



UNIVERSITY OF
SASKATCHEWAN

College of
Pharmacy and Nutrition

Academic Policies Document

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ORIGINAL DATE: May 1993
REVISION/REVIEW DATE: November 2016; April 2022
AUTHORITY: Admissions and Recruitment Working Group

Admission to the Pharm.D. and B.Sc.(Nutr.) Program

The admission requirements are listed on the College website at:

<https://pharmacy-nutrition.usask.ca/students/undergraduate-programs/admissions-information.php>

Evaluation Scores for CASPer Test of Critical Skills

Z-scores are provided by CASPer. Applicants with Z-scores ≥ -1.00 are considered eligible. Those with Z-scores < -1.00 will not be considered.

The Test of Critical Skills score out of 30 is determined in the following manner. A value of 0/30 is assigned to the LOWEST Z-score which is ≥ -1.00 . The HIGHEST Z-score is assigned a value of 30/30. A linear equation is calculated based on the low and high Z-scores; all other Z-scores are interpolated from this linear equation to a score out of 30 and used to determine ranking of candidates.

Evaluation Scores for Personal Video Interview

A candidate with a communication score of 0 will not be considered. A candidate with a score of 1 will be reviewed by the Associate Dean Academic and a member of the Admissions Subcommittee before being offered admission. A candidate with a total video score of four or lower will not be considered. The personal interview score is used to determine ranking of candidates.

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AUTHORITY: University and College

Grading System

Percentage	Literal Description of Expected Performance
90-100 Exceptional	A superior performance with consistent strong evidence of: <ul style="list-style-type: none"> - a comprehensive incisive grasp of the subject matter; - an ability to make insightful critical evaluation of the material given; - an exceptional capacity for original, creative and/or logical thinking; - an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts fluently.
80-89 Excellent	An excellent performance with strong evidence of: <ul style="list-style-type: none"> - a comprehensive knowledge of the subject matter; - an ability to make sound critical evaluation of the material given; - a very good capacity for original, creative and/or logical thinking; - an excellent ability to organize, to analyze, to synthesize, to integrate ideas and to express thoughts fluently.
70-79 Good	A good performance with evidence of: <ul style="list-style-type: none"> - a substantial knowledge of the subject matter; - a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques; - some capacity for original, creative and/or logical thinking; - a good ability to organize, to analyze and to examine the subject material in a critical and constructive manner.
60-69 Satisfactory	A generally satisfactory and intellectually adequate performance with evidence of: <ul style="list-style-type: none"> - an acceptable basic grasp of the subject material; - a fair understanding of the relevant issues; - a general familiarity with the relevant literature and techniques; - an ability to develop solutions to moderately difficult problems related to the subject material; - a moderate ability to examine the material in a critical and analytical manner.
50-59 Minimal Pass	A barely acceptable performance with evidence of: <ul style="list-style-type: none"> - a familiarity with the subject material; - some evidence that analytical skills have been developed; - some understanding of relevant issues; - some familiarity with the relevant literature and techniques; - attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner are only partially successful.
<50 Failure 40-49	An unacceptable performance. Evidence of familiarity with sufficient subject matter and/or skills to recommend granting a supplemental examination in some cases.
<40	Failure. No supplemental examinations granted.

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Faculty Action

First Year Students	
<i>PharmD students (non-direct entry), completion of pre-Pharmacy program:</i>	No action
Pass all courses, and have a weighted average* of 60%	
One or two failures	Repeat courses and/or apply for supplemental privileges
A weighted average* of less than 60% or failure in more than 2 courses	Required to discontinue**
<i>B.Sc.(Nutr) students (non-direct entry), completion of pre-Nutrition program:</i>	No action
Pass all courses, and have a weighted average* of 60%, and clear all of the admission deficiencies	
One or two failures	Repeat courses and/or apply for supplemental privileges
A weighted average* of less than 60% or failure in more than 2 courses	Required to discontinue**
Second Year Students	
Pass all courses and have a weighted average* of 60% or more. Remove first-year deficiencies [B.Sc.(Nutr)]	No action
One or two failures	Repeat courses and/or apply for supplemental privileges
A weighted average* of less than 60% or failure in more than two courses	Required to discontinue**
Third Year Students	
Pass all courses and have a weighted average* of 60% or more. Remove second-year deficiencies [B.Sc.(Nutr)]	No action
One or two failures	Repeat courses and/or apply for supplemental privileges
A weighted average* of less than 60% or failure in more than two courses	Required to discontinue**
Fourth Year Students	
Pass all courses	No action
Students who do not meet these requirements in their graduating year will be dealt with on a case by case basis	

