

ACADEMIC PROGRESSION GUIDELINES FOR DOCTOR OF PHARMACY STUDENTS

SATISFACTORY PROGRESS

Students are considered to be making satisfactory progress through the Doctor of Pharmacy program if they maintain satisfactory levels of performance both academically and professionally. Standards for academic performance are described in the Academic Standards Guidelines, and standards for professional performance are described in the Honor System for Doctor of Pharmacy Students. Students who fail to maintain satisfactory levels of academic and professional performance are subject to sanctions outlined in these documents.

GOOD STANDING

Students are considered to be in good standing in the Doctor of Pharmacy program when they are compliant with the program's academic and professional requirements and are not currently on academic or disciplinary probation, suspension, or dismissed from the program or the University.

PROGRESSION CRITERIA

The academic goal of all Doctor of Pharmacy students is to successfully complete the Doctor of Pharmacy curriculum as described in the Student Handbook (Doctor of Pharmacy Degree Requirements) to be eligible for graduation. The minimum desired standard for successful completion of all courses is a grade of C- or S, and a cumulative grade point average (GPA) of 2.0. A student's cumulative GPA will begin anew upon matriculation into the Doctor of Pharmacy program.

ACADEMIC REVIEW & INTERVENTION

Academic review is conducted as required (typically one time per semester) by the Academic Review Committee. The composition of this committee is defined in the College of Pharmacy's Pattern of Administration. A quorum must be present to conduct the academic review. Students will receive written notification from the Office of Student Affairs (hereinafter termed Student Affairs) that their academic performance is unsatisfactory and has resulted in review by the Academic Review Committee. The Academic Review Committee will consider the student's academic progress, as well as prior academic or disciplinary sanctions. Students who are notified of being placed on academic suspension or are eligible for academic dismissal, are encouraged to appear before the Academic Review Committee and/or submit written documentation to provide information pertinent to their performance. Students may have one advisor of their choosing present, but the advisor will not be permitted to address the committee or participate in the proceedings. The Associate Dean must receive written notification at least 48 hours prior to the meeting if an advisor will be accompanying the student.

Upon review of the student's information, the Academic Review Committee members will excuse the student (and advisor) if he/she is present, and then decide by majority vote on the appropriate sanction and intervention as described below. Students will be notified of the committee's decision by the Associate Dean for Curriculum and Assessment (hereinafter termed the Associate Dean). Academic review notification(s) and sanction(s) will become a part of the student's Doctor of Pharmacy program file.

ACADEMIC IMPROVEMENT PLAN

Upon notification of receiving an academic sanction, students will be required to meet with a member of Student Affairs and create an academic improvement plan. The purpose of this plan is to make the student aware of additional options for

academic support, document a specific plan for academic improvement, and inform the student of consequences associated with failure to improve academic performance. Involvement of other appropriate faculty and staff as necessary will be a component of this plan. A copy of the academic improvement plan(s) will remain in the student's file. Academic improvement plans are subject to future review by the Academic Review Committee to document a student's commitment to improved and successful academic progress. If an Academic improvement plan is not developed, the student will not be permitted to continue his or her enrollment in the College of Pharmacy.

ACADEMIC SANCTIONS

Academic Warning

This sanction will be issued for any of the following:

- Students who receive a grade below C- or below S in any course.

Academic Probation

This sanction may be issued for any of the following:

- Students for whom academic suspension was issued as a sanction or for whom academic suspension was waived.
- Students for whom academic dismissal was waived.

A designation of Academic Probation appears on the student's transcript. If no additional sanctions are issued, then this designation will not appear in future semesters.

Academic Suspension

This sanction may be issued for any of the following:

- Students whose cumulative GPA falls below a 2.0.
- Students who receive more than one grade below C- or below S in one semester and/or throughout their enrollment in the Doctor of Pharmacy program.
- Students who receive a failing grade (E or U) in a required course in the Doctor of Pharmacy program.
- Students who receive multiple sanctions (academic or non-academic/disciplinary) throughout their enrollment in the Doctor of Pharmacy program.

This sanction is an indication that the student is not eligible to continue in the Doctor of Pharmacy program until certain academic standards are met. These academic standards, which are a required component of the student's academic improvement plan, are as follows:

- For students who receive a failing grade in a required course, the student must retake the same or equivalent (as approved by the Academic Review Committee) course when it is offered again and successfully complete the course (receiving a grade of at least C- or S).

Students may repeat a required or equivalent course due to receipt of a failing grade only once.

- For students who receive more than one grade below C- or below S and/or multiple sanctions, the student must demonstrate continued academic improvement. This may include retaking course(s), improving GPA, adhering to their most recent academic improvement plan, and not incurring further sanctions.

The designation of Academic Probation will appear on the student's transcript (because Academic Suspension is not a designation that can be issued by an individual College). This designation for this sanction will indicate that the student is suspended from enrollment in the majority of courses offered by the College of Pharmacy. During this time, a student's enrollment will typically be limited to elective courses. If academic standards are met and no additional sanctions are issued, then this designation will not appear in future semesters.

