



College of Pharmacy  
*Center of Excellence*

## PHARMACY BIOMEDICAL PREVIEW PROGRAM ACADEMIC POLICIES

### ALL STUDENTS

#### ***How to Obtain Access to Course Materials, Quizzes and Examinations***

All students must register for access to the PBP Course Portal using the registration link towards the bottom of the College's home page. Students will use their own current Howard University Student ID Number (with the @ sign) and their created password to gain access to the PBP Online Course Portal. Additional information may be sent via email on an as-needed basis.

#### ***Quizzes***

Each week students will be quizzed on lecture materials and readings in an effort to gauge their abilities to acquire and assimilate new knowledge. ***Quizzes will be offered through Exam Soft ONLY, on Tuesdays and Thursday at 6:00PM EST.*** Students who using this course as a condition of their admission must complete all quizzes as scheduled. Missed quizzes will disqualify students to fulfill their PBP requirement.

- Tuesday Quizzes (will cover material taught Monday)
- Thursday Quizzes (will cover material taught Tuesday-Wednesday)
- To be eligible to take a quiz, 85% of the lecture must be attended or viewed online

***Please refer to the PBP Schedule for the tentative quiz dates and times.***

#### ***Examinations***

Each week students take an exam which will be offered either on Monday or Friday following a weeklong lecture in a specific subject matter. ***Examinations will be offered through Exam Soft ONLY, on Mondays at 9:00AM EST or Fridays at 1:00PM EST.*** Conditional Admission students must take the examinations onsite, in the College of Pharmacy Computer Laboratory. In-Person students will be allowed access to the College of Pharmacy Computer Laboratory, in the event that they do not have a laptop computer available for their use. ***(Please Note: Conditional Admission students will be granted priority for the use of the College of Pharmacy Computer Laboratory on Examination and Quiz days).*** All in-person Students who are considering using this course as a condition of their admission must complete all examinations as scheduled. Missed examinations will disqualify students to fulfill their PBP requirement.

- Monday and Friday Examinations (will cover material taught Monday-Friday)
- To be eligible to take an examination, 85% of the lecture must be attended or viewed online

***Please refer to the PBP Schedule for the tentative exam dates and times.***

### ***Make-Up Examinations or Quizzes***

Make-Up quizzes or examinations will ONLY BE OFFERED due to Howard University network failure during the designated quiz/examination date and time. On such occasion students will be notified of the make-up quiz and exam dates within 24 hours of the malfunction.

A student who fails to take the examination or quiz on its scheduled date and time shall earn the grade of "zero" unless his/her absence is considered "excused" as explained below. An absence from an examination or quiz shall be considered "excused" in the following circumstances:

- (a) Hospitalization of the student due to illness or accident
- (b) Death in the student's immediate family (e.g., spouse, parents, guardians, siblings and/or children).
- (c) Summon of the student to appear for Jury Duty or before a court

In these cases, the absentee student shall submit the supporting documents (Hospital Admission Form, Death Certificate or Government/ Court Subpoena) to the Course Coordinator. Upon satisfactory verification, the student may be allowed to take a makeup exam. **NO OTHER EXCUSES WILL BE ENTERTAINED FOR A MAKE-UP EXAM.**

### ***Grade System***

Attendance	5%	(Must attend or view 85% of lectures)*
Quizzes	15%	(Each quiz is worth 1.25% for a total of 15%)
Examinations	80%	(Each examination is worth 16% for a total of 80%)
Total Percentage	100%	

- All examinations including the comprehensive examination count toward the final grade
- Each quiz will be based on materials covered during a specified period and are not comprehensive to date of the examination.
- The final examination will be comprehensive and based on all lecture materials covered throughout the teaching period. All students must take the final examination and the two quizzes in each course.

\*Any student absent for two lectures will receive 2% for class attendance; 3 absences will receive 1% for class attendance; 4 or more will receive 0% for class attendance.

### ***Grading Scale***

75% or above	=	Pass (75-100 points)
74% or below	=	Fail (74-0 points)

### ***Quiz/Exam Results***

ExamSoft is the software being used to administer quizzes and examinations. Quiz and Examination Results will be released within 24 hours via ExamSoft. ExamSoft Login and password are needed to access quiz/examination results.

### ***Final Course Grade Distribution***

Student will be notified of their final course grade (week long course) within 24 hours of taking the final. Results will be sent via e-mail. The final grade for the 5-week program will be sent via e-mail the week of August 7, 2017.

**Passage of the PBP Program:**

For students who are taking this program as a condition, to gain full admission for Pharmacy Biomedical Preview Program a student must get at least 75 % in each of the subjects and the average mark for all the subjects should be 75% or higher.

