3.0 must restore their cumulative GPA to 3.0 or above within two semesters for full-time students, or 12 credit hours for part-time students, to be removed from probation. Students receiving grades of less than B in a required or elective course must remediate the course in order to be removed from academic probation. Students placed on academic probation due to unsatisfactory progress towards completion of the degree may be restored to good academic standing following notification by the advisor or Program Director to the Dean of the School of Graduate Studies that the student is making satisfactory progress. Such notification must be received within two regular academic semesters. A student who is not restored to good academic standing by end of the specified time or credit hour requirement will be dismissed from the program. Students removed from academic probation will be informed by the Dean of the School of Graduate Studies.

## Program Academic Standards

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### Academic Dismissal

A graduate student may be dismissed from a graduate program for any of the following reasons:

- Failure to correct deficiencies of academic probation in a timely manner (see above: “*Removal from Academic Probation*”)
- Two independent instances of being placed on academic probation.
- Two failures of the thesis defense or, for students enrolled in a non-thesis option, two failures of the capstone project.
- Receiving a grade of F in any required graduate course or grades below B in two or more required courses.
- Failure to meet Programmatic requirements in the time frame designation for program completion. Full-time graduate students must complete all graduate program degree requirements in 3 years or less. Part-time graduate students must complete all MS degree requirements in 7 years or less.

Students dismissed from a graduate program will be informed by the Dean of the School of Graduate Studies and the decision will be communicated to the student’s advisor, the Program Director, Dean of Students and the Registrar’s office

### Doctor of Pharmacy (PharmD) Program

#### Progression of Early Assurance Pre-Pharmacy Students into the P1 Year

Students enrolled in the early assurance pre-pharmacy program automatically progress into the P1 year of the PharmD program if the following conditions are met:

- In good academic standing
- Completion of the pre-pharmacy program with a cumulative overall GPA of 3.0 or higher.
- Completion of all required courses in the pre-pharmacy curriculum plus meeting elective requirements. Students entering P1 require a minimum of 9 elective credits, at least 6 of which must be liberal arts credits. Liberal arts credit requirements may be met by courses in history, civilizations, fine arts, literature, philosophy, religious studies, ethics, foreign language, cultural diversity, performing arts or visual arts.
- No un-remediated course failures.
- Successfully completed the writing proficiency assessment.
- Successful completion of an in-person interview, to take place during the 2nd pre-pharmacy year. The interview will include a face-to-face conversation with two faculty or staff members of the College. Only students who attain a GPA  $\geq 2.5$  (after three semesters, or after the fall semester of pre-pharmacy year 2) will be invited for interview.
- Self-reporting of conduct or academic integrity issues and successful completion, at the student’s expense, of a criminal background check.

#### Review of Non-Progressing Early Assurance Students by the Pharmacy Admissions Committee (PAASC)

The academic records of early assurance students not meeting the course, GPA or PCAT score requirements for automatic progression into the P1 year, outlined above, but who have met all of the other criteria are reviewed by the Pharmacy Admissions Committee (PAC) in May for consideration to progress into the P1 year of the PharmD program. For consideration by the committee, students must have a minimum cumulative GPA of 2.5 or higher. Typically, students considered will have taken the PCAT exam and completed all required courses in the pre-pharmacy curriculum, but may have an un-remediated course failure.

## Program Academic Standards

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The committee reviews applications for special progression consideration. The committee may recommend one or more of the following conditions for progressing into the P1 year:

- Remediate one or more courses during the summer months prior to entering the P1 year. Students may be required to earn minimum grades in remediated courses or to take courses at ACPHS when available.
- Take or re-take the PCAT exam. Students with GPAs of 2.5 -2.94 are required to attain a PCAT composite score at or above the 30th percentile, preferably scoring closer to the average for P1 students (50<sup>th</sup> percentile).

The committee makes a recommendation to the Dean of the School of Pharmacy and Pharmaceutical Sciences, who makes the final decision and informs the student of the progression decision. Note that meeting the minimum requirements for this review does not guarantee progression into the P1 year.

Students in good academic standing at the College who do not progress into the P1 year by any of the mechanisms above may apply for transfer to another program at the College. See the process for program transfer below.

### **Appeal of the Progression Decision**

ACPHS students who have failed to meet all progression requirements *due to extenuating circumstances* may submit a letter of appeal for an extension of one year to repeat course work in the pre-pharmacy curriculum. In the event that extenuating circumstances are identified, appropriate documentation supporting the assertion by a competent, qualified professional must be included in the appeal when applicable. The appeal letter should also include plans for coping with any unresolved extenuating circumstances and for remediating any academic deficiencies. The College reserves the right to require further evaluation and/or documentation.

Deadlines for appeal are five (5) business days from the time that the student was notified about the progression decision. The letter of appeal is submitted to the Dean of Students. Appeal requests are considered by the Academic Standing Appeals Committee on a rolling basis. The committee makes a recommendation to the Dean of the School of Pharmacy and Pharmaceutical Sciences, who makes the final decision. The student may appeal the decision to the Provost within five (5) business days of the receipt of electronic notification of the decision.

If the appeal is granted, the Academic Standing Appeals Committee will work with the Dean of SOPPS to develop a detailed academic plan of study for the ensuing academic year. The student remains in the pre-pharmacy program during the remediation year and reapplies for admission to the P1 year. Students must accept the planned course of study for the appeal to be granted. A student will not be allowed to progress (or be admitted into P1) if progression requirements have not been met at the end of the remediated year. The Pharmacy Admissions Committee will re-evaluate the student after the one year period to determine if the student has successfully met the requirements for progression into the P1 year. Students who fail to meet the progression requirements after this one year extension, who are in good academic standing at the College, may apply for transfer to another program at the College. See the process for program transfer below.



## Program Academic Standards

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### **Student Conduct, Academic Integrity Issues and Criminal Background Checks**

Students are required to self-report any conduct or academic integrity issues. The College also requires that all students, at the student's expense, provide a background check prior to entry into the P1 year. Negative findings contained within the self-report or background check will be reviewed by a Background Check Committee appointed by the Provost, to determine if the finding prevents the student's admission, progression, or ability to successfully complete experiential rotations. Negative findings may affect student progression but will not *automatically* disqualify a student from matriculation or continued enrollment. The committee reviews the report and makes a recommendation on admission/progression to the P1 year of the PharmD program to the Dean of the School of Pharmacy and Pharmaceutical Sciences, who makes the final decision. The student may appeal the decision to the Provost within five (5) business days of the receipt of electronic notification of the decision.

In addition, for those ACPHS degree programs that require the completion of College-supervised experiential education rotations, specific rotation sites may require a student to provide a background check prior to commencement of their rotation at that site. In such cases, ACPHS will provide appropriate instructions for students to begin a background check, and ACPHS will cover the cost of the check. Rotation sites hosting experiential education students may deny a student's participation in the experiential program because of a negative finding, which could result in delayed graduation or in the inability to graduate from the program. Nothing contained in this policy shall limit or supersede the College's provisions, processes or penalties established pursuant to the Student Disciplinary Code.

### **Professional Courses and Professional GPA**

Professional courses are defined as all required courses in years P1-P4, including professional electives. The professional GPA is determined using grades earned in all professional courses.

### **Progression in Experiential Education**

Students in the PharmD program are required to complete two types of experiential education rotations, Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE).

