

## **2017-2018 Admissions Committee External Policies and Procedures**

**The mission of the ULM School of Pharmacy Admissions Committee is to use a holistic approach to evaluate and admit qualified applicants who, as tomorrow's pharmacists, will one day meet the diverse pharmaceutical care needs of the people of Louisiana and serve the profession of pharmacy.**

### **1.00 COMMITTEE RESPONSIBILITIES**

#### **1.01 Admissions Committee Composition**

**Policy** - The ULM School of Pharmacy Admissions Committee shall consist of the following members:

1. Non-voting
  - a. Committee Chair (determined by the Dean)
  - b. Director of Professional Affairs
  - c. Faculty Liaison (Associate Dean of Assessment)
  - d. Two student members
    - i. Two P1 students chosen by their peers through an election during the first week of classes
    - ii. Will only be invited to meetings where personal information about applicants is not discussed
2. Voting
  - a. Two members from Basic Pharmaceutical Sciences
  - b. Five members from Clinical Sciences

**Procedure** - The ULM School of Pharmacy Admissions Committee shall be appointed by the Dean of the School of Pharmacy by July 1 of each year. It is the responsibility of the Committee Chair to notify members of their assignment to the committee.

#### **1.02 Organization and Maintenance of the Policy and Procedure Manual**

**Policy** - The School of Pharmacy Admissions Committee shall review all admissions-related policies and procedures annually prior to the beginning of the admissions cycle.

**Procedure** - Current policies and procedures shall be presented to the committee for evaluation and verification annually at the end of each admissions cycle by the outgoing committee. Any approved changes will be incorporated into the policies and procedures of the committee and implemented on an appropriate timeline.

#### **1.03 Committee Summary Provided to Incoming Committee Chair and Faculty Liaison**

**Policy** - The current Chair for the School of Pharmacy Admissions Committee shall provide the incoming Chair and faculty liaison with the Committee's internal and external policies and procedures and a summary of the Committee's meetings during its members' annual assignments.

**Procedure** - The Chair of the outgoing Admissions Committee shall submit the committee's policies and procedures and a summary document of previous meetings and committee decisions to the incoming Chair and faculty liaison by July 1 of each year. Any approved changes will be incorporated into the policies and procedures of the committee and implemented on an appropriate timeline.

#### **1.04 Meetings for the Admissions Committee**

**Policy** - The School of Pharmacy Admissions Committee shall meet at least four times per year. The Committee Chair will have authority to add additional meetings as deemed necessary by the requirements of the program during its annual assignment.

**Procedure** - The Admissions Committee shall meet when deemed necessary by the Dean of the SOP, faculty liaison, Director of Professional Affairs, or Chair of the Committee. Meetings may be live or via email, as determined by the Chair. Most meetings throughout the year will be after interview cycles to review applicant portfolios and recommend admission or denial of candidates to the Dean. The Committee will also meet to discuss PEP applicants, and policies and procedures, as appropriate.

### **2.00 INFORMATION FOR STUDENTS**

#### **2.01 Grade Point Average Used to Determine Admission Scores**

**Policy** - Grade point average is one determinant used to evaluate students who have applied for admission into the School of Pharmacy. The Admissions Committee shall use three grade point averages:

- A. Students applying to the School of Pharmacy will initially be evaluated based on the cumulative grade point average calculated from all grades earned in any course completed in a University or other approved institution of higher education, provided that these grades have been earned within ten years of entering the Doctor of Pharmacy Program. Students must earn a minimum of a 2.5 grade point average, uncorrected, on a 4.0 scale to be considered in the admissions process. Grades earned in all completed semesters prior to the published deadline will be used in the calculation. The following spring semester is for the completion of all pre-pharmacy requirements.
- B. A pre-pharmacy grade point average will be used in subsequent formula calculations as described in Policy 3.04. The specific grade point average used in formula calculations shall be derived from the cumulative attempts at all pre-pharmacy requirements within ten years of entering the Doctor of Pharmacy Program, and shall be named the pre-pharmacy grade point average (PRPH GPA).
- C. A third grade point average will also be calculated and used as described in Policy 3.04. This specific grade point average shall be derived from the cumulative attempt(s) at all pre-pharmacy math and science courses within the ten years prior to entering the Doctor of Pharmacy Program, and shall be named the math/science grade point average (MS GPA).

