

**Graduate Programs
Student Handbook Supplement
to the CoPHS Student Handbook
2024 – 2025**

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ACADEMIC SUPPORT SERVICES

Refer to respective sections in the current WNEU CoPHS Student Handbook.

CO-CURRICULAR STANDARDS, REQUIREMENTS & EXPECTATIONS

Unless noted below, refer to respective sections in the current WNEU CoPHS Student Handbook.

Student Governance 15

OTHER COLLEGE POLICIES

Refer to respective sections in the current WNEU CoPHS Student Handbook.

APPENDICES

American Association of Pharmaceutical Scientists Code of Ethics.17

Accreditation Information

The New England Commission for Higher Education (NECHE, website: <https://www.neche.org/>) accredits the University of Western New England, including all of its programs. Students will be periodically encouraged to visit

most up-to-date information regarding the accreditation status of the Western New England

GRADUATE PROGRAM INFORMATION

Mission and Core Values

s are designed to reflect the mission and core values of Western

policies of experiential sites; a student cannot refuse to go to a particular experiential site because they do not wish to submit to a drug test required by the site. The College of Pharmacy and Health Sciences may also conduct random or for-cause drug screenings on its students.

The COVID vaccine is mandatory for MS in Pharmacogenomics students. Contact the Center for Health and Well-Being for more information.

ACADEMIC POLICIES, REQUIREMENTS, & EXPECTATIONS

Graduate Student Learning Outcomes:

Upon graduation, all CoPHS Masters students are expected to:

1. Have the knowledge to obtain, understand, and analyze healthcare resources in order to problem-solve and make informed, rational decisions as they further their career both in and beyond graduate school.
2. Be aware of and understand social and cultural differences present in our society in order to work collaboratively with others, communicating clearly, to produce outcomes for the greater good.
3. Understand the legal and ethical aspects of pharmacy, pharmaceutical, or biomedical-related fields so that they may make decisions founded in integrity, empathy, responsibility, and respect.
4. Have a solid foundation of scientific knowledge which they are able to apply to their practice of pharmacy, pharmaceutical, or biomedical-related sciences post-graduation.

Program-Specific Outcomes:

1-Master of Science in Pharmaceutical Sciences Program Outcomes:

Students will be expected to achieve the following primary outcomes prior to graduation, which will demonstrate competency in core knowledge areas and relevant skill sets:

6. To achieve proficiency in skills such as hypothesis development and experimental design.
7. To acquire skills needed for the implementation of pharmacogenomics in a clinical setting.
8. To develop proficiency in oral and written communication related to dissemination of pharmacogenomics concepts and interprofessional collaboration.

3-Master of Science in Medical Sciences Program Outcomes:

Students will be expected to fulfill the following primary goals and objectives prior to graduation, which will demonstrate competency in core knowledge areas and relevant skill sets:

1. To comprehend and have a thorough understanding of fundamental biological systems, processes, and core principles that are critical to proficiency in the health care fields, including knowledge of basic cell biology, biochemistry, genetics, and other biological systems.
2. To demonstrate an in-depth and integrated knowledge of the processes underlying normal and abnormal function in the human body in preparation for advanced studies in a

Programs Committee appeal, the student can subsequently appeal to the Dean of the College. If granted a continuance, for the student to progress, all required coursework, as well as any required remedial or repeated courses, must be completed in the manner prescribed by the Academic Standards Committee, or the Graduate Programs Committee.

The Assistant/Associate Dean for Academic Affairs shall review each student for satisfactory progress through the curriculum, considering grades and completion of programmatic requirements. Students who fail to maintain satisfactory academic progress in the graduate program are automatically placed on academic probation. The Assistant/Associate Dean for Academic Affairs will inform students, advisors, the Academic Standards Committee, and the Graduate Programs Committee of probationary status. The Assistant/Associate Dean or Director of Graduate Studies will report to the Academic Standards Committee academic information for all students placed on academic probation. The Academic Standards Committee will determine student progression and report to the faculty body the disposition of each class of students on a semester basis, either for continuance, suspension, or dismissal.

All coursework in a graduate program must be completed within a period of six years, unless the student petitions the Office of Academic Affairs for an extenuating circumstance. The Office of Academic Affairs verifies the completion of degree requirements by checking each student record against a checklist and submits names of students for graduation to the faculty. Once the faculty approves, the list of eligible students for graduation will be submitted to Student Administrative Services.

