



Academic Progression Policy

I. POLICY STATEMENT

The College of Pharmacy (COP) at California Northstate University (CNU) has a rigorous academic progression policy to ensure students' progress through the curriculum in a timely manner and to ensure they become effective and safe practitioners. The typical curriculum schedule is found in the student handbook.

II. PURPOSE

The purpose of the policy is to ensure students reach and maintain high standards of learning throughout their time at COP and accomplish all course learning objectives. A grade of D or below in a course indicates a lack of understanding of the fundamental concepts of the course material necessary for progression. The policy is intended to allow students opportunity to remediate or repeat when they do not pass a course first time. A student must complete the program within 5 years (60 calendar months) from the time they registered and attended their first core course.

III. SCOPE/COVERAGE

This progression policy applies to all students (didactic and experiential) in the PharmD program in 2016 onwards.

IV. DEFINITION OF SATISFACTORY ACADEMIC PROGRESSION

For a student to successfully progress through the COP PharmD program they must pass all courses each semester with at least a grade of C **and** maintain a minimum grade point average (GPA) of 2.0. Students will only have the opportunity to remediate a maximum of four courses throughout the didactic Program; hence more than 4 D grades will result in dismissal. Failing more than two courses in one semester will also result in dismissal. Students will not be allowed to take a course if prerequisite course(s) have not been passed. The consequence if a student earns a letter grade lower than C in any course in the curriculum, is shown in the Table A.



Table A

Letter grades in a semester	Consequence
1 or 2 Ds	Remediate all courses graded D; optional Academic Probation if remediation is unsuccessful
3 or 4Ds	Remediate all courses graded D; mandatory Academic Probation if remediation is unsuccessful in three or more courses
5 or more Ds	Dismissal
1 or 2 Fs	Repeat both failed course(s); mandatory Academic Probation
3 or more Fs	Dismissal
<p>Students will only be allowed to remediate a maximum of 4 courses in any one semester and over the duration of the PharmD program; further Ds will result in dismissal; students will be dismissed if cumulative GPA falls below 2.0; the GPA will be calculated on completion of remediation; failed courses must be repeated; a failed course can only be repeated once.</p>	

V. REMEDIATION

In the event of a student receiving a D or F grade in a course the instructor will complete a Remediation Form which will be used to notify Instructors of a student's eligibility to remediate or repeat a course. Eligibility is determined by the Office of Academic Affairs based on the number of courses where an F or D grade is achieved in a semester. If eligible, Instructors will make arrangements with the student to remediate (see section next on 'remediation').

- a. Remediation will consist of taking a comprehensive remedial examination that covers the material presented throughout the course. Only a course grade of D is eligible for remediation. A course grade of F must be repeated next time it is offered.
- b. The format of the remediation examination is at the discretion of the course coordinator.
- c. Preparation for remedial examinations is the sole responsibility of the student, and may consist of, but is not limited to, self-study, tutoring, and/or meetings with the course instructor(s) as the student and instructor(s) feel necessary for the student to gain a fundamental understanding of the course material.
- d. Satisfactory mastery of the material will be decided by the course coordinator/director/instructor. But, generally will be a score of at least 70 percent on the comprehensive remedial examination.



- e. Remediation must be completed within 10 business days after the last exam to ensure timely submission of grades to the Registrar. Failure to remediate within this timescale will result in dismissal, unless there are exceptional circumstances making remediation within this time frame impossible.
- f. Faculty will report A grade of C to the Registrar for the course for which the remedial comprehensive examination was satisfactorily completed.
- g. The grade of C earned as a result of passing the remedial examination will be used in the calculation of the student's cumulative GPA. A minimum cumulative GPA of 2.0 must be maintained even if remediation is successful.
- h. If the course is not successfully remediated, the initial D recorded for the course will remain on the transcript and be used in the calculation of the student's GPA.
- i. Any student who fails remediation will be offered the choice of a 5-year plan but Academic Probation (a 5-year plan) will be mandatory for those who unsuccessfully remediate 3 or more courses, and for students who achieve 1 or 2 F grades in one semester.
- J. Remediation is not a substitute for lack of full course participation. To be eligible for remediation a student must have taken all exams, course assessments, and any graded activities (unless excused absences for these have been permitted).

Academic probation ("five-year plan")

If a student fails a course, or if remediation of a D in three or more courses is unsuccessful, the Office of Academic Affairs will automatically place the student on academic probation and notify them in writing of the action. When a student has been placed on academic probation the following apply:

- a. Academic Probation means a student is placed on a five-year schedule to complete the program. The program must be completed within five consecutive years of the date of the first day the student begins the program.
- b. A student on Academic Probation will not be allowed to progress to any course that requires the unsuccessfully completed course as a prerequisite.



- c. Within one week of the date that the student receives notification of his/her academic probation, the student will meet with the Office of Academic Affairs, or designated individual, to discuss their academic probation and to develop their 5-year academic plan.
- d. Once the plan has been agreed the Office of Academic Affairs (or designated individual) will draw up documentation outlining details of the academic plan, which the student must sign. Failure to sign will mean the student will not be allowed to continue in the program. A copy of the plan will be shared with the Office of the Registrar, the Business Office, and the Office of Experiential Education.
- e. While on academic probation the student may not hold office in any College or University organization.
- f. In the case of a failed course, the student must successfully pass the course the next time it is offered to continue on the Program.
- g. A student who achieves a grade of F in any course may repeat the course only once. Thus, failure to pass a repeated course will result in dismissal from the program.

Incomplete or withdrawal from a course

- a. During a semester, a student may withdraw or fail to complete all required assignments and/or examinations due to extenuating circumstances, such as, but not limited to, an illness or a family emergency. In such cases, the course coordinator may give a grade of Incomplete for the course.
- b. All missed assignments and exams must normally be completed within 10 business days after the end of the semester in which the Incomplete was received, or within a timeframe determined by the course coordinator. Failure to successfully complete the course will result in an earned F grade for the course and placement on Academic Probation.
- c. Withdrawal from a course must first be approved by the course coordinator and the Office of Academic Affairs. Where a student has had to withdraw from a course a grade of W will be applied and the student will have to repeat the course next time it is offered.



Dismissal

A student may be dismissed from CNUCOP if any of the following conditions exist and the Professional and Academic Standards Committee determines that dismissal is warranted:

- a. Failure to meet any terms of **Remediation** or **Academic Probation**
- b. Conduct subject to dismissal as described in the Honor Code section of the Student Handbook
- c. Foregoing an academic semester without obtaining an approved leave of absence
- d. Failure to complete the degree requirements in five consecutive academic years from the date of the first day the student begins the program.

Appeal of Dismissal

Students dismissed from the College may appeal the decision in writing within thirty (30) calendar days of notification of dismissal to the Dean of the College. The Dean will render a decision in writing within 15 calendar days of receipt of the formal written appeal. The Dean's decision is final.

IPPEs and APPEs

A failed IPPE or APPE cannot be remediated except by retaking the rotation. If the IPPE or APPE is not successfully remediated the student will be dismissed from the program. If more than one Block is failed the student will be dismissed. Having to retake an IPPE may delay entry into the fourth year of the program, while having to retake an APPE block may delay graduation from the program.

Students should refer to the EEP Handbook for specific requirements regarding progression through IPPEs and APPEs.

Associated Forms:

Academic Alert form
Removal from Academic Alert form
Academic Remediation form

Approval Record:

APPROVED COP: February 2016
APPROVED PEC: March 2016
REVIEW: every 2 years (or more often if required)