

# ACADEMIC POLICIES

## Grading Procedures

- The letter grades of A, B+, B, C+, and C represent passing grades in order from highest to lowest. The letter grades D+ and D allow progression to the next sequenced courses during the same academic year, but are not considered passing grades.
- Courses in which students earn grades of D+, D, F, or U must be repeated. A course may only be repeated one time; a second deficiency will result in dismissal from the Pharm.D. program.
- Per UofSC policy, S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option. The Pass-Fail option is only used for introductory pharmacy practice experiences and elective courses which are specified as PassFail.
- Per UofSC policy, W is assigned for student withdrawal from a course after the late registration period but before the drop date. A WF, which counts as an F in GPA calculation, is assigned for student withdrawal from a course after the drop date prescribed in the UofSC Academic Calendar. Students who must withdraw from all courses due to compelling circumstances may petition the Scholastic Standing and Petitions Committee to receive grades of W rather than WF in those cases where a WF is assigned. An "I" (Incomplete) is assigned at the discretion of the course coordinator when, in the course coordinator's judgment, a student does not complete some portion of the assigned work in a course. Per UofSC policy, students must fulfill remaining course requirements within 12 months in order to replace the incomplete grade with a final grade. Failure to complete the remaining coursework within 12 months will result in a final grade of F for the course. A grade of Incomplete cannot be carried into the fourth professional year; requirements to remove the Incomplete and receive a final course grade must be fulfilled prior to the start of the pharmacy practice experiences in the fourth professional year.
- Some courses in the professional curriculum appear in a sequence (similar course names and sequential course numbers) when course material is similar, related and/or sequentially builds knowledge/skill in a given area. In some instances, mastery of material in one or more courses in such sequences are considered prerequisites to further courses in that sequence. A student receiving a grade of F in a prerequisite course cannot take the next course in that sequence when the first course has been designated as a prerequisite to the affected course. The student must retake the failed course and receive a grade of C or better before taking the next sequenced course(s), which may delay a student's progression.
- Students must have no course deficiencies and must meet all progression guidelines as defined under the College of Pharmacy Scholastic Standing Guidelines in order to begin their advanced pharmacy practice experiences at the end of the third professional year.
- The following grading scale will be utilized:
  - A 90–100.00
  - B+ 85–89.99
  - B 80–84.99
  - C+ 75–79.99
  - C 70–74.99
  - D+ 65–69.99
  - D 60–64.99
  - F < 59.99

- Course coordinators and course faculty will identify the specific course requirements, which will be utilized to determine student performance (i.e. tests, reports, class participation, group projects), and this should be provided to students in the syllabus at the beginning of the course.
- In cases where a student must repeat a course, both grades will remain in the student academic record and will be factored into the overall GPA.

## Academic Accommodations

The UofSC Student Disability Resource Center grants reasonable student academic accommodations. Students requesting academic accommodations at UofSC should contact the Student Disability Resource Center ([https://www.sc.edu/about/offices\\_and\\_divisions/student\\_disability\\_resource\\_center/](https://www.sc.edu/about/offices_and_divisions/student_disability_resource_center/)) directly. Students on the Greenville campus must also utilize the UofSC Student Disability Resource Center in order to be granted accommodations.

Students who believe they may require accommodations are strongly suggested to meet with the Senior Associate Dean or Associate Dean for Student Affairs & Diversity prior to their meeting/communication with the UofSC Student Disability Resource Center. The purpose for this meeting is to equip the student with information regarding courses, including IPPEs and APPEs, that may be necessary to discuss with the UofSC Student Disability Resource Center as accommodations are being determined.

Once Faculty are notified by the UofSC Student Disability Resource Center of a student's accommodations, they are required by the Americans with Disabilities Act to provide the approved accommodations for the student.

After accommodations are approved by the UofSC Student Disability Resource Center, the student is responsible for setting an appointment with EACH course coordinator of courses which the accommodations may be utilized in order to verify the receipt of documentation regarding the accommodations so that appropriate planning can be completed for the semester. This should occur prior to the first exam in which the student wishes to use the accommodation(s), but after the accommodation(s) has/have been electronically communicated to the course coordinators.