**Procedure** - Students applying for admission into the School of Pharmacy must provide PharmCAS with official transcripts for all courses attempted ten years prior to the anticipated admission into the Doctor of Pharmacy program. (For example, if admission is expected in the fall 2018 semester, transcripts should be provided for all courses attempted from the fall 2008 semester through the date of application.)

The PRPH GPA, MS GPA, and the applicant's PCAT composite percentile rank will be used to rank applicants according to academic quality (See Policy 3.04).

### **2.02 Pre-Pharmacy Course Time Limits**

**Policy** - Courses prescribed in the pre-pharmacy curriculum must be completed within the ten years prior to starting the Doctor of Pharmacy Program.

**Procedure** - Students applying for admission into the School of Pharmacy must provide PharmCAS with official transcripts for all courses attempted during the ten years prior to the anticipated admission into the Doctor of Pharmacy program. (For example, if admission is expected in the fall 2018 semester, transcripts should be provided for all courses attempted from the fall 2008 semester through the date of application.)

Courses completed outside of this ten-year window will not be allowed to count as credit toward a student's prerequisites for the Doctor of Pharmacy Program.

Students may appeal this policy to the admissions committee, and if the appeal is successful, the applicant will be considered in the admissions process. Student appeals of the policy will be reviewed by the Admissions Committee. The Committee will recommend a course of action to the Dean of the School of Pharmacy. The final approval or denial of an appeal rests with the Dean of the School of Pharmacy.

### **2.03 Academic Forgiveness Policy for Prolonged Academic Leave**

**Policy** - Any pre-pharmacy student who has sat out of college for two or more years may apply for academic forgiveness for all coursework taken prior to the break in the student's academic career. Under this policy, courses taken prior to the interruption in the student's academic career will not count toward the completion of pre-pharmacy requirements and will not be counted toward any grade point average.

**Procedure** - Students applying for admission into the School of Pharmacy must provide PharmCAS with official transcripts for all courses attempted during the ten years prior to the anticipated admission into the Doctor of Pharmacy program. (For example, if admission is expected in the fall 2018 semester, transcripts should be provided for all courses attempted from the fall 2008 semester through the date of application.)

Application of the policy is not automatic and must be requested by the student at the time of application. The Dean of the School of Pharmacy or his agent will review requests for and render decisions regarding academic forgiveness. The office of the Dean will copy the decision to the Director of Professional Affairs, who will make that information available to the Admissions Committee during the student's admission process.

### **2.04 Completion of Prerequisites**

**Policy** - Students admitted into the Doctor of Pharmacy Program will have all of their pre-pharmacy coursework completed one week prior to the first day of boot camp during the fall semester of the calendar year for which they are enrolled into the Doctor of Pharmacy Program.

**Procedure** - Students offered admission into the Doctor of Pharmacy program must complete all of their pre-pharmacy requirements with a grade of "C" or higher one week prior to the first day of boot camp during the fall semester of the calendar year in which they are admitted into the Doctor of Pharmacy Program. Because some courses may be offered only on The University of Louisiana Monroe campus or through distance education, it is the student's responsibility to make arrangements to complete these courses prior to the above deadline.

No less than one week prior to the first day of the fall semester, student files for students admitted to the Doctor of Pharmacy program or on the waiting list for admission will be reviewed by the Office of Student and Professional Affairs for completion of the pre-pharmacy requirements. The Office of Student and Professional Affairs will withdraw applications that do not fulfill the minimum application requirements and send a summary of the rejected applicants to the Admissions Committee. Students will be notified of any deficiencies via PharmCAS.