- **For the IPPE 1 rotations:** Students who complete P1 and do not meet the GPA standard (cumulative professional GPA of 2.1) are not allowed to progress into their community and public health and wellness IPPEs. Instead, students will use the summer and ensuing months to remediate deficiencies to attain good academic standing (minimum cumulative professional GPA of 2.1 by end of fall P2). Once good academic standing is achieved, students are eligible to complete their community and public health and wellness IPPEs, as scheduled by Experiential Education, either later in the summer following P1, or in the summer following P2.
- **For the IPPE 2 rotations:** Students who complete P2 and do not meet the GPA standard (cumulative professional GPA of 2.2) are not allowed to progress into their institutional and team-based care IPPEs. Instead, students will use the summer months to remediate deficiencies to attain good academic standing (minimum professional cumulative GPA of 2.2 by end of fall P3). Once good academic standing is achieved, students are eligible to complete their institutional and patient assessment IPPEs, as scheduled by Experiential Education, either later in the summer following P2, or in the summer following P3, typically scheduled during Module A of the APPE calendar. All IPPEs must be successfully completed prior to beginning APPEs.
- Students must be in Good Academic Standing before entering the APPE. Students on probation will not be permitted to begin APPE. Once probationary status is removed from the student and good academic standing is attained, Experiential Education will schedule the appropriate APPE as schedules permit. All IPPE must be completed prior to APPE.

## Program Academic Standards

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### **Academic Probation**

A student will be placed on academic probation if any of the following conditions exist:

- A cumulative professional GPA below the thresholds listed in the table below, by semester.

End of Fall P1	2.0	End of Spring P1	2.1
End of Fall P2	2.1	End of Spring P2	2.2
End of Fall P3	2.2	End of Spring P3	2.3
End of Fall P4	2.3	To Graduate Spring P4	2.5

- Any grade point average (GPA) below 2.0 (semester, cumulative, professional semester);
- A single grade of F
- Two or more grades below C-
- IPPE or APPE grade below C

### **Academic Dismissal**

A student may be dismissed from the program for any of the following reasons below:

- Two instances of probation (whether consecutive or non-consecutive)
- A semester GPA below 1.6
- Three introductory or advanced pharmacy practice experience (IPPE/APPE) grades of less than C.
- Two introductory or advanced pharmacy practice experience (IPPE/APPE) grades of F

Prior probations are not considered when evaluating a student for dismissal during the experiential component.

# Academic Policies

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## Attendance Policies

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Students are expected to attend all assigned classes. Students who have documented absences which exceed 10 percent of the total number of scheduled instructional hours for any given course may, at the discretion of the instructor, receive a grade of I or F and/or be refused admission to the final examination. Courses may have attendance policies listed in their syllabus that supersede this policy. The College expects instructors to be reasonable in accommodating students whose absence from class resulted from:

- personal illness; or
- family bereavement or
- observance of major religious holidays or other compelling circumstances

For all short-term absences such as one-day sickness or car troubles, etc, students are expected to communicate directly with their faculty to inquire about processes for any missed coursework. Instructors and the College have the right to request documentation verifying the basis of any absences resulting from the above factors.

## Long-Term Absences

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A student requesting a leave of absence from the College is required to provide written notice to the Dean of Students. For leave, the request must state the reason(s) for the leave, the duration desired and supporting documentation. Leaves are limited to one year and may be granted for medical reasons or for other extenuating circumstances.

- Long-term Leave of Absences: Students may request up to a one year leave of absence (i.e., current and subsequent semester) from the College for long-term medical or other extenuating personal reasons which prevent the student from completing the semester.
- Extended Absences within Semester: Students experiencing extenuating circumstances that warrant extended absence (e.g. several days to a few weeks) within the semester must communicate such with the Dean of Students.

A student requesting either an extended intra-semester absence or long-term leave of absence spanning one to two semesters from the College is required to communicate in writing to the Dean of Student's Office. In some cases, the Dean may request to meet in person with the student. The Dean of Students makes a decision on the request and communicates the decision to the student within one week of receipt of the request, and disseminates approved leave decisions to the student's faculty. The College expects faculty to be reasonable in accommodating students whose short-term absence from class resulted from personal illness, family bereavement and/or other compelling circumstances.

