

2019 | College of Pharmacy

# Student Handbook

for Undergraduate Students

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# Student Rights and Responsibilities

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Students admitted to the University of Iowa are governed by specific rights and responsibilities as outlined on the [Dean of Students](#) website, and are responsible for reviewing and understanding all policies listed in the document.

## Academic Standards and Academic Misconduct

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The College of Pharmacy expects students to understand and uphold the University of Iowa [Code of Student Life](#) and all policies as noted on the [Dean of Students](#) website. All incidents of academic misconduct will be subject to the rules and regulations of the University of Iowa [Code of Student Life](#), the policies on the [Dean of Students](#) website, and the policies described below.

Academic misconduct observed by or reported to the instructor will be handled initially by the instructor. The student may receive no credit, a failing score, or a lower grade than otherwise would have been awarded for the assignment in question (including exams, papers, etc.). The instructor may also request a revision of the work in question and will determine how the revised assignment will contribute to the student's grade. In consultation with the Department Head of the sponsoring COP department, the instructor may also fail a student for the course for academic misconduct.

All instances of academic misconduct will be reported to the Associate Dean for Undergraduate Students (or equivalent official) in the student's home college. The student may face additional sanctions based on the home college's policies.

## Student Appeals at the College of Pharmacy Level

All students have the right to file an appeal about a decision related to academic misconduct in a course offered by the College of Pharmacy.

- If the student believes that the finding of academic misconduct is in error or the penalty assigned by the instructor unjust, the student should first arrange to meet with the instructor (and/or the course coordinator) to discuss the issues and determine whether a mutually agreeable resolution can be identified.
- After meeting with the instructor/course coordinator and a resolution has not been identified, the student should meet with the Department Head of the sponsoring COP department. If a mutually agreeable resolution is still not identified, the student should request a meeting with the Dean of the College of Pharmacy.
- Prior to meeting with the Dean, the student should submit to the Dean a written summary of the discussions with both the instructor/course coordinator and the Department Head along

with the student's requested action (e.g. removal of accusation of misconduct, altered grade impact, opportunity to revise assignment). The Dean will also request written documentation regarding accusation from the instructor and Department Head.

- If the student is not satisfied with the results of the process following meeting with the Dean of the College of Pharmacy, they can request a review by the Associate Provost for Undergraduate Education. The request should be made in writing and should be addressed to the Associate Provost's office, 111 Jessup Hall.

## Examples of Academic Misconduct

### **Cheating on Quizzes and Exams**

- Using notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor.
- Talking during a quiz or exam when told by the instructor talking is not permitted.
- Looking at another student's exam or quiz during the testing period.
- Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended.
- Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor.
- Ignoring the guidelines specified by the instructor for an assignment or for a "take home" test and instead using materials or study aids that the instructor has forbidden.
- Development, maintenance, or use of "test banks", including accessing or posting to web-based repositories of exam materials for the specific course or similar courses at the University of Iowa.

### **Plagiarism**

- Using the words, sentences, arguments, rhetorical structures, and ideas of another without proper citation and acknowledgment.
- Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them without proper citation or acknowledgment.
- Copying homework, quiz, or exam answers from an answer key, solution manual, textbook, website, or other items from another student, thus presenting another's work as your own.
- Failing to use quotation marks properly or when needed.
- Failing to give a source for quoted materials.
- Failing to paraphrase language completely.
- Failing to give a source for paraphrases.
- Failing to cite sources correctly and completely.

### **Unauthorized Collaboration**

- Receiving help with homework, reports, labs, paper, data collection, or other activities when not allowed by the instructor.

- Accepting credit for a group project without doing your share of the work.
- Helping others with their homework or other assignments when not allowed by the instructor.
- Allowing others to view your answers or copy part of your homework, lab, quiz answers, exam answers, or other related work when not permitted to do so by the instructor.
- A group doing another student's work on a group project, lab, presentation, report, or other activity while presenting the work as if done by the entire group equally.

### **Willful Misrepresentation**

- Fabricating quotations.
- Fabricating sources.
- Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis.
- Engaging in selective reporting or omission of conflicting data for deceptive purposes.
- Altering graded work, then resubmitting it for a new grade.
- Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework.
- Submitting the same paper in more than one class without the approval of the instructors involved.
- Submitting a paper from a previous semester for a current class without the approval from the instructor.
- Failing to provide required or requested information regarding academic performance or enrollments at previous institutions.
- Intentionally obstructing or interfering with other students' academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
- Altering documents affecting academic records, such as falsifying information on an official academic document, form, grade report, letter of permission, clinical record, student ID cards, or any other official document.
- Providing false information to others about academic performance, leadership activities, or membership in student organizations.
- Falsification of information records.
- Altering a score, grade, or schedule change on an academic record.
- Forging the signature of an instructor, advisor, dean, or another student without proper authorization.
- Creating false university, college, or other official correspondences (such as medical documentation).

