



# California Health Sciences University

## COLLEGE OF PHARMACY (COP) ACADEMIC PROGRESSION POLICY

### I. DESCRIPTION OF POLICY AND PURPOSE

The purpose of this policy is to ensure students' progress through the program in a timely manner and to ensure they become effective and safe practitioners.

This COP Academic Progression Policy applies to all students in the College of Pharmacy program during both the Didactic and Experiential portion of the COP program, including Electives.

### II. GRADES

The only grades that will be assigned to students at the COP pursuant to Department of Education standards for schools receiving Title IV funding are as follows:

#### **Passing Grades:**

A, B, C, RC (Successful Remediation), or Pass.

#### **Non-Passing Grades:**

Withdrawal (W), Incomplete (I), Not Passing (NP), D, RF (Unsuccessful Remediation), and F.

### III. GPA STANDARD

Pharmacy students must maintain a Grade Point Average (GPA) of at least 2.00 each semester, and for their overall GPA in the program. Any pharmacy student with a semester or cumulative GPA below 2.00 will be referred to and required to meet with the Academic Performance and Standards Committee (APSC). Consequences of a semester or overall GPA < 2.0 may impact the student's progression through the program, including changing the overall cost of the program. Potential consequences for having a cumulative or semester GPA under 2.0 will be determined by the Dean and may include, but are not limited to, placement on probation, requirement of successful completion of an Alternative Progression Plan (APP) or dismissal from the program. Any pharmacy student with a term or cumulative GPA of 1.00 or below will be ineligible for federal aid.



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### IV. PROMEDIATION

CHSU has established an early intervention program called Promediation pursuant to the CHSU College of Pharmacy Remediation policy. The Academic Affairs office monitors the academic performance of Pharm.D. students based upon the various academic assessments given in each course. If a student has an individual grade < 70% at any time during the semester or if the Course Director or Assistant/Associate Dean of Academic Affairs (or designee) determines the student is academically at risk, the student will be placed on Promediation. This mandatory process may involve tutoring services, structured support from the student's Faculty Mentor and/or Course Director, and/or sessions with the College Learning Specialist for additional coaching and mentoring. Students that fail to complete the Promediation process or continue to have academic difficulties while on Promediation will be referred to the Academic Performance & Standards Committee (APSC) for review.

**Below is a summary of the following roles of the parties involved in the promediation process:**

**a. Academic Performance and Standards Committee (APSC)**

- i. The APSC's role and process is described in the COP APSC Policy in the General Catalog. The APSC reviews the academic performance of students and makes recommendations on academic progression to the Office of the Dean.

**b. Tutors Program**

- i. CHSU offers tutors for a variety of topics and subjects to all students seeking these services at no additional charge. The tutors are current, high-achieving CHSU students that are employed by the college to be a peer resource and offer an additional layer of academic support to any student, regardless of what their academic standing is.

**c. Learning Specialist**

- i. All students are encouraged to reach out to the Learning Specialist, at no additional charge, for additional support related to time management, study habits, goal setting, motivational support, and assistance in creating strategies to promote a greater chance of academic success.



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### d. **Student Affairs**

- i. Student are encouraged to reach out to the Office of Student Affairs for additional support related to life challenges such as personal concerns and life situations. The Office of Student Affairs can assist with connecting students to additional outside resources related to student needs. Student Affairs can assist students with disabilities with requests for reasonable accommodations in compliance with the Americans with Disabilities Act (“ADA”) and related California state law.

### e. **Faculty Mentorship**

- i. Students are responsible for utilizing the support provided by their faculty mentor. By focusing on personal development, mentors directly influence their mentees, institutional, and professional success. Specifically, they help students become accountable members of their higher education community, think critically about their roles and responsibilities as students, and prepare to be educated professionals who are part of a global community.

## V. **REMEDICATION**

A student that receives any final individual course grade of D will be allowed to remediate the course in which the D grade was received. Remediation is a self-study process in which the student is given the opportunity to improve their grade typically by taking a comprehensive remediation examination at a later time (Remediation). During Remediation, students may seek faculty assistance, or utilize other resources listed in the Promediation section to help prepare them for the remediation exam. Satisfactory completion of remediation is determined by a grade of 70% or better on the remediation exam. