

ACADEMIC GUIDELINES (PHARM.D. CLASSES ENTERING PRIOR TO 2019)

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 8/3/2019

1. The Implementation of all guidelines will be in addition to that of existing policies and standards of the University as published in the Current AU Bulletin.
2. Admission to the Harrison School of Pharmacy (HSOP) is contingent on maintaining a cumulative GPA of at least 2.5 in pre-pharmacy course work. A student may not enter the HSOP while on academic warning status or academic suspension. To be eligible for enrollment, students must complete all prerequisite coursework with grades of C or better.
3. Early Identification of Academic Difficulty
 - 3.1. During the P1 year, P2 year, and the first phase of the P3 year, students' academic performance will be monitored by the Office of Academic and Student Affairs throughout the semester.
 - 3.2. Anyone identified as having less than C performance in any required HSOP course will receive written communication indicating the need for improvement and the need to meet soon with the Coordinator of Student Services to obtain assistance. Commonly suggested sources of aid include: the course instructor(s), the Auburn University Office of Academic Support, the HSOP Counselor, PPE faculty mentor(s), and the Coordinator of Student Services. PPE faculty mentors will be notified of those students on their PPE teams who are experiencing academic difficulty.
4. Students must maintain a cumulative and per semester HSOP GPA of at least 2.25 in all professional course work. A student who fails to attain a 2.25 HSOP GPA in any academic semester will be placed on academic probation.
 - 4.1. The Office of Academic and Student Affairs may request letters of evaluation regarding the student entering academic probation from selected faculty members (i.e., instructors, PPE mentors, etc.). These letters will be placed in the student's file, will be presented to Committee on Academic Requirements and Professionalism (CARP) in academic appeal cases, and may be used to develop an academic recovery contract for the student.
 - 4.2. To be removed from probation the student must achieve at least a 2.25 semester GPA in each of the next two academic semesters, and the student's cumulative GPA must be at or above 2.25 within one academic year after the probationary semester. Students who fail to achieve this will be subject to being dropped from the rolls of the HSOP.
 - 4.3. During the probationary period, the student must successfully complete an academic recovery contract developed with the Associate Dean for Academic and Student Affairs and approved by CAAR. The contract will be the result of an evaluation of the student to determine the possible reasons for academic difficulty and development of a plan to address the areas contributing to academic difficulty. Academic recovery contracts will include, as appropriate, 1) a revised plan of academic study including courses to be repeated, 2) a statement of academic performance expectations, 3) description of other remedial work required, and 4) description of other actions to be taken by the student to facilitate academic success. All students will also be

required to take the Pharmacy Practice Experience (PPE) Course each semester they are enrolled in the HSOP except for their P4 year.

- 4.4. Students will have a cumulative GPA of 2.25 or higher prior to beginning the Advanced Practice Experience portion of the curriculum.
- 4.5. A minimum cumulative GPA of 2.25 is required for graduation from the HSOP.
5. A student who receives a failing grade (F or U) in any professional course work must successfully complete an academic recovery contract developed with the Associate Dean for Academic and Student Affairs and approved by the Committee on Academic Requirements and Professionalism (CARP).
 - 5.1. If a student receives two or more failing grades (F or U) in any professional course work, the student's name will be removed from the rolls of the HSOP for scholastic deficiency.
6. A student who receives a D in any professional course work will receive a notice of Academic Warning from the Office of Academic and Student Affairs and will be required to meet with the Coordinator of Student Services to review his or her academic progress. The letter will outline the expectation that the student's academic performance will improve and include a list of resources for assistance as stated in 3.2. Students receiving more than one D throughout the curriculum will be reviewed by CARP. Such students may be required to complete an academic recovery contract developed with the Associate Dean for Academic and Student Affairs and approved by CARP.
7. Periodically students will be required to take examinations to assess their ability to integrate the knowledge, skills, and attitudes learned to date. Students with unsatisfactory performance on these examinations will be reviewed by CARP and may be required to complete remedial course work.
8. The following policies will be applied to repeating courses in the professional curriculum of the HSOP:
 - 8.1. All F or U graded course work must be successfully repeated as soon as the course is offered again.
 - 8.2. Students are encouraged to repeat courses in which they received a grade of D, and may be required to do so as a condition of an academic recovery contract.
 - 8.3. A course in which a student receives a grade of C may be repeated only with written permission of the student's academic dean.
 - 8.4. A course in which a student receives a grade of B or A may not be repeated under any conditions. Courses specifically designated as repeatable in the Auburn University Bulletin are exempt from this standard.
 - 8.5. No required course in the professional curriculum may be repeated more than once unless approved by the Office of Academic and Student Affairs.
9. Students on academic probation may not be appointed to any School committee or elected to any office in any School organization during the period of probation. Students holding such appointed or elected positions on School committees must resign the position by the first class day of the semester in which they are placed on probation or dropped from the rolls of the HSOP.
10. Students dropped from the rolls of the HSOP may appeal to CARP. Students may also appeal the terms of any academic recovery contract developed by CARP. Appeals must be submitted in writing within 10 working days (defined as days that the University is open for business) of notification via e-mail of probation, termination, or other CARP action. Students are encouraged to contact the

Coordinator of Student Services for advice concerning the appeal process. They are also encouraged to contact their PPE mentors for letters of evaluation. Students may appeal decisions of CARP to the Dean of the HSOP. Such appeals must be made in writing no later than 10 working days after notification via e-mail of a CARP decision.

11. Any student who receives a grade of "IN" (incomplete) at the end of an academic semester, must develop an academic plan with the coordinator of the course in which the "IN" was received. The instructor must report the "IN" grade to the Registrar's Office on the approved University form and notify the Associate Dean for Academic and Student Affairs. The plan must be in place at the start of the next semester with dates specified for the completion of incomplete work. It is expected that incomplete coursework will be completed in a timely manner (generally no later than the 5th class day of the next semester); however, "IN"s in certain courses (i.e., PPE) may require a longer time for completion as outlined in the academic plan. **While the Auburn University Policy on Incomplete Grades allows for students to be assigned grades that are calculated with scores of zero assigned for the incomplete portions of the course, this is not an option for HSOP courses. All required components of the course must be completed before a grade of IN can be converted to a letter grade or S/U.** A student who does not finish work as stated in the specified plan may have his or her class schedule canceled. The Associate Dean for Academic and Student Affairs will consult with the coordinators of courses for which the "IN" course is a prerequisite and make decisions regarding student enrollment in these courses.
12. Any student with a grade of "IN", "IP", or "NR" (grade not reported) may not proceed to the advanced practice experience portion of the curriculum until the grade is recorded or the course completed.