

## Doctor of Pharmacy Student Academic Procedures and Definitions

### Updated 2/1/19

The following document describes various terms and procedures that apply to a student's academic progression through the Doctor of Pharmacy Program. Students should contact their Pharmacy Academic Advisor, Faculty Advisor or the Associate Dean for Student Affairs if they have questions about this document.

### ***Academic Honors***

#### **The Dean's List**

At the end of each semester, the names of full-time doctor of pharmacy students whose **term** grade point average (GPA) is 3.5 or higher are placed on the Dean's List. These students receive a letter of congratulations and a notation is placed on their permanent records. Students must complete a minimum full-time program of 12 graded hours to qualify for the Dean's List. The credit/no credit option is not used as part of the 12 hours.

#### **Latin Honors in Pharmacy**

Students who meet the academic standards prescribed by the faculty will be graduated "with honors." The criteria for Latin honors eligibility for pharmacy students (*different from undergraduate students*) is as follows:

##### *Summa Cum Laude*

- Pharmacy GPA\* greater than or equal to 3.750.
- No periods of probation.
- No incidents of unprofessional behavior.
- No more than 5% of the graduating class will be awarded Summa Cum Laude honors. If more than 5% of the class qualifies under the criteria above, the GPA criteria will be raised and students below the revised GPA will be awarded their degrees with Magna Cum Laude honors.

##### *Magna Cum Laude*

- Pharmacy GPA\* greater than or equal to 3.600.
- No periods of probation.
- No incidents of unprofessional behavior.
- No more than 5% of the graduating class will be awarded Magna Cum Laude honors. If more than 5% of the class qualifies under the criteria above, the GPA criteria will be raised and students below the revised GPA will be awarded their degrees with Cum Laude honors.

##### *Cum Laude*

- Pharmacy GPA\* greater than or equal to 3.500.
- No periods of probation.
- No incidents of unprofessional behavior.
- No more than 10% of the graduating class will be awarded Cum Laude honors. If more than 10% of the class qualifies under the criteria above, the GPA criteria will be raised and students below the revised GPA will be awarded their degrees without Latin honors.

\* GPA for Latin honors is the School of Pharmacy GPA on all courses completed while enrolled in the Pharm.D. program through the fall semester of final year of program.

### ***Advisors***

#### **Pharmacy Academic Advisor**

Professional staff members from the Office of Student Affairs work closely with students as they enter the program to assist with their smooth transition into and through the professional program of study. These advisors and other professional staff provide direction to students over a number of key areas to include, but not limited to, enrollment, fees, degree checks, pharmacy internship requirements, course equivalencies, University and School policies, financial aid, and verification of enrollment. Academic advisors and professional staff also act as liaisons to various campus services and resources to help foster improved communication and engagement.

### **Faculty Advisor (FA)**

Each entering student is assigned a FA for the duration of their enrollment in the Doctor of Pharmacy program. The FA is works with their advisee on issues such as academic success, career planning, reference letters, and planning electives. FA's must sign all student petitions and meet with students who are on contract or in in need of support as part of the Student Success Program. Advisors and advisees also meet at least once a semester as part of the co-curriculum program.

### **Undergraduate and Professional Levels**

First year Pharm.D. students admitted to the program without a baccalaureate degree are classified as Pharm.D. *Undergraduate* for one year. After successful completion of the first year of the program, students are then classified as Pharm.D. Professional for years 2 – 4 of the program. First year Pharm.D. students admitted to the program with a BS or BA degree completed are classified as Pharm.D. *Professional* beginning year one through completion of Year 4.

### ***Completing the Curriculum***

Students are referred to the "[POLICIES and PROCEDURES GOVERNING ACADEMIC STANDING FOR DOCTOR OF PHARMACY STUDENTS](#)" to learn about academic standing and impact of academic dismissals and a leave of absence on completing the curriculum.

In order to complete course work sequentially and with proper prerequisites, pharmacy students cannot withdraw from a required course and continue to the next semester, even if the withdraw occurs within the university approved 12 week timeline. A student who completely withdraws from the University **must** complete an exit survey with the University and the Financial Aid Office before their withdrawal can be completed. Failure to officially withdraw from a class could result in a grade of F on a student's academic record.

Pharm.D. students **may not** audit any required courses and electives that are part of the published curriculum.

### **Curriculum Changes**

Because pharmacy is a profession undergoing rapid change, the curriculum is subject to continual review and modification. To assure the best education for its students, the School of Pharmacy reserves the right to make judicious changes and improvements in course sequence and content at any time.

### **SOP Grade Point Average (GPA) Calculation**

Upon entry to the School of Pharmacy, a student's School of Pharmacy GPA begins with zero. Grade points and credit hours attained prior to entry into the Doctor of Pharmacy program will be considered as part of the "pre-pharmacy" GPA. All coursework completed after entry to the School of Pharmacy will be used to calculate the "Doctor of Pharmacy" GPA, including courses taken at other colleges while a pharmacy student. The UM System GPA only reflects courses taken at a University of Missouri campus within the GPA calculation. Coursework taken at colleges outside the UM System will only be reflected as credit hours and not grade points on a student's official grade report.

- [http://www.umkc.edu/registrar/gpa\\_calculator.asp](http://www.umkc.edu/registrar/gpa_calculator.asp)

**Note:** Students admitted to the Pharm.D. program as *Undergraduate* [i.e., without a baccalaureate] will see a change in their Pathway GPA at the beginning of the second year of the program; therefore, there will be a Pharm.D. Undergraduate GPA on their transcript and, beginning with their second year, there grades will be posted as Pharm.D. Professional.

### **Class Ranks**

At the end of each semester, Pharm.D. class ranks are calculated on students cumulative Pharm.D. [both Pharm.D. Undergrad and Pharm.D. Professional] grade point average.

**Incomplete Grades**

- Pharm.D. students cannot advance to the next semester with an incomplete grade in a required course.
- Pharm.D. students cannot start their APPE's if they have an incomplete for an elective and that elective is part of the eight hours mandated for completion prior to the start of APPE's.
- Pharm.D. courses that continue across the academic year (General Medicine I) will receive an incomplete at the end of the fall semester. The incomplete is converted to a final grade at the end of the Spring semester, once all requirements are completed.

**Repeated Grades**

All grades from courses will remain in the student's grade point average. Course work repeated at colleges or universities outside of the UM System will not be reflected in the UM System grade points and credit hours but will be used to calculate the Doctor of Pharmacy cumulative grade point average. Doctor of Pharmacy students, at any level, are not eligible to Request for GPA Adjustment.