### **2.05 Pharmacy College Admission Test**

**Policy** - The Pharmacy College Admission Test (PCAT) is an additional, objective measure of a student's academic abilities. It shall be used in determining application eligibility and in calculating admission parameters.

**Procedure** - For information about the exact usage of the PCAT in admission formulas, please see Policy 3.04.

PCAT scores used in the admissions process shall be obtained from test windows PRECEDING the application deadline. January test dates shall be the last date to be considered for the February 1 PharmCAS deadline. The Admissions Committee will consider the highest composite score made in the previous 2 years only. For example, for a candidate applying to be admitted in the fall 2018 semester, PCAT attempts from January 2016 through January 2018 will be considered.

## **3.00 APPLICATION PROCESS**

### **3.01 Application Deadlines**

**Policy** - Applications for the Doctor of Pharmacy Program should be received according to the dates established in PharmCAS for each admission cycle.

**Procedure** - Completed applications shall be made through PharmCAS by the stated deadline of each application cycle.

### **3.02 Admissions Process**

Policy - The admissions process of the School of Pharmacy takes into account not only a student's academic ability, but may also draw upon his/her written and/or oral communication skills, professionalism, ethics, and critical thinking skills, among other qualities to use a holistic approach for evaluating candidates.

#### **Procedure**

1. Students applying for admission into the School of Pharmacy must meet the following qualifications:
  - a. 2.5 minimum uncorrected cumulative grade point average on all coursework attempted.
  - b. 2.5 minimum uncorrected cumulative grade point average on all pre-pharmacy coursework.
  - c. 2.5 minimum uncorrected cumulative grade point average on all pre-pharmacy math and science courses.
  - d. Completion of all pre-pharmacy coursework with a grade of "C" or better by previously determined deadlines (See Policy 2.04).
  - e. Submission of their Pharmacy College Admission Test (PCAT) scores through PharmCAS.
2. Students applying for admission into the School of Pharmacy must complete the following steps:
  - a. International applicants for admission to the Doctor of Pharmacy Program must be approved for general admission to the University before they can be considered for admission to the Professional Pharmacy Program. Therefore, international applicants who are not already enrolled as an undergraduate major at ULM must submit a General University Undergraduate Application with appropriate fees prior to the prescribed School of Pharmacy Professional Program Application form.
  - b. Complete the Pharmacy College Application Service (PharmCAS) procedures at [www.pharmacas.org](http://www.pharmacas.org); select the ULM School of Pharmacy to receive the application.
  - c. Print, complete, and mail in the School of Pharmacy supplemental application along with any required fees.
3. Application status shall be available only through PharmCAS.
  - a. Once a student has completed the application process, the evaluation and admissions process will move forward according to the following guidelines: Based on a completed portfolio and meeting the minimum requirements, the Admissions Committee will invite appropriate students for an on-campus interview starting in the fall semester prior to enrollment into the Doctor of Pharmacy program.
    1. A portfolio will be considered incomplete until all appropriate letters of recommendation are submitted:
      - i. One science professor under whom the applicant has studied
      - ii. One professor of any subject under whom the applicant has studied
      - iii. One work supervisor
      - iv. If the applicant cannot provide a letter from all of the above, OSPA shall provide guidance regarding acceptable substitute letters.
  - b. The interview process will utilize a standard interview with members of the ULM faculty, staff and student body.
  - c. The applicant will be asked to write a brief essay while on campus to assess written communication skills. This essay will be graded by a member of the Admissions Committee or an evaluator designated by the committee.