*Note that the annual weighted average is based on courses taken during the Regular Session (September-April) and the Spring and Summer Session immediately prior to this. Credit units indicate the relative academic weight of each course and are used to calculate the weighted average.

**If a student is required to discontinue (RTD) they may not be registered in the program for a period of one year. They may apply to re-enter the program after the year by providing a statement to the Undergraduate Academic Affairs Committee indicating they wish to be re-admitted to the program. The statement must include a reflection describing why they were unable to be successful in the program and any activities they have undertaken during the year in order to be successful if re-admitted. Appropriate documentation (for example, from a health care provider) should be included with the statement as appropriate. Readmission is subject to availability of a position in the specific year of the program to which the student will be readmitted. An application from a prospective student who has been "Required to Discontinue" twice will not be approved except in extreme circumstances.

NOTES

1. A grade of <50% will be counted as "one failure" regardless of the unit value of the course.
2. Students with grades of less than 50% will be dealt with on an individual basis using the above faculty action as a guide. The actual grade awarded will be decided by the individual instructor, or using the University grade of 49%, along with a grade comment of INF (Incomplete Failure).
3. All admission deficiencies must be removed before a student will be allowed to register in second year [B.Sc.(Nutr.)]. Students cannot progress to the next year of the program without completing all the necessary requirements for that academic year unless special approval is granted by the Undergraduate Academic Affairs Committee. For students in the B.Sc.(Nutr.) program, the cutoff date is June 30.
4. A student must meet all Term 1 prerequisite courses in order to take Term 2 courses. Failure to do so will require the student to drop Term 2 courses.

If a student fails a single course in Term 1, as long as the grade is between 40 and 49%, they will be granted a special supplemental exam in order to permit moving on to Term 2 (See page 16 – Special Supplemental Exams).

PharmD Program – If a student fails two or more classes in Term 1, the student will not be permitted to continue to Term 2. If the weighted average is 60% or greater for Term 1, they will be permitted to return the following year. They will be required to repeat all failed courses and any course where <60% was achieved. The Undergraduate Academic Affairs Committee may advise a repeat of specific courses (e.g. skills course which is Pass/Fail).

5. A student who re-enters the College of Pharmacy and Nutrition after being "Required to Discontinue" will not retain credit for any course taken during the year in which the student was required to discontinue unless a grade of at least 60% had been obtained in that course. The Undergraduate Academic Affairs Committee may advise a repeat of specific courses (e.g., skills course which is Pass/Fail).
6. A student wishing to graduate must complete the courses for the degree of Bachelor of Science in Nutrition and Bachelor of Science in Pharmacy or Doctor of Pharmacy within a period of seven years

after first registration in the respective programs in the College of Pharmacy and Nutrition. In exceptional circumstances permission may be granted to continue study beyond the seven-year limit. The student must meet the degree requirements in place when the extension is granted.

7. Students who wish to take an equivalent course through another institution for credit towards the Pharmacy or Nutrition program must submit their request through the Associate Dean Academic or designate. The course(s) must be completed by April 30 in the year of the student's program (i.e., a required course offered in year 2 must be completed by April 30).

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Policies for Failure in PHAR 185 and PHAR 285

PHAR 185 and 285 placements are academic courses. Failure in a placement is considered failure of an academic course and is subject to the academic policies of the College of Pharmacy and Nutrition. (see Academic Policies document – Faculty Action). Students must successfully complete all courses (including EL courses) before moving on to the next year in the program.