Students with accommodations will communicate directly with individual course coordinators to discuss use of accommodations within each specific course's structure.

- Due to unique, hands-on, or experiential structure of many courses within the curriculum, situations may arise in which application of issued accommodations is challenging. If a course coordinator is unable to determine a method to honor accommodations within their course, the affected student must arrange a meeting with the Senior Associate Dean. The Senior Associate Dean will work with the student, faculty member, and UofSC Student Disability Resource Center to formulate a solution that assists the student, as well as meets the expectations and requirements for the course.

Students with accommodations involving exams must communicate directly with the course coordinator at least **5 business days prior to the exam** in order to ensure that the faculty member knows that an accommodation will be utilized for the exam and the location at which the student will test (i.e. pharmacy classroom, virtually proctored testing environment (when applicable), or proctor room). It is the student's

responsibility to schedule exams requiring the use of the proctor room per the guidelines and scheduling processes of the UofSC Student Disability Resource Center. Failure to notify the course coordinator as described above or to schedule exams requiring use of the proctor room per the guidelines of the UofSC Student Disability Resource Center will result in inability to utilize accommodations for that exam.

- Students choosing NOT to utilize issued accommodations for an exam must notify the affected course coordinator at least 5 business days prior to the exam for planning purposes and exam security reasons. If the student has previously scheduled to take an exam at the university proctor room, they must also utilize UofSC Student Disability Resource Center policies regarding cancellation. A student who has previously scheduled to utilize the proctor room and has failed to notify the course coordinator within at least 5 business days advance notice must utilize the university proctor room for that particular exam.

Examinations will be taken during the regularly scheduled class time when possible. If a conflict exists, then:

- The examination will begin the class period prior (if possible) to the regularly scheduled time, or the examination will be taken the same day, at the first available time slot of the course coordinator or proctor room.
- The UofSC Student Disability Resource Center proctoring room may be utilized for students requiring accommodations. Due to capacity limits, the course coordinator may schedule separate times to test enrolled students with accommodations at the UofSC Student Disability Resource Center proctoring room, if necessary, after discussing with the center.

Accommodated students may elect to miss classes to begin an exam early or finish an exam late in the confines of their approved accommodations. Accommodated students may not miss a class with required attendance.

If accommodated students opt to take an exam at another time due to class schedule conflict, they are required to be present in the classes that conflict. If the student is found to not attend the classes that conflict, they will be referred to the UofSC Office of Student Conduct and/or Student Policy & Professionalism Committee (College of Pharmacy) for sanctions.

Faculty are encouraged to have the accommodated student(s) attempt the exam in the same format as the entire class (computer or paper). The only exception is if the accommodation relates to the exam format administration (paper or computer).

Faculty should ensure that accommodated students who receive extra time on an exam are able to remain in one location for the entire time allotted per the accommodation if possible.

## Scholastic Standing Policies Progression

In order to be eligible for promotion and graduation, students must obtain at least a 2.0 (grade of C or better) in each professional course and maintain an overall GPA of at least 2.0 in all professional courses. Course grades of D+, D, I, F and U are considered deficiencies.

Students must remove any deficiencies by the beginning of each fall semester in order to be promoted to the next year. This may be accomplished by taking summer courses, if available. Any course in

the Pharm.D. curriculum requiring remediation outside of the originally scheduled time period results in additional tuition charges, including pharmacy practice experiences. Requests to take classes outside of the College of Pharmacy and to receive credit for these classes will require the approval of the course coordinator, Senior Associate Dean, and Curriculum Committee.

It is not standard practice of the College of Pharmacy to offer summer school courses. Summer course offerings are not determined until the end of the academic year as the College as several factors must be evaluated to determine whether it is in the best interest of the student(s), faculty members, and College to do so.

Course withdrawals and leaves of absence require the approval of the Dean's Office. "Compelling circumstances" must be evident. Students who withdraw prior to the established UofSC drop date will receive a grade of W; students who withdraw from a course after the established UofSC drop date will receive a grade of WF, which calculates as a zero for purposes of computing a student's GPA.

