

## General Matriculation Rules and Guidelines

### General Matriculation Rules and Guidelines:

1. All learners are required to have two years of foreign language study prior to graduation from Florida A&M University. Two years of foreign language study is defined as two years in high school or eight to ten semester hours in one foreign language or American Sign Language. Transfer learners are exempt from the foreign language requirement if they hold an AA or BS degree.
2. Learners should be aware that the University Forgiveness Policy does not negate the counting of a professional course as a failure if a “D” or “F” is received even though the grade points are not used in the GPA calculation.
3. The faculty of the College of Pharmacy reserves the right to revise the curriculum at any time to assure that learners acquire the most current and relevant training possible. If curricular changes become necessary, every effort will be made to apprise learners of the changes and how it impacts their course of study. However, assurance of well-prepared graduates will prevail as the primary concern.
4. All learners must successfully complete 200 hours of community service as well as complete the required Interprofessional Education and Co-Curricular Activities. Learners who do not complete all activities as required will not be certified for graduation.
5. Learners are expected to enroll in and complete courses in sequence, adhering at each point to all prerequisites. It is essential, then, that learners keep up with the progression of their course of study in order to stay in proper sequence to complete requirements on schedule. No learner is allowed to take courses out of sequence or without completing prerequisites; learners are not permitted to enroll in an advanced level of sequential courses without having completed the lower-level course(s). (i.e. All P1 courses must be completed before any P2 courses are attempted).
6. Learner attendance in classes is compulsory, NOT optional. A learner accumulating more unexcused absences from a class than the class carries semester credit hours may be dropped from the class and receive an “F” grade in the course. A maximum of five (5) minutes grace period may be allowed, at the discretion of the instructor, before the absence is received at the beginning of the class period.

7. All pharmacy courses require a “C” grade or better in order for it to be successfully passed. A minimum average score of 70 percent is required for passing all pharmacy courses.
8. A learner may be dismissed from the College, after due process, by reason of conduct unbecoming of a professional learner.
9. The College will graduate only those learners ready to accept morally, ethically, and professionally, the practice of pharmacy. The College reserves the right to withhold recommendations for graduation of any learner who does not conform to these standards of readiness.
10. Learners will not be allowed to satisfy the requirement of a non-elective course through the completion of the Directed Individual Study (DIS)—PHA 4905. All professional courses must be taken at FAMU College of Pharmacy.
11. Retroactive or term withdrawals - learners should know that the receipt of retroactive and/or term withdrawals will not automatically guarantee reconsideration or readmission to the pharmacy program. Learners are expected to seek guidance and assistance, as life events occur, so that appropriate measures can be considered in a timely manner. Learners must expect adverse consequences if they choose not to seek assistance and/or guidance through the College of Pharmacy, Office of Student Affairs. Learners are allowed to apply a retroactive and/or term withdrawal to the outcome of academic policies once during their matriculation in the Professional Program. More than one (1) retroactive and/or term withdrawals application will NOT reverse any academic sanction levied by the Admissions and Academic Standards Committee.
12. The Advanced Pharmacy Practice Experience (APPE) and Introductory Pharmacy Practice Experience (IPPE) phases of the curriculum may be conducted at Instructional Sites other than the main campus located in Tallahassee, Florida. Learners may be required to relocate to their assigned APPE and IPPE site (Davie, Jacksonville, Orlando, Tampa or Crestview/Pensacola area) at their expense in order to complete the APPE and IPPE phases of the program. Learners are responsible for relocation to their assigned training site, transportation, housing and other living expenses during this training period.
13. The Instructional Sites are assigned by the College, allowing learners to select potential APPE and IPPE sites is extended as a courtesy and NOT an obligation. Due to limited space, if learners are allowed to select APPE/IPPE sites there is NO guarantee that they will be assigned to the experiential site of their choice. Providing documentation does NOT guarantee that you will be assigned to the experiential sites of your choice.
14. All learners must take the NAPLEX-style Comprehensive Examination and score 75 percent or better prior to graduation.
15. Any request for disability accommodations must be handled through the University Center for Disability Access and Resources (CeDAR), 1735 Wahnish Way, Suite 102, Tallahassee, FL 32307 ~ Office Phone 850-599-3180.

16. Requirements for matriculation are the same for all learners regardless of the instructional site. Each learner must take examinations at the site where they have been assigned (any exceptions must be approved by appropriate Division Directors)