



School of Pharmacy

SOP OP: **SOP OP: 200.001 ACADEMIC STANDARDS FOR GRADING, PROGRESSIONS, DISMISSAL, AND RE-ADMISSION**

PURPOSE: These SOP Academic Standards are intended to help students who encounter serious academic difficulty, assess, and remedy their situations. The Student Affairs Committee (SAC) administers this Policy with the assistance of the Marshall University School of Pharmacy (MUSOP) faculty and Student Affairs staff. Staff members monitor the academic progress of students, including periodic contact with them and their instructors through a Student Success Initiative (SSI).

REVIEW: This OP will be reviewed by September of every odd-numbered
Policy/Procedure: year (2011) by the SAC and approved by the Dean and the MUSOP Faculty. Committee.

DEFINITIONS

"**Good Academic Standing**" is a status granted to a student who has no academic probation or outstanding professional or misconduct disciplinary actions against him.

"**Outcomes Assessment Examination**" is a student-centered assessment program that identifies a student's strength and weaknesses in professional and academic abilities.

"**Progressions**" is a process that evaluates a students' academic rate of advancement.

THE PROFESSIONAL PROGRAM

200.001.001 - Grading

Courses are graded on a alphanumeric scale with a grade of "C" considered to be the minimal passing score for a single course. Students must achieve a passing grade within

each course to progress to each subsequent academic year. On a 0 to 4.0 scale, students must achieve a 2.5 GPA to graduate.

The Dean's List will be comprised of those students achieving a GPA of 3.5 or above each semester. Students must be in "good academic standing" to be eligible for being recognized on the Dean's List.

It is the policy of Marshall University MUSOP to issue grades of "I" ONLY (Incomplete) when a course requirement such as an exam or a report has not been completed due to illness or for some other valid reason. An "I" is not to be given to a student who is failing a course and an Instructor wishes to provide additional activities or assessments for the student to achieve a passing grade. The student has the responsibility of contacting the faculty member about an exam or a report that has not been completed to determine the validity of an incomplete grade being given.

The faculty member may allow up to a maximum of one year for a student to complete the course. If it is not completed within this time, the "I" will be changed to a "0%." The student is responsible for completing the work that will remove the "I." A grade of "I" will not satisfy the requirement of prerequisites.

200.001.002 - Transcripts

The following grading symbols are used in common by all Marshall University Graduate Schools/Colleges:

Grades	Description	Grade Points Per Semester Hour
A	Achievement of distinction	4.0
B	Competent and acceptable work	3.0
C	Below average performance, minimally competent work	2.0
F	Failure, given for unsatisfactory work	0.0
"I"	Incomplete [†]	N/A*
"W"	Withdraw [‡]	N/A*
"PR"	In Progress [¶]	N/A*

*Not included in the calculation of grade point average.

† The student has the responsibility of completing the work within the period defined by the instructor, not to exceed twelve calendar months from date of receipt of the incomplete. If the work is completed satisfactorily, one of the four passing marks will be awarded. If the work is unsatisfactory or the student fails to complete the work within the twelve-month period, an F or failing grade will be recorded.

‡ Withdrawn on or before the tenth Friday after the first class day of the regular semester or the Friday after the two-thirds point in the

summer session. "W" grades are assigned for complete withdrawals.

¶ Indicates progress on a thesis, dissertation or in select research courses. It is replaced by the final grade upon completion up to established credit limits.

200.001.003 - Second Chance Policy Statement

The Second Chance Policy applies to all courses except case studies and clerkships. A doctor of pharmacy student, if eligible, may take a single comprehensive examination to demonstrate competency in that course providing that:

- The student has passed 50% or more of the major assessments in that course
- The student has earned a final grade of **60-69%** in the course, and
- The student has not exceeded the number of second chance attempts as outlined below.

A student may invoke the Second Chance Policy in a maximum of two courses per semester, and no more than four times total in his/her career at the School. No student may invoke the second chance exam for the same course twice. The second chance assessment shall occur in a timely fashion, with the timing at the discretion of the course team. An individual who passes the Second Chance exam will receive a grade of 70% for their Final grade.

200.001.004 - Remediation

Students unsuccessful in a Second Chance attempt are eligible for enrollment within the summer remediation program. The remediation program is an opportunity for student self-directed learning with a faculty facilitator. Students making use of this program will enroll in Summer Semester course work offered through MUSOP or an MUSOP approved ACPE accredited program.

Within the remediation program, the student's curriculum is constructed to meet their individual needs. A required part of the program is an initial assessment and planning meeting with the assigned faculty facilitator. This meeting should identify topics and materials to be used during the program, expected student outcomes and proficiency levels, course timelines, and assessment methods.

