

SATISFACTORY PROGRESS

Students demonstrate satisfactory progress by maintaining acceptable levels of performance both academically and professionally in the Doctor of Pharmacy (PharmD) program. Standards for satisfactory academic progress and sanctions for students who fail to maintain them are outlined in this document. However, standards for professional performance are described in the [Honor System for PharmD Students](#).

GOOD STANDING

Students in good standing are compliant with the program's academic and professional requirements and are not on academic or disciplinary warning, probation, or dismissal from the college or university¹. The minimum required standards are a C- or S in all required PharmD courses and maintaining a cumulative grade point average (GPA) of 2.0. Students are also required to keep their [Pharmacy Intern License](#) active throughout their enrollment in the program in order to complete IPPE and APPE activities.

LEAVE OF ABSENCES

Students should refer to the [PharmD Student Manual](#) for more information about requesting a Leave of Absence.

DEAN'S LIST, DEAN'S HONOR ROLL AND LATIN HONORS

More information about Dean's List and Dean's Honor Roll is found in the [PharmD Student Manual](#). Students are also able to graduate with Latin Honors should they meet a certain cumulative GPA in the term penultimate to or at the time of graduation. Summa Cum Laude is granted for those who achieve at least a 3.90, Magna Cum Laude for those who achieve at least a 3.70, and Cum Laude for those who achieve at least a 3.50.

TIME TO DEGREE

Requirements for the PharmD degree must be completed within 5 years, but students may petition the Academic Integrity & Progression Committee to request an extension due to extenuating circumstances. This does not apply to students pursuing combined degrees.

ACADEMIC INTEGRITY & PROGRESSION COMMITTEE

The Academic Integrity & Progression Committee (AIPC) functions to administer both the Academic Progression and Honor System processes. With regard to the former, it consists of a faculty member from each of the divisions, one pharmacy practitioner preceptor, the Director of Experiential Education, the Associate Dean for Academic Affairs, and the Program Director of Professional Studies. The AIPC convenes throughout the year as needed to review cases where students become eligible for an academic sanction and to issue the specific sanctions based on the information presented. It is supported by staff from the Office of Academic Affairs.

ACADEMIC REVIEW AND INTERVENTION

An academic review is conducted as required by the AIPC for every student case that arises. The academic review procedure is as follows:

1. Students are notified when their academic performance is no longer in good standing as defined on page 1 of this document. Further details about the type of sanction that is issued can be found in the page 3 of this document.

- A.** The AIPC does NOT review students eligible for Academic Warning individually but the student will be required to schedule an appointment with the Program Director of Professional Studies or designee.
 - B.** The AIPC individually reviews students eligible for Academic Probation or Dismissal.
- 2.** Students who are up for Academic Probation or Dismissal are notified with the date the AIPC will convene and are invited to appear before the AIPC and/or submit written documentation that is pertinent to their case. While it is not a requirement for students to participate, they are strongly encouraged to so.
- 3.** At the student's request, a support person may attend but not actively participate in the AIPC meeting. This may be someone external to the college such as a family member or friend. The Program Director of Professional Studies must receive written notification at least 48 hours prior to the meeting if the support person will be present.
 - A.** Since the student's academic record will be discussed during the review, the student will be required to sign a FERPA release for the support person before that individual will be permitted to attend.
- 4.** Upon review of the student's information, the AIPC members will excuse the student (and support person if present), and then decide by majority vote on the appropriate sanction.
 - A.** The AIPC will holistically review the student's case including student's academic progress, as well as any previous academic or disciplinary sanctions will be considered as part of this review.
- 5.** Before the student is notified, the College Executive Committee reviews and provides final approval of Academic Probation and Dismissal sanctions issued by the AIPC. 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 AIPC, then a College-initiated appeal will be invoked which will follow the Appeal Procedure as described in the next section.
- 6.** The College Registrar will notify the student of the committee's final decision and academic review notifications and sanctions will become part of the student's college record.

APPEAL PROCEDURE

Students have the right to appeal an academic sanction resulting from the AIPC decision but are required to initiate the appeal, are limited to one appeal per sanction, and may base it on the following guidelines:

- 1.** Procedural error that materially prejudiced the sanctioned student
- 2.** Misapplication or misinterpretation of the Academic Progression Guidelines
- 3.** Findings of facts not supported by a preponderance of evidence
- 4.** Discovery of substantial new facts that were unavailable at the time of the AIPC review meeting
- 5.** Sanction imposed by AIPC is disproportionate to the student's academic performance

Requests for appeal (including the specific grounds for the request) need to be submitted in writing to the Program Director of Professional Studies within 5 business days of the date notification was issued about the AIPC decision. The Program Director along with the Associate Dean for Academic Affairs will review the appeal and determine if it requires further action. If it warrants reconsideration, the AIPC will reconvene with up to two non-voting members (e.g. faculty or preceptors) as appropriate.