Students are required to register for and successfully complete all required and elective coursework in a specific professional year in order to register for courses and progress to the next professional year in the curriculum.

If a student fails to achieve a grade of C or better in an elective course, the student is encouraged, but not required, to re-take the elective course. However, the student must successfully complete a minimum of eight hours of electives by the end of the third professional year.

Students will not be allowed to attempt a course in a sequenced group of courses if they receive a grade of F or U in the previous course that has been designated a prerequisite to the latter course(s); a grade of D+ or D in the previous course will allow a student to attempt other courses in a sequenced group of courses, but the course deficiency must be removed prior to beginning the next professional year in the curriculum.

Sequenced courses in the College of Pharmacy curriculum in which one course in the sequence is considered a prerequisite for one or more of the other courses in the sequence are listed below; it should be noted that some sequenced courses are scheduled over multiple professional years:

Foundations of Pathophysiology & Pharmacology I and II

Foundations of Medicinal Chemistry I and II

Introduction to Drug Information and Advanced Drug Information

Pathophysiology & Pharmacology I, II, III, and IV

Intro Community Pharmacy Laboratory and Applied Community Pharmacy Laboratory

Intro Health Systems Laboratory and Applied Health Systems Laboratory

Clinical Applications II, III, IV, V, and VI

Pharmacotherapy I, II, III and IV

Biopharmaceutics & Pharmacokinetics and Clinical Pharmacokinetics

For integrated/ linked courses that are also delivered in sequence (such as Pharmacotherapy I-IV and Pathophysiology/Pharmacology I-IV), students will not be allowed to complete either of the two next courses in the sequence if they receive a grade of F in either of the two previous integrated courses. A grade of D+ or D in either course will allow a

student to complete the next course in the sequence, but the course deficiency must be removed prior to beginning the next professional year in the curriculum.

Students will not be allowed to complete the Introductory Pharmacy Practice Experience (IPPE) Community Rotation (PHMY 699) if a student has a deficiency (obtains a D+, D, F, or U) in PHMY 670 and/or PHMY 671 (Pharmacy Skills Lab I – II) or in PHMY 750 Self-Care and Complementary Medicine. Students will not be allowed to complete IPPE Hospital/Health System Rotation (PHMY 798) if a student has a deficiency (obtains a D+, D, F, or U) in PHMY 790 and/or PHMY 791 (Pharmacy Skills Lab III – IV).

If a student has deficiencies (obtains a D+, D, F or U) in more than four courses during any given academic year, he/she will be dismissed from the pharmacy program.

If a student has deficiencies (obtains a D+, D, F or U) in more than two courses in any given academic year, he/she will NOT be allowed to make any of those courses up during summer sessions and must repeat those courses during the next academic year. If the student is on probation, he/she will be dismissed. If the student is not on probation, he/she will be suspended for one calendar year at the beginning of the next fall semester.

No student will be allowed to take more than two courses per summer session. A student may choose to self-suspend for an academic year instead of attempting two courses (if offered) during a summer session.

No student will be allowed to take a required course (except IPPEs and APPEs) for the first attempt in a summer session.

Any IPPE and/or Advanced Pharmacy Practice Experience (APPE) experiential course deficiency must be remediated. Students with a deficiency in a required or elective introductory or advanced pharmacy practice experience must remediate the rotation at a site determined by the Experiential office. Students who elect to complete ten APPEs must complete an eleventh rotation in the event of a rotation deficiency.

Students with a deficiency (obtaining a D+, D, or F) in more than one APPE rotation will be dismissed from the program.

Students who earn a course deficiency in a Fall semester course will not be allowed to hold office in any professional organization or class at the College of Pharmacy or university level for the following Spring semester. Students who earn a course deficiency in a Spring semester course will not be allowed to hold office in any professional organization or class at the College of Pharmacy or university level for the following Fall semester. If you are a current or incoming student leader who falls under one of the above situations, you will be required to resign from your leadership position(s).

