

ACADEMIC POLICIES (Pharm.D./M.B.A.)

GOOD ACADEMIC STANDING: In order to remain in good academic standing, students must earn a grade of 'C' or better in each course **and** maintain a minimum cumulative grade point average (GPA) of 3.00 throughout the MBA portion of the program.

ACADEMIC PROBATION: A student whose cumulative GPA falls below 3.00 at the end of the fall and spring semesters shall automatically be placed on academic probation.

ACADEMIC WITHDRAWAL: Any of the following conditions will automatically result in withdrawal of the student from the joint program:

- a. Earning a grade of 'F' in any course
- b. Earning more than two (2) 'C' grades in the program
- c. Earning a cumulative GPA of less than 3.00 at the end of Summer Session I
- d. Failing to achieve a cumulative GPA of 3.00 in more than one semester

Such student will revert back to the Doctor of Pharmacy Professional program/track.

ISSUANCE OF JOINT DEGREE: The M.B.A. degree under the Joint Program will be awarded upon successful completion of 39 credits of School of Business courses in addition to all of the College of Pharmacy required credits. A student who does not complete College of Pharmacy Doctor of Pharmacy requirements can only be awarded an M.B.A. degree upon successful completion of the 54 credit hours of School of Business courses required to earn the regular M.B.A. degree. Therefore, the student must successfully complete each portion of the joint degree program in order to be awarded both degrees. No student will be awarded only the M.B.A. degree.

DURATION FOR COMPLETION OF THE PROGRAM: A student who was admitted to the professional entry level Doctor of Pharmacy degree program and who successfully tracked into the Pharm. D./M.B.A. program has a maximum of seven years from his/her initial date of entry into the Pharm. D. degree program to complete both programs and receive the joint degrees.

ELIGIBILITY REQUIREMENTS:

1. Successful completion of all courses of the 1st, 2nd and 3rd year of the Professional Program.
2. Good academic standing with minimum cumulative GPA of 3.00.

APPLICATION PROCEDURE: Students who meet all the above listed eligibility requirements may apply to the Office of the Dean for admission consideration into the joint degree program by March 15 of the spring semester of the 3rd year. Application document should include a written statement explaining the reason(s) for requesting admission into the program and 2 letters of recommendation from College of Pharmacy faculty. Successful applicants will be admitted into the program only in the fall semester pending successful completion of all courses of the spring semester of the 3rd year and maintaining a cumulative GPA of 3.00.

UNIVERSITY WITHDRAWAL PROCEDURES

ADMINISTRATIVE WITHDRAWAL: A student who registers in a course, for which that student is not eligible, such as, but not limited to, not completing the required pre-requisite(s), will be administratively withdrawn from the course; with or without prior notice and the student will not receive a refund from the University for the course (s) from which he/she was withdrawn. Withdrawal of the student from the course can occur at any time when the situation is discovered, regardless of the student's

progress in the course or the time in the academic year. **Students are, therefore, strongly encouraged not to register for any courses for which they are ineligible.**

TOTAL WITHDRAWAL POLICY: A student may withdraw from the University at any time prior to the twelfth week of classes. To implement an official total withdrawal from the University, a student must file a completed **Total Withdrawal Request Form** (page 41) with the Office of Enrollment Management/Records. A student who leaves the University without filing a completed Total Withdrawal Request Form may not be eligible to receive tuition refunds and may receive failing grades in the courses for which he/she is registered. A student who withdraws officially from the University may be eligible to receive a total or partial tuition refund in accordance with the University's Schedule of Financial Adjustments and/or Refunds. Students may be required to repay federal funds received in a given semester as a result of total withdrawal from the University.

Students registering for courses during General Registration for the upcoming semester, who decide prior to the first day of classes of the next semester that they will not attend the university, must complete a **Total Withdrawal Request Form**.

