

## Section E: GRADING POLICIES AND PROCEDURES

### Grading Policy

#### Individual Courses

An explanation of the grading system at the University of Washington is located here: [http://www.washington.edu/students/genclat/front/Grading\\_Sys.html](http://www.washington.edu/students/genclat/front/Grading_Sys.html). Please note that a higher minimum grade may be required for a course (or course series) to apply toward student progression in other courses and degree requirements.

#### Minimum acceptable grades for individual courses

PHARM 500 and 500 P courses- 1.7 (exceptions: the minimum acceptable grade for Pharm 500, 504, and 512 is 2.7)

MEDCH 500 P courses -0.7

PCEUT 500 P course- 0.7

All other 400 level courses (e.g. CONJ, PHCOL, MEDCH, PCEUT) = 0.7

#### Minimum acceptable grade for course series:

PHARM 560-562 (2.0); PHARM 563-565 (2.0)

Please also refer to the Program of Study table at the end of Section F.

#### Scholarship

##### **Minimum UW GPA - University Cumulative GPA**

For students in the School of Pharmacy, the overall cumulative UW GPA is calculated on the basis of numeric grades in 300-, 400- and 500-level courses. **PharmD students are required to maintain a University Cumulative GPA of 2.00 or above.**

##### **Minimum PGPA – School of Pharmacy Cumulative Professional GPA (PGPA)**

For students in the School of Pharmacy, the overall cumulative PGPA is calculated on the basis of all numerically graded, core (required) courses in the four-year professional program. These may include courses taught by School of Pharmacy faculty as well as courses taught by other faculty in the University. Professional electives are not considered in calculating the PGPA. A continuous record of a student's cumulative PGPA is kept in the Office of Academic and Student Programs. Students may check their PGPA with an adviser any time during regular office hours. **PharmD students are required to maintain a School of Pharmacy Cumulative Professional GPA of 2.00 or above.**

##### **Low Scholarship**

##### **Academic Warning**

A PharmD student whose cumulative University GPA and/or School of Pharmacy cumulative PGPA falls below 2.00 in his or her first quarter at the University will receive an Academic Warning. If a cumulative University GPA and/or School of Pharmacy cumulative PGPA of 2.00 is not achieved by the end of the next quarter, the student is placed on academic probation

##### **Academic Probation and Dismissal for Low Scholarship**

A PharmD student will be placed on academic probation at the end of any quarter (except the first quarter as noted above) in which his or her cumulative University GPA and/or School of Pharmacy cumulative PGPA falls below 2.00.

- If the student is placed on probation for low cumulative University GPA, the student must in the following quarter either: 1) Raise the cumulative University GPA to 2.00 or above, or 2) Earn a 2.50 quarterly University GPA. If this requires more than one quarter's work, the student must maintain a quarterly University GPA of 2.50 for each succeeding quarter while on probation.
- If the student is placed on probation for low cumulative PGPA, the student must, in the following quarter, either: 1) Raise the cumulative PGPA to at least 2.00 or above, or 2) Earn a 2.50 quarterly PGPA. If this requires more than one quarter's work, the student must maintain a quarterly PGPA of 2.50 each succeeding quarter while on probation. Students who fail to achieve at least one of these conditions, will be dropped from the Pharm.D. program and the University, even if they are in good standing with the University.
- If a student's probationary status is due to both a low cumulative University GPA and low cumulative PGPA, then a student must satisfy the conditions for both GPAs (described above).

**NOTE: A student who is not currently enrolled and attending classes in the PharmD Program for any reason (approved leave, dropped due to low scholarship, etc.) is not eligible to work as a Pharmacy intern. The student and School (per the signed student release) will notify the Washington State Board of Pharmacy and any other State Board that has granted the student a Pharmacy Intern certificate that he or she is no longer an enrolled student. Failure to notify the Board of Pharmacy and continuing to work as an intern may result in disciplinary action by the Washington State Board of Pharmacy.**

### **Reinstatement**

A student who has been dropped from the School of Pharmacy PharmD Program due to low scholarship may request review of this action and reinstatement by submitting a letter to Academic and Professional Standards Progress Committee, in care of the School of Pharmacy Office of Academic and Student Programs. The letter requesting review and reinstatement should describe what the student believes to be the cause of his or her academic difficulties and a plan to improve grades the following quarter.

