

POLICY AND PROCEDURE

Academic Standards Committee University of Louisiana at Monroe College of Pharmacy

I. Policy

Students admitted to the College of Pharmacy are held to rigorous academic standards as outlined in the College of Pharmacy Student Handbook and University Undergraduate Catalog. To complete the Doctor of Pharmacy program, the student must have demonstrated satisfactory academic performance. Disciplinary actions may occur based on failures to meet academic standards.

II. Purpose

To provide the College of Pharmacy Academic Standards Committee with clear policies and procedures for addressing violations in academic standards and student appeals to probation, suspension or dismissal from the program.

III. Procedure – Academic Standard

ACADEMIC PROGRESSION

Failure of a student to earn a minimum grade of “C” in a professional pharmacy course precludes progression to courses for which it is a prerequisite. In the event that a student fails to obtain a grade of “C” or better in a professional pharmacy course, the student must remediate that course or its equivalent at the next offering of the course, and such remediation must be completed within one year of the original course. Course withdrawals and leaves of absences disrupt a student’s progress and are discouraged. A student who must withdraw from one or more courses for compelling circumstances beyond his or her control may petition the Associate Dean of Academic Affairs to withdraw from specific courses or from all courses.

Withdrawal from a course without administrative approval will result in “W” grades being treated as a grade of “F” for academic progression and retention purposes.

Failure of a student to earn a minimum grade of “C” in all professional pharmacy courses precludes progression to the Advanced Pharmacy Practice Experiences.

Students who fail to meet minimum progression standards may find it necessary to resign their enrollment for one or more semesters. Students who interrupt their enrollment in professional pharmacy courses for a period of more than two consecutive enrollment periods (two semesters) must apply for readmission to the professional program of the College of Pharmacy.

PROBATION

Any full-time or part-time student enrolled in the professional program in pharmacy who fails to maintain a minimum overall cumulative grade point average of 2.0 in required professional pharmacy courses, earns a semester grade-point average below

2.0 in professional pharmacy courses, earns a grade of “D” in two or more professional pharmacy courses in a semester, or earns a grade of "F" in a professional pharmacy course, shall be placed on probation. Academic probation will extend no less than two regular semesters (Fall or Spring). Students may also be placed on probation for violation of ethical or professional standards.

REMOVAL FROM PROBATION

To be removed from probation, full-time or part-time students enrolled in the professional program of pharmacy must earn an overall cumulative grade point average of at least 2.0 in required professional pharmacy courses, earn a grade of “C” or better on all professional pharmacy coursework during their probationary period, and meet any criteria set by the academic standards committee. Students placed on probation due to violation of ethical or professional standards will be removed from probation when they have met the requirements of their disciplinary actions set by the Board of Ethical and Professional Conduct and accepted by the Dean of the College of Pharmacy.

SUSPENSION

Any student on probation who fails to earn a grade of “C” or better on all professional coursework during their probationary period, or achieve an overall cumulative grade point average of at least 2.0 in required professional pharmacy courses at the conclusion of their probationary enrollment shall be suspended for a period of one academic year. Upon reentry into the professional program of pharmacy after suspension for scholastic reasons, a student is placed on probation and will again be suspended if an overall cumulative grade average of at least 2.0 in required professional pharmacy courses and a grade of “C” or better on all required professional pharmacy coursework is not achieved during the next enrollment period. Students who have their permit suspended or revoked by the Louisiana Board of Pharmacy will be suspended from the College of Pharmacy until their permits are reinstated. Suspensions related to violations of ethical and professional standards may vary in duration, and students suspended for nonacademic reasons must meet the requirements set by the Board of Ethical and Professional Conduct in their disciplinary action in order to be eligible to be readmitted into the program.

In order to preserve the educational environment of the College of Pharmacy, any student enrolled in the professional program of the College of Pharmacy who is formally charged by civil authorities with the commission of a drug related felony shall be suspended from the College of Pharmacy pending the outcome of the civil judicial process. The policy is applicable to all such alleged offenses, whether committed on the University campus or at an off-campus location.

COURSES TAKEN BY STUDENTS UNDER SUSPENSION

A student suspended from the professional program in the College of Pharmacy may not take courses within the professional program, but may retake pre-pharmacy college courses or take courses toward advancement of another degree, including those within the UL system. Credits earned under these conditions may be accepted

for a degree at the suspending institution, provided grades of “C” or higher are earned in each of the courses to be transferred.

