

COP Academic Progression Policy, 3-Year PharmD Program

I. Policy Statement

California Northstate University College of Pharmacy (CNUCOP) has established a set of guidelines and expectations associated with the development and acquisition of knowledge, skills, and competencies necessary to successfully advance in the PharmD program towards graduation. Students need to pass all courses with a ‘C’ grade or above to demonstrate competency.

II. Purpose

To allow CNUCOP’s PharmD students to progress in a timely and successful manner towards the completion of the program.

III. Scope

The policy and procedures outlined here include i) the overall definition of timely progression, ii) the number of remediation opportunities available to the students for on-time graduation, iii) opportunities for extended learning/remediation through specialized academic plans, iv) the number of courses students may remediate, v) remediation requirements for courses with “core” skills or components, and vi) tracking student progression through the use of a “negative strikes” system for D and F grades received through the duration of the PharmD program. This policy and procedure document was created through a revision of the previously existing academic progression policy and adopted at CNUCOP through an all-faculty vote on February 2, 2024.

IV. Procedure

A. Course Remediation

Remediation consists of taking a comprehensive remedial examination that covers the material presented throughout the course. Both course grades of D and F are eligible for remediation. 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. Satisfactory mastery of the material will be decided by the course

coordinator/director/instructor, generally representing a score of at least 70 percent on the comprehensive remedial examination.

Remediation Criteria

CNUCOP uses a “strike” system for GPA calculations. Students must maintain a minimum cumulative GPA of at least 2.0 to remain in the program and cannot earn more than 7 strikes cumulatively throughout the PharmD program. A "D" counts as one strike, and an "F" counts as two strikes. For example: students can have 7 "D" courses or a maximum of 3 "F" courses plus one "D" course, all of which they can remediate. Beyond this, they are subject to dismissal. For all didactic courses, a student who receives a course grade between 59.95 and 69.94 earns a “D,” while a student with a grade of 59.94 and below earns an “F,” as defined in course syllabi. Both D and F grades require remediation. If students pass the remediation, their D or F grades will be changed to a C. The fact of remediation will be reflected as a transcript record. Students are allowed a total of 3 opportunities to remediate the same course through the duration of the PharmD program. This includes an extended learning plan (a 4-year plan). Please refer to the procedure below. Students may remediate any number of courses within a given trimester per the items above with the stipulation that students need to complete the PharmD program within 1.5x the degree program length (4.5 years for the 3-year program). Remediation courses with required/core passing components: The PharmD program has several courses that incorporate the teaching and learning of required skills. These skills are assessed by assignments and are placed as required passing components of select courses. The most common examples are “practicum” courses, abbreviated as PRCs. The PRC courses are offered in all didactic years of the PharmD program. Example courses for the 3-year PharmD programs: PRC sequence of courses and the CAS 812 course. This provision does NOT apply to P3 year clinical rotation courses called “Advanced Pharmacy Practice Experiences or APPE courses. Students will receive a total of 4 attempts to pass the required components including the initial attempt, remediation 1, remediation 2, and remediation 3.

B. Academic Probation

If a student fails a course, or if remediation is unsuccessful, the Office of Academic Affairs (OAA) 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 in the 3-year PharmD program is placed on a four-year schedule to complete the program.
- b. The revised program must be completed within 4.5 consecutive years from the date of the first day the student begins the program.

C. Incomplete Grade or Withdrawal from a Course

- a. During a trimester, 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 typically 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.
- c. Failure to complete the course will result in an earned F grade for the course and placement on Academic Probation.
- d. Withdrawal from a course must first be approved by the course coordinator and the Office of Academic Affairs and Accreditation. 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.

D. Dismissal from the Program

- a. The decision to dismiss is solely at the discretion of the CNUCOP Office of Academic Affairs and Accreditation (OAA) and will be based on the academic performance of the

student. However, the OAA will consult with CNUCOP Professional and Academic Standards Committee (PASC) as needed and outlined below. Dismissal decisions may be appealed to the Dean, whose decision will be final.

- b. PASC will make recommendations to the OAA based on professionalism, honor code, and similar issues. PASC may also be convened upon a request by the OAA.

E. General Remediation Procedure.

- a. 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. Please note that remediation exams are considered high stakes exams. If an Excused Absence is granted then make-up exams for remediation exams will only be scheduled during business hours and scheduling will be based on the availability of our faculty and staff members.
- b. Eligibility for remediation is determined by the CNUCOP Office of Academic Affairs (OAA) based on the number of courses where an F or D grade is achieved in a semester.
- c. If eligible, instructors will make arrangements with the student to remediate.
 - 1. Number of Remediation Opportunities and Remediation Placements (only applies to students with less than 7 strikes. An individualized plan will be developed by OAA for students with 7 or more strikes, students who are going through the Dismissal Appeal Process, and/or students who are on Academic Probation)
 - a. Remediations 1 and 2 will occur at the end of each trimester.
 - b. P1 students who do not pass remediation 2, will be allowed to progress to the next trimester within the same academic year with the stipulation that they conduct approved self-directed study for the failed courses while taking the new courses.