- d. An admission score will be calculated for each candidate using one formula.
  - 1. At a minimum, admission scores will be based on a combination of scores derived from the PRPH GPA, MS GPA, and composite PCAT score.
  - 2. The admission score may be adjusted based on a rubric that takes into account a variety of factors such as four-year degree, health care work experience, positive letters of recommendation, and other elements as agreed upon by the Admissions Committee.
  - 3. The admission score may also include other evaluations as long as such criteria are instituted in a timely and orderly manner.
- e. After calculation of the admission scores, students will be ranked from highest to lowest based on their admissions score. Committee members will carefully review each application. The Committee reserves the right to discuss candidates based on facts observed in the candidate's application. Interview results of each applicant and comparisons to the applicant pool will be taken into consideration during the committee review. This discussion may lead to a vote by the committee to reject the candidate, regardless of rank. The Committee will provide to the Dean of the School of Pharmacy a roster of students recommended as candidates for admission into the Doctor of Pharmacy Program. Based on the recommendation of the Committee, and resources available, the Dean will populate the Doctor of Pharmacy class only from the pool of students who were invited for an interview.
- f. Students accepted into the School of Pharmacy's Doctor of Pharmacy program will be notified of their acceptance status within two weeks after the admission decision is made via PharmCAS. Students not accepted for admission currently into the School of Pharmacy will be notified via PharmCAS that they have been denied admission at this time, but they may be placed on a waiting list for this admission cycle. As students decline admission and/or lose admission eligibility based on the above criteria, appropriate alternates will be selected to take their place on the class roster. Students who are denied admission and are not placed on the waiting list will be notified via PharmCAS stating such.
- g. International transfer students must demonstrate English proficiency by one of the following criteria:
  - 1. The student's language of instruction is English, or
  - 2. Minimum score of 5.5 on IELTS (International English Language Testing System) or 61 Internet/173 computer/500 paper on TOEFL.
  - 3. A minimum score of 600 on the paper-based, 100 on the Internet-based, or 250 on the computer-based TOEFL or an IELTS score of 7 or above exempts international students from taking English as a Second Language. Students admitted with scores below the minimum will be required to take a placement test upon arrival. The results will determine the need to enroll in English as a Second Language classes.
  - 4. The above requirements may be applied to any interviewing applicant about whom the interviewers express concern for English proficiency.
- h. Conditional admission may be granted to students who meet admissions requirements but need further English language improvement. Students who need such improvement can only be admitted conditionally for the fall semester and must attend an intensive intermediate language program on the ULM campus in June and/or July, depending on test scores.

1. A score of 4.5 - 5.4 IELTS or 15-45 on the writing portion of the IBT (internet based test) for TOEFL (Test of English as a Foreign Language) allows student to be admitted conditionally for summer only.
2. The student is required to successfully complete the ULM Summer ESL (English as a Second Language) Program and is then enrolled in **ESLG 1003** in August.
4. The ULM SOP reviews applications as they are delivered by PharmCAS. No applications will be accepted after the final deadline of each year, unless the deadline is extended to increase the applicant pool. Application forms will be reviewed by the Office of Student and Professional Affairs for completeness. The Office of Student and Professional Affairs will reject applications that do not fulfill the minimum application requirements. Students will be notified of any deficiencies via PharmCAS.

### **3.03 Scheduling Interviews**

**Policy** - Applicants who have met stated criteria (Policy 3.02) will be invited for an interview via PharmCAS. Applicants will be asked to contact the OSPA to confirm their interview in Monroe.

**Procedure** - All students will interview at the Bienville Building in Monroe, Louisiana. Interviews will take place from September through April. Extra rounds of interviews may be added if necessary.

Because communication is vital in the world of pharmacy, the role of the interview is to adequately assess both verbal and non-verbal communication by the applicant.

## **4.00 AFTER ADMISSION ACCEPTANCE OR DENIAL**

### **4.01 Post-Acceptance Candidate Responsibilities**

**Policy** - Applicants must complete several follow-up items after accepting an offer from the ULM School of Pharmacy. These items serve to provide necessary documentation used to ensure eligibility for the program.

**Procedure** - Applicants who have accepted a position in the incoming class must complete the following steps in order to ensure eligibility and maintain acceptance status. These steps and their due dates will be communicated via email after acceptance.