# Academic Policies

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## Absences Due to Athletic Events

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Recognizing that regular class attendance and on-time participation in classroom assessments (i.e. exams) are critical to the success of student athletes, it is expected that athletic competition schedules will be created in a way that minimizes student absence from class and regularly scheduled class activities. Student athletes are likewise expected to arrange their class schedules in a way that minimizes conflicts between class and contests. When conflicts between class and competitions (not practices) are unavoidable and/or are due to scheduling beyond ACPHS control, faculty should treat the absence as excused and provide reasonable accommodation for the student athletes as indicated in their course syllabus. On the rare occasion that accommodations are not possible, or where there is a compelling academic reason, a faculty member may deny that student athlete accommodation. If denied accommodation, the student can appeal to the Dean of the School in which the course is housed to determine the possibility of providing accommodations.

## Class Cancellations

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Faculty shall hold classes as scheduled in accordance with college regulations. Absences caused by illness, personal responsibilities such as jury duty, professional obligations such as attendance at scholarly meetings or occasional professional service are excusable, but must be reported to the Department Chair in advance and alternate measures must be identified so that the class schedule is not interrupted. For hybrid/blended courses or courses with synchronous online components, faculty may alter the delivery method in lieu of cancelling a regularly scheduled face-to-face or synchronous class session.

On rare occasions, instructors may be delayed or unable to attend a class due to emergency circumstances. In the event that an instructor does not appear in class and has not notified class of his/her expected arrival time, the class for that day is cancelled after 15 minutes of the scheduled start of that class, but must be rescheduled as soon as possible or alternative measures taken by the same instructor or an alternate faculty member.

## Instructional Contact Hours

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Federal regulations state institutions of higher education must have 14 weeks of instruction with one week of exams. Should your class not require a final exam, a final project or out-of-class activity should be assigned. Regulations for academic credit require a specific number of hours for each credit. Presuming that they require preparation prior to the lab session, laboratory courses are expected to have no fewer than 12 meetings per semester.

## Course Concerns Policy

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Students are encouraged to discuss concerns about grading and other academic issues with faculty according to the following sequence:

1. The first step is a discussion with the faculty member teaching the course or section of the course, in collaboration with the course coordinator, where applicable. The process must be initiated within two weeks of the examination, assignment or academic incident that is the subject of the appeal.
2. If the concern is not resolved satisfactorily through discussion with the faculty member, the student should consult the course coordinator.
3. In the event that a mutually acceptable resolution is not achieved with the course coordinator, the student may appeal in writing to the department chair.
4. If the issue is still unresolved at this stage, the final step in the process is to submit a written appeal, including any supporting documents, to the Dean of the School in which the course is offered. The decision of the Dean is final.

# Academic Policies

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## Course Repeat and Remediation

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**Course Repeat:** In some instances, students are allowed or required to repeat an entire course.

- Any grade of “F” must be repeated if the course is required for a student’s degree.
- Students may repeat a course with permission of their advisor and course instructor by completing the “course permission form” (see Registrar’s page on the Intranet for form). If a repeated course is completed at an institution other than ACPHS, it must be completed with a *higher grade* than the original course grade in order to have the credits transferred back to the College (minimum transferrable grade is a “C”).
- Students will not be allowed to repeat a course during the academic year (fall or spring semester) at another institution if the same course is offered at ACPHS and will fit within the student’s required course schedule. If the required course is not available at ACPHS, students may be allowed to repeat the course at another accredited institution and must be pre-approved according to the course permission policy found on the Registrar’s intranet site.
- When repeating a required or elective course, a record of both courses will remain on the official transcript. If both courses are completed at ACPHS, the higher of the two course grades will be used in the calculation of the GPA. If the repeated course is completed elsewhere with a grade of C or better, neither the original nor the repeated course grade will be used in GPA calculations. The cumulative GPA will be updated after completion of the term after which the course was repeated.
- Independent study cannot be used for the purpose of repeating a course.
- A student’s progression through the program may be delayed as a result of the required course repeat.

**Course Remediation:** In some instances, students are allowed or required to remediate a portion of a course. Course remediation may occur either during the course (within-course remediation) or after a course is completed (post-course remediation).

