

# **AUBURN UNIVERSITY HARRISON SCHOOL OF PHARMACY**

## **SCHEDULING AND ACADEMIC COORDINATION POLICY**

*Issued November 2015*

In order to provide an equivalent academic experience across the HSOP's two campuses, it is essential that scheduling and communications facilitate the achievement of this goal. This policy outlines the necessary operational requirements for the scheduling and management of courses and other HSOP activities and events.

A School-wide annual planning and scheduling meeting is held each year in June to develop the HSOP's Annual Calendar of Events. This includes (but is not limited to) dates for HSOP events as well as dates for academic activities both within and outside of courses (examples include dates for examinations, quizzes, active learning activities, and other major assignments; PPE; OSCEs; Milestone exams, etc.). Dates for all academic activities and other School events must be finalized and posted on the HSOP Master Calendar by no later than July 1<sup>st</sup> for Fall Semester and November 1<sup>st</sup> for Spring Semester.

All examinations will be administered according to the HSOP's Policy on Examinations. All monitoring for Mobile Campus academic activities is to be coordinated through the Campus' Academic Program Administrator. Instructors of record for each course must communicate to the Academic Program Administrator whether a faculty member is required, or if monitoring by a staff member is acceptable.

If photocopies are needed for any academic activity, they must be at the Mobile campus 2 business days prior to the respective class. Instructions should be attached regarding the dissemination and process for returning required materials to the Auburn campus. If the Mobile campus is notified other than in the manner listed above and a monitor is not available – the activity will be cancelled on both campuses, and rescheduling will be the responsibility of the course instructor of record.

Given the need to coordinate academic and other activities/event between the two campuses, rescheduling will only occur in for highly compelling reasons. All changes in scheduling must be approved by the department head(s) for the involved faculty members, Assistant Dean for the Mobile Campus and, depending on the particular event, either the Associate Dean for Academic and Student Affairs or the Associate Dean for Curriculum and Assessment.