**IT Support**

For IT Support Monday-Friday between the hours of 8:00AM-7:00PM EST, please e-mail Mr. Jonathan Murphy [jjmurphy@howard.edu](mailto:jjmurphy@howard.edu). IT Support will respond no later than the next business day. Requests will be handled first come, first serve.

**Pharmacy Biomedical Preview Program Participation Disclaimer Statement Receipt**

All participating students must complete, sign and return the attached Participation Disclaimer Statement (page 4) via fax 202-238-8538 or e-mail to [celia.williamsfowl@howard.edu](mailto:celia.williamsfowl@howard.edu), by Sunday, July 2, 2017.

**IN PERSON COURSE INFORMATION****Orientation**

All In-Person participants are required to attend Orientation on Friday, June 30, 2017 at 9:00AM EST, in the Chauncey I. Cooper Hall (CCH), Room 207.

**Daily Live Lectures**

Beginning Friday, June 30, 2017 at 1:00PM EST, live lectures will be offered in the CCH, Room 207. These lectures will be recorded and available to all registered students live and for viewing by 6:00PM EST through Blackboard Collaborate (students will need to download the required software to support this program) using the PBP Portal on the College's main page of the website [www.pharmacy.howard.edu](http://www.pharmacy.howard.edu). In the event that Howard University's Network experiences technical difficulty, some recordings may be lost. If this should occur, all lecture materials will be available by 6:00PM in adobe format. **In-Person students must attend at least 85% of the live lectures prior to taking quizzes and examinations.** Please see the PBP Program Schedule for the times and material being covered in each lecture.

**ON-LINE ACCESS COURSE INFORMATION****Orientation**

All On-Line participants are required to view the live or recorded Orientation scheduled on Friday, June 30, 2017 at 9:00AM EST, in the Chauncey I. Cooper Hall (CCH), Room 207.

**Daily Live and Recorded Lectures**

Beginning Friday, June 30, 2017 at 1:00PM EST, live lectures will be offered in the CCH, Room 207. These lectures will be recorded and available to all registered students live and for viewing by 6:00PM EST through Blackboard Collaborate (students will need to download the required software to support this program) using the PBP Portal on the College's main page of the website [www.pharmacy.howard.edu](http://www.pharmacy.howard.edu). In the event that Howard University's Network experiences technical difficulty, some recordings may be lost. If this should occur, all lecture materials will be available by 6:00PM in adobe format. **On-Line students must view at least 85% of the recorded lectures prior to taking quizzes and examinations.** Please see the PBP Program Schedule for the times and material being covered in each lecture.



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Pharmacy Biomedical Preview Program

**PARTICIPATION AND ACADEMIC POLICIES DISCLAIMER STATEMENT RECEIPT**

**PARTICIPATION AND ACADEMIC POLICIES DISCLAIMER STATEMENT**

*I acknowledge my registration for the Pharmacy Biomedical Preview (PBP) Program sponsored by the Center of Excellence Program in the College of Pharmacy at Howard University. In order to participate in the Pharmacy Biomedical Preview Program scheduled Friday, June 30 thru Friday, August 4, 2017, I agree to the following:*

- *I fully plan to matriculate to the College of Pharmacy at Howard University on Monday, August 21, 2017; if this decision should change, I will immediately notify the Office of Student Affairs, withdraw my application, and discontinue my access to the PBP Program.*
- *I have fully read the PBP Program Academic Policies.*
- *I will not share my login/username and passwords.*
- *I understand that all materials (audio, video, lectures, documents, quizzes, examinations, handouts, etc.) are non-public information and are strictly confidential and their redistribution is prohibited.*
- *I am aware that in order to receive a PASS, I need to meet the requirements specified by the Grade System and Grade Scale outlined in the PBP Program Academic Policies provided on page 2 of this document.*

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**PHARMACY BIOMEDICAL PREVIEW PROGRAM PARTICIPATION AND ACADEMIC POLICIES DISCLAIMER STATEMENT RECEIPT**

By signing the Pharmacy Biomedical Preview Program Participation and Academic Policies Disclaimer, students are acknowledging that they have received and read the *Participation Disclaimer Statement* and *PBP Program Academic Policies* and accept responsibility to become thoroughly familiar with the information found therein. Receipts must be signed and returned via fax 202-238-8538 or e-mailed to [celia.williamsfowl@howard.edu](mailto:celia.williamsfowl@howard.edu) , by Wednesday, June 28, 2017. Copies of the signed receipts will be kept in your student file.

*I, the undersigned, acknowledge that I have received a copy of the Participation and Academic Policies Disclaimer Statement. Furthermore I understand its meaning, implication and how it impacts on my educational plans.*

**Name** \_\_\_\_\_ **ID #** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE NOTE:**

Failure to read, understand and interpret this disclaimer does not excuse students from the professional and academic risks described herein. Furthermore, personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures.