

<i>Policy: Faculty</i> Pharmacy Program Distance Pathway Examination Scheduling Policy	<i>Issued:</i> 8/8/2014	<i>Revised:</i>	<i>Page 1 of 1</i>
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The following policy is to be used in all proctored examinations for students in the Pharmacy program distance pathway.

Policy:

Pharmacy Students in the Distance pathway must schedule all of their exams with the School's online proctoring service by the scheduling deadline date announced by OASA. This date reflects approximately fourteen calendar days after classes begin and will be posted before the start of each semester's classes. Any student who fails to meet the examination scheduling deadline will have his/her exams scheduled by the Distance Pathway office.

Procedures:

Each semester OASA generates a draft examination schedule based on the exam dates submitted by the semester's IORs. This draft schedule is sent to designated Vice Chair(s) of Pharmacy Sciences and Pharmacy Practice. The Vice Chair(s) then work with the IORs to modify the draft schedule to ensure no more than two exams are scheduled on any day of the week. The Department Chairs will resolve any remaining schedule conflict(s). The Vice Chair(s) send the examination schedule to OASA for posting. Following publication of the exam schedule and the scheduling deadline each semester, students will schedule their examinations for the semester.

Approved by Bylaws, Policies and Procedures Review Committee on 7/31/2014

Approved by School Faculty on 8/8/2014