1. Respond by email to the electronic offer sent via PharmCAS
2. Agree to and submit the Technical Standards form
3. Complete a background check sent by Certiphi
  - a. Information from the background screening will be reviewed by the OSPA and the Admissions Committee.
  - b. If the Admissions Committee determines that the reported activity would hinder progression in the curriculum and/or preclude the issuance of an intern or pharmacist license, the decision to remove the student from class will be made by the Dean and/or Associate Deans.
4. Submit an undergraduate application to ULM
  - a. Applicants who are not already enrolled as an undergraduate major at ULM must submit a General University Undergraduate Application with appropriate fees at the time of acceptance of the School of Pharmacy offer.

- b. International students must have completed this step prior to applying to the School of Pharmacy (See section 3.02, III, 2, A)
5. Submit a nonrefundable pharmacy activities fee of \$250. This fee covers all extracurricular expenses for the entire 4-year period in pharmacy school.
6. Students must also maintain the required minimum GPA and make a 'C' or better in all remaining pre-pharmacy courses prior to enrollment. If the student fails to maintain the minimum required cumulative, pre-pharmacy, and math/science grade point averages or does not earn a 'C' or better in required pre-pharmacy courses, he/she will forfeit his/her reserved spot in the class. The student must maintain all eligibility factors upon which the admission offer was made.

#### **4.02 Deferral Appeals Process**

**Policy** - The appeals process applies to those candidates who believe that they have extenuating circumstances that would make it difficult for them to be successful during their years in the School of Pharmacy. The Admissions Committee will review the deferral appeals and make a decision to accept or deny the request.

**Procedure** - Students offered admission into the Doctor of Pharmacy program may request deferred admission for one year only if they believe that they have extenuating circumstances that would make it difficult for them to be successful during their first year in the School of Pharmacy. These students shall submit, in writing, an official request for deferral from the Doctor of Pharmacy program for no more than one year (2 semesters) to the current Admissions Committee Chair. This written statement must be received prior to the first day of class. This statement shall be reviewed by the Admissions Committee and appropriate personnel to decide if deferral is granted. If deferral is granted, the candidate will be notified of the decision and will not have to reapply for admission the following year. If deferral is denied, the candidate will be notified and will be required to re-submit an application during the next admission cycle and complete all admission and interview requirements if admission is still desired.

#### **4.03 Admissions Denial Appeals Process**

**Policy** - The appeals process applies to:

- A. Situations whereby the Admissions Committee or The Office of Student and Professional Affairs has not adhered to admissions standards and requirements in the School's Policy and Procedure manual or
- B. Situations whereby the Admissions Committee has not used criteria uniformly to evaluate the student's admission portfolio compared with the work of other students.
- C. Unique or extenuating circumstances that prevented the applicant from adhering to published policies and procedures.

**Procedure** - All appeals shall be submitted in writing to the current Admissions Committee Chair.

The letter should contain the following information:

- Date
- Name of the applicant
- Basis for the appeal
- Signature of the applicant



The student may not expand the original appeal beyond that initially presented in writing.

The student must initiate an appeal within 30 calendar days of the admissions decision. Student appeals of the policy will be reviewed by the Admissions Committee. The Committee will recommend a course of action to the Dean of the School of Pharmacy. The final approval or denial of an appeal rests with the Dean of the School of Pharmacy.

## **5.00 APPLICATIONS FOR TRANSFER**

### **5.01 Professional Student Transfer with Advanced Standing Eligibility Policy**

**Policy** - Students currently enrolled in other colleges or schools of pharmacy may have a need or desire to transfer with advanced standing to the ULM School of Pharmacy to complete their Doctor of Pharmacy Degree requirements. This policy was established to set forth criteria under which a professional student may be accepted for transfer. Students meeting these criteria are eligible for transfer into the professional program with advanced standing provided that there are sufficient advanced pharmacy practice experience resources available for the addition of another student to the assigned class.