If a student fails PHAR 185 or PHAR 285 they will be required to repeat the course (the entire 4 week rotation) and permission to repeat the course will be granted automatically unless:

1. The preceptor identified that the student is putting the patient, the preceptor and/or the site, at risk of harm
2. A major or critical incident has been identified (Refer to College of Pharmacy and Nutrition Procedures for concerns with Pharmacy and Nutrition Student Professional Behaviour) or the student breaches the Regulations on Student Academic Misconduct or Standard of Student Conduct in Non-Academic Matters. As students are licensed by the Saskatchewan College of Pharmacy Professionals (SCPP), SCPP will be notified when the behaviour (e.g. breach of patient confidentiality, theft of narcotics) would be subject to disciplinary and/or legal action if engaged in by a licensed pharmacist.

A student who is not successful on a rotation must develop a learning plan to address the area(s) of deficiency identified in the failed rotation before proceeding to the repeated rotation or in the first week of the rotation. The student may be required to complete remediation prior to repeating the course. Decisions regarding appropriate remediation are made based on the evaluation provided by the preceptor, and determined by the Experiential Learning Office in consultation with the Associate Dean Academic.

Note: The College of Pharmacy and Nutrition does not share evaluations and learning plans from previous rotations with new sites/preceptors. We strongly encourage the student to do; this will assist both student and preceptor to focus on competencies that were not successfully achieved.

The repeat placement will occur at a different practice site, with a different preceptor. PHAR 185 & 285 course offerings are subject to preceptor and site availability. Every attempt will be made to schedule a repeat placement during the spring/summer term. If this is not possible, the student may repeat as availability allows. Note, this will delay progression in the program (by one year).

Students are responsible for all financial costs associated with remediation and repeat rotations.

If a student fails the second attempt at a PHAR 185/285 placement, the student case will be reviewed by the Undergraduate Academic Affairs Committee. The student may be granted a third attempt. If the student is unsuccessful in the third attempt, the student will be required to discontinue.

Students may appeal the course grade. Given the nature of the courses, the initial appeal will be reviewed by the UAAC, and not through the regular informal consultation process (see Academic Policies Examination Regulations on Routine Inquiries and Re-reads). If a student wishes to appeal, the

student must submit a formal letter of appeal to the Associate Dean Academic within 15 working days of the receipt of the grade in the course. The letter of appeal should explain the reasons why the appeal should be considered, and provide supporting documentation where possible (e.g., documentation from physician, counsellor). See COPN academic policies for further information regarding appeals.

If an appeal is granted, the student may seek a review under a formal re-assessment (re-read). For PHAR 185 and 285 EL courses, a re-reread often involves a placement at a new site with a new preceptor for 4 weeks to allow adequate time for demonstration of competency and determination and assessment.

Policies for Year 4 Pharm D program

Failed course

If a student fails an EL course, commonly referred to as a rotation, (Phar 481, Phar 482, Phar 483 or Phar 484), the matter will go to the Undergraduate Academic Affairs Committee for review. UAAC will determine what, if any, remediation is required prior to attempting the course again (same rotation) or other EL courses. A student who is not successful on a rotation may be required to complete supplemental activities and/or additional rotation time, or repeat a rotation, as determined by the UAAC.

Repeat rotations are subject to availability of appropriate preceptors and sites. This may result in a delay in program progression, convocation or delay in completing PEBC examinations. (The College is not responsible for any deposit paid for the examination.)

The fee to complete an 8 week supplemental rotation is calculated by the Office of the Registrar based on the course being equivalent of 8 credit units.

A student will have only two attempts at the same rotation and then will be required to discontinue. A student who fails three rotations (any of Phar 481, 482, 483 and 484) will be required to discontinue.

If a student fails a rotation they may be permitted to continue in subsequently scheduled rotations, provided the reason for failure was not due to one of the following reasons:

1. The preceptor identifies that the student is putting the patient, the preceptor and/or the site, at risk of harm.
2. A major or critical incident has been identified (Refer to College of Pharmacy and Nutrition Procedures for concerns with Pharmacy and Nutrition Student Professional Behaviour) or the student breaches the Regulations on Student Academic Misconduct or Standard of Student Conduct in Non-Academic Matters. As students are licensed by the Saskatchewan College of Pharmacy Professionals (SCPP), SCPP will be notified when the behaviour (e.g. breach of patient confidentiality, theft of narcotics) would be subject to disciplinary and/or legal action if engaged in by a licensed pharmacist.