- Course coordinators have the authority to permit or not to permit remediation of course elements. It is the course coordinator’s responsibility to determine what is permissible for remediation and it is expected that this will vary by course.
- If a course permits remediation, the syllabus must include a list of the course elements that may be remediated, the criteria for what is permissible for remediation (i.e., a grade below a certain threshold on a course element) and the policy for calculating the final grade to include the remediated elements.
- All course remediation (within- and post-course) must be completed within two weeks of final grade submission to the Registrar, or for the fall semester, one week prior to the spring semester. Once remediation is complete, the course coordinator may request a grade change for the course in question. The original course grade will not show on the student’s transcript or be included in the GPA calculations.
- In the case of post-course remediation, the final grade earned in the term of the course must be submitted to the registrar at the close of the semester. Submission of a grade of incomplete is not acceptable. The Academic Standards Committee will review all grades and make take appropriate action (probation or dismissal) based on the submitted grade. If the grade after the remediation process removes the student from a probation or dismissal category, the Academic Standards Committee will reverse any probationary or dismissal decisions.

# Academic Policies

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## **Doctor of Pharmacy Program: Repeat of Deficient Professional Coursework**

Students in the professional years of the PharmD program (P1-P4) may repeat courses, preferentially at ACPHS, or may do so at another accredited professional level school if the course is pre-approved by the course coordinator and department chair (See registrar's website for approval form). Students must earn a grade of B or better in courses repeated at other institutions. When repeating a required or elective course, a record of both courses will remain on the official transcript. If both courses are completed at ACPHS, the higher of the two course grades will be used in the calculation of the GPA. If the repeated course is completed elsewhere with a grade of B or better, neither the original nor the repeated course grade will be used in GPA calculations. The cumulative GPA will be updated during the term the course was repeated. A specific course may be repeated only one time. A student's progression through the program may be delayed as a result of the required course repeat. A failure in a pass/fail course will place the student on academic probation and must be repeated.

## **Transfer Credit**

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At the time of admission to an ACPHS program, new, incoming students (freshman, transfer, P1, graduate) may request transfer of academic credit from Advanced Placement (AP) courses, or CLEP exams, or undergraduate or graduate college courses taken at another US accredited academic institution. The Office of Undergraduate and Pharmacy Admissions coordinates the evaluation of academic credit for new, incoming freshman, transfer students and students entering the P1 year of the PharmD program. Transfer of graduate level course credit is handled by the School of Graduate Studies. Transfer may be re-evaluated if a student transfers from one ACPHS program to another ACPHS program.

## **Transfer Credit for Pre-Pharmacy and BS Students**

To receive credit for AP courses, scores of 4 or 5 are required. Students who decline AP credit for a course receive no credit for any class (for example, a student with a 4 in AP Chemistry who declines General Chemistry credit receives no credit at all). To receive credit for the College Level Examination Program (CLEP) examination, a score of 70 or better must be achieved. CLEP credits will only be accepted for elective classes. Students who have completed the IB curriculum may receive up to six elective credits for superior performance (score of 6 or 7) on the Higher Level examinations. Grades of C or better are required to receive credit for college courses taken at another regionally accredited academic institution. When the equivalency of a transfer course with an ACPHS course is not clear cut, the course should be sent to the Department Chair for an assessment or for referral to an appropriate faculty member. The granting of transfer credit for an ACPHS course is at the discretion of the Department Chair or designee in which the course is offered. The substitution of courses, or waiving of course requirements, for a student is at the discretion of the Department Chair or designee in which the student's program resides. Decisions made regarding acceptance of credit are final once the semester starts. For a listing of courses eligible for transfer credit, contact the Office of Admissions.