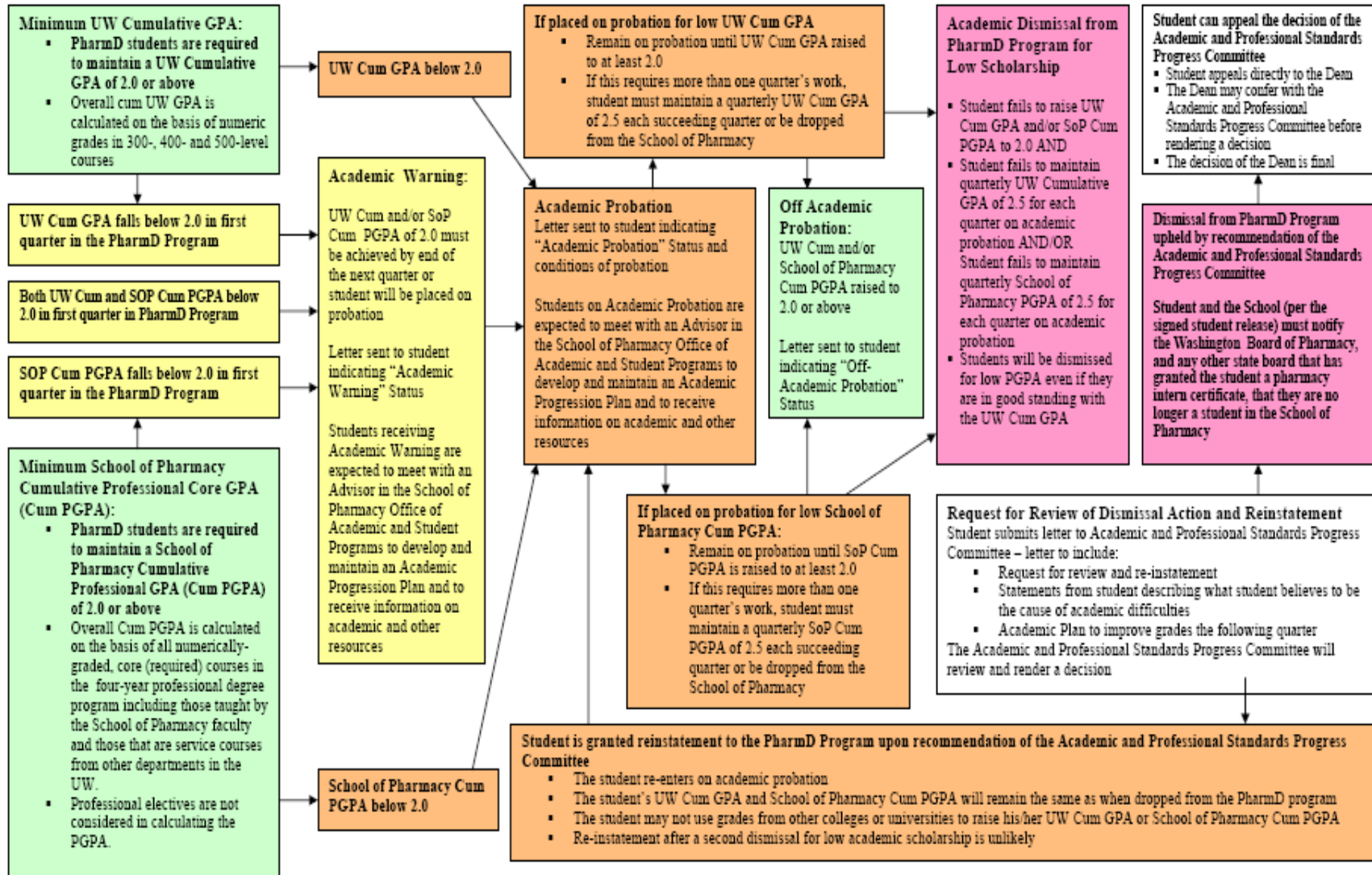
If reinstatement is not granted by the Academic and Professional Standards Progress Committee, students can request a final review by Dean Baillie. Dean Baillie may confer with the Academic and Professional Standards Progress Committee before rendering a final decision.

Students who are granted reinstatement to the PharmD Program will re-enter on academic probation.

- The student's cumulative University GPA and School of Pharmacy PGPA will remain the same as when dropped from the PharmD Program.
- The student may not use grades from other colleges or universities to raise his or her cumulative University GPA or School of Pharmacy PGPA.
- A readmitted student is dropped if after the first quarter of re-attendance, he or she fails to either 1) Raise the cumulative UW and/or School of PGPA to 2.00 or above or, 2) attain a 2.50 University GPA and/or a School of Pharmacy PGPA for the following quarter's work
- The student will be removed from probation if at the end of the first quarter of reentry, the cumulative University GPA and/or School of Pharmacy PGPA is raised to 2.00 or better.

Students who are granted reinstatement and who have not been enrolled for two consecutive quarters, must follow the Returning Student Reenrollment Policy on page 9 of Section C in the handbook.