200.001.005 - Progressions

A student's progression within the Pharm.D. program can be adversely affected by both course failures and the student's failure to meet ongoing requirements for enrollment. Both course failure and failure to meet enrollment requirements will result in the student being placed on probation.

Course Failures are defined at the end of each semester. Any student who has not successfully completed one or more courses will be placed on academic probation.

First academic probation is defined as a student's failure in a course or courses in a single semester, when that student has not failed any previous courses while enrolled in the MUSOP. Students on First Academic Probation may continue enrolling in courses that the student has successfully completed course prerequisites, but may not enroll in courses in which the student has not successfully completed the requirements. Students must enroll in the course or courses failed at the next time of offering. Academic probation ends once the student has successfully completed all courses he/she had failed that resulted in the sanction of first academic probation.

Second academic probation is defined as a student's failure in a course or courses in a single semester, when that student has failed a course or courses in only one prior semester while enrolled in the MUSOP. Second academic probation prohibits enrollment in any new required SOP classes until all deficiencies/failures are removed. Academic probation ends once the student has successfully completed all courses he/she had failed that resulted in the sanction of first and second academic probation.

Third academic probation is defined as a student's failure in a course or courses in a single semester, when that student has failed a course or courses in two prior semesters while enrolled in the MUSOP. Third academic probation will result in dismissal from the MUSOP.

Administrative probation is defined as a student's failure to meet his/her ongoing requirements for continued MUSOP enrollment. These student requirements include, but are not limited to, maintenance of immunization records, professional conduct standards, completion of required assessments of student learning, and completion of background checks or drug screens. Students placed upon administrative probation will be unable to attend classes at the MUSOP until any deficiencies in enrollment requirements are corrected. The student will receive a grade of "0" for any assessments, class time, or other learning activities missed during the time of administrative probation. Students who do not correct deficiencies within the requested time interval will receive failing grades in experiential courses after missing 1 week of instruction and may be dismissed (Administrative Dismissal) from the program.

Learning outcome deficiencies are skills, knowledge, or behaviors that the student has not mastered at an expected point in time within the Pharm.D. curriculum. Deficiencies may be suspected based upon course performance or poor performance on yearly learning outcome assessments. When deficiencies are suspected, the Student Affairs Progressions Subcommittee will require students to undergo and complete remediation planning for corrective action prior to the student's progression to the next academic year.

200.001.006 - Enrollment in Advanced Professional Practice Experiences (APPE-P4)

A student must successfully complete all P1-P3 course requirements before being allowed to progress to the P4 year and enroll in any Advanced Professional Practice Experiences. This requirement is directed by the ACPE Accreditation Standards.

200.001.007 - Annual Progressions Recommendations

The Student Progressions Subcommittee will review every student's academic performance, as measured by grades in courses attempted and achievement on the Annual Assessment of Progress (Outcomes Assessment Test) in mastering defined curricular outcome expectations. These performance measures will serve as the basis for annual progression recommendations. The Student Progressions Subcommittee may recommend to the Dean full progression, remediation activities in areas where the student has documented deficiencies, academic probation, or dismissal. The Progressions Committee's decision will serve as the determination of a student's class standing for the purposes of course pre-requisites, e.g. P2 standing.

This Subcommittee shall recommend to the SAC the status of each professional student, either for continuance, continuance with remediation, probation for one year with remediation, suspension or dismissal. The SAC shall make its recommendation to the Dean by June 1 of each year regarding each student enrolled in the MUSOP.

200.001.008 - Removing Course Failures by Repeating Courses at Other Institutions and the Impact on Student Progressions

SOP Policy 200.002 governs the transfer of Course Credits and Course Waivers. For Progressions decisions, a professional course transfer shall be treated the same as repeating the course at MUSOP. Course waivers may not be considered for progressions.

200.001.009 - Course Failures Resulting from Sanctions Secondary to Academic or Professional Misconduct

A first course failure resulting from sanctions enforced due to academic or professional misconduct will result in the student being placed on academic probation. If the student is in good standing at the time, then the student will be placed on first probation. If the student is already on academic probation, then the failure will raise the student's probation by 1 level (ie 1st to 2nd or 2nd to Dismissal).

200.001.010 - Dismissal from the MUSOP

Dismissal is defined as termination of student status, including any right or privilege to receive some benefit, or recognition, or certification. A student may be academically dismissed from the MUSOP and remain eligible to enroll in courses in other programs at Marshall University; or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at Marshall University. The term "academic dismissal from the Pharm.D. program due to academic deficiency" is defined above under "Progressions". Academic dismissal from a program or from the University may be imposed both for poor academic performance and for violation of the University policy on academic dishonesty.

