



SCHOOL OF PHARMACY

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 the SAC before September of every odd-
Policy/Procedure: numbered year (2011) and approved by the Dean and MUSOP Faculty.
Approved by MUSOP Faculty on 6/29/18.

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 an 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:

Grade	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- Remediation

Doctor of Pharmacy students that fail a class with a minimum performance of 65% may elect to enroll in an equivalent remedial course during the summer, if the course is approved by MUSOP administration. The purpose of remediation is to provide students an opportunity to demonstrate their mastery of course material. Thus, summer tuition fees will apply for

remediation courses. Prior to beginning remediation, students are required to meet with their course instructor and academic advisor to identify barriers to learning, discuss effective study habits and develop a plan to successfully complete the course. Summer syllabi describing the schedule of topics, assignments, and assessments will be available to students. Students are only allowed to remediate one didactic course per summer and must obtain a grade of C or higher to pass remedial courses. Failures will result in an additional academic probation for the course, as described in 200.001.004- Progressions

200.001.003a – Remediation

Remedial courses are accelerated, comprehensive and primarily self-study, with instructors available to meet with students for two hours per week. Remediation shall consist of no less than:

- Comprehensive course materials shall be available to all students
- Courses will run no less than 4 weeks and no more than 10 weeks
- Real-time contact between the instructor and students will be held weekly for a minimum of 2 hours per instructor availability
- Minimally student achievement will be assessed with no less than two assessments separated by a minimum of 2 weeks
- Feedback shall be provided to the student following each assessment

200.001.004 – 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, resulting in the student being placed on probation.

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

First Academic Probation is defined as a student's failure in a course or objective structured clinical exam (OSCE), as defined in the policy 400.005.002 "OSCE Three-strike system," when that student has not previously been on academic probation. Students on First Academic Probation may continue enrolling in courses for which prerequisites have been successfully completed, provided that the student has passed every other course in that semester. Students successfully completing the failed course will return to good academic standing, although the sanction of academic probation will remain on their record.

Second Academic Probation is defined as a student failing a second course or OSCE, as defined in the policy 400.005.002 "OSCE Three-strike system." Students successfully completing the failed course(s) will return to good academic standing, although the sanction of Second Academic Probation will remain on their record. Students on second academic probation may register for courses in which pre-requisites have been completed. In consultation with the student's academic advisor, Director of Progressions and Associate Dean of Academic Affairs, students returning to good academic standing may be directed to

take a reduced course load in subsequent semesters. Students may appeal the decision to the Dean of MUSOP.

Third Academic Probation is defined as a student's third failure in a course or OSCE, as defined in the policy 400.005.002 "OSCE Three-strike system." Following the Third Academic Probation, the student will be subject to dismissal from MUSOP, as determined by the Associate Dean of Academic Affairs in consultation with the student's academic advisor and Director of Progressions. Students may appeal this decision to the Dean of MUSOP.

Subsequent academic probations beyond the third probation will result in the student being dismissed from MUSOP at the end of the semester, as determined by the Associate Dean of Academic Affairs in consultation with the student's academic advisor and Director of Progressions. Students may appeal this decision to the Dean of 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 background checks or drug screens, and any other requirement set forth by MUSOP faculty and administrators as an expectation for all students. Students placed upon Administrative Probation will be unable to register for future 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 and will be subject to academic probation.

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 that are documented for poor performance on courses or yearly learning outcome assessments (OSCEs, PCOA) will result in the Associate Dean of Academic Affairs requiring students to undergo and complete remediation planning for corrective action prior to the student's progression to the next academic year. For any individual OSCE, failure will result in students being ineligible to progress to IPPE or APPE rotations scheduled for the next academic term.

200.001.005 - 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.

200.001.006 - 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.

200.001.007 - 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.

200.001.008 - Sanctions Due to Academic or Professional Misconduct

Sanctions enforced due to academic or professional misconduct will result in the student being placed on academic probation. Any instance of cheating or plagiarism may result in immediate dismissal from the school with no opportunity for readmission, based on the sole discretion of the Associate Dean for Academic Affairs. Prior to making the decision, the Associate Dean will consult with the Department Chair(s), student's academic advisor, and course coordinator and/or accuser. Additional information regarding academic sanctions are found in MUBOG policy AA-12. Students may appeal any decision as described in 200.001.010

200.001.009 - 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.

200.001.010 - 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.

200.001.011 - 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.

200.001.012 - 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.

APPROVALS:

Gayle A. Brazeau, Ph. D.
Dean

Date

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

Date

Eric Blough, Ph. D.
Associate Dean for Academic and Curricular Affairs

Date

Terri Moran, M. S. Date
Assistant Dean of Student Affairs

Robert Stanton, M. B. A, Pharm. D., BCPS Date
Assistant Dean for Experiential Learning

Shelvy Campbell, Ph. D. Date
Assistant Dean for Diversity and Inclusion

Brittany Riley Pharm.D., BCPS Date
Assistant Professor, DPPAR

Tim Long, Ph. D. Date
Assistant Professor, DPSR

Karen Doss, M. A. Date
Executive Assistant to the Dean

Christie Chaffin, C. P. A., M. B. A., Date
Director of Finance and Planning

Holly Dunmore, M. S. Date
Director of Academic Information Systems