# Academic Policies

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## **Graduate Level Course Transfer**

Up to nine (9) credit hours of graduate level coursework may be transferred to ACPHS from other accredited academic institutions, subject to the approval of the Program Director and the Dean of the School of Graduate Studies. To be considered for transfer credit, courses must have been taken in the past seven (7) years. Only courses where applicants have earned grades of B (83; B- is not accepted) or higher will be considered for transfer credit. Courses graded on a pass/fail basis will not be accepted for transfer credit. A request for awarding of transfer credit along with official transcripts of the coursework must be submitted to the School of Graduate Studies, at least one month prior to the start of the graduate program at ACPHS for consideration of transfer credit. The request will be reviewed by the Program Director and faculty with expertise in the course area, and they will make a recommendation to the Dean regarding the request. The Dean will make the final decision and inform the student, Program Director and the Registrar's office.

## **Pre-Requisites and Transfer of College Course Credit for PharmD Students**

Students entering the P1 year of the PharmD program are required to complete all of the required pre-requisite coursework prior to enrolling. In almost all cases, coursework required for entry into the P1 year must be completed by May 31 preceding P1 entry. In select cases, per the permission of the Pharmacy Admissions Committee (PAC), a student may be granted an allowance to take a specific course/s over the summer preceding P1, and granted a conditional acceptance into P1 pending the outcome of the summer course.

New students accepted to the P1 year of the PharmD program are required to take all required courses in the P1-P4 years of the program at the College. However, students with academic credit for biochemistry, molecular biology and/or immunology courses taken at other accredited academic institutions may request transfer of credit for these courses at the time of admission to the program if the following criteria are met:

- Academic credit for the course was earned within the last three years from an accredited academic institution;
- A grade of C or better was earned in the course;
- The course is a 300-level (third year) course.

Students submit a request for course credit transfer in writing to the Office of Admissions, along with the course description and syllabus from the academic institution where course credit was earned. The Office of Admissions forwards the course description and syllabus to the chair of the department that offers the course at ACPHS. The department chair identifies a credentialed faculty member in the department (usually course coordinator) to review and evaluate the course description syllabus. The faculty member makes a written recommendation (with supporting rationale) about whether the course fulfills ACPHS requirements to the department chair. The department chair reviews the recommendation on the course made by the faculty member, and makes a departmental recommendation to the Office of Admissions. The Office of Admissions sends all decisions on course credit transfer requests directly to the student in writing, pending receipt of final grades for courses for which a transfer is requested and informs the Registrar of the credit transfer.

## **Taking Courses at Other Academic Institutions**

Upon matriculation, all required courses must be taken at ACPHS, however, students may enroll in elective courses at other accredited academic institutions. Prior approval of elective courses is required and can be obtained by completing the cross registration or course permission forms available from the Registrar's Office.

# Academic Policies

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## Summer Session Courses

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ACPHS students are allowed to take courses during the summer as long as doing so meets the General Academic Requirements and Course Repeat policies. A maximum of 10 semester hours of coursework is allowed during any summer semester at institutions other than ACPHS.

## Academic Minors

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An academic minor is established by a department. It is a defined program which reflects a coherent body of knowledge in one or more disciplines. A minor requires 18 to 24 credit hours of coursework. Unless listed otherwise in the description of the specific minor, the following apply to all minors.

- At least half of the required credits for the minor must be at an advanced level as defined by the minor.
- Coursework for an academic minor is presented with the same intellectual rigor as that expected of courses which fulfill requirements of a major. To successfully complete an academic minor, a net minimum GPA of 2.0 must be achieved in courses required for the minor.
- Up to three standard classroom courses (9 to 12 credits) may be used to fulfill requirements both in the minor and one other area (e.g., college required liberal arts electives or department required courses for a major).
- A student may not minor in a subject area in which that student is also completing a major.
- A minor cannot be completed after graduation.
- One course (3 to 4 credits) required for the minor may be taken outside ACPHS with approval from the chair of the department which houses the minor.
- All courses for the minor must be taken for a grade unless P/F is the only option.

## Waiving Course Prerequisites

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Waiving the prerequisite requirement(s) can only be granted if a written/electronic approval from the course coordinator is received by the Registrar office. Satisfying pre-requisites using similar courses from other academic institutions must receive prior approval of ACPHS course professor or course coordinator.