TOTAL WITHDRAWAL PROCEDURE

Students who find it necessary to withdraw from all of their classes for the current semester or for a subsequent semester for which they have already registered must complete a *Total Withdrawal Request Form* electronically available through their Bison Web Account. This form must be submitted by the end of the 12th week of classes for the semester in which they wish to withdraw. The withdrawal form and instructions are available from the dean or advisory center of each school or college. Students who are physically unable to complete the withdrawal in person and students who are administratively withdrawn should contact their dean or advisor for assistance.

Students considering a total withdrawal should note the following:

- The effective date of the withdrawal will be the date on which Enrollment Management/Records receives the completed withdrawal request form.
- By registering for courses, students accept financial responsibility for payment for those courses and for any other charges incurred while they are enrolled.
- Financial aid may be adjusted or canceled as a result of withdrawal and may require repayment of loan funds. Adjustments to financial aid awards will be calculated according to University and Federal refund guidelines based on the official withdrawal date.
- Once the withdrawal has been completed, students will receive a grade of 'W' for each course.
- Students who reside in University housing are required to check out of their residence hall within 24 hours of completing the total withdrawal process.
- Completing a total withdrawal from the University requires that students surrender all University property, including, but not limited to library books, room keys, computer cards, and identification/access cards.
- Students who complete a total withdrawal from the University must reapply for admission to the University by published application deadlines.

Students should report first to the office of the dean or advisory center of their school or college to obtain directions on how to access the *Total Withdrawal Request Form* electronically and to discuss the reasons for and the implications of the withdrawal (1). Students who decide to continue with the withdrawal process should complete and submit the form electronically to their dean or the dean's designee. Once electronically signed by the Dean through DocuSign the form will then be submitted to the subsequent offices below through DocuSign:

- Veterans, students with disabilities, and students who have judicial stipulations should report to

- the Office of Special Student Services, Suite 725, Howard Center (2)
- International students must report to the Office of International Student Services, RM 119, Blackburn Center (3).
- Students who reside in University housing must report to the Office of Residence Life, Tubman Quadrangle (4).
- Students who received any type of financial aid (including scholarships, grants, and loans) must report to the Office of Financial Aid, Scholarships, and Student Employment, RM 205, Administration Building to discuss the effect of withdrawal on their award(s) and potential financial aid overpayment (5).
- All students must report to the Office of Student Financial Services, RM 218, Administration Building to discuss the status of and adjustments to their account (6).
- All students must report to Enrollment Management/Records, RM 104, Administration Building, to submit the completed *Total Withdrawal Request* form, and surrender their Capstone Card (7).

CLEARANCE REQUIREMENTS FOR COMPLETION OF THE WITHDRAWAL PROCESS

- **STUDENTS ON FINANCIAL AID (INCLUDING SCHOLARSHIPS AND FEDERAL STUDENT LOANS):** Students on financial aid must report to the Office of Financial Aid and Student Employment, Room 205, Administration Building. Obtain information on the status of any pending or finalized aid. Schedule and complete an exit interview if you have borrowed a Federal Stafford Loan (formerly Guaranteed Student Loan/GSL) or Supplemental Loan for Students (SLS). Financial aid may be adjusted or canceled as a result of withdrawal.
- **INTERNATIONAL STUDENTS ONLY:** International students must report to the Office of International Student Services, Room 119 in the Blackburn University Center. You will receive information on Immigration and Naturalization Service's regulations as they relate to your withdrawal and status.
- **RESIDENCE HALL STUDENTS ONLY: Report to the Office of Residence Life located in College Hall South.** You will be informed of the proper procedures for (a) accounting for residence hall equipment and property, and (b) checking out of your room.

NOTE: Students in University housing are reminded that if they withdraw—ending their student status temporarily or permanently—their housing eligibility for that semester also terminates. Students withdrawing must vacate rooms and officially check out within 24 hours after completing the withdrawal. (See Part II, Section 7 of the Housing Agreement for additional information).