Academic Standing, MS Programs

Students' academic standing is determined by their cumulative grade point averages (GPA) and earned course grades. Academic Probation, Suspension, and Academic Dismissal will be permanently recorded on students' official transcripts. An Academic Warning will not appear on the official transcript. However, all Academic Warnings, Academic Probations, Academic Suspensions, and Academic Dismissals will be permanently recorded on internal academic records.

Good Standing

Students are in good academic standing when they:

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Academic Warning

Academic Warning is an indicator to students that they are in academic difficulty or may experience academic difficulty in future coursework. Students whose semester GPA falls below 3.000, have received a C+ or lower course grade, and/or have received a non-passing course grade within a semester will be sent a warning indicating that they must meet with the Academic Standards Committee and enter into a written agreement defining an academic improvement plan. This status does not appear on the transcript and is not subject to appeal.

Academic Probation

Academic Probation is a formal standing that shows the student is in academic distress. Once placed on probation, a student must meet with the Academic Standards Committee and enter into a written agreement defining an academic improvement plan. This standing appears on the transcript and is not subject to appeal.

Students will be placed on Academic Probation when they:

- have accumulated 3 passing course grades of C+ or lower; or
- have failed 2 courses; or
- have a cumulative GPA ≤ 2.500

Academic Suspension

Academic Suspension from the College of Pharmacy and Health Sciences is decided upon by

Students dismissed from the College of Pharmacy and Health Sciences may seek re-entry by applying for re-admission through the Readmission Policy or the Academic Progression / Dismissal Appeal Process.

The Office of Academic Affairs will notify students of academic standing. Students placed on academic probation or with academic warnings may be required to attend a hearing with the Academic Standards Committee (ASC) of the College of Pharmacy and Health Sciences within five calendar days of notification. Students are entitled to advice and

that the advisor is a member of the university community (current student, faculty member, or staff member). Advisors are permitted to attend meetings and hearings but may not speak during a hearing. The ASC chairperson, at their discretion, may seek out clarification or information from the advisor. Parents, legal guardians, and/or legal counsel, regardless of their

more severe actions).

Written (email) confirmation of a Graduate student's intent to appeal the decision of the Graduate Programs Committee must be received by the Dean of the College of Pharmacy and Health Sciences within two business days of the student's receipt of notification of the Committee decision. The student then has up to three business days to submit the letter of appeal to the Dean. The letter of appeal must provide a detailed account of why academic difficulty was experienced and an explanation of why the actions of the Academic Standards Committee should be reviewed. Upon review of the appeal, the Dean will determine if a meeting with the student is warranted and will determine a final disposition regarding the appeal within five business days. Final disposition may result in the upholding the

more severe actions). The student may appeal the actions of the Dean to the Provost of Western New England University within three business days of the student's receipt of notification of

to the Provost occurs only in the event of a claim that due process was violated or in the event that new supportive evidence becomes available.

Graduation Policy

Students who have satisfactorily completed all academic requirements and who have been recommended by the College of Pharmacy and Health Sciences faculty (as indicated by the successful completion of the MS program curriculum) may be awarded the respective MS degree, provided that they are of good moral character and have met the following standards. They must have:

1. Satisfactorily met the cumulative grade point average requirement of 3.000;
2. Successfully improved all course scores below C;
3. Attained no more than two course grades of C+ or lower;
4. Satisfied all programmatic requirements;
5. Completed all coursework in the program within a period of four years, unless the student

Grading Policy

Letter Grade	Percentage	GPA Point Value	Description
A	93-100	4.0	Superior
A-	90-92.99	3.7	Above Average
B+	87-89.99	3.3	
B	83-86.99	3.0	Average
B-	80-82.99	2.7	
C+	77-79.99	2.3	Below Average
C	70-76.99	2.0	
F	Below 70	0.0	Fail
<u>Pass-Fail Grading</u>			
Pass (P)	70-100	0.0	Pass

experiences. Optimum learning is achieved when basic knowledge and competencies are progressively supported by more advanced experiential opportunities and learning activities. Class attendance is vital to initiate and advance learning and to integrate course content with

participation in professional organizations benefits the College, the student, and the professions.

