

Memo

To: Students, ULM College of Pharmacy
From: W. Greg Leader, Pharm.D.
Associate Dean Academic Affairs
CC: Faculty, College of Pharmacy
Date: 8/22/2007
Re: New Policies in the College of Pharmacy

The following policy changes go into effect at the start of the 2007-2008 academic year. Please familiarize yourself with these changes.

1. **Academic Standards** – 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 or earns a grade of “D” or lower in two or more professional pharmacy courses in a semester shall be placed on probation. Students may also be placed on probation for violation of ethical or professional standards
2. Class Attendance –
 - a. **University** – Class attendance is regarded as an obligation and a privilege, and all students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so may jeopardize a student’s scholastic standing and may lead to suspension from the University. Any student who is not present for at least 75% of the scheduled class sessions in any course may receive a grade of W if this condition occurs prior to the last day to drop a course or a grade of F after that date. Any University-related activity requiring an absence from class will count as an absence when determining if a student has attended 75% of class meetings. Students are responsible for the effect absences have on all forms of evaluating course performance. Thus, the student is responsible for arranging the allowed make up of any missed work.
 - b. **College of Pharmacy** - The professional educational experience in the College of Pharmacy involves many multifaceted learning objectives, including professional interactions with faculty and peers, that don’t lend themselves to traditional testing modalities and assignment of letter grades. As a result, class attendance is mandatory in all pharmacy courses. Students reported for accumulating more than three unexcused absences in a course during an academic semester will be administratively dropped from the course with a “W” grade. In accordance with College of Pharmacy policy and procedure, a grade of “W” will be counted as an “F” grade with respect to academic standards.
3. **Advanced Practice Experiences** - Advanced Practice Experiences be expanded to 6 six-week experiences for the 2009, 2010 and 2011 graduating classes. These experiences would consist of:

- a. Required Advanced Community
- b. Required Advanced Institutional
- c. Required Ambulatory Care
- d. Required Adult Medicine
- e. Required Specialty Patient Care
- f. Required elective that may be used for non-patient care.
- g. Students **may** do a 7th rotation of their choice.

Students may not complete the same rotation type more than twice. If the same preceptor and same clerkship type occurs, the second clerkship must have a unique syllabus.

4. **Professional Development** – In place of the convocations, students are now required to do two professional development programs each semester. Each professional organization will provide at least one professional development program during the semester to which the general student body will be invited. In addition, the Office of Student and Professional Affairs will be providing other professional development seminars throughout the semester. No other convocations will be scheduled during the semester; however, the Dean will meet with the Dean’s Student Advisory Council sometime near the middle of the semester and if it is deemed necessary to relay information or address student issues or concerns, another convocation will be called at that time.
5. **Classification of Students** - In an effort to predict the numbers of students who will be eligible for advanced practice experiences and to assist in maintaining an accurate count of students in each area of the program, students admitted to the College of Pharmacy are classified based on the completion of courses. The classifications are as follows:
 - a. **P1 Student:** A student who has not earned a grade of “C” or better in all first year classes
 - b. **P2 Student:** A student who has earned a grade of “C” or better in all first year classes, but has not earned a grade of “C” or better in all second year classes
 - c. **P3 Student:** A student who has earned a grade of “C” or better in all first and second year classes, but has not earned a grade of “C” or better in all third year classes
 - d. **P4 Student:** A student who has earned a grade of “C” or better in all first, second, and third year classes and is eligible to start in the advanced practice experience program.

Beginning Fall 2008, ALL STUDENTS (P1, P2, P3, P4) WILL BE CLASSIFIED AS GRADUATE STUDENTS

6. **Examination and Quiz Guidelines** - All examinations and quizzes are given in accordance with the College of Pharmacy Honor Code. Students are expected to behave in a manner such that no doubt could possibly exist about their academic integrity and must follow guidelines imposed by the faculty member.
 - a. Students must:
 - i. Show up on time for the exam. Students showing up late for the exam will not be allowed to take the exam. Unless the tardy arrival was due to an excuse listed under approved excuses in the University catalogue, the student will be assigned a grade of “0” for the exam.
 - ii. Space themselves evenly in the exam room or sit in pre-assigned seats;
 - iii. Unless exams are open-book, the student must leave all books, papers, coats, purses, book bags, etc in their locker.
 - iv. Leave the test area and the hallway outside of the classroom being used for testing immediately after finishing the exam. If you are waiting for someone still in the exam room, you must wait in the student lounge, the student locker room or the student resource center.
 - v. Wear College of Pharmacy identification badges;
 - vi. Not share calculators (if calculators are allowed);

- vii. Immediately stop writing and put all pens and pencils away when time is called at the end of the exam. **Failure to respond immediately will result in a grade of "0" for the exam or quiz.**
 - viii. Put all pens and pencils away before getting up to turn in papers;
 - ix. Wear appropriate attire as defined in the dress code.
 - x. Quietly move seats if requested to do so before or during the exam.
- b. Failure to comply with the above items will result in the student being dismissed from the exam. Examinations may be given outside of regular class hours in the evening or on weekends.
7. **Smoke Free Environment** - The use of tobacco products is prohibited in all university buildings and leased spaces. The University of Louisiana at Monroe is dedicated to providing a safe, healthy, comfortable, and productive learning environment for students, faculty, and staff by making the environment as smoke-free as practicable. As a general rule, nonsmokers are not to be unreasonably exposed to tobacco smoke. **Smoking is prohibited in all College of Pharmacy buildings. In addition, based on State, City and University regulations, smoking is not permitted within 25 feet of an entrance, air intake duct or window of a building or within 25 feet of outdoor areas where seating is provided.**

The use of smokeless tobacco is not permitted in auditoriums, classrooms, laboratories, other instructional support areas or in any posted area on the ULM campus. It is also not permitted in varsity sports practice, training, medical, or meeting facilities.

8. **College of Pharmacy Communications** - The official means of College communication with students is through electronic mail via their ULM student email account. Students are responsible for all information sent to their ULM Student email account. It is expected that all students will check their ULM student email account for electronic mail a minimum of twice a day, in the morning and in the evening. In addition to electronic mail, the College may communicate with students via Blackboard® or by posting notices within the College of Pharmacy building.