- **ALL STUDENTS:** Report to the **Office of Student Financial Services, Student Loans and Collections, Room 218, Administration Building:** Obtain information on the status of any outstanding emergency, short-term or federal loans, and on the possible impact of a total withdrawal on that status.
- **ALL STUDENTS:** Report to the **Office of Student Financial Services: Student Accounts, Room 115, Administration Building:** Obtain information on the status of your student account including any adjustments to be made as a result of the total withdrawal.
- **ALL STUDENTS:** Report to **Records and Articulation, Room 104, Administration building** where:
 - You must surrender your photo ID card. If you later re-enroll at the University, you will be issued a new ID card.

- The appropriate entries will be made on your record.

For further general information on total withdrawal, contact the Office of the Dean for Special Student Services, Room 725, Howard Center, 2225 Georgia Avenue, N.W., (202) 238-2420.

SPECIAL NOTE: If you register during General Mandatory Registration for the upcoming semester and determine before the beginning of that semester that you will not be returning, you must complete a Total Withdrawal form. Have the dean sign the form, and then bring it to the Office of the Dean for Special Student Services. Be sure to make it clear to both offices that the withdrawal is for the upcoming semester.

Sample Electronic Docusign Total Withdrawal Request Form

TOTAL WITHDRAWAL REQUEST										HOWARD UNIVERSITY																													
Form must be processed within five days of today's date.																																							
I.D. NUMBER					LAST NAME					FIRST NAME					M.I.		COLLEGE		SEX		CLASS		USE DIGITS ONLY																
LOCAL ADDRESS - NUMBER AND STREET																				PERMANENT ADDRESS - NUMBER AND STREET																			
CITY					STATE		ZIP CODE			CITY					STATE		ZIP CODE			PHONE																			
DATE ENTERED HU		DO YOU PLAN TO RETURN?		ARE YOU REG. V.A. ASSIST?		SOC. SECURITY NO.					COUNTRY OF CITIZENSHIP					STUDENT'S SIGNATURE																							
FALL	SP	SUM	YEAR	YES	NO	YES	NO						USA																										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>																										
DEAN					DATE					SPECIAL STUDENT SERVICES					INTERNATIONAL STUDENT SERVICES					RESIDENCE LIFE																			
1					2					3					4																								
FINANCIAL AID					STUDENT FINANCIAL SERVICES					ENROLLMENT MANAGEMENT / RECORDS																													
5					6					7																													
WITHDRAWAL CODES & REASONS															I.D. CARD & CERT. OF REG. RETURNED?		WITHDRAWAL CODE																						
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Yes	No										
JOB CONFLICT	FINANCIAL PROBLEMS	PERSONAL PROBLEMS	PERSONAL ILLNESS	ILLNESS IN FAMILY	DEATH IN FAMILY	FAMILY OBLIGATIONS	ADVISED BY COUNSELING SERVICE	RETURNED HOME	LEAVING THE COUNTRY	HOUSING PROBLEMS	DIFFICULTY WITH COURSE	DISSATISFIED WITH INSTRUCTOR	COURSES CANCELLED	COURSES NOT NEEDED	LACKED PREREQUISITES	CHANGING MAJOR	TRANSFERRED TO ANOTHER UNIVERSITY	DISCIPLINARY ACTION	UNABLE TO ADJUST	ENTERED ARMED SERVICES	LACK OF INTEREST	DISSATISFIED WITH ACADEMIC PROGRESS	MARRIAGE	COMMUTING PROBLEMS	DECEASED	TRAVEL (BUSINESS)	OTHER	<input type="checkbox"/>	<input type="checkbox"/>										

EMRECORDS

READMISSION AFTER WITHDRAWAL FROM THE UNIVERSITY/FORMER STUDENT RETURNING (FSR)

A former student is any person who matriculated in at least one semester in the Howard University College of Pharmacy (entry-level PharmD or Nontraditional Doctor of Pharmacy program) and at some point during their tenure separated from the College for at least one semester.