## Withdrawing from the College

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A student who is withdrawing from the College must complete the College Withdrawal Form (found on the Registrar's Intranet page) and submit it to [Registrar@acphs.edu](mailto:Registrar@acphs.edu). Students who withdraw from the College prior to the end of week 9, will receive grades of "W" for all registered courses in that semester. After week 9 of the semester, students who wish to withdraw from the College must meet with the Dean of the School in which the student's program resides. At the discretion of the Academic Dean of the School, a grade of "W" may be assigned to all courses or course instructors may be asked to assign a grade.



# Academic Policies

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## Policy for Internal Program Transfer

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A student currently enrolled at the ACPHS is entitled to apply for transfer from one academic program to another contingent upon review by the Program Director or Dean of the School of the desired program. An application form is available from the Program Director, the Registrar's office, or on the ACPHS Intranet at <https://intranet.acphs.edu> Academics tab/Registrar. The Program Director will review applications and the decision to grant the transfer request will be based upon the student's academic record and the feasibility of the student to enroll in courses required for the program requested. The review will consider the schedule of course offerings and the student's record of completed courses. The timeframe for completion of all program requirements will be dependent on the student's record of completed coursework at the time of the program transfer. It should be noted that the granting of the transfer request may require additional time to satisfy all new program requirements. Students wishing to transfer into the Doctor of Pharmacy program are required to apply through PharmCAS, Pharmacy College Application Service, at [www.PharmCAS.org](http://www.PharmCAS.org).

## Dean's List

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Dean's List standing is given to full-time students (excluding those in MS programs and those in the fourth professional year of the PharmD program) who have a semester GPA of 3.5 or greater, provided there are no other deficiencies. Students in the fourth professional year of the pharmacy program will be eligible to earn recognition in the form of Experiential Honors (see below) in place of Dean's List recognition. Dean's List students are informed and recognized for this honor at the end of each academic semester by the Dean of the School.

## Requirements for Graduation

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Candidates for all degrees must have satisfied all of the academic requirements of the program and be approved for conferral of the degree by a majority vote of the faculty. Students must pay all College-related financial obligations and return all material belonging to the College in order to be eligible for graduation. The College reserves the right to change the requirements for graduation.

### Master of Science Programs: Requirements for Graduation

Students in any MS program must earn a minimum cumulative GPA of 3.0 to be eligible for graduation.

### Doctor of Pharmacy Program: Requirements for Graduation

Students in the PharmD program must earn a cumulative professional GPA of 2.5 or better at the end of P4 to be eligible for graduation.

# Academic Policies

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## Graduation Academic Honors

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### Undergraduates

In recognition of distinguished academic achievement, the College awards graduation honors to undergraduate students based on the cumulative GPA calculated from didactic coursework taken at ACPHS at the time of graduation.

Summa Cum Laude	3.9 – 4.0
Magna Cum Laude	3.7 – 3.8
Cum Laude	3.5 – 3.6

### Doctor of Pharmacy

In recognition of distinguished academic achievement, the College awards graduation honors to PharmD students based on the cumulative GPA calculated from required professional coursework and professional electives completed during the professional years of P1 to P3 at ACPHS.

Summa Cum Laude	3.9 – 4.0
Magna Cum Laude	3.7 – 3.8
Cum Laude	3.5 – 3.6

### Doctor of Pharmacy Program: Experiential Honors

10% of the graduating class will be honored at commencement for exemplary performance on experiential rotations. Preceptors will nominate students for this honor, and honorees are selected by the Division of Experiential Education.

### ***Exceptions to Academic Policies:***

***ACPHS has established its College-wide academic policies to maintain the quality of our educational programs and to ensure that all students are treated equitably. On the rare occasion that an exception to these policies is warranted, permission for the exception may be granted by the Dean of the School offering the program in which the student is enrolled. It is expected that the student will consult with the appropriate individuals (i.e., academic or faculty advisor, registrar, program director, department chair) prior to petitioning the Dean.***

***Updated January 2018 – updates in RED***