The student must develop a learning plan to address the area(s) of deficiency identified in the failed rotation before proceeding to or in the first week of the subsequently scheduled rotation.

Note: The College of Pharmacy and Nutrition does not share evaluations and learning plans from previous rotations with new sites/preceptors. We strongly encourage the student to do; this will assist both student and preceptor to focus on competencies that were not successfully achieved.

If a student fails two rotations in a row they will be suspended from the program until review by UAAC.

In the case where a student has started the second rotation, if after review of the first failure by UAAC the Committee believes that remediation would benefit the student prior to completion of the second rotation, the student may be removed from the rotation without academic penalty.

Removal from rotation

A student should generally remain in a rotation until completion unless a serious concern is identified. Serious concerns may include but are not limited to the following situations:

1. The preceptor identifies that the student is putting the patient, the preceptor and/or the site, at risk of harm.
2. The Preceptor identifies concerns during the rotation that the student may be compromising patient care, e.g. if a student's ability to provide, or assume responsibility, for their patients' care is deemed well below expectations.
3. A major or critical incident has been identified (Refer to College of Pharmacy and Nutrition Procedures for concerns with Pharmacy and Nutrition Student Professional Behaviour) or the student breaches the Regulations on Student Academic Misconduct or Standard of Student Conduct in Non-Academic Matters. As students are licensed by the Saskatchewan College of Pharmacy Professionals (SCPP), SCPP will be notified when the behaviour (e.g. breach of patient confidentiality, theft of narcotics) would be subject to disciplinary and/or legal action if engaged in by a licensed pharmacist.
4. Extraordinary demands are being placed on the preceptor

Notification must be provided to the Experiential Learning Office before any action is taken.

Withdrawal from Rotation

A student may request a withdrawal from the rotation without academic penalty for health or personal reasons. The request must be submitted in writing, with appropriate documentation, to the EL Associate Director or the Associate Dean Academic. Appropriate documentation will be required prior to the student resuming rotations.

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Policies, Procedures and Guidelines Regarding Student Requests for Special Consideration Not Related to Admissions

General

The following general principles should be borne in mind when considering student requests for special consideration.

- Policies should be in place enabling students to do as well as they can in their studies, while maintaining their emotional and physical health.
- Policies should be applied with as much consistency and fairness as possible.
- It is realized that there is often no one “right” answer in considering requests.
- For students and instructors, it is very important to identify and deal with difficulties as early as possible.
- Students need to be fully informed of the policies and procedures (via Orientation) including the practice that information provided by them will invariably be placed in their student file; who is privy to this information; and that there is a process, if requested, to have information on their circumstances kept in a confidential file which is available only to a small number of individuals on a need-to-know basis. Information of academic policies is included in the General Catalogue.
- University-wide policies apply to the College and are considered in decision-making.

Absence from Mandatory Course Components, Laboratory Sessions and Midterm Examinations, and Late or Missed Assignments

Policy on Absences and Missed Assignments

Students are expected to attend all mandatory course components, laboratory sessions and all scheduled examinations and complete course assignments by the deadlines specified. Mandatory course components should be specified by the instructor in the course syllabus.

If due to illness, or other legitimate reason, a student is unable to attend a mandatory course component, laboratory/examination or submit a course assignment by the stated deadline, the student must notify the laboratory instructor or professor prior to the event or deadline or within 48 hours. A “Declaration of Absence” form must be completed. Medical documentation is not required.