## Suspension

Suspension means that a student will be prohibited from advancing in the curriculum for one academic year. Students will be suspended if they fail to remove any deficiencies by the beginning of the fall semester.

A suspended student may repeat required course(s) once in order to remove deficiencies and strengthen areas of weakness. (Additionally, the student may have up to 8 hours of electives to improve the overall GPA and strengthen areas of weakness during their academic matriculation.)

A suspended student who meets the requirements for promotion will be removed from suspension, placed on academic probation for one

year (see definition within this document) and allowed to progress in the curriculum.

Suspended students will not be allowed to seek or hold office in any professional organization or class at the College of Pharmacy or university level.

Failure to remove all deficiencies and to attain a cumulative GPA of 2.0 or higher by the conclusion of a period of suspension will result in dismissal (see definition below) from the College of Pharmacy.

## Academic Probation

Academic probation means the time period following return of a student to the professional program after suspension is complete.

Students on probation must demonstrate their ability to consistently and satisfactorily progress in the curriculum, by maintaining a minimum GPA of 2.0 and meeting promotion requirements for one academic year.

To enter the fourth professional year, all professional students must have successfully completed all professional course requirements, including elective courses, by the end of the spring semester of the third professional year.

Probationary students will not be allowed to seek or hold office in any professional organization or class at the College of Pharmacy or university level.

Failure to satisfy the terms of probation will result in dismissal.

## Dismissal

Dismissal is the mandatory withdrawal of a student.

After dismissal, the college will not accept any course work from the student to complete the Doctor of Pharmacy program or final two years of the Bachelor of Science in Pharmaceutical Sciences degree.

Students will be dismissed if they fail to remove all deficiencies, fail to attain a cumulative GPA of 2.0 or higher by the conclusion of a period of suspension, or if they fail to satisfy the terms of academic or professional probation.

A student may repeat a course in the professional curriculum only once. Failure to remove the course deficiency after the second attempt will result in the student's dismissal.

If a student has deficiencies in more than four courses during any given academic year, he/she will automatically be dismissed from the program.

Students with a deficiency in more than one APPE rotation will be dismissed from the program.

Students may be dismissed for lack of professionalism and/or professional misconduct.

Students may be dismissed by the College of Pharmacy and/or the University of South Carolina dependent upon individual student situation.

## Petitions

Any student seeking an exception to the academic standards may petition the College of Pharmacy Scholastic Standing and Petitions Committee. Students have 10 calendar days from the date they receive written notification of their deficiency, suspension, or dismissal to submit a petition to the Associate Dean for Student Affairs and Diversity, who will serve as liaison and provide all documents to the Chair of the

committee. A petition may be approved or denied based on the merits of the individual situation. The petition process will be handled through the College of Pharmacy Scholastic Standing and Petitions Committee.

The College of Pharmacy Scholastic Standing and Petitions Committee does not have the authority to change grades assigned by faculty or preceptors.

The Senior Associate Dean will review and approve petition decisions as submitted by the College of Pharmacy Scholastic Standing and Petitions Committee. The Senior Associate Dean will issue final communication regarding the petition decision to the student.

Students whose petition was denied may petition a final time directly to the Dean in cases where new, substantial information has arisen following their hearing with the College of Pharmacy Scholastic Standing and Petitions Committee.

Students who separated from the College of Pharmacy while not in good academic and/or professional standing, whose absence has been more than 2 years but less than 10 years, may petition to return to the professional program by submitting a formal, written statement including the cause for their separation, reasons for their desire to return, and actions they have taken to ensure their readiness for return. Students whose separation from the College of Pharmacy has been greater than 10 years are ineligible to petition to return.

A petition for readmission must be submitted to the Associate Dean for Student Affairs and Diversity. The petition will be reviewed by the College of Pharmacy Scholastic Standing and Petitions Committee.

UofSC undergraduate pre-pharmacy students may petition the UofSC College of Pharmacy Scholastic Standing and Petitions Committee concerning suspension, dismissal, or readmission from/to the University of South Carolina.