**Procedure** - Students applying for transfer into the ULM School of Pharmacy with advanced standing must meet the following criteria:

- A. Applicants must meet the admission criteria for the School of Pharmacy including but not limited to current pharmacy pre-pharmacy work, minimum cumulative grade-point averages on pre-pharmacy and all college coursework in the last ten years, and minimum scores on the PCAT (as specified in Policy 3.02).
- B. Applicants must have a cumulative grade point average of 3.000 (4.0 system) on all coursework taken up to the time of transfer.
- C. Applicants must be in good standing in their current program and be eligible to continue in their current program.
- D. Applicants must have followed a logical sequence of professional courses and an appropriate sequence of prerequisites must have been maintained.

### **5.02 Awarding of Advanced Standing for Eligible Transfer Students**

**Policy** - Students admitted to the ULM School of Pharmacy from other colleges or schools of pharmacy may be eligible for advanced standing in the ULM School of Pharmacy. To maintain the quality of the ULM School of Pharmacy program and to ensure the attainment of appropriate educational outcomes, previous coursework for transfer students must be evaluated and compared to current ULM School of Pharmacy coursework and educational outcomes.

**Procedure** - Students meeting the criteria for transfer to the ULM School of Pharmacy will have their previous coursework evaluated and compared to current coursework and educational outcomes currently in place in the ULM School of Pharmacy. The process for this evaluation is listed below:

- A. The Director of Professional Affairs will request an official transcript from the student and a list of courses to be evaluated for transfer credit.
- B. The Director of Professional Affairs will request syllabi for the affected courses from the student's previous college/school of pharmacy.
- C. In conjunction with the appropriate department heads, the Director of Professional Affairs will evaluate whether or not credit can be given in current classes in the ULM curriculum based on the educational outcomes and content contained in the previously completed courses.
- D. Based on these evaluations, the Director of Professional Affairs will submit a written recommendation to the Chair of the Curriculum Committee as to what credits should be awarded. The Curriculum Committee will make the final decision on the awarding of transfer credit.

### **5.03 Notification of Transfer Acceptance or Denial**

**Policy** - Because multiple people and committees are involved in the transfer evaluation process, a predefined means of notifying the student of the transfer outcome is necessary. The Associate Dean of Academic Affairs will be responsible for official notification of the student requesting a transfer of the outcome of his/her request.

**Procedure** - Applicants whose request to transfer with advanced standing has been denied will receive a letter from the Associate Dean of Academic Affairs notifying them that their request has been denied.

Applicants whose request to transfer with advanced standing has been granted will receive a letter from the Associate Dean of Academic Affairs notifying them that their request has been granted. At a minimum, the letter will contain the following information:

- A. A statement indicating that the request has been granted.
- B. The date enrollment in the School will begin. (Students will only be allowed to transfer in at the beginning of a semester prior to classes starting.)
- C. A list of courses in the ULM School of Pharmacy curriculum for which credit has been accepted.
- D. A list of courses in the ULM School of Pharmacy curriculum which the student will need to complete after enrollment.
- E. Any other deficiencies not specifically stated in the School of Pharmacy curriculum that must be remediated prior to enrollment and/or graduation.

### **5.04 Appeal of a Negative Transfer Decision Policy**

**Policy** - Applicants for transfer whose request has been denied may wish to appeal the decision. The decision of the Admissions Committee is a recommendation to the Dean of the School of Pharmacy and subject to the Dean's approval. Appeals of the decision may only be made if new information is available and should be made to the Chair of the Admissions Committee.

**Procedure** - An applicant can appeal an Admissions Committee decision to deny transfer only if there is new information which directly impacts the criteria for transfer outlined in Policy 5.03. If an applicant with a denied transfer request has new information directly impacting the criteria listed in Policy 5.03, the applicant should submit a letter outlining the new information and supporting documentation to the Chair of the Admissions Committee within 30 days of the date of the letter denying the transfer request.

The Admissions Committee will review the new information and make a recommendation to the Dean of the School of Pharmacy. The applicant will be contacted concerning their appeal in the same manner as outlined in Policy 5.03.

#### **5.05 Appeal of a Transfer Credit Decision Policy**

**Policy** - Applicants for transfer with advanced standing whose request has been denied with advanced standing may wish to appeal the decision of the ULM School of Pharmacy Curriculum Committee concerning the awarding of credit for previous coursework. Such appeals should be directed to the School's Curriculum Committee for review.

