



## Course Policies and Procedures for Doctor of Pharmacy Students

Approved by Curriculum Committee July 18, 2013

Approved by College of Pharmacy faculty August 8, 2013

### 1. Academic Dishonesty:

The College of Pharmacy abides by the UNM regulations governing academic dishonesty. Academic dishonesty is defined as commission of any of the actions listed in the latest edition of [The University of New Mexico Catalog](#) or the College of Pharmacy Student Code of Conduct. Fraudulent use of any personal response device (e.g., iClicker) is academic dishonesty. Disciplinary action in cases of academic dishonesty will minimally result in a grade of F for the assignment and potentially a grade of F for the course. Academic dishonesty is grounds for dismissal from the College of Pharmacy.

### 2. Disabled Students:

Students requesting accommodation under the Americans with Disabilities Act must provide the College of Pharmacy with a request for accommodation and official documentation of their disability. Decisions on accommodations will be made by The University of New Mexico Health Sciences Center Committee on Students with Disabilities. Contact [UNM Student Accessibility Services](#) for testing referral.

### 3. Course Remediation:

A student who has earned a final course average of less than C- may be eligible to demonstrate competence in that course by the remediation. Students with averages less than C- will not have a grade reported to the Registrar's office pending student remediation decision.

The conditions for remediation include:

1. Student must provide a written notice of intent to participate in the remediation process within 3 days of the posting of course final grades. Notice must be sent to both the course IOR and the Executive Associate Dean for Education. In the event that the IOR is NOT notified of intent to remediate, the opportunity will be withdrawn and the grade earned in the class will be reported to the Registrar.
2. Compliance with all conditions for course remediation as listed in the course syllabus such as class and graded exam review attendance.
3. Compliance with all conditions assigned by the Executive Associate Dean for Education in consultation with the course faculty. These may include peer-tutoring, meeting with faculty or other conditions as assigned during the semester in which the student is enrolled in the course.
4. Compliance with all conditions assigned by the Executive Associate Dean for Education after the semester in preparation for the remediation exam such as self-study and remedial course review including recorded lectures, documentation of assigned readings, and block exams.

If all conditions are satisfactorily met, the student will then be offered a comprehensive examination of the course material. The remediation exam format will be at the discretion of the course IOR. Oral exams will be recorded for documentation. If a grade of C or greater is achieved on the remediation examination, the final grade for the course will be reported as a C. If a score of C or greater is not achieved, the grade equivalent of the average initially earned in the course will be reported to the Registrar. (revised August 2011)

### 4. Makeup exams:

Makeup exams will be given for all excused missed exams. Students must present a bona fide written reason for the absence (e.g., doctor's note) within 24 hours of the scheduled exam. Professional travel approved by the Executive Associate Dean for Education is considered an excused absence. Personal travel on University class days will not be accepted as a reason for absence. Special circumstances will be heard and accommodated on a case-by-case basis at the discretion of the IOR and may include consultation with the Executive Associate Dean for Education. Students must contact the IOR before missing an exam. If a bona fide excuse is not provided, the student will be assigned a zero for the exam and no makeup exam will be allowed. The makeup exam will be administered at a time and place determined by the IOR. The format of the makeup exam will be determined by the IOR, but it must be in a format in which the questions and answers are documented e.g., written or videotaped. It is appropriate to assume that the makeup exam may require a greater understanding of the material than the original exam.

### 5. Graded Exam Reviews:

Students will be allowed to review their graded exams in courses in which the exams are not returned either through meetings with faculty, Graded Exam Reviews, or some other mechanism. If Graded Exam Reviews are employed, the procedure will be included in the course syllabus. All faculty contributing to the exam, or their designee, will be present



at the Graded Exam Review session. Removal of an exam from the review session or duplication of an exam question will be considered an act of scholastic dishonesty. There will be no Graded Exam Review of final exams.

#### 6. Lecture Handouts:

Faculty are not required to provide lecture handouts. However, when they are provided, they will be electronically posted for student download at least 24 hours prior to the day and time of the lecture.

#### 7. Exams:

Students are expected to arrive on time for examinations. Instructions and corrections will be made at the beginning of the exam period and, once made, will not be repeated. Students arriving after the first exam has been turned in will not be allowed to sit for the exam and will receive a grade of zero for that exam. Seating during exams may be assigned randomly at the time of the exam. No personal items such as backpacks, briefcases, books, notebooks, or calculators will be allowed in the seating area during exams unless specifically allowed by the instructor.



*The University of New Mexico's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 135 LaSalle Street, Suite 4100, Chicago, IL 60603-4810, TEL (312) 664-3575, FAX (312) 664-4652, URL <http://www.acpe-accredit.org/>*

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