### **Facilitating Academic Dishonesty of Others**

- Writing a paper for another student.
- Allowing another student to use your past homework assignments, papers, labs, or similar items.

- Sharing homework with another student when told collaboration is not allowed.
- Allowing or helping another student to look at your exam or quiz during a test.
- Sharing with other students your notes, books, calculators, phones, photos, computers, websites, tweets, social media, or other aids during a quiz or an exam when not allowed by the instructor.
- Completing another student's exam or quiz by filling in the student's scantron card or other answer sheet or by attending the exam in place of the other student.

# Registration and Enrollment

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## Adding Courses

### Fall/Spring Semester

Students may register for courses on [MyUI](#) during the established time for Early Registration, and before the semester begins until 11:59 pm the night before the 6th day of the semester. If your initial registration is for an off cycle course you may add it in MyUI up until 11:59 pm the night before the start date of the course.

After MyUI closes for online changes, or when changes are not allowed on MyUI, a [Change of Registration Form](#) with required signatures must be processed through the UI Service Center. For required signatures please see [Changes in Registration - MyUI Closed](#). Under usual circumstances you will be required to obtain signatures from the course instructor, the Department Head of the sponsoring COP department, and your academic advisor.

### Summer/Winter Session

For students enrolled in Summer or Winter session, [MyUI](#) may be used to add courses up until 11:59 p.m. the night before the start date of the session. If adding an off-cycle course or for a sub-session in summer that has not started, students may add it on MyUI up until 11:59 pm the night before the start date of the course. Once the start date has occurred, for any course, an initial registration, add, or change is not allowed on MyUI. A [Change of Registration form](#) is required with signatures. For required signatures please see [Changes in Registration - MyUI Closed](#).

For more information about adding courses, visit the Office of the Registrar [Changes in Registration](#) and the [course deadline look-up](#), which provides course specific deadlines.

## Auditing Courses

Course instructors may allow, with academic advisor approval, students to audit a course (register for zero credit). Auditors will be charged for tuition on their UBill (see Office of the Registrar [tuition tables](#)). Students who choose to audit courses will not receive credit toward graduation nor college requirements. Grading for an audited course is Audit Successful (AUS) or Audit Unsuccessful (AUU).

During Early Registration, students should contact the course instructor to obtain “special permission” to enroll in the course as an auditor. During the first two weeks of a full-semester course, students must complete a [Change of Registration Form](#) by entering a checkmark in the “Add a Class” box and entering “0” (zero) in the semester hours (S.H.) column and securing both the instructor’s and academic advisor’s signatures.

## Cross-Enrolling and Taking Cross-Listed Courses

Students who are enrolled in other UI colleges and directly enroll in College of Pharmacy (COP) undergraduate courses (cross-enroll) or who take cross-listed courses (courses listed by more than one department) are subject to the University of Iowa’s [Policy Governing Undergraduate and Professional Students Enrolled in Courses Outside Their Own College or Degree Program](#). Graduate students are governed by the policies of the [Graduate College](#) no matter what college offers the courses in which they are enrolled.

## Dropping courses

### **Fall/Spring Semester**

Students may drop semester-length courses through [MyUI](#) before the semester begins and up until 11:59 pm the night before the 6th day of the semester. Students are not able to remove their last course once the session has begun; this is considered a [withdrawal of registration](#). Students may drop off-cycle courses on MyUI up until 11:59 pm the night before the start date of the course.

### **Summer/Winter Session**

Students may drop semester-length courses through [MyUI](#) before the semester begins and up until 11:59 pm the night before the 1st day of the session. Students may drop off-cycle courses on MyUI up until 11:59 pm the night before the start date of the course.

### **Student Athletes**

In addition to the instructions noted above, student athletes will need to contact their Athletic Academic Coordinator (319-335-9384) for additional permission and instructions when dropping courses.

### **International Students**

In addition to the instructions noted above, international students will need to contact [International Student and Scholar Services \(ISSS\)](#) for additional permission and instructions to assure adherence to visa requirements.

For more information about dropping courses, visit the Office of the Registrar [Changes in Registration](#) and the [course deadline look-up](#), which provides course specific deadlines. See also Mark of “W” policy below.

## Dropping Courses after the Deadline

Dropping courses after the Registrar's [course deadlines lookup](#) "last day to drop without dean's approval, undergraduate" or the Registrar's [academic calendar](#) "last day for undergraduates to drop individual semester-length courses without dean's approval" is not permitted unless there are extenuating circumstances beyond the student's control. The late drop policies of the students "home college" are used in these situations. Students should consult with their academic advisor for information and required documents and actions needed to drop the course.

### Student Athletes

In addition to the instructions noted above, student athletes will need to contact their Athletic Academic Coordinator (319-335-9384) for additional permission and instructions.

### International Students

In addition to the instructions noted above, international students will need to contact [International Student and Scholar Services \(ISSS\)](#) for additional permission and instructions.

## Instructors' Option to Drop for Non-attendance

The instructor or department may administratively drop a student from a course for non-attendance during the first two weeks of the fall or spring semester or first two days of the winter session or first four days of the summer session, if the student does not provide an acceptable reason for non-attendance. **Students should not assume they have been automatically dropped from a course due to non-attendance, however.**

## Prerequisites

Prerequisite courses, or a specific placement test score, are required to be completed prior to enrolling in more advanced courses to prepare students for success in those courses. MyUI will not allow students to enroll in courses until all prerequisite coursework has been satisfactorily met. In rare circumstances, students may enroll in a course after "special permission" has been granted from the course coordinator to take the prerequisite course as a corequisite course. The course coordinator will inform the College of Pharmacy designated undergraduate program administrator of the approved "special permission".

## Recommended Coursework

UI courses that include additional recommended coursework do so to communicate the necessary background and knowledge for successful completion of the advanced course. Although recommended coursework is not required, it is strongly encouraged that students complete the recommended courses before enrolling in an advanced course.



## Requirements

A requirement is similar to a prerequisite in that students must complete all course requirements prior to enrollment in an advanced course. While MyUI will allow course registration, requirements will be enforced by the department through the final drop date in accordance with the Registrar's [Academic Calendar](#) noted as the "Last day to drop individual courses in order to reduce tuition and fee assessment," and on the [Course Deadlines](#) search noted as the "Last day for tuition & fee reduction if you drop the course or reduce hours".

## Variable or Arranged Credit Courses

Courses are usually offered for a fixed number of credit hours. However, some courses may be offered for a variable or arranged number of credit hours allowing students to choose the number of credit hours in which to enroll. Students should consult with the course instructor to determine the course requirements for each credit level prior to registration.

Students may increase or decrease the number of credit hours utilizing [MyUI](#) before the semester begins and up to 11:59 p.m. the night before the 6th day of the semester for full-length fall and spring semester courses. For students enrolled in Summer or Winter session, MyUI may be used up until 11:59 p.m. the night before the start date of the session to change the number of credit hours. Off-cycle students should check the Registrar's [Course Deadlines](#). After MyUI closes for online changes, or when changes are not allowed on MyUI, a [Change of Registration Form](#) with required signatures must be processed through the UI Service Center. For required signatures please see [Changes in Registration - MyUI Closed](#).

**If decreasing hours, students are responsible for maintaining the correct number of hours required for Student Financial Aid (SFA), athletics, and visa requirements for international students.**

## Grading System

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Any student taking courses in the College of Pharmacy (COP), including those students enrolled in other UI colleges, are subject to the following grading policies. COP students taking courses in other colleges within the UI are subject to the grading policies of those colleges. For more information about cross-enrollment in other colleges, read the complete [cross-enrollment policy](#).

Undergraduate courses in the COP use letter (A, B, C, D, F or A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F), Satisfactory/Unsatisfactory (S/U), and Pass/Fail (P/F) grading systems. The instructor must define the grading system in the course syllabus, and must apply it to all students in the course.

## Letter Grades

All letter grades are assigned a numerical grade point value as displayed in the following table.

Grade	G.P.A.
A+	4.33
A (superior)	4.00
A-	3.67
B+	3.33
B (above average)	3.00
B-	2.67
C+	2.33
C (average)	2.00
C-	1.67
D+	1.33
D (below average)	1.00
D-	0.67
F (failing)	0

## Satisfactory/Unsatisfactory (S/U), Satisfactory/Fail (S/F), and Pass/Fail (P/F)

Students whose home college is not the College of Pharmacy should consult with their college's policy regarding course offerings graded as S/U (satisfactory/unsatisfactory), S/F (satisfactory/fail), and P/F (pass/fail) to ensure the course(s) meet degree requirements.

## Pass/Nonpass (P/N)

College of Pharmacy undergraduate courses may not be taken P/N (pass/nonpass).