Individual arrangements must be made with the instructor regarding the missed mandatory course component, laboratory, midterm exam or assignment and documented on the “Declaration of Absence” form. Note that instructors are not required to set make-up assessments/experiences such as laboratories or examinations. If arrangements cannot be made:

- a) the student will be awarded a "0" for the missed mandatory course component, laboratory, examination, or assignment (or in the case of late assignments, there may be a different kind of penalty assessed). In the case of a mandatory course component, an alternate activity may be assigned if appropriate. This is not always possible. In the case of laboratories, the marks assigned for the missed laboratory may be reassigned to the overall laboratory mark or an alternate laboratory-related assignment may be required. In the case of midterm examinations, a makeup examination will not be provided unless it is a module exam (i.e., the final exam is not a comprehensive exam and material from the module will not otherwise be assessed). The marks assigned for the missed examination may be reassigned to the final examination or other course components as determined by the instructor. The reallocation of marks must be documented on the "Declaration of Absence" form.

A report of absence will be kept in the student's record. Repeated absences or failure to notify the instructor will be recorded as a failing grade with a grade of 49% and "INF" (Incomplete - failure) on the grade report for the course.

The above process will provide a way to detect abuses of the regulations. However, more importantly, it will alert instructors to patterns of problems, making it possible to catch these and provide timely assistance (or referral) to the student concerned. The information contained on the forms is also very important should there be a subsequent faculty action and appeal of same by the student.

Procedures in Considering Student Requests

The College uses the University "Student Declaration of Absence Special Consideration Form" located at the following website:

<https://students.usask.ca/forms.php>

A request from a student for special consideration should be made to the instructor of the class via the form on which the student attests the reason for the request and signs the form.

When a request is made by a student (e.g., late or missing assignments, absence from a mandatory course component, laboratories and examinations), the instructor indicates their decision and returns the form to the Associate Dean Academic for approval.

Instructors should complete the appropriate form for each occurrence. Instructors should contact the Associate Dean Academic or designate to check for other occurrences before making a decision regarding the absence in question.

In cases where an incident occurs and the instructor is not informed by the student, the instructor should complete the Student Declaration of Absence form and Informal Discussion Form (Procedures for Concerns with Pharmacy and Nutrition Student Professionalism Behaviour). The Declaration of Absence form will be kept in the student's file. The Informal Discussion Form is sent to the Associate Dean Academic.

The instructor may also wish to keep supplementary notes of their own regarding the matter.

There may be cases where a student is hesitant to indicate details of the reason for the request. In such cases, the student should indicate "serious personal difficulties" or "serious health difficulties" on the

form that goes into the student's file. On a separate form or letter, the student will provide details of the difficulties and this would be placed in a confidential file in the office, where access would be limited to the Dean and the Associate Dean Academic.

The Associate Dean Academic will take action as they feel is appropriate (such as discussing the case further with instructors, contacting the student, referring the student to student services for assistance).

Guidelines for Instructors in Evaluating Special Requests

Illness. Students who are ill before or become ill during a midterm exam are strongly advised not to write/or finish writing the exam. Students who are absent due to illness or incapacitating distress must complete and submit a copy of the following form: *Student Declaration of Absence*. Should prolonged illness necessitate absence from more than one day of class or 10% of the laboratory component, a medical certificate may be requested, and it should indicate the expected duration of the absence. Absence from the program of greater than one week must be discussed with the Associate Dean Academic (who will consult with course instructors) to determine the impact of the absence on the student's academic program. If possible, all such absences should be brought to the attention of the Associate Dean Academic well in advance.

Personal Circumstances. Credence should be given to the pressures students encounter in their personal lives, as the ability to function academically can be affected by personal circumstances (e.g., the illness of the child or spouse of the student, breakup of a relationship). In these cases and also for compassionate reasons (below), it may not always be to the student's advantage to avoid writing a midterm exam, or completing other aspects of the program, and this can be discussed with the student.

Compassionate Grounds. This is a valid consideration and does not necessarily depend on the relationship to the student. One student can overcome the trauma of the death of a relative or friend while another may be stressed considerably by the illness of another student. In the case of a death, the College will require the student to provide a funeral program.

