Academic Progression-Related Policies

General Academic Policy for the College of Pharmacy
This policy describes the different academic statuses within the College of Pharmacy. A student’s status allows or restricts a student’s privileges within the College.

Definitions
1. A student in Good Academic Standing has completed all of the courses in the curriculum up to that point with no more than one letter grade of ‘D’ and a cumulative professional GPA of 2.0 or higher;

2. A student on Academic Alert has earned one letter grade of ‘D’, but does not have a cumulative professional GPA of 2.0 or higher. A student on Academic Alert may continue taking courses necessary to progress normally through the college's professional curriculum. A student on Academic Alert cannot begin Advanced Pharmacy Practice Experiences (APPEs);

3. A student on Academic Probation has multiple grades of less than ‘C’ which indicates a lack of understanding of fundamental concepts and indicates inadequate academic progression. Students who have earned (a) two (2) ‘D’s; (b) one (1) ‘F’; or (c) one (1) ‘D’ and one (1) ‘F’ will be placed on Academic Probation.

4. A student who is permanently Dismissed has not met the College's progression or professional behavior standards and is no longer matriculated.

Implications of Unsatisfactory Academic Standing
Students with unsatisfactory academic standing will have specific course and graduation restrictions. Students must be in good academic standing before beginning Advanced Pharmacy Practice Experiences (APPEs). A student who has completed the professional curriculum, but who does not attain a minimum 2.00 cumulative professional GPA in required and selective pharmacy courses while enrolled in the College of Pharmacy, shall not be considered for the Doctor of Pharmacy degree.

<table>
<thead>
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<th>Letter Grades</th>
<th>Consequence</th>
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<tbody>
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<td>1 ‘D’</td>
<td>Academic Alert</td>
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<tr>
<td>2 ‘D’s</td>
<td>Academic Probation</td>
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<tr>
<td>1 ‘F’</td>
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<td>Accumulation of 1 ‘D’s and 1 ‘F’</td>
<td>Academic Probation</td>
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<td>Dismissal</td>
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<tr>
<td>Accumulation of 2 ‘F’s</td>
<td>Dismissal</td>
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Academic Alert or Academic Probation
A student who is placed on either Academic Alert or Academic Probation is not permitted to withdraw or drop pharmacy classes unless approved to do so by the Professional and Academic Standards Committee (PASC) in conjunction with the Office of Academic Affairs and the student’s academic advisor;
Academic Probation

**Academic Probation** places the student on a five-year schedule to complete the program. The program must be completed within five consecutive years of the date of the first day the student begins the program. Students unable to complete the program in five years or less because of inadequate academic progression or any other reason shall be dismissed.

A student who is placed on **Academic Probation** will:

- be limited only to the necessary minimum number of course hours required for that session;
- not be permitted to seek or hold office(s) in any student organization;
- be subject to policies, procedures, and regulations of the University and College of Pharmacy Student Handbooks in place at the time of the reinstatement;
- repeat all of the courses where a letter grade of 'D' or less was earned, including the first occurrence.

Students may repeat a course only one time. Students placed on **Academic Probation** must earn a letter grade of ‘C’ or higher the next time a course is offered to be eligible for reinstatement to **Good Academic Standing** status. Failure to earn a letter grade of ‘C’ or higher on a repeated course shall result in **Dismissal** from the program.

**Appeal of Academic Probation**

There is no appeal process for students placed on **Academic Probation**.

**Incomplete Grade**

During a session, a student may not complete all required assessments and/or coursework due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such a case, the course coordinator may give a letter grade of *Incomplete* (I) for the course. The "I" may be assigned *in lieu* of a grade only when *all* of the following conditions are met: (a) the student is not failing the course at the time of the incomplete decision (i.e., on track to receive a letter grade of ‘D’ or higher with the work already completed); (b) the incomplete work is due to unusual circumstances that are beyond the student’s personal control and are acceptable to the course coordinator; and (c) the student presents these reasons prior to the time that the final grade roster is due (*See UT Tyler Graduate Policies and Procedures*).

As determined by the course coordinator, all missed assessments and/or coursework must be completed within 21 calendar days after the end of the session in which the 'I' was received *unless* another time is agreed upon in advance (i.e., not upon the expiration of the original 21 days). However, the time limit in which the work must be completed may not exceed one session (or full summer). Should the student fail to complete all of the work for the course within the time limit, the incomplete will be automatically changed to an "F" (*See UT Tyler Graduate Policies and Procedures*) and the relevant consequences for this academic status will apply. The session credit hours for a course with an ‘I’ grade will not be used to calculate the student’s grade point average.

The student and the course coordinator must submit an Incomplete Form to their respective department chair or college dean for approval. The form shall detail the work required and the time by which the work must be completed. The Incomplete Form can be obtained from the Office of
Academic Affairs or on the College of Pharmacy website. According to UT Tyler academic policies, the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within the time limit (a) the letter grade of ‘I’ is automatically changed to a letter grade of ‘F’ on the student’s final transcript, (b) the letter grade of ‘F’ is used to calculate the session and cumulative professional grade point averages and (c) according to UT Tyler academic policies, the student is placed on Academic Probation and must repeat the course. The student can appeal the letter grade of ‘F’ earned from non-conversion of an ‘I’ to the PASC. Based on their academic standing, a student may be dismissed according to college of pharmacy dismissal policies.

Dismissal
A student will be dismissed from the College of Pharmacy if any of the following conditions exist and the PASC determines that dismissal is warranted:

- Failure to meet the terms of Academic Probation;
- Conduct subject to dismissal as described in the University and/or College Academic Honesty/Honor Code section(s) of the Student Handbook; and/or
- Failure to complete the degree requirements in five (5) consecutive academic years from the date of the first day the student begins the program.

Professional and Academic Standards Committee
The College of Pharmacy Professional and Academic Standards Committee (PASC) will act on all petitions concerning internal matters within the College of Pharmacy regarding academic matters, including, but not limited to probation, dismissal, and experiential program placements. The University Office of Student Affairs, Judicial Affairs acts on other matters, such as academic dishonesty violations (See The University of Texas at Tyler’s Manual of Policies and Procedures for Student Affairs, Chapter 8. Student Conduct and Discipline). Students are encouraged to seek guidance from the College of Pharmacy's Office for Academic Affairs in all matters concerning university petitions. The Dean may review appeals on the decisions of the PASC.

Petitions and Appeals to the Professional and Academic Standards Committee
All petitions and appeals to the College’s progression policies must be submitted in writing to the PASC. Each student is responsible for submitting his/her own petition. In many instances, the petition must be accompanied by written documentation (e.g., a letter from a physician documenting chronic illness, copy of a court order, etc.). Failure to provide such documentation may constitute grounds for denial of a petition. Students must consult with their faculty advisors regarding the proper procedure before submitting the initial appeal. Failure to consult the faculty advisor may be sufficient reason to deny convening the committee to hear the appeal.

Any subsequent appeal of a PASC decision shall be treated as a new petition. In the subsequent appeal, the student must submit further evidence of increased hardship or changed conditions for it to be considered.

Appeal of Dismissal
Students dismissed from the College may appeal the decision to dismiss to the Dean of the College of Pharmacy. The appeal must be in writing and submitted within thirty (30) calendar days of notification of dismissal. The Dean will render a decision in writing within thirty (30) calendar days of receipt of the formal written appeal. The Dean’s decision is final.