## Midterm Reports

The College of Pharmacy recommends instructors report midterm grades below C- for students enrolled in undergraduate courses. Students should be aware that while it is recommended, it is not required for instructors to do so.

If the course is a full-semester course, the Office of the Registrar distributes midterm reports received from instructors to student advisors and to individual students. If the course is off-cycle (dates other than full-semester), it is likely that the course midterm date will not coincide with the official full-semester Midterm Report deadline. For students whose off-cycle course midterm grade is below C-, it is recommended that the instructor notify students individually. **Midterm grades are not recorded on the permanent record (transcript).**

**Students who do not receive a midterm report should not assume that their mid-semester grade is a C- or higher.**

## Incomplete (I)

Instructors may report a mark of “I” (incomplete) if the student’s explanation for failing to complete the course requirements is acceptable to the course instructor. Coursework must be satisfactorily completed and submitted to the instructor by the date determined by the instructor at the time of agreement to award the incomplete mark. The latest date to fulfill the course requirements is the close of the next full semester (full semesters are fall and spring) in order for the instructor to change the final grade from I. Otherwise, a grade of F (or U) will be awarded. Students are expected to initiate communication with the instructor in order to receive a mark of I and to determine the process necessary to complete the remaining course requirements.

## Dispute Final Grade

Final course grades must be appealed within 30 days after the close of the semester or session the grade was awarded.

1. Students should first talk with the course instructor about the final grade.
2. If the grade dispute is not resolved, the student should then contact the Department Head for that course.
3. If the grade dispute is still not resolved, the student should contact the Dean of the College of Pharmacy.

## No grade reported (O)

An “O” will appear on your record if an instructor fails to report your grade. It will remain on your permanent record until the instructor submits a valid grade. The College works to ensure that valid grades are reported on time and that “O” marks are changed as soon as possible.

## Mark of “W”

A mark of “W” is indicated on a student’s transcript when a course is dropped after the final drop date in accordance with the Registrar’s [Academic Calendar](#) noted as the “Last day for undergraduates to add courses or drop courses without a W,” and on the [Course Deadlines lookup](#) noted as the “Last day to drop without a 'W'”. Full-semester length and off-cycle courses have varying course drop deadline dates. It is the student’s responsibility to secure appropriate authorizations to drop a course from the instructor, academic advisor(s), [Athletic Students Services](#) (319-335-9384), [International Student and Scholar Services](#) (319-353-2700), and collegiate deans.

Students are not allowed to “drop” the only or last course for which they are registered in a semester. If a student decides to discontinue his or her entire semester enrollment, the student will be required to process a [Withdrawal of Registration](#).

## Second-Grade-Only Option (#)

The second-grade-only (SGO) option is an opportunity for students to repeat a course for grade substitution in the calculation of grade point averages (GPA) and hours earned. Both the original grade and the second-grade-only option (denoted with the pound sign #) remain on the student's permanent record. Students are responsible for ensuring regression does not occur when using the SGO option. If students seek admission to graduate or professional colleges, those entities may choose to calculate GPA using all visible grades on the permanent record.

Students must use the SGO policy from their college of enrollment (home college) even if the "administrative home" of the course is the College of Pharmacy (see [Policy Governing Undergraduate and Professional Students Enrolled in Courses Outside Their Own College or Degree Program](#)).

If the SGO course is taken for a letter grade the first time, it must also be taken for a letter grade the second time. If the SGO course is taken for AUS/AUU, P/N, S/F, or S/U the first time, the course may be taken for a letter grade or AUS/AUU, P/N, S/F, or S/U the second time. The SGO option may not be used to replace a grade of Incomplete (I). Grades of "I" must be resolved by the standard method before the SGO option may be used. Any method of course delivery is acceptable for the SGO option as long as the MyUI course number (course subject and course number) is identical to the replacement course.

To use the SGO option, students should register for the course using the standard method through MyUI. Students should request the SGO option after the semester (fall or spring) or session (summer or winter) has started by contacting his or her advisor. Approval must be granted by the advisor and the Department Head of the sponsoring CO department. Students should contact the course instructor/coordinator for assistance in the SGO approval process in the College of Pharmacy.

If a student decides not to use the SGO after the option has been approved, the student must contact their advisor to reverse the decision before the close of the semester or session for which the SGO option is in effect. Approval of the SGO reversal must be granted by the advisor and the Department Head of the COP course-sponsoring department. After the semester or session has ended, the SGO option is added to the permanent record and cannot be rescinded.