## UW School of Pharmacy PharmD Program – Academic Progress Standards Algorithm 07-09



### **Academic Assistance for Students**

Students experiencing academic difficulty in any course are encouraged to seek early assistance from the course instructor, the School of Pharmacy Office of Academic and Student Programs or Rho Chi tutors. Study skills workshops that deal with issues as time management, test anxiety, etc. are available at the UW Counseling Center. For more information on workshops, contact the Counseling Center at (206) 543-1240 or <http://depts.washington.edu/scc/>

### **Repeat Courses**

All grades earned at the University of Washington shall appear on the permanent record of a student and shall be included in the student's cumulative grade point average. A student may only repeat a course once. Both grades, (the original and the repeat grade) will be used to calculate the student's School of Pharmacy cumulative PGPA and the University of Washington cumulative grade point average. Credits for repeated courses will be counted toward the degree once. Students who fail a course may experience significant delays in their projected graduation date. Failing a core course or prerequisite twice will result in a student being dropped from the program.

**Note:** Beginning with the Class of 2009, students must successfully complete all core courses in years 1 and 2, prior to enrollment in the Therapeutics course series (Pham 560-565).

### **Course Scheduling Conflicts**

In cases where there is a class time conflict of one-hour or less, a student may obtain a form, "Registration Transaction Form" from the ASP Office, or download the form from: <http://depts.washington.edu/registra/forms/nonstar.pdf> The student's signature on this form indicates that the student has received verbal permission from instructors from both classes and that all approve of the one-hour or less class conflict. Course conflicts that total more than one hour per week require both instructors' signatures. This signed form should then be delivered to the Registrar's Office, Schmitz Hall, Room 225, where available staff will register the student in both courses.

### **Professional Courses**

All required courses must be taken for a numeric grade if so offered. Courses offered only as credit/no credit (C/NC) are excluded from this requirement. Professional core courses are covered by the University's grading policy for program graduation requirements and may not be taken for a satisfactory/non-satisfactory (S/NS) grade. Professional elective courses taken as S/NS may be used to satisfy general graduation credits only. A student must earn a 2.00 or above in the course to earn a (S) grade.

### **Incomplete Grades**

An incomplete (I) grade is given only when the student has been in attendance and has completed satisfactory work until within two weeks of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control. A written statement of the reason for the giving of the Incomplete, listing the work which the student will need to do to remove it, must be filed by the instructor with the head of the department or the dean of the college in which the course is given.

Remaining work should be completed as soon as possible as determined by the faculty. In no case may an incomplete grade be converted to a passing grade after a lapse of one year.

**X Grades:** An X is given when no grade is submitted by an instructor.

## **Final Examination Policy**

School of Pharmacy final examinations are administered in accordance with the University of Washington Examination Schedule published in the Quarterly Time Schedules. The Dean may permit an instructor to change the time of a final examination within the examination period (see below) upon prior application demonstrating good cause for such change.

### **2009-2010 Final Examination Periods**

Autumn 2009: December 14-18

Winter 2010: March 15-19

Spring 2010: June 7-11

### **Guidelines for Change of Final Exam**

1. With the Dean's permission, a final examination may be posted or moved to an earlier time within the examination period if agreed to by all students and the instructor. Before approving the rescheduling of a final examination, the Dean shall obtain assurances that the change will not have an undue, adverse impact on the students. The Dean shall notify the Registrar of the approval granted for the date of a final exam.
2. Instructor shall not schedule a final class examination before the beginning of finals week. An instructor shall not, except in very unusual circumstances, grant permission to individual students for an early examination. If the student is unable to take an examination on the scheduled date, the procedure described in the following section should be followed.
3. A student absent from any examination through sickness or other cause, judged by the instructor to be unavoidable, shall be given an opportunity to take a rescheduled examination or perform work judged by the instructor to be the equivalent.

If the instructor determines that neither alternative is feasible during the current quarter, the instructor may exempt the student from the requirement. Examples of unavoidable cause include death or serious illness in the immediate family, illness of the student and, provided previous notification is given, observance of regularly scheduled religious obligations, and might possibly include attendance at academic conferences or field trips, or participation in university-sponsored activities such as debating contests or athletic competitions. Students are responsible for taking any number of examinations for which they are scheduled on a given day.

## **Change of Grade**

Except in case of error, no instructor may change a grade that he or she has turned in to the Registrar. Grades cannot be changed after a degree has been granted.

### **Grade Appeal Procedure**

A student who believes he or she has been improperly graded must first discuss the matter with the instructor. If the student is not satisfied with the instructor's explanation, the student, no later than ten days after his or her discussion with the instructor, may submit a written appeal to the chair of the department, or in a nondepartmental college, to the dean, with a copy of the appeal also sent to the instructor. Within ten calendar days, the chair or dean consults with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious. Should the chair believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the chair (or the dean in a nondepartmental school or college), with the approval of the voting members of his or

her faculty, shall appoint an appropriate member, or members, of the faculty of that department to evaluate the performance of the student and assign a grade. The dean and Provost should be informed of this action.

Once a student submits a written appeal, this document and all subsequent actions on this appeal are recorded in written form for deposit in a department or college file.

<http://www.washington.edu/faculty/facsenate/handbook/Volume4.html>

## **Grade Reports**

Grades are not mailed. You may display and print a grade report through [MyUW](#).