

Doctor of Pharmacy Student Academic Procedures and Definitions

This document outlines key terms and procedures relevant to a student's academic progression within the Doctor of Pharmacy Program. It is intended to serve as a reference for understanding academic expectations, policies, and processes. Students are encouraged to contact their Pharmacy Academic Advisor, Faculty Advisor, or the Associate Dean for Student Affairs with any questions or for further clarification.

Academic Honors

The Dean's List

At the end of each semester, full-time Doctor of Pharmacy students who earn a **term** grade point average (GPA) of 3.5 or higher are recognized on the Dean's List. To qualify, students must complete at least 12 graded credit hours — courses taken as credit/no credit do not count toward this total. Students who make the Dean's List receive a congratulatory letter, and the achievement is noted on their official academic record.

Latin Honors in Pharmacy

Students who meet specific academic standards set by the faculty may graduate with Latin Honors. These honors recognize exceptional academic achievement and differ from the criteria used for undergraduate students. The GPA used to determine Latin honors is the **School of Pharmacy GPA**, which includes all courses completed while enrolled in the Pharm.D. program through the fall semester of final year.

The eligibility requirements for Latin Honors in the Doctor of Pharmacy program are as follows:

Summa Cum Laude

- Pharmacy GPA greater than or equal to 3.750.
- No periods of probation.
- No violations of the School's Standards of Professional and Ethical Behavior.
- No more than 5% of the graduating class may receive Summa Cum Laude honors. If more than 5% of students meet the outlined criteria, the minimum GPA requirement will be raised. Students who no longer meet the revised GPA threshold will instead graduate with Magna Cum Laude honors.

Magna Cum Laude

- Pharmacy GPA greater than or equal to 3.600.
- No periods of probation.
- No violations of the School's Standards of Professional and Ethical Behavior.
- No more than 5% of the graduating class may receive Magna Cum Laude honors. If more than 5% of students meet the outlined criteria, the minimum GPA requirement will be raised. Students who no longer meet the revised GPA threshold will instead graduate with Cum Laude honors.

Cum Laude

- Pharmacy GPA greater than or equal to 3.500.
- No periods of probation.
- No violations of the School's Standards of Professional and Ethical Behavior.
- No more than 10% of the graduating class may receive Cum Laude honors. If more than 10% of students meet the outlined criteria, the minimum GPA requirement will be raised. Students who no longer meet the revised GPA threshold will not graduate with Latin honors.

Advisors

Pharmacy Academic Advisor

Academic Advisors and professional staff in the Office of Student Affairs (OSA) work closely with students to ensure a smooth transition into the program and help guide them throughout their time in pharmacy school.

Academic Advisors and OSA staff are available to assist with a wide range of topics, including course enrollment, degree planning, tuition and fees, pharmacy internship requirements, course equivalences, and understanding both University and School of Pharmacy policies. They also help with financial aid questions and enrollment verification.

In addition to academic support, Academic Advisors and OSA staff serve as a connection to helpful campus resources and services, working to ensure students have the tools and information they need to succeed both academically and personally.

Faculty Advisor (FA)

Each student entering the Doctor of Pharmacy program is assigned a Faculty Advisor (FA) who will support them throughout their time in the program. Faculty Advisors play an important role in helping students succeed academically and professionally. They provide guidance on topics such as academic performance, elective planning, career exploration, and letters of recommendation.

Faculty Advisors are also responsible for signing all student petitions and meeting with students who are on academic contracts or participating in the Student Success Program. As part of the co-curriculum requirements, advisors and advisees are expected to meet at least once each semester to discuss progress, goals, and overall well-being.

Pharm.D. Student Classification

First-year Pharm.D. students who enter the program **without** a bachelor's degree are classified as **Pharm.D. Undergraduate** for their first year. Upon successful completion of that year, they are reclassified as **Pharm.D. Professional** for Years 2 through 4 of the program.

Students who enter the program **with** a completed bachelor's degree (BS or BA) are classified as **Pharm.D. Professional** beginning in Year 1 and retain that status through Year 4.

Curriculum Completion and Course Policies

Pharm.D. students should refer to the “**Policies and Procedures Governing Academic Standing for Doctor of Pharmacy Students**” for detailed information regarding academic standing, dismissals, and the impact of a leave of absence on curricular progression.

To ensure proper sequencing and fulfillment of prerequisites, students **may not withdraw from a required course and continue to the next semester**, even if the withdrawal occurs within the University's approved 12-week withdrawal period.

If a student decides to **completely withdraw from the University**, they must complete the official exit process, including an exit survey with both the University and the Financial Aid Office. Failure to complete this process may result in a failing grade (F) on the students' academic record for the courses in which they were enrolled.

Additionally, **Pharm.D. students are not permitted to audit required courses or electives** that are part of the published curriculum.

Curriculum Changes

Pharmacy is a rapidly evolving profession, and as such, the curriculum undergoes continuous review to remain current and relevant. To ensure the highest quality education, the faculty of the School of Pharmacy reserves the right to make necessary changes to course content, sequencing, and program requirements at any time.

SOP Grade Point Average (GPA) Calculation

Upon entry into the Doctor of Pharmacy (Pharm.D.) program, a student's **School of Pharmacy GPA (Pharmacy GPA)** starts at **zero**. Any coursework completed **prior to admission** is included in the **Pre-Pharmacy GPA** and does not affect the Pharmacy GPA.

The **Pharmacy GPA** includes:

- All coursework completed **after enrollment** in the Pharm.D. program
- Courses taken at **external colleges** while enrolled in the Pharm.D. program

The **University of Missouri System (UM System) GPA** includes:

- Only coursework completed at **University of Missouri campuses**
- It is reflected on the official UMKC transcript and used for internal university calculations

Note: Coursework taken at institutions **outside the UM System** will be listed as credit hours only, without grade points, on official UM System records. However, these grades will still count toward the Pharmacy GPA.

Pathway GPA Note: Students admitted without a bachelor's degree are classified as Pharm.D. Undergraduate during Year 1. At the beginning of Year 2, their academic record transitions to Pharm.D. Professional, and a new GPA path begins. As a result, both a **Pharm.D. Undergraduate GPA** and a **Pharm.D. Professional GPA** may appear on the transcript.

Class Rank Calculation: Class rank is determined at the end of each semester based on the **cumulative Pharmacy GPA**, which includes:

- Both Pharm.D. Undergraduate and Pharm.D. Professional coursework
- All applicable grades regardless of institution, provided the coursework was completed during enrollment in the Pharm.D. program

Incomplete Grades

Pharm.D. students are not permitted to advance to the next semester if they have an incomplete grade in any required course. Additionally, students may not begin their Advanced Pharmacy Practice Experiences (APPEs) if they have an incomplete in an elective course that is part of the **eight credit hours** required for completion prior to the start of APPEs. For courses that span the academic year—such as IPPE *General Medicine*—an incomplete grade is assigned at the end of the fall semester. This incomplete is temporary and will be replaced with a final grade at the end of the spring semester once all course requirements have been fulfilled.

Repeated Grades

All course grades earned within the Pharm.D. program are included in the student's official grade point average (GPA). If a student repeats coursework at an institution outside of the University of Missouri (UM) System, those grades will **not** be factored into the UM System GPA or total credit hours. However, they **will** be included in the calculation of the **Doctor of Pharmacy cumulative GPA** used by the School of Pharmacy. Additionally, Pharm.D. students at any stage in the program are **not eligible** to submit a Request for GPA Adjustment.

Approval Authority: Faculty

Responsible Party for Management and Updates: Associate Dean for Academic Affairs

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