# Course Policies

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## Attendance and Absences

Class attendance is strongly encouraged as students are responsible for all course lecture, lab, and discussion content; textbook material; slides; handouts; etc. Instructors and course supervisors create the attendance policy for their respective courses, and define that policy in the course syllabus.

The [University of Iowa attendance policy](#) requires that students be allowed to make up examinations which have been missed due to illness, [mandatory religious obligations](#), or other unavoidable circumstances or University activities. College of Pharmacy instructors may exercise their judgement in

assessing other valid circumstances, beyond the University of Iowa attendance policy, to determine excused absences. Students must notify the instructor as early in the semester as possible for all known absences. If a student has an accommodation approved by Student Disability Services (SDS), the policies and procedures from [SDS](#) are followed.

As a health sciences unit on campus, the College of Pharmacy encourages students who experience short-term illness to refrain from attending class. Generally, instructors make provisions in the syllabus attendance policy for a specific number of excused absences. Students should limit the use of excused absences in case of illness or for emergency issues later in the semester. Students who experience long-term illness (more than five days) should notify the instructor as soon as possible and the UI Service Center, 17 Calvin Hall, (319) 384-4300, [registrar@uiowa.edu](mailto:registrar@uiowa.edu).

If the status of an absence is unresolved between student and instructor, the student may appeal to the Department Head of the COP course-sponsoring department. If unresolved, the student may appeal to the Dean of the College of Pharmacy.

## Course Accommodations

Students requiring accommodations must register with [Student Disability Services](#) (SDS), 3015 Burge Hall, (319) 335-1462, upon course enrollment to obtain approval from SDS specifying what course accommodations are judged reasonable for individual students. **Instructors should not provide academic accommodations until the student has presented a Letter of Accommodation (LOA) from SDS.** Students who request academic accommodations for disabilities but do not have a LOA should be referred to Student Disability Services.

The College of Pharmacy is committed to both Section 504 of the Rehabilitation Act of 1973 and Section 508 of the Workforce Investment Act of 1998. In support of this commitment, at the beginning of the semester (preferably, the first day of class), instructors should announce to each class the procedures for arranging SDS approved academic accommodations as well as document it in the syllabus.

## Examinations

Use of materials of any type during examinations are at the discretion of the instructor. UI-issued identification is required for examination, and may be required upon entrance to the classroom. Students are responsible to communicate with the course instructor/coordinator prior to missing an examination (except under emergency circumstances). Failure to inform the course coordinator may result in a zero score for the exam. Students who are ill or have a family emergency may be allowed to take a make-up exam at the instructor and course coordinator's discretion. The course coordinator may request proof of the reason for the absence. Make-up examinations will cover similar information to the in-class examination but may include additional question types including short answer or verbal answer questions.

# Certificate Programs

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Enrollment in approved UI certificates administered by the College of Pharmacy are open to all University of Iowa undergraduate students. Students must submit an [Enrollment Questionnaire](#) to formally enroll in a specific certificate program. Students may enroll in a certificate at any time in their academic careers at the University of Iowa (UI). It is not necessary to wait until all prerequisites are completed to enroll in a certificate, but students must meet the requirements set below for all course work.

All certificates require a minimum cumulative GPA of 3.0, and a minimum grade of B- in all prerequisite course work. Students requesting enrollment in a certificate who do not meet these requirements should contact the Head of the Department of Pharmaceutical Sciences and Experimental Therapeutics, [Dr. Robert Kerns](#) (319-335-8800), to discuss admission to the certificate program.

A certificate requires the completion of a minimum of 16 semester hours in seven required courses. COP certificate requirements may include additional courses or activities. Please refer to the certificate curriculum described in the [General Catalog](#) for details regarding specific certificate requirements. No more than six semester hours of coursework may be used from another major, minor, or certificate to satisfy certificate requirements. **Prerequisite coursework does not count towards credit in the certificate.** Students must maintain a minimum GPA of 2.5 in all coursework for the certificate. **Current University of Iowa students who previously earned credit in required course work before certificate enrollment will be eligible for certificate conferral.**

## Academic Advising for Certificate Programs

The Pharmaceutical Sciences and Experiential Therapeutics (PSET) Department Head will appoint an academic advisor for each student formally enrolled in a COP certificate program to assist in developing a plan of study for the student to complete the certificate requirements. The advisor and student should also meet on a regular basis to discuss student progress and for career and professional development mentoring. The Department Head may consult with the student's academic advisor regarding student progress toward the completion of certificate requirements. The Department Head approves all final degree audits for certificate conferral and submits their approval to the Registrar for award of the certificate.

*Portions of the text in this document have been excerpted or modified from other UI collegiate policies.*