Sports Teams. Absences and special writings of exams are permitted for students who are on University teams, or the equivalent of University teams (e.g., provincial team). The instructor should request documentation from the student (e.g., letter from the team coach). (See Section 8.9 of the Academic Courses Policy on Class Delivery, Examinations and Assessment of Student Learning)
<https://policies.usask.ca/policies/academic-affairs/academic-courses.php#AuthorizationandApproval>

Canadian Armed Forces. Students who are reservists in the Canadian Armed Forces and are required to attend training courses or military exercises, or deploy for full-time service either domestically or internationally, may be granted special accommodation with regard to attendance, availability of study materials, and assessment requirements (including mid-term and final examinations). (See Section 8.9 of the Academic Courses Policy on Class Delivery, Examinations and Assessment of Student Learning)
<https://policies.usask.ca/policies/academic-affairs/academic-courses.php#AuthorizationandApproval>

Vacation or Social Events. These are not considered adequate reasons for missing mandatory course components, laboratories, writing a midterm examination at a different time than the rest of the class, or having an assignment deadline extended.

Professional Development Activities. In the case of professional development activities (e.g., PDW Conference), special requests are warranted as long as they are reasonable (i.e., do not extend

substantially from the conference dates).

Unusual Circumstances. Examples include the student oversleeping or breakdown of a vehicle. This may be considered valid once, but if it occurs more frequently, the instructor should not give special consideration to the student.

Appeal of Faculty Action

Policy Regarding Appeals

The College makes academic decisions based on University and College regulations. An appeal is a request for special consideration which is an exception to University or College regulations. It occurs when an academic decision is brought to the faculty for re-examination. The original decision may be upheld, reversed or modified.

Procedures Regarding Appeals

To appeal a faculty action, the student must submit a formal letter of appeal to the Associate Dean Academic within 15 working days of the receipt of notification of the faculty action. The letter of appeal should explain the reasons why the appeal should be approved, and provide supporting documentation where possible (e.g., documentation from physician, counsellor).

The grounds of appeal for all college-level appeals shall be limited to the grounds of appeal outlined in Part V.B.1 of the Procedures for Student Appeals in Academic Matters.

<https://governance.usask.ca/documents/student-conduct-appeals/StudentAcademicAppeals2019.pdf>

The Faculty of the College will consider all appeals, based on the guidelines below and inform the student in writing of its decision within 30 working days of receipt of the letter of appeal and supporting documentation.

The Dean will strike an Ad Hoc Appeals Committee when an appeal is received. The appeal committee will be composed of six members of the College, a student from each program, 2 faculty members from the program into which the appealing student is enrolled, 1 faculty member from the other college program, and Dean, and shall follow, in principle, the appeal process as described in the University Procedures for Student Appeals in Academic Matters. The Dean will serve as Chair.

Guidelines used in Considering Appeals of Faculty Action

The College has the authority to change an academic decision based on the individual circumstances of the appeal.

Factors considered include illness, personal circumstances and compassionate reasons. Documentation throughout the year on the Student Declaration of Absence/Special Consideration form can be important in the decision regarding the student's case.

As much as possible, the College will strive for consistency in rendering decisions. Ignorance of the rules (e.g., missing a withdrawal/fail deadline) is not a valid reason for consideration.

Time away from the program may be very valuable to the student in order to put personal circumstances in order or for the student to re-evaluate if the program is right for them.

Special consideration may be given to a student in their fourth year depending on their overall performance in the College. In some cases students may be required to "repeat the year", or repeat certain components, while in other cases the student may be required to discontinue for a year.

Final Examinations Policy and Procedures

See *Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning* for details on examinations, student grievances, appeals and discipline regulations)

<http://policies.usask.ca/policies/academic-affairs/academic-courses.php>

Students who are ill before or become ill during a final exam are strongly advised not to write/or finish writing the exam. A student who is absent from a final examination through no fault of their own for medical or other valid reasons may apply to the College for a deferred examination. To apply, a student must submit satisfactory documentary evidence to the College within three days of the missed examination.

A student who becomes ill during a final examination must notify the invigilator immediately of the inability to complete the examination (and submit documentary evidence as above).

A student who has sat for a given final examination and handed the paper in for marking will not be granted a deferred final examination.