A student will be dismissed from the MUSOP for failure to achieve satisfactory academic

progress in three semesters (third probation) or for failure to comply with student requirements for ongoing program enrollment while under academic probation. A student dismissed for academic progress may apply for re-admission.

A second course failure resulting from sanctions due to academic or professional misconduct, regardless of semester, will result in the student's dismissal from the school. Students dismissed for misconduct will not be considered for readmission, and the official transcript shall include a statement signifying dismissal for professional misconduct.

200.001.011 - MUSOP Appeals Process – Sanctions, Probation, and Dismissal

1. When an MUSOP student has received academic sanctions, has been placed on academic probation, or has been dismissed for academic or administrative reasons, the student may appeal as follows:
 - a. The student is entitled to written notice of the:
 - i. nature of the deficiency or reason for denial of admission to a program;
 - ii. methods, if any, by which the student may correct the deficiency, and;
 - iii. penalty which may be imposed as a consequence of the deficiency.
2. The student shall be given the opportunity to meet with the person or persons who has judged his/her performance to be deficient, to discuss with this person or persons the information forming the basis of the judgment or opinion of his/her performance; to present information or evidence on his/her behalf; and to be accompanied at any such meeting by an advisor of his/her choice from the University (faculty, staff, or student). Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless given specific permission to do so by the person conducting the meeting. The student is not entitled to an attorney in such meetings and the formal rules of evidence are not applicable. The student must request such a meeting in writing within ten (10) days from receipt of the notice. In the case of an appeal of sanctions, a written admission of guilt at this level may be resolved with a maximum penalty of “F” in the course.
3. Should the MUSOP SAC not resolve the issue, the student may appeal in writing to the MUSOP Dean within ten (10) days of the action taken in Step 4. The MUSOP Dean shall bring together the student, and other involved parties to review the charges within ten (10) days from the date of appeal receipt. In the case of an appeal of sanctions, a written admission of guilt at this level may be resolved with a maximum penalty of “program dismissal”.
4. Should the student, faculty member, or other complainant be dissatisfied with the determination of the MUSOP Dean, the case may be appealed in writing within ten (10) days of the Dean’s written decision to the Chair of the Budget and Academic Policy Committee, who shall refer the matter to the University

Academic Appeals Board which decides if an appeal hearing is justified. If the University Academic Appeals Board decides a hearing is justified, the Board will schedule the hearing. The University Academic Appeals Board has the right to seek additional documentation if necessary. The University Academic Appeals Board has thirty (30) days to convene the members of the Hearing Panel to hear the appeal (once the requested documentation is provided by the appellant student) and ten (10) days after the hearing to make notification of the determination to the student and instructor. Since many of these appeals occur at times when school is not in session it may not always be possible to meet the above conditions, but every effort will be made to hear appeals in a timely and reasonable manner.

5. Should the student, faculty member, or other complainant be dissatisfied with the determination of the Hearing Panel, then he/she may file an appeal with the Vice President of Academic Affairs within thirty (30) days from the receipt of the written decision of the Hearing Panel. The decision of the Provost and Senior Vice President for Academic Affairs shall be final.

200.001.012 - Readmission to the MUSOP on Academic Dismissal

A student who is academically dismissed from the MUSOP for academic reasons may reapply to the MUSOP through the standard admission's process. A student who has been academically dismissed twice from the school is not eligible for readmission. Applying for readmission does not guarantee readmission to the School.

A student who has been dismissed from the MUSOP and subsequently readmitted will be subject to the current curriculum and regulations on academic performance and dismissal. A readmitted student must meet all prior conditions of continuation set by the Student Subcommittee on Credentialing. Students who are readmitted must retake the entire curriculum, including those courses already successfully completed.

200.001.013 - Re-admission to the MUSOP by Withdrawal

A student who withdraws from the MUSOP may be admitted after filing readmission documents. A student who has withdrawn from the MUSOP and subsequently readmitted will be subject to the current curriculum and regulations on academic performance. A readmitted student must meet all prior conditions of continuation set by the Student Subcommittee on Credentialing.

APPROVAL:

Kevin Yingling, R.Ph., M.D.
Dean

Date

H. Glenn Anderson Jr., Pharm.D. Date
Associate Dean of Academic and Curricular Affairs

Kim Broedel-Zaugg, R.Ph., M.B.A., Ph.D. Date
Chair of Pharmacy Practice and Administration

John Schloss, Ph.D. Date
Chair of Pharmaceutical Sciences and Research

Robert Stanton, Pharm.D., BCPS Date
Director of Experiential Learning