



SCHOOL OF PHARMACY

SOP OP	200.001 Academic Standards for Grading, Progressions, Dismissal, and Re-Admission
Purpose	The SOP Academic Standards are intended to help students who encounter serious academic difficulty, assesses, and remedy their situation. Additionally, this policy provides guidance and procedures for progressions and dismissal.
Review Policy/Procedures	This OP will be reviewed by SAC by September of every odd-numbered year or as needed.
Review Date	August 2019-January 2020
SAC Approval	June 18, 2021
Faculty Approval	July 16, 2021

DEFINITIONS

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

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

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

"Professional GPA" is the cumulative GPA earned during the P1 through P4 years

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 Zero (0.0) to 4.0 scale, students must achieve a MUSOP Professional GPA of 2.5 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 School of Pharmacy (MUSOP) to issue grades of Incomplete "I" ONLY when a course requirement such as an exam or a report has not been completed due to illness, military service, or other reason approved (excused) by the Associate Dean of Academic Affairs. An "I" (Incomplete) is not to be given to a student who is failing a course in order for the instructor to provide additional activities or assessments by which the student may achieve a passing grade. The student has the responsibility of contacting the faculty member per syllabi requirements 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 the date of receipt of the incomplete. If the work is completed satisfactorily, one of the four graded marks (A, B, C, or F) will be awarded, as earned. 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 – Progressions

A student's progression within the PharmD program can be adversely affected by both course failures and the student's failure to meet ongoing requirements for enrollment, thus resulting in the student being placed on probation/obligation.

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

Administrative Probation/Obligation 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/obligation 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 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/obligation.

First Academic Probation/Obligation is defined as a student's failure in a course or objective structured clinical exam (OSCE), as defined in the policy 400.005.002. 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/obligation will remain on their record.

Second Academic Probation/Obligation is defined as a student failing a second course or OSCE, as defined in the policy 400.005.002. 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 prerequisites have been completed. In consultation with the student's academic advisor, the Director of Progressions, and the Associate Dean of Academic and Curricular Affairs, students returning to good academic standing may be directed to take a reduced course load in subsequent semesters. Students may appeal the decision. Refer to 200.001.010 for the appeal process.

Third Academic Probation/Obligation is defined as a student's third failure in a course or OSCE, as defined in the policy 400.005.002. Following the Third Academic Probation, the student will be dismissed from MUSOP by the Associate Dean of Academic and Curricular Affairs in consultation with the student's academic advisor and Director of Progressions. Students may appeal the decision. Refer to 200.001.010 for the appeal process.

Subsequent academic probations/obligations beyond the third probation/obligation will result in the student being dismissed from MUSOP at the end of the semester, as determined by the Associate Dean of Academic and Curricular Affairs in consultation with the student's academic advisor, and Director of Progressions.

Learning outcome deficiencies are defined as skills, knowledge, or behaviors that the student has not mastered at an expected point in time within the PharmD curriculum. Deficiencies that are documented for poor performance on courses or yearly learning outcome assessments (OSCEs, PCOA) are addressed in the following policies: 400.004 OSCE Policy, 400.005 OSCE Remediation Policy, and 400.007 Use of the Pharmacy Curriculum Outcomes Assessment (PCOA).

200.001.004 - 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.

200.001.005 - Annual Progressions Recommendations

Annual progressions recommendations will be handled by the Student Progressions Committee.

200.001.006 - Repeating Failed 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. A course failed at MUSOP and subsequently taken at MUSOP or another ACPE accredited institution will not remove the original course failure from the academic record.

200.001.007 – Academic Misconduct

The MUSOP will follow MUBOG (Marshall University Board of Governors) Policy No. AA-12 regarding instances of academic dishonesty/misconduct. Students may appeal any decision as described in MUBOG Policy No. AA-12.

200.001.008 - Dismissal from the MUSOP

Dismissal is defined as the 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. Academic dismissal from a program or the University may be imposed for poor academic performance and/or for violation of the University policy on academic dishonesty.

A student **will** be dismissed from the MUSOP for any of the following:

- Failure to achieve satisfactory academic progress
 - A student dismissed for academic progress may appeal or apply for re-admission
- Following the third probation/obligation.
- For failure to comply with student requirements for ongoing program enrollment while under academic probation/obligation.

200.001.009 - MUSOP Academic Probation/Obligation Reinstatement Appeal Process

1. The student is entitled to written notice of the probation status and dismissal via the student's Marshall University email account.
2. If the student wishes to appeal the dismissal, the student must submit an appeal letter via the student's Marshall University email account to both the Dean and the Associate Dean for Academic and Curricular Affairs within 5 business days of the email notice of dismissal.
3. The decision of the Dean of the Marshall University School of Pharmacy is final and will be reported to the student within 10 business days of the written appeal.

200.001.010 - Readmission to the MUSOP on Academic Dismissal

A student who is dismissed from the MUSOP for academic reasons may reapply to the MUSOP through the standard admission 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.

A student seeking readmission may be required to repeat some or all courses completed before withdrawal and may be required to take additional courses to meet the requirements of the curriculum at the time of readmission.

The Associate Dean of Academic and Curricular Affairs, in consultation with the Office of Student Affairs and the student's advisor, will determine and communicate to the student one of the following outcomes:

1. readmission without conditions, or
2. readmission with conditions (e.g., coursework that must be repeated, additional coursework to meet new curriculum requirements), or
3. denial of readmission until further proof of readiness to return to school can be demonstrated, or
4. denial of readmission.

A student who has been withdrawn for a total of three or more years may be required to re-apply through the regular admissions process. The Associate Dean of Academic Affairs and Curricular Affairs, in consultation with the Office of Student Affairs, will review each student's written request for readmission considering the entire record and including any supporting documents. Each re-application will be considered on a case-by-case basis; the Associate Dean, Academic Affairs may request additional information as part of the readmission review process.

All grades earned prior to readmission will continue to be part of the student's academic record should the student come before the Progressions Committee after readmission.

- a. Upon readmission and reintegration the student will be subject to the College's current curriculum, graduation requirements, and Policy on Academic Standing.

200.001.011 - Re-admission to the MUSOP after Voluntary 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.

APPROVALS:

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Eric Blough, Ph. D. Associate Dean for Academic and Curricular Affairs	Date
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Terri Moran, M. S. Assistant Dean of Student Affairs	Date
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