Guidelines in Authorizing Deferred Exams

<https://policies.usask.ca/policies/academic-affairs/academic-courses.php#8StudentAssessmentIssuesandSpecialCircumstances>

The College will approve deferred exams in the case of illness with a medical certificate, serious personal distress with a medical certificate, compassionate grounds (with documentation such as a funeral program), member of a provincial or national sports team (University teams would not schedule events during the exam period) and certain other special circumstances (such as a student oversleeping or being involved in an accident). In cases where a student oversleeps, the student should not go to the exam but rather contact the College Office. Sometimes it is possible for the student to write the exam later that day, whereas other times a deferred exam is authorized.

The College will only authorize special deferred exams (i.e., written at a time other than the regular deferred exam period) in the following circumstances:

- A continuing illness or other valid consideration prevents the student from writing during the regular deferred period.
- The exam must be written in time to permit the student to be eligible to meet Convocation deadlines or to begin an experiential learning or practicum placement.
- It is a course in the College of Pharmacy and Nutrition, and the instructor and the student agree to a mutually agreeable time (on occasion this may happen for a course from another college, but only with the agreement of the course instructor).

Supplemental Examinations Policy

Since the College of Pharmacy and Nutrition does not offer courses at Spring or Summer Session and since the timetable does not permit students to carry failed courses in the subsequent year of the program, the College will normally consider granting a supplemental examination to students registered in the College of Pharmacy and Nutrition.

Supplemental exams will only be granted if the student:

- achieves a weighted average of at least 60% in the year.
- achieves a final grade between 40% and 49%.
- has failed no more than two courses (regardless of the unit value of the course).

Students eligible for supplemental privileges will be notified after the faculty council meeting.

The college may grant, under extenuating circumstances, a SPECIAL supplemental examination to a student who submits satisfactory evidence of their inability to be present at the regular supplemental period or to begin an experiential learning or practicum placement.

A student who receives an overall final grade between 40% and 49% in a Term 1 course, which is also a prerequisite to a Term 2 course, will be granted a special supplemental examination prior to the start of Term 2 if no other failures of Term 1 courses have occurred. If the student is unable to write the special supplemental at the allotted day and time, they will be allowed to write the special supplemental during the first week of classes in Term 2.

If the student passes the supplemental exam or special supplemental exam, a final grade of 50% will be entered on the student's record.

Examination Regulations on Routine Inquiries and Re-reads

1. The examination regulations of the University and the College of Pharmacy and Nutrition state that a student who has a concern with the individual(s) that evaluated their work or performance must consult informally with the instructor as soon as possible, but not later than 30 days after the assessment has been made available to the students in the class. The “College Informal Consultation Form Regarding Academic Standing” must be completed (see following page). In the case of an experiential learning course or practicum, the instructor is considered to be the Director of Experiential Learning (PharmD) or the Practicum Coordinator (Nutrition).

The purpose of the informal consultation is

- to assist the student in understanding how their grade was arrived at;
- to afford an opportunity for the instructor(s) and student to review the evaluation and ensure that all work was included, that all material was marked, that no marks were left out and that additions and grade calculations were correctly made.

The following steps should be followed:

- The instructor and student will meet informally.
- Any errors discovered during this informal review may result in an appropriate change in the grade awarded.
- The instructor and student should complete and sign the College “College Informal Consultation Form Regarding Academic Standing” and place it in the student’s file. The student will also be notified of any grade change.

2. If the student is not satisfied with the academic judgement rendered with respect to the work or performance (see #1 above), they may request reconsideration of the assessment. The instructor(s) may decide to evaluate the work or performance or request that the student apply for a formal re-assessment by submitting a completed “Request for and Report of Re-Assessment Form” to the Dean. The form is available online from the Office of the University Secretary or Office of the Registrar.

3. The “University Request for and Report of Re-Assessment Form [appeal at the level of Department or non-departmentalized College] is available at <https://governance.usask.ca/student-conduct-appeals/appeals-in-academic-matters.php>

COLLEGE OF PHARMACY AND NUTRITION
College Informal Consultation Form Regarding Academic Standing
(replaces University Form A)

Applications for consultation regarding academic standing must be received not later than 30 days after the instructor makes the mark or grade available to the student.

