

Doctor of Pharmacy Student Academic Procedures and Definitions

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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 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. An FA is an individual faculty member who works with the student on issues such as academic success, career planning, reference letters and selection of electives. FA's must sign all student petitions and meet with students who are on contract or in need of support as part of the Student Success Program. Students are highly encouraged to meet with the FA at least once a semester so the FA can better support them throughout the program.

Attendance Policy

<http://catalog.umkc.edu/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=98&chapterid=8328&topicgroupid=55804&loadusercredits=False>

Absences from Scheduled Examinations

See Individual Course Syllabi

Completing the Curriculum**Academic Load**

A student planning to take more than 17 credit hours during a single semester must receive prior approval from a Pharmacy Academic Advisor before they enroll. Pharm.D. students enrolled in less than 12 hours should note that being enrolled in less than 12 hours may affect eligibility for federal financial aid, health insurance or scholarships that have a minimum enrollment that must be met.

Adding, Dropping and Withdrawing from Classes

For policy see:

- <http://www.umkc.edu/Provost/policy-library/categoryPage.aspx?id=1>
- <http://www.umkc.edu/registrar/registration/registration-dates.asp>

In order to complete course work sequentially and with proper prerequisites, pharmacy students are unable to drop a required course and continue onto the next semester. Even if a Pharm.D. student is allowed to take a withdraw passing (WP), they will not be allowed to continue to the next semester. A student who completely withdraws from the University must have an exit interview with the Pharmacy Student Services Office and the Financial Aid Office before the withdrawal can be completed. Failure to officially withdraw from a class will result in a grade of F on a student's transcript.

Audit

Pharmacy students may audit course work that either:

- Is not part of the required curriculum
- Has received prior approval by the Academic Progression Committee and the course instructor.

If the audit meets one or both of the above statements, the student must meet with a Pharmacy Academic Advisor to complete the paperwork. The paperwork must be completed no later than the fourth week of the semester. The course instructor has the right to deny audit of their courses. Students registered in a course for audit are expected to attend class; therefore, an auditor may be administratively withdrawn from a course when, in the judgment of the instructor, the attendance record and level of participation justifies such action. **An auditor is charged the same educational and incidental fees as would be assessed for regular credit courses.** At the end of the semester, an "AT" will be posted to the student's transcript for the audited course; therefore, it does not affect credit hours or grade points. Financial aid does not cover courses taken as an audit.

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.

Directed Individual Study

See <http://pharmacy.umkc.edu/current-students/> then under Curriculum and Related Forms Directed Individual Study for details.

Grading System <http://www.umkc.edu/registrar/records/default.asp>

Grades

- A - the highest grade (4 points per semester hour)
- B - work of distinction (3 points per semester hour)
- C - average work (2 points per semester hour)
- D - passing but unsatisfactory (1 point per semester hour)
- F - failing (0 points per semester hour)
- W - withdrawal (does not affect grade point average)
- WF - withdrawal failing (computed as 0 points in grade point average)
- CR/NC - Credit/no credit (does not affect grade point average; hours are included as total hours attempted. A NC grade is treated as a failing grade.)
- NR - Not Reported [computed as 0 points in grade point average]
- I - Incomplete [I grades will lapse to an F within one calendar year if not completed]

Note:

- Plus (+) / minus (-) grades are at the option of the instructor. A plus (+) after the grade adds .3 points and a minus (-) after the grade subtracts .3 points. Course grading scales are set by the individual course coordinators.
- Those courses being graded on a "credit/no credit" basis are so noted in the "course description" portion of the general catalogue.

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 course work completed upon 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. Course work 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

Grade Change Time Limit

Letter grade changes must be made no later than four weeks from the beginning of the next semester unless a shorter time frame is affixed by a course coordinator. This policy applies to School of Pharmacy courses only.

Incomplete Grades for Courses Intended to be Completed within the Semester

- <http://www.umkc.edu/registrar/records/>

Pharm.D. students cannot advance to the next semester with an incomplete grade in a required course. 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 winter 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 on the UMKC grade report 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.

Introductory and Advanced Professional Practice Experiences – campus site

Students may be assigned to introductory and professional practice experiences at a different location than where they completed their didactic coursework. Living and travel expenses and health insurance coverage are the responsibility of the student during their introductory and advanced pharmacy practice experiences.

Transfer Between Sites

In the event that a Doctor of Pharmacy student wishes to transfer from one program site to another the following policies and procedures are in effect:

1. A student will be allowed only one transfer between program locations during their enrollment in the School of Pharmacy.
2. Students will be allowed to transfer only at the end of an academic year; there will be no mid-year transfers.
3. Students wanting to transfer between program sites must submit a petition to the Associate Dean for Student Affairs by July 1. The Associate Dean will discuss the petition with relevant parties in order to render a final decision. Petitions will be granted on a first-come, first-served basis.
4. Petitions will be granted only if space in the class is available at the program site to which the student wishes to transfer. Transfers resulting in a class size that differs from the initial intended class size requires special permission from the Dean.