Additional Academic Policies and Procedures by School
School of Pharmacy and Health Sciences
### Additional Academic Policies and Procedures by School | School of Pharmacy and Health Sciences

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Academic Honors

Graduation with Honors
Graduates of the KGI’s Doctor of Pharmacy program in the School of Pharmacy and Health Sciences who excel academically may be eligible for Latin honors (Summa Cum Laude, Magna Cum Laude, and Cum Laude). Latin honors criteria for the School of Pharmacy and Health Sciences will be calculated using the official cumulative grade point averages for all students graduating at the end of the fall semester. Graduates who rank in the top five percent, 10 percent, and 20 percent of graduates and who do not receive the higher level of honor, are eligible to be awarded their degree with Summa Cum Laude, Magna Cum Laude, and Cum Laude honors, respectively.

Dean’s List
PharmD Students whose academic performance is within the top 10 percent of the class based on their cumulative GPA are placed on the Dean’s List after each semester. MSGC, MSGDA, MSPA, and OTD students whose cumulative GPA is at least 3.9 are placed on the Dean’s list.

Academic Progression
For a student to progress successfully through the program, the student must maintain good academic standing (>70% or passing all courses), maintain the requisite minimum GPA, complete required coursework in the appropriate sequence, and meet the time-to-completion requirement of 150% of the allocated time for the program. High academic standards are critical to ensuring academic integrity and quality at KGI. The Student Progression Committee (SPC) will review student progression and make recommendations to the Dean relative to the promotion, remediation, and dismissal of students in the program.
Academic Progression Expectations | Human Genetics Programs

All students in the Genetics programs will be required to maintain a GPA of 3.0 or higher and pass all courses in a given semester to progress to the next semester. Students will have an opportunity to explain any special circumstances to the Student Progression Committee (SPC). Based on the review of the student’s performance, the Committee will make a recommendation to the Dean for a remediation plan, placement on probation, or withdrawal from the program. Students who have failed one course in the semester will have the opportunity to remediate the course prior to the beginning of the next semester by working with the course coordinator. The course coordinator will develop a remediation plan that will be an abbreviated program of re-study designed to meet the needs of the student who is repeating the course. The remediation plan will be sent to the Associate Dean of Academic Affairs for approval. Remediation may include retaking of the examinations, rewriting of papers, or completing special projects to demonstrate proficiency in the course. Students failing two or more courses in a semester will either repeat the courses the next time the courses are available or be withdrawn from the program. A student whose cumulative GPA drops below 3.0 will be placed on probation and will be given one semester to raise their cumulative GPA to 3.0. Failure to meet this requirement may result in dismissal from the Institute. Students obtaining a 3.0 or below are in jeopardy of not progressing successfully through the program and are expected to work with program leadership, faculty, teaching assistants, tutors, and Student Affairs staff to ensure they avail themselves of every opportunity to succeed.

Remediation for clinical internships may be required if a student is not performing at the program’s expected levels of competence. Student evaluations or verbal and written communications with the clinical supervisors, the program leadership may indicate unsatisfactory performance. Student Progression Committee (SPC) will develop a specific remediation plan that may include repeating the clinical internship. Please refer to the MSGC Fieldwork Manual for further description of clinical progression and remediation policies and expectations.

Progression Requirements | MSPA Program

Due to the sequential nature of the curriculum, students must successfully complete all courses within a semester before becoming eligible to enroll in courses in the subsequent semester. If any courses were not successfully completed, the student must have a remediation plan established and permission from the MSPA Progression and Professionalism Committee in order to permit their continued progression. At the conclusion of each semester, the MSPA Progression and Professionalism Committee reviews each student’s academic performance and professional conduct. Students must be recommended for progression by the MSPA Progression and Professionalism Committee to be eligible to continue to the subsequent semester. In order for a student to progress from the didactic phase into the clinical phase, they must also be recommended by the MSPA Progression and Professionalism Committee.

The following are circumstances that will affect a student’s progression through the Program:

1. If a student is remediating a course or course component, they may progress to the subsequent semester at the discretion of the MSPA Progression and Professionalism Committee.

2. If a student earns a semester GPA below 3.0, they will be placed on academic probation and allowed to progress in the program at the discretion of the MSPA Progression and Professionalism Committee.

3. If a student earns a semester GPA below 3.0 for two semesters, they may be dismissed from the program.

4. Earning one final course grade of F during the didactic or clinical phase of the program will result in referral to the MSPA Progression and Professionalism Committee for consideration of academic dismissal from the program.
5. If a student receives an alleged violation of the Professionalism Policy, they will first be evaluated by the MSPA Progression and Professionalism Committee, and the Dean of Students will be notified. If the student’s alleged actions are in violation of the KGI Honor Code, the Student Conduct Committee may also be convened to determine if the student should be placed on academic probation and allowed to progress in the program. For more information on the Professionalism Policy, please review the “Professionalism” section of the MSPA Program Student Handbook, as well as the “Student Conduct | Honor Code” section this handbook.

6. If the student exceeds the maximum time-to-completion for the program, they may not be able to graduate from the MSPA Program. Students must still complete the MSPA program within the maximum time-to-completion, which is defined as 150% of the program length (i.e., 3.375 years). Deceleration and remediation must also be completed within this timeframe. Delays due to approved personal or medical leaves of absence are excluded from the maximum time-to-completion requirement. Please refer to the “Leave of Absence” section of the MSPA Program Student Handbook and this handbook for further details.

A student may appeal a progression decision through written documentation to the MSPA Progression and Professionalism Committee.

**Progression Requirements | OTD Program**

Due to the sequential nature of the curriculum, students must successfully complete all courses within a semester before becoming eligible to enroll in courses in the subsequent semester. If any courses were not successfully completed, the student must have a remediation plan established and permission from the OTD Progression and Professionalism Committee in order to permit their continued progression. At the conclusion of each semester, the OTD Progression and Professionalism Committee reviews each student’s academic performance and professional conduct to help support student success.

The following are circumstances that will affect a student’s progression through the Program:

1. If a student is remediating a course or course component, they may progress to the subsequent semester at the discretion of the OTD Progression and Professionalism Committee.

2. If a student earns a semester GPA below 3.0, they will be placed on academic probation and allowed to progress in the program at the discretion of the OTD Progression and Professionalism Committee.

3. If a student earns a semester GPA below 3.0 for two semesters, they may be dismissed from the program.

4. Earning one final course grade of F during the didactic or clinical phase of the program will result in academic dismissal from the program.

5. If a student receives an alleged violation regarding professionalism, they will first be evaluated by the OTD Progression and Professionalism Committee, and the Dean of Students will be notified. If the student’s alleged actions are in violation of the KGI Honor Code, the Student Conduct Committee may also be convened to determine if the student should be placed on academic probation and allowed to progress in the program.

6. If the student exceeds the maximum time-to-completion for the program, they may not be able to graduate from the OTD Program. Students must complete the OTD program within the maximum time-to-completion, which is defined as 150% of the program length. Deceleration and remediation must also be completed within this timeframe. Delays due to approved personal or medical leaves of absence are excluded from the maximum time-to-completion requirement.

A student may appeal a progression decision through written documentation to the OTD Progression and Professionalism Committee.
Good Academic Standing

Students are considered to be in good academic standing and performing satisfactorily at the School of Pharmacy and Health Sciences if they have successfully achieved at least a level of "70%" or passing grade in all courses, progression exam assessments and experiential assessments. Students will no longer have summative assessments that determine progression.

In addition, students must maintain a a minimum cumulative 2.5 GPA at the end of each semester. If the student is unable to achieve a minimum cumulative 2.5 GPA, they will be placed on academic probation. Students who are unable to raise their GPA to a minimum cumulative 2.5 GPA at the end of the next semester will be dismissed from the program.

Students must complete the program within the time-to-completion of 150% of the length of the program (i.e., for PharmD the time-to-completion is 6 years). There may be exceptions for students who are delayed due to approved personal or medical leaves of absence. Refer to the section on Leave of Absence for further details.

FOR STUDENTS ENTERING THE PROGRAM PRIOR TO FALL 2020

Students who receive an "F" in a required course during the academic semester are required to attend Extended Learning. Students are ineligible for Extended Learning if they fail more than two (2) courses per semester.

Students who score below 70% or receive an "F" in three courses during a semester, will be dismissed from the program. The student's status in that case will be "Withdrawal-Not in Good Academic Standing". The student may request re-instatement.

Students who receive an "F" on two (2) Extended Learning assessments will be dismissed from the program.

Students who receive an "F" on one (1) Extended Learning assessment and who wish to remain enrolled in the program, are required to repeat the course the next time it is offered. Students will remain on academic probation as a result of receiving an "F" in Extended Learning.

Students are only allowed to repeat a course once after receiving an "F" in Extended Learning. Students who fail the repeated course are ineligible for Extended Learning and will be dismissed from the program.

Students will be allowed to remediate a maximum of one IPPE and one APPE course in their academic career. Students who fail two or more IPPE or two or more APPE will be dismissed from the program.
Progression through the curriculum will be determined as part of the terms of probation; terms of probation will be decided by the Student Progression Committee and the student will be notified of the terms of probation by official correspondence from the Associate Dean of Academic Affairs (ADAA).

FOR STUDENTS ENTERING THE PROGRAM IN FALL 2020 OR THEREAFTER

Students who fail up to one (1) course per semester will be allowed to remediate the course over the winter break or summer in a remedial course.

Students who are not successful in remediation must re-take the course when it is offered next if they are eligible to progress in the program, resulting in delayed graduation. Such students remain on academic probation as a result of receiving an “F” in remediation. Progression through the curriculum will be determined as part of the terms of probation; terms of probation will be decided by the Student Progression Committee and the student will be notified of the terms of probation by official correspondence from the Associate Dean of Academic Affairs (ADAA).

Students who fail a course on the second attempt will be dismissed from the program. There will be no option to remediate a course on the second attempt.

Students who fail two courses in one semester will not progress. They must re-take the courses when they are next offered if they are eligible to progress in the program, resulting in delayed graduation. Re-taking a course counts as remediation for the course.

Students who fail three or more courses in an academic year are subject to dismissal from the program.

Students will be allowed to remediate a maximum of three didactic courses total during the P1 to P3 years of their academic career. Students who fail additional courses beyond the maximum of three remediation opportunities will be dismissed from the program.

Students who fail additional courses beyond the maximum of three remediation opportunities will be dismissed from the program.

Students will be allowed to remediate a maximum of one IPPE and one APPE course in their academic career. Students who fail two or more IPPE or two or more APPE will be dismissed from the program.

**Progression**

- Pharm D Students are considered to be in good academic standing and performing satisfactorily at the School of Pharmacy and Health Sciences if they have achieved a passing grade (at least a level of 70%) in all courses, progression assessments, and experiential assessments. In addition, students must maintain a cumulative 2.5 GPA at the end of each semester. If the student is unable to achieve a 2.5 GPA, they will be placed on academic probation. Students who are unable to raise their GPA to 2.5 at the end of the next semester will be dismissed from the program.

- Students who have been delayed for academic reasons once are not eligible for second delay for academic reasons. Students who cannot progress without a second academic delay will be dismissed from the program.

- Students must complete the program within the time-to-completion of 150% of the length of the program (i.e., for PharmD the time-to-completion is 6 years). There may be exceptions for students who are delayed due to approved personal or medical leaves of absence. Refer to the section on Leave of Absence for further details.

**Unsatisfactory Progress During Introductory Pharmacy Practice Experiences (IPPEs), Certificate Experience Electives, and Advanced Pharmacy Practice Experiences (APPEs)**

- Each student must successfully complete and pass ALL the IPPEs, Certificate Experience Electives, and APPEs.
• Students must successfully complete all IPPE 1 and IPPE 2 requirements during the second academic year of the curriculum in order to advance to P-3 status and all IPPE 3 and Certificate Experience Elective requirement during the third academic year of the curriculum in order to advance to P-4 status.

• To successfully complete the IPPEs and Certificate Experience Electives, students must achieve a score of 70% on the final assessment and submit all required assignments by the last day of the course.

• Each student must successfully complete the five required core APPE courses and two elective APPE courses. To successfully complete each of the seven APPE courses students must earn a score of 70 or above, have no more than three “deficient” ratings on the Ability Based Outcomes and/or EPAs on the final evaluation and submit all required assignments by the last day of the course. Students who receive a “Deficient” rating on four or more ABO and/or EPA competencies, score <70 for the final evaluation or fail to submit required assignments by the last day of the course will automatically fail the course.

• Students who do not successfully pass an experiential education course (IPPEs, Certificate Experience Electives, APPEs) will be referred to the:
  • Student Progression Committee and
  • Office of Experiential Education (Associate Dean for Pharmacy and Industry Relations
The Office of Experiential Education, in consultation with the Student Progression Committee, will consider student and preceptor factors in order to develop a student-specific remediation plan. Remediation will be created to help the student achieve the competencies (address deficiencies) and may involve targeted experiences, repeat of the IPPE/Certificate Experience Elective/APPE with a faculty member, or other appropriate action.

Students will only be allowed to remediate an IPPE, Certificate Experience Elective, and APPE once. Students who receive a second “F” in their IPPE, Certificate Experience Elective, and APPE are subject to dismissal from the program.

Required IPPEs and APPEs must be remediated in a comparable setting/site. Certificate Experience Electives and Elective APPEs that are not passed may be remediated by substituting a different Certificate Experience Elective and elective APPE (e.g. if the Elective APPE not passed was Drug Information, a student may select Drug Information for remediation or change to another specialty such as Home Infusion depending on preceptor availability).

Existing school policies and procedures will be followed for appeals for an “F” received in an IPPE, Certificate Experience Elective, and APPE course.

Satisfactory Academic Progress in regards to APPEs:

- **Failure of 1** Experiential Education (IPPE, Certificate Experience Elective, APPE) course/rotation—Academic probation until successful completion of the failed course/rotation.

- Progression through the curriculum will be determined as part of the terms of probation; terms of probation by official correspondence from the Associate Dean of Academic Affairs (ADAA).

- **Failure of 2** Experiential Education (IPPE, Certificate Experience Elective, APPE) course/rotation course/rotations—Dismissal from the program.
Method of Evaluation of Student Progression | PharmD

Academic progression will be determined through regular formative assessments which allow students to gauge their progress and identify weaknesses early. However, it is the regularly scheduled summative assessments (exams) which will demonstrate if a student has achieved the required competencies. In addition to the regularly scheduled course assessments, students may also be required to take a progression assessment in each of the P-1 through P-4 years.

Experiential Education experiences will be assessed using online evaluation forms. Students are encouraged to engage in a formative assessment with their preceptor at midterm to discuss the student’s current progress in relation to their goals. Students will have a summative assessment at the end of each Experiential Education Experience. Students receive one credit hour for every 40-45 hours spent in an experiential setting.

Students will receive credit for each course. Credit will be assigned based on hours spent in class, in lab, or in the practice experience. Students receive one credit hour for every 15 hours spent in a didactic classroom setting.

Progression to P-2, P-3, and P-4 Year

**P-2 YEAR REQUIREMENTS**
- Successful completion of all P1 courses
- Compliant in all Complio requirements

**P-3 YEAR REQUIREMENTS**
Prior to starting the P-3 year, all of the following must be completed:
- Successful completion of all P1 and P2 courses
- IPPE 1 and IPPE 2 rotations
- Compliant in all Complio requirements

**P-4 YEAR REQUIREMENTS**
Prior to starting the P-4 year, all of the following must be completed in addition to all curricular obligations:
- Successful completion of all P1, P2, and P3 courses
- IPPE 3 rotation and the Certificate Experience Elective
- Compliant in all Complio requirements
- Application for graduation on file with the Registrar’s Office
Advisement | PharmD Program

An important factor in a pharmacy student’s success in this program is to provide the student with available advising, counseling, and mentoring to become successful. Mentoring, including academic advisement, will be provided by all faculty members in the SPHS. Each student will be assigned a faculty advisor. All students will meet with their faculty advisor to discuss program, academic, professional/career issues, and PCOA results.

Faculty advisors will be notified regarding a student who fails a course or rotation, or is otherwise placed on probation. The faculty advisor will meet with the student to discuss academic difficulties and recommend strategies for academic success. Student adherence to the faculty advisor meeting policy will be enforced by the Director of Academic Support Services. Faculty advisors will also track students’ professional requirements and program progression.

Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

Probation

A student who exhibits unsatisfactory or deficient academic performance or inappropriate professional conduct will be placed on probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. The ADAA, Program Director, Student Progression Committee, or Coordinator may recommend that the Dean suspend students who have not fulfilled the terms and conditions of their probation.

Academic Probation/Withdrawal "Not in Good Academic Standing"

If a student’s performance is unsatisfactory on any academic program requirements, the student will be placed on academic probation. The ADAA, Program Director, or Coordinator will acknowledge the student’s placement on academic probation and will specify the terms of probation in a written document. Included in this document will be:

- A statement outlining the area of deficiency
- A statement reiterating the School’s Withdrawal Policy, and
- The terms and conditions for returning to good academic standards

This document will be delivered by email, certified mail, or hand-delivered to the student. The student must sign a copy acknowledging receipt of the letter and return it to the ADAA, Program Director, or Coordinator. A copy of the letter will be submitted to the Dean.

Under normal circumstances, a student will be removed from academic probation once he/she has successfully passed all deficient assessments/objectives. During academic probation a student is required to meet regularly with the ADAA, Program Director, the Director of Academic Support Services, Dean of Students, faculty, or the Office of Experiential Education (as appropriate) and the faculty advisor.

Probation for Professional or Personal Misconduct

Students who exhibit inappropriate professional or personal behavior may be placed on Probation for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absence or disruptive behavior in class; inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees at clinical sites; inappropriate
or disrespectful interaction with patients; and, unprofessional dress, language, or conduct as defined by SPHS or the respective KGI-affiliated clinical sites. This also includes online behavior and interactions, including social media. At all times, intentional or otherwise, SPHS students must be aware that the violation of legal statutes (e.g., HIPAA, etc.), and Institute and SPHS policies and procedures (e.g., Professionalism Policies, Sexual Harassment Policies, etc.) in their online activities may result in disciplinary actions up to and including probation or dismissal from the Institute. Please see the section on “Student Honor Code” in this handbook.

Matters involving a student’s inappropriate professional or personal behavior will be brought to the attention of the Dean of Students through the Honor Code Intake Form. The student will meet with the Dean of Students. The issue will be resolved or referred to the Student Conduct Committee, in either case the outcome will be documented in the student’s file.

The Student Conduct Committee may recommend that the ADAA place the student on Probation for Professional or Personal Misconduct, and will specify the terms of probation. The ADAA or Program Director will acknowledge the student’s placement on probation as described above.

The Dean of Students shall be responsible for monitoring the student’s progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the Dean of Students shall communicate to the ADAA, or Program Director, that the student be reinstated to non-probationary status.

For more specific policies, MSPA program students should refer to the MSPA Program Student Handbook.

Suspension

Suspension of a student is a serious action and is only considered in situations of consistent or persistent academic difficulties, or for consistent or persistent professional or personal misconduct. The ADAA, Program Director, or the Student Conduct Committee, after appropriate review, may recommend that the Dean suspend a student from the program.

The Dean will notify the student of their suspension, including the terms and conditions of the suspension, as soon as possible but within ten (10) business days. The decision shall be delivered to the student by hand or by certified mail and receipt acknowledged by signature. This decision will also include the length of time for which the suspension will be in effect. During the imposed suspension, the student is prohibited from attending or participating in any instructional sessions (either in the classroom or on experiential rotations) or any School or Institute events that are not open to the general public.

Following the suspension period, the student may petition the Dean in writing, to allow him/her to return. The Dean shall consider the request and notify the student and the administrative officers, in writing, of the exact date and conditions under which their status is reinstated or the official termination date of the student.

Dismissal

The Dean reserves the right to dismiss a student at any time in order to safeguard the School’s standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the School are cause for immediate dismissal of the student. A student who is dismissed may not be reinstated under any circumstances.

Total Withdrawal is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The Dean of the KGI SPHS reserves the right to require withdrawal at any time they deem necessary to safeguard the school’s standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation.
Voluntary Withdrawal

Application for voluntary withdrawal from the School must be made in writing to the Division of Student Affairs. A withdrawal form must be requested from the Division of Student Affairs. This form will need to be signed and submitted to the Division of Student Affairs by the student. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following the submission of the form by the student, the Dean of Students will notify the Dean. A student who leaves the School without notifying the Division of Student Affairs and completing the established withdrawal procedures within 30 days will automatically be dismissed from KGI and will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Dean of Students, the Dean, the KGI Registrar, the Financial Aid office and the Student Accounts office. If the student is an international student, there must also be a signature from a Designated School Official.

Mandatory Withdrawal

As stated in Academic Policies and Procedures above, students who have made unsatisfactory progress may be required to withdraw from the program “not in good academic standing”. Students who leave the School without completing the established withdrawal procedure within 30 days will automatically be dismissed from KGI and will not be considered for re-instatement at a later date.

Conditions for Readmission for Students Who Have Withdrawn From the Program

A student who withdraws “in good academic standing” (i.e., not on academic probation) is not assured re-admission unless it is a part of the final written decision and/or agreement made between the Dean and the student. Students who have withdrawn voluntarily or been required to withdraw for academic or conduct reasons may request re-admission. Requests for re-admission should be submitted to the Dean of Students in the Division of Student Affairs by June for the fall semester and November for the spring semester. All petitioners are required to fill out the Application for Re-admission for the KGI Registrar and provide requested documentation.

If the petitioner was temporarily withdrawn under defined terms, the Dean of Students will forward the Application for Readmission to the KGI Registrar, and notify the Dean and the ADAA.

If the petitioner withdrew with no written terms for return or was withdrawn from the program, the Dean of Students (DOS) will forward the Application for Readmission. DOS forwards application to the Dean. The Dean will make a final decision on readmission. The decision will be communicated to the petitioner, DOS, and the ADAA. If reinstatement is granted, the DOS will forward the Application for Re-admission and supporting documentation to the KGI Registrar, the ADAA, and the Program Director will send the student an academic plan along with any other stipulations of reinstatement.

Unless circumstances determined by the Dean warrant, a student who is granted re-admission must re-enter at the beginning of the next academic year and register for the entire academic year.

Conditions for Reinstatement for Students Who Have Temporarily Left the Program

A student who is delayed for academic reasons, has been suspended, or taken a leave of absence is required to fill out the Application for Reinstatement for the KGI Registrar and provide requested documentation. Requests for reinstatement should be submitted to the Dean of Students by June for the fall semester, November for the spring semester, and March for the summer semester. The DOS will forward the Application for Reinstatement to the Dean and the ADAA.

If reinstatement is granted by the Dean, the DOS will forward the Application for Reinstatement and supporting documentation to the KGI Registrar, and the Associate Dean of Academic Affairs, Program Director, or Office of Experiential Education will send the student an academic plan along with any other stipulations of reinstatement.
Curricular Design | PharmD Program

The SPHS PharmD Curriculum is based on the Accreditation Council on Pharmacy Education (ACPE) Appendix 1 requirements. Its student outcomes are based on the Center for the Advancement of Pharmacy Education (CAPE) Outcomes. Faculty develop formative and summative assessments which are administered at intervals throughout the semester based on the length of the course.

Elective Policy | PharmD Program

Students make certificate selections in the Fall of the P2 year. All PharmD students are required to take a minimum of 10.5 didactic elective credits. These electives must be completed successfully by the end of the P-3 year. Previous courses taken as a prerequisite or for fulfillment of another degree cannot be used to fulfill this elective requirement. No student will be allowed to begin P-4 year APPE rotations until didactic electives have been completed. Didactic electives must be selected from the list of elective courses pertinent for the students’ selected concentration. Registration for SPHS electives will follow the procedures of the KGI SPHS.

• Elective courses will be graded using the approved KGI grading scale. All grades in elective courses will be reflected in the students Grade Point Average (GPA). Re-assessment and Extended Learning are not available for electives.
• A student may drop an elective before the course starts or during the first 10% of the course. After 10% of the course has been completed, the student may receive a “withdrawal” (W) from the course if they are unable to complete the course due to personal circumstances. The student must fill out the appropriate paperwork to receive a withdrawal. The “W” will remain on their transcript and another elective must be taken to fulfill progression requirements.

Enrollment Procedure

Electives and Experiential Education Courses | PharmD

Registration and Enrollment Procedure for PharmD Students

• Core courses, labs, and introductory pharmacy practice experiences (IPPE’s) will be assigned and students will be enrolled by the School of Pharmacy and Health Sciences:

    All student schedules in the SPHS will be completed by the ADAA. Core courses will automatically be incorporated into each student’s schedule according to class year. Lab classes will be assigned by the ADAA for the School of Pharmacy and Health Sciences. In most circumstances, course assignments may not be altered or changed.

• Faculty advisors will aid students in selection of elective courses needed for certificate completion.

• Elective courses begin in the P-3 year and are applicable to the certificate chosen by the student: Medication Therapy Outcomes, Healthcare Management, Pharmacy Informatics, or Medical and Clinical Affairs. Students must declare their preferred certificate during the P2 year. Certificate availability may vary. The ADAA will coordinate with the Registrar to enroll the students into elective courses and coordinate schedules between courses offered through schools/colleges outside of SPHS. Failure to meet with faculty advisors regarding elective course selections will result in a Registration Hold being put on the student’s account which will prohibit the student from starting classes until the requirements are satisfied.

• Advanced pharmacy practice experience (APPE) registration for P-4 students will be coordinated through the Office of Experiential Education and as above executed by the ADAA.

    Students must work with the Office of Experiential Education to select their APPEs. Core APPEs will be assigned where space is available with clinical partners. The Office of Experiential Education will do its best to accommodate student choice, however space at core and elective sites may be limited, and first choices may not always be available. Once the Office of Experiential Education has placed students, the information will be sent to the ADAA for registration as above.
Elective Policy | MSGDA Program

Students make concentration selections in the Spring of the G2 year. All MSGDA students are required to take a minimum of 6 didactic elective credits. Previous courses taken as a prerequisite or for fulfillment of another degree cannot be used to fulfill this elective requirement. Didactic electives should be selected from the list of elective courses pertinent for the students’ selected concentration. If a student wishes to select a course that is not currently on the concentration elective list, students may petition to have up to one course counted towards their elective requirement. Such petitions must be submitted prior to the beginning of the course.

Up to 3 units may be counted from courses taken at CGU with permission of the program director.

• Elective courses will be graded using the approved KGI grading scale. All grades in elective courses will be reflected in the students Grade Point Average (GPA).

• A student may drop an elective before the course starts or during the first 10% of the course. After 10% of the course has been completed, the student may receive a “withdrawal” (W) from the course if they are unable to complete the course due to personal circumstances. The student must fill out the appropriate paperwork to receive a withdrawal. The “W” will remain on their transcript and another elective must be taken to fulfill progression requirements.

Enrollment Procedure
Electives | MSGDA Program

Registration and Enrollment Procedure for MSGDA Students

• Core courses, including labs, will be assigned and students will be enrolled by the School of Pharmacy and Health Sciences. In most circumstances, course assignments may not be altered or changed.