Students who voluntarily withdrew from the University may apply to the Dean of the College of Pharmacy for readmission. Neither the application fee nor the enrollment fee will be assessed. Application must be made at least 60 days before the semester in which readmission is sought. Withdrawing pharmacy students, planning to return in the immediate following semester, should contact the Office of Student Affairs for information on readmission procedures. **(See Duration of Completion Policy)**

FSR Application Procedure

- A completed and signed Supplemental Application;
- Petition for Readmission Form available at <http://healthsciences.howard.edu/education/colleges/pharmacy/programs/admissions-policies>
- Former Student Returning Explanation Statement (minimum 250 words) which sets forth the applicant's reasons for his/her separation from the College of Pharmacy, and subsequent reasons for his/her desire for resumption;
- An in-person interview may be required;

- Any Additional Supporting Documentation

Please Note: Readmission is discretionary and is not guaranteed

DRESS CODE FOR STUDENTS*

The following are prohibited for all students in the College of Pharmacy:

1. Flip-flops
2. Sagging pants exposing undergarments
3. Shorts above the mid-thigh
4. Skirts two or more inches above the knee
5. Hats are not allowed-except those for religious or medical reasons
6. Sheer tops with brassiere exposed
7. Halter tops characterized by: excessive shoulder, back, cleavage, and abdomen exposure
8. Half shirts
9. Holes in any item of clothes
10. Suggestive language on t-shirts that advocate sex, alcohol, profanity, and/or drugs

Any clothes that reveal excessive shoulder, back, abdomen, cleavage, undergarments, i.e., underwear, brassiere is unacceptable.

Clothes should be relatively clean & pressed.

Students are encouraged to dress in appropriate attire as a future healthcare professional.

Please note that, special clothing/dress may be required for special activities, including but not limited to: (1) laboratory activities (2) hospital clinical activities and (3) professional experience.

The instructors and/or coordinators will inform students of these special clothing requirements.

*** Approved by faculty on September 6, 1995. *Written by the Graduate and Professional Student Council.***

STUDENT ACADEMIC GRIEVANCE PROCEDURES**

THE INFORMAL PROCESS

1. A student who believes that he/she has been aggrieved must first attempt to seek an informal resolution with the other party involved in the dispute, e.g. grade dispute with the instructor.
2. If the student is unable to resolve the dispute with the primary party to the dispute, then the student is advised to seek the intervention of his or her department chairperson.
3. All disputes, which are not resolved at the departmental level, are then brought to the Dean's office, whereupon the Dean will seek to reach an informal resolution through mediation between the parties.
4. If the mediation at the Dean's level fails, the student's grievance is consigned to the committee designated by the College of Pharmacy to address student grievances herein referred to as the Student Grievance Committee.

THE FORMAL PROCESS

1. Student grievances, which are consigned to the Student Grievance Committee, must be specified in writing and given to the College of Pharmacy's Assistant Dean for Student Affairs.
2. A student's written statement, along with supportive evidence, constitutes a case document, which will be submitted to each member of the committee.
3. The second party to the dispute is also requested to provide the office of the Assistant Dean for Student Affairs with his or her account of the matter in dispute, which becomes a part of the case document that is forwarded to the committee.
4. The Student Grievance Committee is then required to set a date for convening a meeting to hear the case(s) as expeditiously as possible.
5. After the date has been set, each party to the dispute is sent a certified letter which informs him or her of the charges and date of the meeting as well as a statement requesting his or her presence.
6. During the hearing, the student presents his/her case; after, the accused party is allowed to present the other side. Each side is permitted to have witnesses.
7. Following the hearing, members of the committee after deliberation on their assessment of the case reach a decision as to how the case should be resolved.
8. The committee's decision is sent to the Dean of the College in the form of a recommendation.
9. The Dean then informs the student in writing of the decision, which may be based upon the committee's recommendation or upon a modification of it.

****Approved by the Board of Trustees on April 23, 1994. *This Policy on Student Academic Grievance Procedures is also included in: Howard University H-Book: Student Handbook and Planner and the Student Reference Manual and Directory of Classes***

Use the Student Grievance Form for all grievances.