- c. P1 students may be given a third remediation opportunity at the end of trimester 3. Note, typically P1 students will not be allowed progress to the P2 year if they have more than one unsuccessful course remediation. It is possible that remediation 3 may be scheduled at the end of trimester 4 for students who did not pass remediation #2 exams, this decision will be made by OAA.
- d. P2 students who do not pass remediation 2 exams will be allowed to progress to the next trimester within the same academic year with the stipulation that they conduct approved self-directed study for the failed courses while taking the new courses.

P2 students may be given a third remediation opportunity at the end of trimester 5. P2 students cannot progress to P3 year APPE rotations without successful completion of all didactic courses and the co-curriculum.

Students who do not pass remediation 2, will be allowed to progress with courses with the stipulation that they conduct approved self-directed study along with taking the new courses. They will get a third remediation opportunity at the end of the immediate following trimester.

If they fail, they will be placed on a 4-year academic plan and will need to retake the course (fourth and final attempt). If they fail the fourth attempt, they will be dismissed from the program.

F. Remediation for P1-P3 Courses with Required/Core Passing Components.

- a. Remediation 1 will be scheduled during the trimester for the core component that the student failed. If a student fails Remediation 1, the OAA will consult the Course Coordinator to review eligibility for Remediation 2. If a student passes Remediation 1, their grade on the **assessment of the core component** will be changed to 70% (C).
- b. Remediation 2 for the core component that the student failed will be scheduled after the instructional period (during the remediation period). If a student fails Remediation 2, they will get a grade of “incomplete” or “I” in the course and may be eligible for Remediation 3 (extended remediation) based on the decision of OAA in consultation with the Course Coordinator. If the student passes Remediation 2, their grade on the **assessment of the core component** remains the same as the score from the original attempt.
- c. Remediation 1 will be scheduled during the trimester for the core component that the student failed. If a student fails Remediation 1, the OAA will consult the Course Coordinator to review eligibility for Remediation 2. If a student passes Remediation 1, their grade on the **assessment of the core component** will be changed to 70% (C).

- d. Remediation 2 for the core component that the student failed will be scheduled after the instructional period (during the remediation period). If a student fails Remediation 2, they will get a grade of “incomplete” or “I” in the course and may be eligible for Remediation 3 (extended remediation) based on the decision of OAA in consultation with the Course Coordinator. If the student passes Remediation 2, their grade on the **assessment of the core component** remains the same as the score from the original attempt.
- e. Remediation 3 (extended remediation) will be scheduled at the end of the academic year. If a student fails the extended remediation, they will get a D for the course and will need to retake the course. If they pass the extended remediation, they will get the maximum grade of a C (70%). All remediation attempts for failed core components of courses must be completed prior to the start of the next trimester otherwise the student may not proceed to the next trimester.

G. Dismissal Appeals

- a. Students dismissed from the College may appeal the decision in writing within ten (10) calendar days of notification of dismissal to the Dean of the College.
- b. The Dean will respond to appeals in writing in a timely manner.
- c. The Dean’s decision is final.

H. IPPEs and APPEs.

- a. A failed IPPE or APPE cannot be remediated except by retaking the rotation.
- b. If the IPPE or APPE is not successfully remediated upon retaking the rotation, the student will be dismissed from the program. If more than one experiential rotation is failed the student will be dismissed. Students have the right to appeal dismissal decisions according to this policy and per the CNUCOP appeals policy.
- c. Having to retake an IPPE may delay entry into the third year of the program, while having to retake an APPE block may delay graduation from the program.
- d. Students should refer to the EEP Handbook for specific requirements regarding progression through IPPEs and APPEs.

I. Graduation Requirements.

Students at CNUCOP are approved to receive the Doctor of Pharmacy degree by the COP faculty and the Board of Trustees (BOT). Students must conduct themselves in an ethical, moral, professional, and lawful manner and meet the following requirements:

- a. Conducted themselves in an ethical, moral, professional, and lawful manner.
- b. Satisfactorily completed the curricular and co-curricular requirements in a timely fashion, not to exceed 1.5 times the expected program duration (e.g. 4.5 years for the three-year program including approved leave of absences).
- c. Passed all high stakes exams including course final exams, qualifying exams, and other examinations as outlined in the graduate catalog.
- d. Fulfilled all tuition and financial requirements and completed all necessary paperwork.
- e. Attends graduation and commencement ceremonies in person. Under special circumstances, the Dean of the College may release the attendance requirement in the preceding sentence.

Students must file a completed Petition to Graduate with the Office of the Registrar by the semester deadline.

Approval Record

Approval by COP All Faculty and Staff 8/22/2025

APPROVED BY PEC: 9/15/2025

APPROVED BY BOT: 10/6/2025

REVIEW: This policy will be reviewed as often as needed