

The Syllabus Part 2 has three main sections. To go directly to these sections, click on the link below.

1. [Fisch College of Pharmacy](#)
2. [University Policies and Information](#)
3. [University Student Resources](#)

Fisch College of Pharmacy

Student Rights and Responsibility (UT Tyler)

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Syllabus Policy

The information contained in the course syllabus, other than the grading criteria and absence and make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students. All students are responsible for reviewing the syllabus and abiding by all that is within it. Students are encouraged to seek clarification within the first week of the course.

Course Website

Course faculty and coordinators will use Canvas course management tools (uttyler.edu/canvas) to facilitate communication and to provide access to materials, assessment scores, and other resources. Materials will be posted to the website before formal student engagement and readiness assessment tests.

Instructor Communication and Response

Course faculty strive to have open communication with students both in and outside of the classroom. Students are encouraged to contact faculty to discuss questions or other issues related to the course. Responses to phone or email messages will be transmitted during regular working hours. If you do not have a response within a reasonable time, please check to assure you have used the correct email address or phone number and follow up if with course faculty if needed. Faculty will respond to student questions received during evenings and weekends once they are back in the office during regular business hours. Communications from faculty and course coordinators to students, regarding the course, will be made via the Canvas website and/or UT Tyler email.

Netiquette Guide

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided. (<https://websitebuilders.com/how-to/lesson-plans/netiquette/>)

Professional Dress and Classroom Behavior Standards

This policy is located in the FCOP Student Handbook: <https://www.uttyler.edu/pharmacy/student-handbook/>. The FCOP Experiential Education Manual contains the Professional Dress in Experiential Learning policy.

Course Attendance and Make-up Policy (Updated 2022-2023)

Given the importance of classroom discussion to successful learning in the class, classroom absences will only be excused under exceptional circumstances. In such cases, students are required to make every reasonable effort to notify the course coordinator in advance. Of note: The attendance policy for the pharmacy practice experiences is outlined in the FCOP Experiential Education Manual.

Course Attendance for Didactic Courses

- **Late Arrival:** Students who enter the class late may receive a score of zero (0) in assignments and/or participation points. A student may be given credit for classroom participation and contribution if they arrive late and the late arrival was due to circumstances beyond the student's control. In all cases, the decision of the course coordinator with input from the instructor for the day is final.
- **Known Excused Absence:** A student may request an excused absence from class/pharmacy practice experiences for known personal, compassionate, professional, or health-related reasons. Known excused absence requests are initiated in writing to the course coordinator. Students will be required to present appropriate documentation to support a request for a known excused absence. The decision to grant a known excused absence is at the discretion of the course coordinator and is final.
- **Unexpected Excused Absence:** In the event of unexpected circumstances, students are responsible for submitting a request to the course coordinator requesting the unexpected absence be considered excused within three (3) days of the absence. Students will be required to present appropriate documentation to support a request for an unexpected excused absence. The decision to grant an unexpected excused absence is at the discretion of the course coordinator and is final.
- **Unexcused Absence:** Students will receive a score of zero (0) for all missed assignments or projects.

For all types of absences: The course coordinator(s) in conjunction with instructors will determine if a student's absence results in the need for the completion of additional/supplemental work in order to satisfy course requirements. No make-up assignments or exams will be given outside the attendance and make-up policy outlined in the syllabus. Students will receive a score of zero (0) for assignments not completed within the time frame established by the course coordinator, generally not more than five (5) days, including weekends.

In the event that a student's total number of contact hours missed from class due to known excused absences, unexpected excused absences, and unexcused absences (combined) exceeds 20% of the total course contact hours, the student will be withdrawn from the course, and the student will receive a final course grade of "W". Application of this policy will be done in consideration with other UT Tyler policies and procedures. Withdrawal from classes may affect student's financial aid eligibility, veteran's benefits, athletic eligibility, housing, or international student status. If a student is withdrawn from the course, he/she should consult with the respective department regarding his/her eligibility for those benefits or status. NOTE: 1 credit hour = 15 contact hours

Course Withdrawal and Census Date (See also UT Tyler Policy "**Withdrawing from Class**")

The FCOP Academic Calendar is posted at <https://www.uttyler.edu/pharmacy/academic-affairs/>

- Use "Academic Calendar" for "Fisch College of Pharmacy Year 1-3 Students" for P1-P3 courses.
- Use "Academic Calendar" for "Fisch College of Pharmacy Year 4 Students" for P4 and P1-P3 summer.