• Faculty advisors will aid students in selection of elective courses needed for concentration completion. Elective courses begin in the second year and are applicable to the concentration chosen by the student: Clinical Decision Support, Clinical Trial Design, or Assay Development. Students must declare their preferred concentration in the Spring of the G1 year.

• Enrollment in desired electives is not guaranteed. The ADAA and Program Director will coordinate with the Registrar to coordinate schedules between courses offered through schools/colleges outside of SPHS. Students will register for electives using the enrollment portal or Add/Drop petition.
Enrollment Procedure
Electives | OTD Program

• Core courses, including labs, will be assigned and students will be enrolled by the School of Pharmacy and Health Sciences. In most circumstances, course assignments may not be altered or changed.

• OTD faculty advisors will aid students in selection of elective courses to meet professional goals. Elective courses will be offered trimesters four and five of the OTD program (fall and spring of year of 2).

• Students must register for a minimum of two elective courses and have the opportunity to register for up to four elective courses.

• Enrollment in desired electives is not guaranteed. Students will register for elective course using the enrollment portal.

General Matriculation Rules and Guidelines

• Student attendance in classes is mandatory. Refer to the Attendance Policy for further details.

• Students are required to stay updated on school/class activities by checking their KGI e-mail account and the Learning Management System (Sakai/Canvas), daily.

• Students are required to follow the Dress Code of the School as an integral part of their training and professionalism.

• Experiential programs, including internships, fieldwork, introductory and advanced pharmacy practice experiences, will occur off-campus. The site will most likely be in an area not nearby KGI and Claremont. Students are responsible for their transportation and their own housing based on their assigned site during this period. Students must remain flexible to work hours demanded by the site, and will attend all meetings required by their preceptors and supervisors.

• Each student is assigned to a faculty member for advising on both academic matters and professional activities. The faculty advisor will serve as the student’s first line of communication addressing academic or professional issues. Additional counseling services are available through the Dean of Students and the resource services offered by The Claremont Colleges Services (TCCS).

• A student must complete all graduation requirements in order to graduate.

• Students must meet the time-to-completion requirement of 150 percent of program length. See Progression Policy.
• The faculty of the KGI SPHS reserve the right to revise curriculum at any time to ensure that students acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise students of the changes made and how these changes impact their course of study. In all cases, however, the production of well-prepared graduates will prevail as the dominant concern.

• The SPHS will graduate only those students deemed ready to accept the moral and ethical responsibilities of professional genetic counselors, genomic data analysts, physician assistants, occupational therapists, and pharmacists, and consequently reserve the right to withhold the recommendation for graduation of any student who does not satisfy those standards of readiness.

• Students are required to enroll in and complete courses in sequence, adhering at each level to all prerequisites. No student will be permitted to take courses out of sequence, or enroll in a course without having satisfied the prerequisites.

• A student may be dismissed from the program, after due process, by reason of conduct unbecoming of a professional student.

• A student may be dismissed from the program, after due process, due to violations of the KGI SPHS Academic Progression Policy.

Learning Outcomes
For a list of program outcomes and curriculum, please visit the specific program:

• Doctor of Pharmacy, [click here](#).
• Master of Science in Human Genetics and Genetic Counseling, [click here](#).
• Master of Science in Human Genetics and Genomic Data Analytics, [click here](#).
• Master of Science in Physician Assistant Studies, [click here](#).
• Occupational Therapy Doctorate, [click here](#).

Standards for Graduation
To qualify for graduation, a student must have achieved:

Genetic Counseling
• 71.5 Credit Hours completed
• 36.5 Credit Hours didactic curriculum
• 26 Credit Hours of Fieldwork Experiences
• 9 Credit Hours of Research Thesis completed

Other KGI financial requirements and obligations must also be met.

Genomic Data Analytics
• 66 Credit Hours completed
• 48 Credit Hours didactic curriculum
• 6 Credit Hours of electives from chosen degree concentration
• 400 hours of Summer Internship experience
• 12 Credit Hours of Capstone completed

Other KGI financial requirements and obligations must also be met.
**Pharmacy**

**Enrolled prior to fall 2020**
- 161.5 total credit hours, including 111.5 didactic credit hours
- 8 credit hours of Introductory Pharmacy Practice Experiences
- 42 Credit Hours of Advanced Pharmacy Practice Experiences (APPE) (minimum of 1,680 supervised hours)
- 1.5 credit hours Pharmacy Capstone Course

**Enrolled after fall 2020**
- 159 total credit hours, including 109 didactic credit hours
- 8 credit hours of Introductory Pharmacy Practice Experiences
- 42 credit hours of Advanced Pharmacy Practice Experiences (APPE) (minimum of 1,680 supervised hours)
- 1.5 Credit Hours of Professional Capstone Seminar completed
- KGI SPHS exit survey completed

Other KGI financial requirements and obligations must also be met.

**MSPA Graduation Requirements**

In order to graduate from the KGI Physician Assistant Program and earn a Master of Science in Physician Assistant Studies (MSPA), a student must:

- Successfully complete all coursework according to program defined academic standards. The coursework is a total of 124 credit hours, which includes 84 credit hours of didactic curriculum and 40 credit hours of supervised clinical practice experiences.
- Maintain a minimum cumulative GPA of 3.0 at program completion.
- Successfully pass all components of the Summative Evaluation at the conclusion of the program to demonstrate achievement of all Program Learning Outcomes and Competencies.
- Be in good professional standing with the MSPA Program.
- Complete the KGI graduation application process prior to the established due date.
- Meet all KGI financial requirements and obligations, which includes ensuring there are no outstanding tuition payments, program fees, graduation fees, library charges, or other institutional fees.
- Complete the MSPA program within the maximum time-to-completion, which is defined as 150% of the program length (i.e., 3.375 years). Deceleration and remediation must also be completed within this timeframe. Delays due to approved personal or medical leaves of absence are excluded from the maximum time-to-completion requirement. Please refer to the “Leave of Absence” section in the MSPA Program Student Handbook and this handbook for further details.
OTD Graduation Requirements

In order to graduate with an Occupational Therapy Doctorate degree from KGI, a student must:

1. Successfully complete all required OTD coursework. The curriculum will be 127.5 credit hours total with required didactic coursework of 84 credits including the choice of at least two elective at 1.5 credits each, fieldwork level I at 5.5 credits, fieldwork level II at 24 credits, and the doctoral capstone experience at 14 credits.

2. Maintain a minimum cumulative GPA of 3.0 at the end of each trimester and at the completion of the program.

3. Demonstrate competency in professional skills within the OTD program.

4. Successfully pass two fieldwork level II experiences (24 credits for a total of 960 hours).

5. Successfully pass the doctoral capstone experience (14 credits for a total of 560 hours).

6. Complete the KGI graduation application process prior to the established due date.

7. Meet all KGI financial requirements and obligations, which include ensuring there are no outstanding tuition payments, program fees, graduation fees, library charges, or other institutional fees.

Student Assessment Policy | PharmD

KGI School of Pharmacy and Health Sciences faculty have identified concrete methods to evaluate student learning through his or her mastery of stated outcomes, execution of clinical rotations, and the ability to pass the State and National boards (see Assessment Plan in this Handbook). These assessments will be inclusive of formative, summative, and progression assessments.

- **Formative Assessment**—Formative assessments will be used on a daily or regular basis to allow faculty and students to follow their progress and make necessary adjustments. This type of assessment will typically contain an active learning component.

- **Summative Assessment**—Summative course assessments, and end of rotation evaluations will provide individual feedback as well as overall student performance. These student summative assessments are mapped to the professional outcomes.

- **Progression Exam**—A progression exam may be administered during the P-1, P-2, P-3, and P-4 years.
Summative Assessment Policy for Courses or Rotations

Due to the unique nature of longitudinal courses, electives, or experiential rotations, assessment policies may vary from course to course. See individual syllabi or the Preceptor Experiential Education Manual for summative assessment policies and procedures of longitudinal courses, electives, or experiential rotations.

Note: A student who does not pass the course may be allowed remediation after the semester. See Progression Policy for more details.

Extra Credit

Extra credit points on an assessment are prohibited.

Course Coordinator

For assessments written by more than one faculty member, the course coordinator will be designated as the assessment leader.

Standard of Performance

An individual score of 70% will constitute a passing score.

Time Allotted

The length and complexity of the assessment should be such that students can successfully complete the assessment within an allotted time frame. Faculty must clearly communicate the time allotted for the assessment to the students prior to the start of the assessment.

- Students with documented disabilities will have reasonable accommodations.
- Students who have concerns regarding a question can document these concerns on the assessment comment sheet or in the ExamSoft comment field. No questions will be answered during the exam.
- Faculty are available to provide a review session for students who did not pass the assessment. Use of laptops and/or any multimedia recording device will not be permitted during the review. Students cannot remove written copies of questions/answers. Any issues students have with questions should be documented on the assessment comment sheet which students must turn in as they leave the exam room. Following the posting of grades, students may review the exam with the course coordinator or their designee appointment only. Students cannot remove written copies of questions. Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished and the grades have been posted.
- During exams, only exam materials (exam paper, answer sheet, pen, and if necessary an approved calculator) and laptop computers are permitted on student desks; scratch paper will be made available during computer based exams. All other items (e.g. cell phones, graphing calculators, other electronic devices, wallets, purses, notebooks, and textbooks) are prohibited. Students must leave personal items brought to the exam room at the front or rear of the exam classroom (e.g. backpacks, purses, hats, etc.) at least fifteen minutes prior to the official exam start time. Electronics should be powered down. Students are not allowed to access
their materials—including phones—until after the exam is complete. No food, drinks, or other non-exam related materials are allowed on the table during the exam unless a documented medical reason exists that has been cleared by the Student Accessibility Coordinator. Water is allowed but it must be placed in a clear bottle on the floor next to student. Scratch paper made available to students must be returned back prior to exiting the exam room.

Restroom breaks will be permitted at the discretion of the instructor only if an examination exceeds 90 minutes and are permitted only after the first 30 minutes into the time period and are not permitted during the last 30 minutes of the assessment unless an accommodation is granted with proper documentation and process by the Student Accessibility Services Coordinator. Only one student will be allowed to use the restroom at a time.

Faculty or exam proctor reserves the right to accompany any student who leaves the assessment room for a restroom break.

**Punctuality**

Students will not be permitted to enter the assessment room any later than 10 minutes (internet time) after an assessment has begun. Students that are more than 10 minutes late will forfeit taking the assessment and will only be eligible to take the during the regularly scheduled time, if applicable. If the tardiness is unexcused, the student is only eligible to receive a maximum of 70%. If the tardiness is excused, the student will be eligible to receive full points (up to 100%) on the assessment.

**Seating Arrangements**

Faculty reserve the right to designate pre-arranged seating and move students during the assessment. Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the proctor.

**Student-Initiated Clarifications During Assessments**

Faculty will not answer questions during the assessment. Any clarification or confusion should be documented on the assessment comment sheet. The faculty will take these comments into consideration during the grading process.

**Disposition of Completed Assessments**

Students may obtain temporary supervised access to completed assessments through the course coordinator. Students will be notified as to the time this will be permitted.