**Howard University College of Pharmacy
STUDENT GRIEVANCE FORM**

(Used to file and process all student grievances)

Grievance Action Pertaining to: _____
Grievance Action Initiated by: _____ **Date Initiated:** _____
Name of: Student _____ *Faculty* _____ *Other* _____ **Student ID#** _____
Classification: *P1* _____ *P2* _____ *P3* _____ *P4* _____ *NTDP* _____
Local Address: _____ **Phone No.** _____

Grievance statement and request

(If necessary attach detailed written statement and supportive evidence separately)

Grievance filed with: _____
Name of Person and Title

Grievance Process and Action Sequence

(To be completed by the person or committee chairperson responsible for the action taken)

	Initial:	Date:	Action Taken:
Informal Grievance:			
Faculty	_____	_____	_____
Chairperson	_____	_____	_____
Dean	_____	_____	_____
Formal Grievance:			
(COP) Grievance Committee	_____	_____	_____
<i>Chair</i>	_____	_____	_____
Dean	_____	_____	_____

Final Action Summary: *(Detailed statement of action taken may be attached)*

Signature of person making final decision

Date

POLICY ON FILING COMPLAINTS ABOUT ACPE STANDARDS

The American Council on Pharmaceutical Education (ACPE) is the agency that oversees the accreditation of U.S. schools of pharmacy. It has mandated that all schools create a mechanism whereby students can file complaints against one or more of the standards and guidelines that ACPE uses to accredit schools and that those complaints be transmitted to ACPE as well as kept in a file at the school. This file must be available for review by the ACPE accreditation team when they make their site visit. In an effort to ensure due process, all complaints will be reviewed and acted upon in a timely manner. Students may appeal final decisions of their complaints directly with the College and / or ACPE based on the following procedures.

To comply with this mandate, the Howard University College of Pharmacy has put into place the following procedures:

1. The ACPE Standards and Guidelines for Accreditation are available at <https://www.acpe-accredit.org/pdf/FinalS2007Guidelines2.0.pdf>. The thirty Standards and their accompanying Guidelines are grouped under the following headings: Mission; Planning and Assessment; Organization and Administration; Curriculum; Students; Faculty; Library and Learning Resources; Physical and Practice Facilities; Financial Resources.
2. Students should submit their complaints either:
 - a. Directly to the Office of the Dean for review
 - b. Directly to ACPE for review
3. After thorough review and meeting with the complainant, the Office of the Dean will forward all unresolved complaints on to ACPE.
4. A copy of all student complaints that relate to the ACPE Standards will be retained in a separate file at the College.
5. This file will be open for review by ACPE personnel when they visit the College.

The ACPE has an obligation to respond to any complaints which may be made by any institution, student, faculty or third party in respect to the application of ACPE's standards, policies and procedures where the complaining party is directly affected thereby. Any such complaint shall be submitted in writing. The Executive Director shall promptly determine the facts surrounding the issues and shall attempt to resolve the matter in consultation with the Public Interest Panel established pursuant to Article V of the ACPE By-Laws. Complaints which cannot be resolved by the Executive Director shall be considered and resolved at the next regular meeting of the Council. The time frame for resolution is generally within 6 months.

If you wish, you may file a complaint directly with ACPE by email at: csinfo@acpe-accredit.org.

EXAMINATION PROCEDURES

Students are expected to arrive at the announced examination site at the appointed time for all examinations. Students whose names do not appear on the Office University Class Roster will not be permitted to take the examination.

Students who fail to appear on the scheduled date and time for an examination will receive a grade of 'F'. A make-up examination may be offered only in the case of death in the student's immediate family, hospitalization of the student himself/herself, jury duty or a court summons when supported by proper documentation. Requests for such make-up examinations must be made in writing to the course coordinator citing the condition(s), which caused the student to miss the examination. The department will then decide if a make-up exam will be given and the conditions for the make-up. Each department may have additional policies regarding absence from examinations.

Students are expected to conduct themselves in an orderly manner during examinations so as not to disturb other students. Proctors will have the right to move a student from one seat to another under special circumstances. Students are expected to comply fully with the instructions of examination proctors. Violators of this policy are subject to removal from the examination room.

Use of these procedures is intended to assure the following:

1. Consistency among all departments in conducting the examinations.
2. Maximum availability time for students to take the examinations.
3. The best possible environment in which students will take the examination.

EXAMSOFT TESTING

All required courses taught in the College of Pharmacy are required to use exam soft for student testing. It is the responsibility of each student to install the proper exam soft software including regular updates, bring his / her laptop to the examination room prepared for testing, and regularly maintain his / her laptop in an optimal condition for utilizing the exam soft software. Alternate computers may be loaned to students for testing only on a temporary emergency basis.

EXAMSOFT EXAM RULES

- Students are asked to arrive and be seated 10 minutes before the exam time. There should be at least one empty seat between exam takers.
- No materials are allowed at the desk during the exam. This includes papers, purses, books, phones, etc. These items should be left outside of the exam room or on the side walls of the exam room. There may be rare occasions when students will be allowed to use their personal calculators at the instruction of the proctor.
- All computer screens should be on the SoftTest Launch Exam screen when the exam PW is to be given out. ALL other programs must be closed.
- The exam PW will be given promptly at the time of the exam. . No student is to communicate the exam PW to another student by any means (verbally, text messages, email, etc.). Students should quietly raise their hand and wait for a proctor to come to them and provide the exam PW if they need it repeated.

- No student will be allowed in the exam room beyond 10 minutes of the start of the exam. No exceptions
- The first row of the exam room will be reserved for those students arriving late for the exam. Again, no student will be allowed in the exam room beyond 10 minutes of the exam start time. No exceptions.
- The proctor will go to each exam taker and have them sign the attendance sheet 15 minutes into the exam. No student can sign for another student. If a student fails to sign the attendance sheet they will receive a 0 for the exam.
- Students are ideally not allowed to leave the exam room to use the restroom. If there is an emergency, an exam proctor must accompany the student to the restroom and wait inside the restroom to monitor the student's activity.
- Students must stay seated during the exam and are to refrain from talking to one another or looking at another exam taker's computer screen.
- Upon seeing a student's raised hand, an exam proctor will come to the exam taker and discreetly address any computer-related exam concerns. Questions about exam content will not be addressed by proctors.
- Students must show the proctor their green upload screen to confirm that they have exited the exam. They must then leave the room quietly and promptly.
- Students are to refrain from lingering in the hallway outside of the exam room while an exam is still in process.

Academic misconduct during an examination including but not limited to failure to comply with the exam rules may result in a grade of 0 and possible disciplinary action.

CHEATING DURING EXAMINATIONS

A student who is caught cheating during any examination will be asked to turn in his/her examination papers or exit their computerized exam immediately and leave the room. Cheating includes, but is not limited to, utilization of the assistance of any additional individual(s), organization, document or other aid not specifically and expressly authorized by the instructor or department involved.

CONDUCT WHICH CONSTITUTES CHEATING DURING AN EXAMINATION² includes but is not limited to the following:

1. Communicating (verbal or nonverbal) with other students during an examination.
2. Looking at another student's paper or computer screen.
3. Sitting in an unassigned seat.
4. Writing on the seat or desk during an examination.
5. Exchanging calculators during the examination.
6. Use of calculators without prior approval by the proctor.
7. Use of calculator watches, programmable calculators, cellular phones or any other electronic devices during an examination that prohibits the use of calculators.
8. Leaving the examination for any reason including going to the rest room, and returning to the examination.
9. Opening of books, notes, during a closed book examination.
10. Use of any electronic devices such as ("walkman" radio, cellular phones, I-Pods, etc.) during an examination.
11. Wearing of sunglasses during an examination.
12. Holding of the answer sheet, examination paper, or computer screen in such a fashion that enables another student to obtain information from it.

13. Writing information relevant to the examination on any part of the anatomy.
14. Leaving the room with an examination materials including an active computerized exam that has not been exited.
15. Accessing a computerized exam outside of the examination time.