The academic calendar also provides information and/or electronic links regarding financial aid, refunds, semester Census Date, Last Day to withdraw from courses, and graduation filing dates.

- The CENSUS DATE is the last day to withdraw from the course without academic or financial penalty.
- The LAST DAY TO WITHDRAW is the last day to withdraw with an automatic grade of "W".

The course coordinator is not responsible for officially withdrawing you from the class. If you do not withdraw by the official dates you will automatically receive a letter grade of "F".

Course Examination Policies

The term exam in this document refers to any assessment (e.g. RAT, CAT, midterm examination, final exam, OSCE, skills test/assessment) used for formative or summative student learning outcome evaluations.

Most exams will be taken using ExamSoft. It is the students' responsibility to have a device that is compatible and works with ExamSoft under exam conditions. Each student will use a privacy screen on the device used to take the exam.

- Students will be allowed entry to the classroom after an exam has started ONLY at faculty or proctors' discretion.
- Exams using ExamSoft will be available for downloading 24 hours in advance of the exam. All students must have the exam downloaded and be prepared to start the exam at the scheduled exam time. Students will NOT receive additional time if the exam was not downloaded in advance and the student has technical difficulties as a result. The password to access the exam will be given at the time the exam is scheduled to begin.
- Some exams are administered on multiple days (i.e., laboratory assessments or assignments) or throughout the day (i.e., OSCEs). In such instances, students already completing the exams shall not share the questions or activities with students yet scheduled to take the exams. Sharing of any part of the exams with those who have not yet taken the exam is considered academic dishonesty and the person(s) receiving the information will receive a score of zero (0), as well as the person(s) sharing the information about the exams.
- All personal items, such as Google glasses, purses, books, backpacks, cellphones, pagers, notebooks, and briefcases will be left in the front or back of the room during testing.
- Silence will be enforced during exam time. No one may enter or leave the room during the exam without the permission of the exam proctor(s) to avoid distracting other students during the exam.
- Students will not share calculators during exams. Calculators will be provided by the college during the exam period if required.
- Course exams will not be returned. A review of the exam will be conducted at the discretion of the faculty. Exam reviews may be scheduled with faculty during office hours and within TWO (2) business days from the return of the exam grades.
- Official notification of exam scores will be posted on Canvas after faculty analysis and review. Every effort will be made to post the scores in a timely manner.
- Any student achieving an exam grade <70% MUST schedule an appointment with the course coordinator within two business days from the official notification of the exam grades.
- If an absence for an exam is necessary, the student is responsible for notifying the course coordinator PRIOR to the exam with an acceptable reason. Failure to meet this requirement may result in denial of opportunity to make up the exam at a later date. Make-up exams may be given at the time designated by the course coordinator.
- Exams missed for medical/emergency will require official documentation and the documentation must be given to the coordinator no later than five (5) business days after the exam.
- Make-up exams may only be given at the discretion of the course coordinator or relevant faculty and may be in a different format from the original exam.
- Any student suspected of cheating may be immediately removed from the testing area. Strict enforcement of the college Honor Code is maintained.

Course and Instructor Evaluations

Please see the Student Handbook (<https://www.utt Tyler.edu/pharmacy/student-handbook/index.php>).

Appeals Policy

All grading related appeals for a particular project or assignment must be submitted IN WRITING to the responsible instructor and course coordinator within TWO (2) business days of the publication of that grade on Canvas. All appeals must be defended with relevant evidence from appropriate current textbooks and primary literature and must be properly referenced.

For Grade Appeals, see the "Grade Appeal Policy" under the University Policies and Information Section.

Course Remediation

Please see the Student Handbook (<https://www.utt Tyler.edu/pharmacy/student-handbook/index.php>).

Notice of Permission / Non-Permission ([UT Tyler HOP 2.3.1 Copyrighted Materials](#))

All course materials (including but not limited to; audio, visual, print and electronic) are copyrighted. External distribution outside of Canvas or for purposes other than classroom use is prohibited without first gaining permission. For additional information regarding the use of copyrighted materials, please refer to the Handbook of Operating Procedures, 2.3.1. Copyrighted materials.

Academic Honesty and Academic Misconduct and Consequences

See also "Academic Honesty and Academic Misconduct" under University Policies and Information.