After the original sanction, appeal, and any additional information relevant to the case is reviewed, the procedure will be conducted in the same manner referenced in the “Academic Review and Intervention” section of this document. However, the AIPC decision will be reviewed by the Executive Committee which by majority vote may uphold, dismiss, or alter it to be more or less severe. The Executive Committee’s decision and authorized sanctions will be final and binding and will be communicated to the student.

TYPES OF ACADEMIC SANCTIONS

The following are Academic Sanctions with their corresponding eligibility criteria and additional details:

1. Academic Warning:

- A. Designation added to student’s academic record
- B. Student receives a D+ or D in a PharmD required course for the first time
- C. Issued when AIPC waives Academic Probation.
- D. Student obtains semester/term GPA below 2.0 in all coursework (required and elective)
- E. Student automatically receives this sanction but does not appear in front of AIPC
- F. Cannot be waived

2. Academic Probation is an indication that the student may no longer be eligible to continue in the program and if issued, the student may be required to continue their required courses in the following academic year. For reentry, the student must meet certain conditions as mandated by the AIPC.

- A. Designation added to student’s academic record
- B. Student receives a second D+ or D in a PharmD required course throughout their enrollment
- C. Student receives a failing grade (E/U) in a PharmD required course
- D. Student’s cumulative GPA falls below a 2.0 in all coursework (required and elective)
- E. Student receives two sanctions throughout their enrollment
- F. Issued when AIPC waives Academic Dismissal
- G. May only be waived up to two times

3. Academic Dismissal:

- A. Student does not maintain a cumulative GPA of 2.0 for more than one term and/or does not make satisfactory progress as determined by the AIPC
- B. Student receives more than two D+s or Ds in a PharmD required course throughout enrollment in the program
- C. Student receives more than one E/U in a PharmD required course throughout enrollment in the program
- D. Student receives grade lower than C- in their second attempt of a course OR a U in its remediation that prompted an academic sanction in the initial attempt.
- E. Student receives three or more sanctions throughout their enrollment
- F. May only be waived once

NOTIFICATION

Notification of Academic Review and the subsequent sanction following the AIPC decision will be done via email to the student’s official university email address. The AIPC decision will be communicated to the student within 5 business days of the AIPC meeting.

ACADEMIC IMPROVEMENT PLAN

All students who receive any academic sanction will be required to develop an Academic Improvement Plan (AIP). The AIP is a series of specific expectations and/or additional requirements that are monitored over a period of time with intermittent meetings with the Program Director of Professional Studies or designee. The goal of the AIP is to support the student's success and remain informed of consequences from failure to improve academic performance. A copy of the AIP will remain in the student's record and is subject to future review by the AIPC to document the student's commitment to improvement and successful academic progress. If an AIP is not developed within the subsequent academic term of enrollment, the student will not be permitted to continue his or her enrollment in the program.

REENTRY AFTER PROBATION

Students issued Academic Probation as a sanction may be required to take an academic Leave of Absence (LOA) from the program where they would not be registered in required coursework for up to one year. This may result in delayed graduation and being ineligible for financial aid and services/resources from college and university, etc. These students:

1. Must meet criteria set by the AIPC in order to be eligible for reentry in the program. Failure to do so may result in being eligible for another academic sanction.
2. May be reported to the State of Ohio Board of Pharmacy, which may result in loss of Intern License.

If the decision for the student is to restart the program or repeat a term, the AIPC will address the impact on the student's cumulative GPA and previous sanctions.

READMISSION AFTER DISMISSAL

Students who are dismissed by the college and wish to return to the program will be required to reapply, which includes a review of application materials by the Admissions Committee. The decision to readmit will be at their discretion and depending on the circumstances may require the student to restart the program as a first year PharmD student (P1).

PROGRAM STATUS OF SANCTIONED STUDENTS PENDING ACADEMIC REVIEW

Students involved in the academic review process will be allowed to continue in the program without prejudice as long as they pass their didactic and Introductory Pharmacy Practice Experience activities in order to move onto Advanced Pharmacy Practice Experience activities. Students will be expected to understand the process and related consequences of a pending academic sanction, and will be encouraged to contact Professional Studies staff for questions or concerns.

ANNUAL ACADEMIC REVIEW REPORT

With assistance from the Program Director of Professional Studies, the Associate Dean will present a report of all Academic Review cases to the faculty on an annual basis that will only include the number and nature of sanctions as well as the outcomes. The names of students, courses involved, and any other identifiable information will not be reported, in accordance with the Family Educational Rights and Privacy Act (FERPA).

DISPOSITION OF RECORDS

All relevant student records, including those pertaining to Academic Progress and Sanctions, shall be maintained in accordance with applicable University record retention schedules and procedures.

SATISFACTORY ACADEMIC PROGRESS POLICY (FINANCIAL AID)

For more information, students should visit the university's [Student Financial Aid website](#).

ACADEMIC PROGRESSION GUIDELINES AMENDMENTS

Students or faculty members may propose amendments or revisions of the Academic Progression Guidelines to the AIPC. To become effective, proposed amendments or revisions must be approved by majority vote of the faculty in the college.