² **Approved by the College of Pharmacy Executive Council on 2/26/91**

PENALTIES

Cheating in the College of Pharmacy will result in a grade of 'F' in the course, plus other possible penalties.

APPEAL

Any student charged with and subsequently punished for cheating during an examination, who feels the charge or the punishment to be unjust, may appeal to the Assistant Dean. The Assistant Dean will appoint a "hearing committee" under the provisions of the Howard University **Academic Code of Student Conduct** to hear the appeal and recommend action. **ALL** students are asked to become familiar with and to carefully observe these procedures.

EXAM REVIEW

Students will be allowed to review their exams in one of the following manners specified by the course coordinator and documented in the course syllabus:

- Scheduling a time to meet with the course coordinator for an individual exam review
- Attending a full class exam review
- Reviewing the full exam content released via Exam Soft

REMEDICATION POLICY

Policy Statement:

The Howard University – College of Pharmacy policy for remediation involves additional guidance and teaching by the instructors for the students whose performance is below 70% in the course. The remediation process applicable for each course will be provided in the course syllabus as a part of the course plan. Students shall be responsible for adherence to remediation procedures as detailed in the syllabus or provided by the course coordinator.

The policy below applies to courses in Years 1 through 4 of the Traditional Doctor of Pharmacy Program at the Howard University College of Pharmacy. It has been approved by the faculty and the Executive Committee and is recognized across the entire program.

Didactic Course Remediation

Students who fail to pass an assessment activity during a course or who have an overall course average below seventy-percent following the final exam are eligible to participate in a remediation process. This process is to be initiated prior to the end of the semester. Ideally, the remediation process should be completed prior to the beginning of the next academic semester. The remediation process must meet the following requirements:

- A. All eligible students will participate in the remediation process at the same time.
- B. It is to be developed by the course coordinator.
- C. The coordinator may require that certain criteria are met by students for eligibility to participate in the remediation process (i.e., additional reading assignments, online completion of topic review activities, attending tutorials, etc.,)
- D. Any formal written or oral assessment activity must be comparable to prior course assessments.
- E. The maximum grade that can be earned on the assessment is seventy percent.

- F. Details of the process must be included in the course syllabus and provided during the first week of the course.
- G. Students will be given the dates of the remediation process activities in advance, including the date of any re-assessment activities.
- H. Students will receive their original failed grade for any assessment completed during the course until after the remediation process is complete. At that time, the final assignment grade will be given.
- I. Students will receive a grade of Incomplete F (I/F) for the course until after the remediation process is complete. At that time, the final course grade will be given.
- J. A passing score on the remediation activity will result in a satisfactory grade on the assignment and / or course.
- K. Failure to receive a grade of seventy percent or more on the remediation activity will result in failure on the assignment and / or failure of the course.

Rotation Remediation

Students will receive an opportunity to remediate one IPPE and one APPE experiential rotation throughout their matriculation in the pharmacy program. The remediation for the rotation must be completed prior to the semester's end. All preceptors are to be made aware of this policy, and it should be included in the Professional Practice Manual. The following requirements must be met:

- A. At the discretion of the experiential program director and upon recommendation of the preceptor, the remediation process may include additional assignments, professional presentations, additional rotation hours, repeated rotations, or other activities as appropriate to address areas of suboptimal performance and growth opportunities.
- B. At the discretion of the experiential program director, if warranted, a repeat rotation may be at the same site or a different site that is in the same category.
- C. Students will receive an incomplete failing grade (I/F) for a failed rotation until after the remediation activity is completed. At that time, the remediated grade will replace the original incomplete failed grade (I/F). A passing evaluation / grade on the remediation activity will result in a passing grade for the rotation.
- D. Failure to receive a passing evaluation / grade on the remediation activity will result in failure of the rotation.
- E. Students with failures in remediated IPPE rotations at the end of their P-3 year will **not** be considered eligible to write the Comprehensive examination for advancement to the P4 year.
- F. Students with one or more uncorrected failed rotation evaluations / grades at the end of the Advanced Professional Practice Experiential Program will be ineligible for graduation.

HEALTH SCIENCES LAPTOP REQUIREMENT

Overview

Throughout its history, the College of Pharmacy has recognized the importance of exposing pharmacy students to leading edge technologies that will enhance their education. It is our view that technologies deployed at the college during your academic career will be commonplace in your professional career as a pharmacist as well. Consequently, raising an awareness and familiarity with applicable information technology is a component of your educational experience. Since 2000, the College of Pharmacy has sought to increase the use of computer software and hardware for three primary purposes.

1. The first objective is to improve overall instructional efficiency and retention resulting in improved student outcomes.
2. The second objective is to minimize costs to students for printing and photocopying. As an example, the vast majority of student lecture notes are in text and/or Microsoft Power Point slides.
3. To insure that each student has a minimum baseline set of tools that will contribute to his or her overall success in this most intensive undertaking.

4. Reduce overall cost to students where possible. To this end, each entering student receives a convertible tablet computer with Microsoft Windows 7 Professional, Microsoft Office 2010 with One Note, Acrobat X Professional, theft recovery and the associated warranty and service plan.

Computer program participation is a condition of your acceptance into the College of Pharmacy.

Howard University Health Sciences and the College of Pharmacy have developed a student computer REQUIREMENT that addresses the academic demands of the Pharmacy curriculum while taking into consideration the projected Cost of Attendance Budget as well as restrictions and qualifications mandated by the Office of Financial Student Aid (Federal Student Aid (FSA)). <http://ifap.ed.gov/fsahandbook/attachments/1011FSAHbkVol3Ch2.pdf>.

The following laptop computer specifications are recommended:

- **Intel i5 Processor**
- [Genuine Windows 7 Professional 64-bit operating system](#)
- **8 GB Random Access Memory (RAM)**
- **320 GB hard drive @ 7200 RPM**
- **802.11a/g/n wireless**
- Minimum 12.1" diagonal screen
- **Biometric security**
- **MS One Note**
- **MS Office 2010 Professional with Outlook**
- **MS Forefront**
- **Acrobat X Professional**



Financial Aid Impact – A \$1400 financial aid allotment is provided for first-year students enrolled in the College of Pharmacy to help off-set the cost of possibly purchasing a laptop that meets specified requirements. Please be advised that there will not be a charge to student accounts, and students are not required to purchase a *new* device.

Insurance Coverage – Coverage for theft is the responsibility of the student. The college recommends that the student arrange for coverage of all personal property by subscribing to renters insurance. As an alternative and where applicable, a student may be covered by property insurance on their primary "home". Therefore, theft or loss coverage should be verified under any existing renters or homeowner's insurance policy that may apply to their home domicile.

Special Note – *Theft coverage under automobile insurance policies does not apply to personal property stolen from a car. Auto theft coverage is under the comprehensive coverage and applies only to items that are permanent attached to the automobile such as a car radio, wheels, etc., not computers laying in the backseat or trunk.*

Computer Repairs: Students have the option of seeking computer repairs from a vendor of their choice. The university's Health Sciences have contracted DSR to provide on-site service to the health sciences students at times noted below. Please be advised that students will be responsible for bearing the costs associated with utilizing DSR's services. Students in the Class of 2014, 2015, and 2017 may have coverage for certain DSR repair costs. Please check your coverage with the DSR technician before authorizing a repair.

DSR On-Site Service Hours:

College of Medical
Tuesdays
12:00 pm – 3:00 pm

College of Pharmacy
Wednesdays
12:00 pm – 3:00 pm

College of Dentistry
Thursdays
12:00 pm – 2:00 pm

Room 202

Room 203

Room 529

As a reminder, participation in the computer requirement is a condition of your acceptance into the College of Pharmacy.

All questions about the College of Pharmacy laptop computer program should be directed to Dr. Daphne Bernard, Associate Dean of Academic Affairs, at dbernard@howard.edu.