- The University policies regarding academic misconduct will be strictly enforced. Student suspected of cheating during a quiz or examination will receive zero points for the assessment and will be reported to the College's Office of Academic Affairs and/or the University of Texas at Tyler Office of Judicial Affairs for further sanctions. (See Examination and/or Major Assignment Policies and Procedures). Upon confirmation of academic misconduct in these circumstances of serious disregard for academic integrity, course faculty may recommend sanctions including that the student be awarded a failing grade in the course.
- Course faculty will adhere to a no tolerance policy for cheating and expect students to abide by university, college and program policies. **The Honor Code will apply at all times.** Students also are expected to help enforce this code.
- Students are expected to work independently on all individual assignments, quizzes and exams. Group projects will be clearly identified. The use of any resources other than the student's own recollection and reasoning ability on an individual assignment, paper, quiz, or exam is cheating. Inappropriate use of electronic or wireless technology (e.g., cellular telephone, pagers, PDA's, laptops) during quizzes or examinations is considered academic misconduct. Students must be honest when reporting on work completed within the course. Putting a student's name on a report that he/she did not actually contribute to in a meaningful way is dishonest and is considered cheating. Both the student whose name is placed on the report or assignment and the student(s) doing so will be sanctioned.
- Plagiarism, another form of cheating that occurs when another person's work is used or copied without proper acknowledgement is not condoned and will not be allowed.
- Students may be asked to move during an examination if proctors believe a student is knowingly committing or unknowingly contributing to academic misconduct.

University Policies and Information 2022-2023

- **Withdrawing from Class** - Students you are allowed to [withdraw](#) (drop) from this course through the University's [Withdrawal Portal](#). Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Make sure to consider the impact withdrawing from this class has on your academic progress as well as the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.
- **Final Exam Policy**: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members are required to maintain student final examination papers for a minimum of three months following the examination date.
- **Incomplete Grade Policy**: If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an 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 has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor; and (c) the student presents these reasons prior to the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student.
The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all of the work for the course within the time limit, then 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 one year, then the Incomplete will be changed to an F, or to NC if the course was originally taken under the CR/NC grading basis.
- **Grade Appeal Policy**: - UT Tyler's Grade Appeal policy requires the completion of a Grade Appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the decision of the instructor, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the Dean of the College offering that course who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The Grade Appeal form is found on the [Registrar's Form Library](#).
- **Disability/Accessibility Services**: The University of Texas at Tyler has a continuing commitment to providing reasonable accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the [SAR Portal \(https://hood.accessiblelearning.com/UTTyler/\)](https://hood.accessiblelearning.com/UTTyler/) and complete the New Student Application. For more information, please visit the [SAR webpage](#) or call 903.566.7079.
- **Military Affiliated Students**: UT Tyler honors the service and sacrifices of our military affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with me if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make me aware of any complications as far in

advance as possible. I am willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. Campus resources for military affiliated students are in the [Military and Veterans Success Center \(MVSC\)](#). The MVSC can be reached at MVSC@uttyler.edu, or via phone at 903.565.5972.

- **Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).
- **FERPA** - UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements in protecting your confidential information.
- **COVID Guidance (NEW 8-12-2022)**
 - **Information for Classrooms and Laboratories:** It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing, and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.
 - **Recording of Class Sessions:** Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.
- **Absence for Official University Events or Activities:** This course follows the practices related to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501](#)).
- **Absence for Religious Holidays:** Students who anticipate being absent from class due to a religious holiday are requested to inform the instructor by the second class meeting of the semester.
- **Campus Carry:** We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>. ***FCOP students participating in experiential courses, service learning, and community outreach programs should also review and adhere to the regulations and policies for the partnering institution.***

UT Tyler Student Resources 2022-2023

Resources to assist you in this course

- [UT Tyler Student Accessibility and Resource \(SAR\) Office.](#) (provides needed accommodations to students with document needs related to access and learning)
- [UT Tyler Writing Center.](#)
- [The Mathematics Learning Center.](#)
- [UT Tyler PASS Tutoring Center.](#)
- [UT Tyler Supplemental Instruction.](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas.](#)
- [Robert Muntz Library.](#) and [Library Liaison.](#)
- [Canvas 101.](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center.](#)
- [UT Tyler Testing Center.](#)
- [Office of Research & Scholarship Design and Data Analysis Lab.](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center.](#) (available to all students)
- [TAO Online Support Center.](#) (online self-help modules related to mental & emotional health)
- [Military and Veterans Success Center.](#) (supports for all of our military affiliated students)
- [UT Tyler Patriot Food Pantry.](#)
- [UT Tyler Financial Aid and Scholarships.](#)
- [UT Tyler Registrar's Office.](#)
- [Office of International Programs.](#)
- [Title IX Reporting.](#)
- [Patriots Engage.](#) (available to all students. Get engaged at UT Tyler.)