**Procedure** - An applicant can appeal the Curriculum Committee's decision to deny transfer credit for coursework previously completed only if there is new available information that directly impacts the criteria for transfer outlined in Policy 5.03. To appeal the decision, the applicant should submit a letter outlining the basis for their appeal to the Chair of the Curriculum Committee for the School of Pharmacy within 30 days of the date of the letter awarding credit for previous work. The Curriculum Committee will review the appeal and new information and make a recommendation to the Dean of the School of Pharmacy. The applicant will be contacted concerning their appeal in a manner similar to that outlined in Policy 5.03.

### **6.00 PROVISIONAL ENTRY PROGRAM (PEP)**

#### **6.01 Provisional Entry Program Purpose**

**Policy** - The University of Louisiana Monroe School of Pharmacy instituted the Provisional Entry Program in 2012 to target academically superior, highly motivated high school students with a strong interest in science, a strong commitment to improving the health of people in our communities, and an interest in pursuing pharmacy as a career.

**Procedure** - The PEP will provide opportunities for students to develop both personal and professional relationships with School of Pharmacy faculty and students when they enter ULM. Students in the PEP may participate in professional student organizations and leadership development programs earlier in their collegiate careers. Through the PEP, qualified high school seniors can be admitted directly into the School of Pharmacy's professional degree program and avoid the competitive selection process for regular-entry admission. Applicants apply directly to the School via [the PEP website](#) and must attend ULM for their undergraduate coursework.

#### **6.02 Provisional Entry Program Application Process**

**Policy** - Applications for the PEP should be submitted no later than July 31 following the student's graduation date from high school. Candidates will be chosen for an interview based on their high school GPA, composite ACT score, and completed application.

**Procedure** - Applicants should visit the PEP website (<http://ulm.edu/pharmacy/prospective/pep.html>) to begin the application process.

#### **6.03 Provisional Entry Program Selection Process**

**Policy** - PEP candidates will be selected from the completed applications that are received (Policy 7.02). Eligible candidates will complete an on-site interview and a written essay.

**Procedure** - Eligible students will have a minimum 3.8 cumulative high school grade point average (4.0 scale) and a minimum 27 composite on the ACT. All eligible students must complete the application by July 31 application deadline (Policy 7.02). All eligible students will be interviewed by available faculty members and/or pharmacy students. Students will be ranked using a predetermined formula.

Up to 50% of an admissions class (not to exceed 50 students) may be accepted into the PEP. Acceptance notifications will be made within two weeks regarding of the interview. Students have one week to notify the Office of Student and Professional Affairs of their decision to accept or reject an offer of admission.

#### **6.04 Maintenance of Provisional Entry Program Status**

**Policy** - The PEP is a prestigious program and certain minimum standards must be met to maintain PEP eligibility. If any standards are not met, the student will lose their PEP standing but will be able to apply for admission into the School of Pharmacy in the appropriate fall semester using the normal application process (Policy 3.02).

**Procedure** - Maintaining PEP status requires students to meet each of the following criteria:

- Attend ULM for the pre-pharmacy curriculum
- Complete all pre-pharmacy curriculum requirements within at least 3 years
- Maintain a 3.5 minimum pre-pharmacy GPA each semester
- Maintain a 3.25 minimum math/science GPA to be evaluated at the time of application to the School of Pharmacy
- Receive no D's or F's in required courses
- Obtain a minimum score of 50 composite on the PCAT prior to the year they would normally apply to pharmacy school
- Maintain membership in the ULM pre-pharmacy student organization

Students' progress toward successful completion of PEP requirements will be reviewed by the Office of Student and Professional Affairs after each semester. Students failing to meet the above criteria will be reclassified from the PEP to regular pre-pharmacy status. Once this has occurred, students cannot regain PEP status.

There will be no appeals process for any part of the PEP.