APPLICATION FOR CONSULTATION		
Name:	Student Number:	
Address (<i>Street, City, Postal Code</i>):	Telephone:	
Consultation Requested in: <i>Course name/number</i>		<i>Section:</i>
Instructor:		
Check where applicable:		<i>Date of Availability of Mark/Grade</i>
<input type="checkbox"/> Final examination	<i>Date Written</i>	
<input type="checkbox"/> Midterm examination	<i>Date Written</i>	
<input type="checkbox"/> Assignments	<i>Due Date</i>	
<input type="checkbox"/> Laboratory	<i>Due Date</i>	
<input type="checkbox"/> Other (specify)	<i>Due Date</i>	
Date:		
Signature of Student:		
REPORT OF CONSULTATION		
Results:		
Original Mark ()	<input type="checkbox"/> <i>Change to:</i> ()	<input type="checkbox"/> <i>No Change</i>
Final Grade ()	<input type="checkbox"/> <i>Change to:</i> ()	<input type="checkbox"/> <i>No Change</i>
Recommendation:		
Date:		
Signature of Instructor:		
<i>This report should be completed at the time of, or immediately after, consultation with the student. A copy of this report must be supplied to the student.</i>		

ORIGINAL DATE: 13 April 2016
REVISION/REVIEW DATE: May 2017; April 2022
AUTHORITY: Pharmacy and Nutrition Faculty

Students Requiring Accommodation

Details are found at:

<https://students.usask.ca/health/centres/access-equity-services.php>

The “Essential Skills and Attributes Required for the Study of Pharmacy at the University of Saskatchewan” and the “Essential Skills and Attributes Required for the Study of Nutrition and Dietetics at the University of Saskatchewan” documents were approved by the College of Pharmacy and Nutrition Faculty, November 23, 2011 with minor updates approved March 9, 2020.

<https://pharmacy-nutrition.usask.ca/documents/undergraduate/Essential%20Skills%20for%20Students%20in%20Pharmacy%20at%20the%20University%20of%20Saskatchewan%20March%202012.pdf>

<https://pharmacy-nutrition.usask.ca/documents/undergraduate/Essential%20Skills%20for%20Students%20in%20Nutrition%20at%20the%20University%20of%20Saskatchewan%20March%202012.pdf>

Students interested in pursuing a degree in pharmacy or nutrition are encouraged to review these documents on the website.

The College has approved accommodation procedures and policies. The purpose of these are as follows:

- To outline the procedures which students who require accommodation, who are applying to the Doctor of Pharmacy or Bachelor of Science in Nutrition program or are accepted into one of these programs are to follow regarding registration.
- To outline the process for the provision of accommodation in the admission process as well as the provision of accommodation in the classroom, laboratory and experiential learning or practicum settings.

<https://pharmacy-nutrition.usask.ca/students/undergraduate-programs/admissions-information.php#GeneralInformation>

ORIGINAL DATE: 9 May 1979
REVISION/REVIEW DATE: May 2017; April 2022
AUTHORITY: Pharmacy and Nutrition Faculty

Syllabus

It is a University requirement that a copy of the course syllabi must be submitted to the Associate Dean Academic (see Academic Courses Policy on Class Delivery, Examinations, and Assessment of Student Learning). A copy of the syllabi are kept electronically in the College of Pharmacy and Nutrition General Office. It is generally accepted best practice that a copy of the syllabi is posted through Canvas on PAWS; generally this is a version with any personal information removed.

ORIGINAL DATE: 9 March 2020; April 2022
AUTHORITY: Pharmacy and Nutrition Faculty

Communicating Academic Policies

The College of Pharmacy and Nutrition will communicate the Academic Policies to faculty, staff and students by ensuring that up-to-date versions of the policies are available on the college website. Furthermore, the College shall further communicate these policies by providing a written or electronic copy of this document to pharmacy and nutrition students as part of their first-year orientation as well as in September each year they are in the program. The document to students will be a condensed version of the Academic Policies document entitled 'Student Handbook'.