Academic suspension may be waived and the student continued on academic probation by special action of the Academic Review Committee. Academic suspension may be waived no more than two times during a student's course of study in the Doctor of Pharmacy program. Students may only be suspended from the Doctor of Pharmacy program one time during their tenure at the College of Pharmacy.

Academic Dismissal

This sanction may be issued for any of the following:

- Failing to achieve a cumulative GPA of ≥ 2.0 at the end of one semester of academic probation.
- Carrying a cumulative GPA below 2.0 for more than one semester throughout the Doctor of Pharmacy program.
- Receipt of a grade lower than C- or lower than S in a student's second attempt taking a course or completing an experiential rotation that prompted academic suspension on its initial attempt.
- Receipt of more than one academic suspension during the student's course of study in the Doctor of Pharmacy program.

Dismissal may be waived and the student continued on academic probation by special action of the Academic Review Committee. Dismissal may be waived no more than two times during a student's course of study in the Doctor of Pharmacy program. Any student who becomes eligible for dismissal a third time will be dismissed without review.

Sanctions of Academic Suspension and Academic Dismissal will be reviewed and accepted by the College Executive Committee. This review functions to ensure that the process of upholding and applying the Academic Progression Guidelines was followed appropriately. If the Executive Committee does not accept the decision of the Academic Review Committee, then a College-initiated appeal, as described below, will be invoked.

RIGHT TO APPEAL AND APPEAL PROCEDURES

A student who receives an academic sanction as a result of review by the Academic Review Committee has the right to appeal this decision. Decisions of the Academic Review Committee are limited to one student-initiated appeal. An appeal may be based on one or more of the following guidelines:

- A) procedural error that materially prejudiced the sanctioned student
- B) misapplication or misinterpretation of the Academic Progression Guidelines
- C) findings of facts not supported by a preponderance of evidence
- D) discovery of substantial new facts that were unavailable at the time of the Academic Review Committee meeting
- E) academic sanctions imposed by the Academic Review Committee that are grossly disproportionate to the student's academic performance.

Requests for appeal (including the specific grounds for requesting the appeal) shall be submitted in writing to the Associate Dean within 7 calendar days of the date of written notification of the Academic Review Committee's decision.

The Associate Dean and PharmD Program Committee Chair will determine if the appeal requires further action. If the appeal contains information adequate to warrant reconsideration of the decision, the Associate Dean will convene the Academic

Review Committee with up to two additional non-voting members (i.e. faculty, preceptors) as appropriate. This committee will review the original sanction, the appeal, and any additional information pertinent to the situation. The procedure for the appeal will be conducted in the same manner as an Academic Review.

The student will be notified of the appeal meeting and will be encouraged to appear before the Committee and/or submit additional written documentation to provide information pertinent to his/her performance. Students may have one advisor of their choosing present, but the advisor will not be permitted to address the committee or participate in the proceedings. The Associate Dean must receive written notification at least 48 hours prior to the meeting if an advisor will be accompanying the student. The student (and advisor), if present, will be excused from the meeting, and by majority vote, the Academic Review Committee will render a decision and accompanying sanction.

The decision of the Academic Review Committee will be reviewed by the Executive Committee. By majority vote, the Executive Committee may uphold, dismiss, or alter the decision/sanctions rendered by the Academic Review Committee. Altered decisions/sanctions may be more or less severe than those imposed by the Academic Review Committee. The decision of the Executive Committee as to the determination of the decision and authorized sanctions will be final and binding. The Associate Dean will notify the student as to the outcome of the appeal in writing.

REQUIREMENTS FOR WRITTEN NOTIFICATION

Written notification of academic review and the subsequent sanction following the meeting of the Academic Review Committee may be met in any of the following ways: personally handing the notification to the student being notified, by mailing the notification (first class, certified, return receipt requested, signature of addressee only) to the student's address as reported to the University Registrar, or by e-mailing the notification to the student's official University e-mail address. Notification will be provided to the student within 72 hours of the Academic Review Committee meeting.

SANCTIONED STUDENT'S STATUS IN THE PROGRAM PENDING ACADEMIC REVIEW

Except under very unusual circumstances, a student involved in the academic review process will be allowed to continue in the program without prejudice, pending action by the Academic Review Committee, Associate Dean, and/or Executive Committee.

Students will be expected to understand the process and related consequences of a pending academic sanction, and will be encouraged to contact Student Affairs for questions or concerns.

ANNUAL ACADEMIC REVIEW REPORT

The Associate Dean and the PharmD Program Committee Chair will present a report of all Academic Review cases to the faculty on an annual basis. These reports will only include the number and nature of sanctions and outcomes. The names of students, courses involved, and any other personally identifiable information will not be reported, in accordance with federal student confidentiality laws.

DISPOSITION OF RECORDS

All records shall be maintained in accordance with applicable University record retention schedules and procedures.

ACADEMIC PROGRESSION GUIDELINES AMENDMENTS

Students or faculty members may propose amendments or revisions of the Academic Progression Guidelines to the Pharm.D.

Program Committee. To become effective, proposed amendments or revisions must be approved by majority vote of the faculty.