

POLICIES ON MISSED COURSEWORK OR CREDIT, LEAVES OF ABSENCE, AND READMISSION

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 7/19/2019

Missed Coursework or Credit:

1. Students must satisfactorily complete all curricular and co-curricular requirements in order to graduate with the Doctor of Pharmacy Degree from the Harrison School of Pharmacy.
2. The Committee on Academic Requirements and Professionalism (CARP) will work in conjunction with the Associate Dean for Academic Programs (ADAP) to develop plans for students who do not successfully complete requirements within established timeframes. It is the goal of CARP and the ADAP to support students' timely progression through the curriculum, with the goal of maintaining on-time graduation when possible.
3. In cases where medical or other unusual circumstances impact a student's ability to complete requirements, CARP and the ADAP will, when possible, partner with faculty to create flexible approaches for students to complete requirements as long as academic and professional standards are not compromised.

Leaves of Absence:

1. Students may request a leave of absence for medical or other personal reason by submitting a written request to the Associate Dean for Academic Programs (ADAP), which includes the reasons for the request.
2. The ADAP will review the request and make a decision to approve or deny the request. Students may appeal a denied leave of absence request to the Dean within 5 working days of receiving notification from the ADAP of his/her decision.
3. Students granted a leave of absence may return to the Harrison School of Pharmacy (HSOP) within the following 2 academic years. Extension of leaves of absence beyond 2 years require submission of a written request to the ADAP for consideration and approval.
4. Students who do not return to the HSOP within 2 years, or within the otherwise approved timeframe, will be considered to have withdrawn from the program.
5. Curricular changes may require students returning from leaves of absence to complete additional academic and/or co-curricular work that was not part of their initial plan of study. Revised plans of study will be developed by the ADAP and submitted to CARP for approval.

Readmission:

1. Students who have previously withdrawn from the HSOP or have been dismissed may apply for readmission. As part of their applications, individuals seeking readmission are encouraged to provide documentation that supports the likelihood of them being successful upon readmission.
2. Applications for readmission are reviewed by the Admissions Committee which makes a subsequent recommendation to the Dean regarding admitting or denying the applicant.