Assessment materials will be accessible to the student until the student graduates from KGI.
Remedial Policies-Students entering the PharmD program prior to the fall 2020 semester

Extended learning is an abbreviated program of restudy designed to meet the needs of the students who require additional assistance to demonstrate the achievement of course competencies. During extended learning, the student will be assessed on course competencies.

Policy for Extended Learning Delivery

Extended learning methods will be determined by the appropriate faculty in conjunction with their Department Chair and will be communicated to the student prior to or at the beginning of the extended learning period.

Duration, scheduling, and other requirements for extended learning will be determined by the appropriate faculty in conjunction with the ADAA. To pass extended learning, a student must achieve overall 70% on the summative assessment; the highest grade awarded will be a 70%. The inability to demonstrate mastery of the skill sets prescribed (pass extended learning) may result in delayed progression.

Note: Any deviation from this policy must be approved in writing by the ADAA and articulated to the students at least one week prior to the scheduled extended learning. All matters regarding attendance, dress code, assessment, etc. during extended learning period are covered by the School’s academic policies.

Faculty and Student Participation in Extended Learning

Students who do not pass courses during the academic semester may be eligible for extended learning. Students may be ineligible for extended learning if they have failed more than two (2) or courses during the preceding semester.
Extended Learning Scheduling

Only one extended learning session can be taken at one time. Students are not allowed to participate in electives or experiential rotations during their assigned remediation session without prior approval by the Student Progression Committee (SPC). The ADAA is responsible for scheduling extended learning sessions.

Nature of Extended Learning

The extended learning course will not be a complete re-teaching of the failed course, but rather a focused program that may include readings, review of lecture recordings, assignments, practice problems, and discussions with the faculty. Extended learning will be designed by the faculty for self-study/small group learning by the students. At the end of extended learning, the student must demonstrate to the faculty that the academic deficiency has been removed and that the student is now at the same level of understanding and competency as the rest of the class.

The course coordinator will submit an extended learning syllabus to the appropriate Department Chair and ADAA for approval. The course coordinator will then notify all participating students prior to the scheduled extended learning session. All faculty must submit questions to the course coordinator in advance of the scheduled assessment. Take-home exams, oral assessments, or homework may not be assigned in lieu of the summative assessment.

Remedial Policies—Students entering the PharmD program in the fall 2020 semester or thereafter

Remediation as Independent or Directed Study is an abbreviated program of restudy designed to meet the needs of the students who require additional assistance to demonstrate the achievement of course competencies. During this course, the student will be assessed on course competencies in the failed course.

Policy for the Remediation Delivery

Remediation methods will be determined by the appropriate faculty in conjunction with their Department Chair and will be communicated to the student prior to or at the beginning of the remedial course.

Duration, scheduling, and other requirements for remediation will be determined by the appropriate faculty in conjunction with the ADAA. To pass remediation, a student must achieve overall 70% on the summative assessment; the highest grade awarded will be a 70%. The inability to demonstrate mastery of the skill sets prescribed (pass extended learning) may result in delayed progression.

Note: Any deviation from this policy must be approved in writing by the ADAA and articulated to the students at least one week prior to the scheduled extended learning. All matters regarding attendance, dress code, assessment, etc. during extended learning period are covered by the School’s academic policies.
Faculty and Student Participation in Remediation

Students who do not pass courses during the academic semester may be eligible for remediation. Students will be ineligible for remediation if they have failed two courses during the preceding semester.

SCHEDULING OF REMEDIATION

Only one remedial course can be scheduled for an individual student per semester. Students are not allowed to participate in electives or experiential rotations during their assigned remediation session without prior approval by the Student Progression Committee (SPC). The ADAA is responsible for scheduling remedial courses.

NATURE OF REMEDIATION

The remediation course will not be a complete re-teaching of the failed course, but rather a focused program that may include readings, review of lecture recordings, assignments, practice problems, and discussions with the faculty. The remediation will be designed by the faculty for self-study/small group learning by the students. At the end of the remediation course, the student must demonstrate to the faculty that the academic deficiency has been removed and that the student is now at the same level of understanding and competency as the rest of the class.

The course coordinator will submit remediation course syllabus to the ADAA for approval. The course coordinator will notify all participating students prior to the scheduled remedial course. All faculty must submit questions to the course coordinator in advance of the scheduled assessment. Assignments or homework may not be assigned in lieu of the summative assessment.

Details of Remediation and Progression for Students entering fall 2020 or subsequent semesters:

- Students who fail up to one course per semester will be allowed to remediate the course over the winter break or summer in a remedial course.
- Students who are not successful in remediation must re-take the course when it is offered next if they are eligible to progress in the program, resulting in delayed graduation.
- Students who fail a course on the second attempt will be dismissed from the program. There will be no option to remediate a course on the second attempt.
- Students who fail two courses in one semester will not progress. They must re-take the courses when they are next offered if they are eligible to progress in the program, resulting in delayed graduation. Re-taking a course counts as remediation for the course.
- Students who fail three or more courses in an academic year are subject to dismissal from the program.
- Students will be allowed to remediate a maximum of three didactic courses total during the P1 to P3 years of their academic career. Students who fail additional courses beyond the maximum of three remediation opportunities will be dismissed from the program.
- Students will be allowed to remediate a maximum of one IPPE and one APPE course in their academic career. Students who fail two or more IPPE or two or more APPE will be dismissed from the program.
- Students who have been delayed for academic reasons once are not eligible for second delay for academic reasons. Students who cannot progress without a second academic delay will be dismissed from the program.