

College of Pharmacy Course Policies

- (1) Attendance is expected for all classes.
- (2) Students are responsible for all material assigned including assigned readings, and material covered in class including handouts and class discussion.
- (3) Students are required to take all exams. However, the faculty recognizes that unforeseen circumstances may arise. Students must provide the Associate Dean with documentation for the reason that the exam was missed. If accepted by the Associate Dean, a makeup exam will be administered within two business days of the original test date or at the discretion of the course coordinator in consultation with the student. As an alternative, if an exam is missed, the worth of the other exams will be increased proportionately when the final grade is determined. Without an excuse, a grade of 0 will be recorded. If more than one exam is missed, the student will be dropped from the course. If a final is missed, the student must re-take the final within a reasonable length of time (as determined by the course coordinator).
- (4) The value of the questions on tests from each lecturer will be approximately proportional to the number of contact hours.
- (5) The faculty recognizes that prompt feedback on exams is important. The faculty will grade and post exam scores as soon as possible, however students need to recognize that grading/processing examinations require time and that scores will not be available immediately.
- (6) The faculty reserves the right to curve the final course grades. Individual exam grades will not be curved.
- (7) The final exam may or may not be cumulative at the discretion of the course coordinator. For cumulative final exams, the number of questions from each lecturer/topic will reflect the entire course, though proportionally more questions will be given on material after the last administered exam to compensate for no previous tests on this material.
- (8) If a student has questions about class material or the exam, he or she must first meet with the individual instructor. If the question or issue is not resolved, the student must meet with the course coordinator. If the question or issue is still not resolved, the student should meet with the appropriate department chairman to resolve the question or concern.
- (9) Students have the right and are encouraged to review their exams during the semester. However, students are not allowed to keep or copy the exam without permission of the instructor/course coordinator.
- (10) For exams administered via computer (e.g., WebCT):
 - a. hard copies (printed copies) of exams will not be provided to students during the exam, and
 - b. exam results will not be shared with students until all students have completed the exam.

- (11) All faculty and students will adhere to the Medical University of South Carolina Honor Code. Any student suspected of violating the honor code will be reported to the College of Pharmacy Honor Council.