DISMISSAL FROM PHARMACY

Any student enrolled in the professional program of pharmacy shall be dismissed from the program for the following:

- 1) Receiving a second scholastic suspension.
- 2) Failing to satisfy all graduation requirements for the Doctor of Pharmacy Degree within a six calendar year period immediately following his/her initial enrollment in the professional pharmacy program. If a student reaches a point from which he/she could not be expected to finish within the required six-year period by progressing through the normal sequencing of remaining courses, the student will be dismissed from the program at that time.
- 3) Any student enrolled in the professional pharmacy program who earns two or more “F” grades or more than four non-progressing grades in professional pharmacy courses - in any sequence or combination.
- 4) Any student enrolled in the professional pharmacy program who fails to complete a required professional pharmacy course or its equivalent with a minimum grade of “C” upon a second attempt. (I.e. when repeating a required professional pharmacy course in which an initial grade of either “F” or “D” was earned, the student must achieve a minimum grade of “C” upon the first remediation attempt).
- 5) Students denied a pharmacy intern permit by the Louisiana Board of Pharmacy.
- 6) Any student who has been admitted to the Professional program of the College of Pharmacy and who is subsequently convicted of a drug-related felony.
- 7) Students who have their pharmacy intern permit permanently revoked.
- 8) Any student admitted to the professional program who is not compliant with the immunization requirements of the College of Pharmacy.
- 9) Students failing to follow College of Pharmacy attendance policy.
- 10) Professional and/or ethical misconduct.
- 11) Inability to meet the technical standards of the College of Pharmacy.

DROPPING CLASSES OR WITHDRAWING FROM THE COLLEGE OF PHARMACY

Students admitted into the professional program of pharmacy in the College of Pharmacy are not allowed to withdraw from courses or from the College or University without academic consequences. Students withdrawing from courses without administrative support will receive a grade of “W” which will be treated as a grade of “F” for academic standards purposes. Students withdrawing from the College or University without administrative support may not resume activities in the College unless they are readmitted to the professional program of pharmacy. Students wishing to request a leave of absence or withdrawal from the College of Pharmacy professional program with administrative support must send a written request to the Associate Dean of Academic Affairs in the College of Pharmacy. To receive administrative support for withdrawal, students must demonstrate and document a significant hardship that will impact their ability to continue in the

program. Failure to maintain appropriate progress or achievement in a course does not alone constitute sufficient hardship to acquire administrative support. The request will be reviewed by the Associate Dean of Academic Affairs in consultation with the Office of Student and Professional Affairs. Students receiving administrative support for withdrawing from the program will sign a letter of agreement from the Associate Dean of Academic Affairs that states the reason they are withdrawing from the program, the date on which they will return to the program, remediation or developmental programs that must be completed while on leave, and the anticipated status of the student upon returning to the program. Students withdrawing from the College of Pharmacy professional program with administrative support will be readmitted to the program upon completion of the requirements set forth in their letter of agreement. Students not complying with their letter of agreement will be dismissed from the program unless the letter has been modified with the consent of the Dean of the College of Pharmacy or his/her designee.

Students withdrawing from the Doctor of Pharmacy Program without administrative support will be considered dismissed from the program and must appeal to the College of Pharmacy Academic Standards Committee for readmission to the program.

APPEALS FOR STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE COLLEGE OF PHARMACY

Students who have withdrawn from the University or College without administrative support or have been dismissed from the College of Pharmacy for academic reasons may appeal to the Academic Standards Committee for readmission to the program. The student should write a letter of appeal to the Chair of the Academic Standards Committee outlining and supporting their request to be readmitted to the program. The Academic Standards Committee will review the request and recommend appropriate action to the Dean of the College of Pharmacy. The Dean or his designee will communicate his/her chosen decision to the student in question via certified mail. Students dismissed from the College for professional or ethical reasons, may appeal to the Ethics and Professional Conduct Committee for readmission to the program. The student should write a letter of appeal to the Ethics and Professional Conduct Committee outlining and supporting their request to be readmitted to the program. The Ethics and Professional Conduct Committee will review the request and recommend appropriate action to the Dean of the College of Pharmacy. The Dean or his designee will communicate his/her chosen decision to the student in question via certified mail. Students who have withdrawn from the University or College without administrative support or who have been dismissed from the College for violation of academic or ethical and professional standards will not be allowed to reapply for admission as a first time student, and can only be readmitted to the College via the appropriate committee.

Any decision for readmission to the program may include conditions of remediation or development, including but not limited to repeating all or part of the program the

student has already completed, and which must be successfully completed for the student to reenter or remain in the program.

IV. Procedure – Committee Materials

The Academic Standards Committee will be supplied the following information prior to hearing an appeal for readmission:

- a. Copy of the Appeal Letter for Readmission
- b. Copy of the original dismissal letter and previous appeal decisions
- c. Copy of student transcripts
- d. Copy of any letters of recommendation
- e. Any other document the Committee deems necessary to making an informed decision.

V. Review of Academic Disciplinary Action

The Academic Standards Committee will review and report agreement or disagreement of all disciplinary actions taken regarding dismissals, suspensions and probations of students made by the Associate Dean of Academic Affairs. If requested by the Dean, the Committee will review the progression status of all students who have earned non-progression grades, recommend remediation in accordance with the Remediation policy, or recommend further remediation after an initial failing remediation attempt.

Issue Date: 12/12/2007

Revision Date(s): 1/24/2008, 3/15/2013