

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 Integrity:

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 Academic and Professional Conduct Policy

2. Exam Remediation Policy (rev 10/18/2017)

The goal of this more proactive remediation is to identify areas of deficiency earlier in courses. Shortfalls in performance, based on course objectives and evidenced by poor performance on examination(s), will be identified and used to remediate student performance while improving mastery of the material. It is hypothesized that earlier identification of learning and/or study issues prompting remediation steps will improve student progression. This policy replaces the previous course remediation policy for the revised (Fall 2017) PharmD curriculum.

Processes

1. Students who score less than 70% on a core course exam may voluntarily participate in the exam remediation process. Students who score greater than 70% are not eligible for exam remediation.
2. The remediation option is available for a maximum of 2 exams in those courses with 4 or more exams and a maximum of 1 exam for those course with 3 or fewer exams.
3. The remediation process provides an opportunity to 'earn' 50% of missed points on the exam to an overall maximum score of 70%.
4. The remediation process is voluntary and is self-selected by the student up to the maximum remediation attempts per course. A student who scores less than 70% on an exam may choose to remediate that exam. If the student chooses to NOT remediate that exam, there is no loss of remediation options for future exams.
5. Remediation for any given exam must occur at the scheduled remediation time. Student decisions to remediate or not remediate cannot be reversed after the scheduled remediation time. For example: A student scores less than 70% on exam 1 and chooses to not participate in the remediation process for exam 1. There is no additional opportunity to remediate exam 1.
6. Remediation of the last exam in any course is not available if that student's course exam scores average 70% or more. For example: A student scores 58% on the last exam of a course with an average of 71% for all course exams. The student may NOT remediate the last exam.
7. Remediation of exams will occur in an environment proctored by staff. Students will have time equivalent to the original exam time to review and correct any missed exam items.
8. Remediation of exams is a self-directed learning experience. Faculty course instructors are NOT required to facilitate the remediation process.
9. Remediation exams will be scheduled to occur as soon as possible after the unsuccessful exam, before any graded exam review, and before the next course exam.

3. Make Up exams:

Makeup exams will be given for all excused missed exams. Students must provide 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 appropriate college administrator 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(s) and may include consultation with the appropriate college administrator. Students must contact the IOR(s) 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 will be allowed. The makeup exam will be administered at a time and place determined by the IOR(s). The format of the makeup exam will be determined by the IOR(s), 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.

4. Graded Exam Review:

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.

5. 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 paper 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 mobile devices, smart watches, backpacks, briefcases, books, or notebooks will be allowed in the seating area during exams, unless specifically allowed by the instructor.

Electronic (computer-based) exams are timed. Students tardy to the exam area will not be allowed extra time to complete their exam.

Computer based exams requiring student owned laptops must be configured with current versions of Flash and Adobe Reader. HSC Secure Wi-Fi access is required to avoid internet connection issues. Student using HSC Guest Wi-Fi access do so at their own risk.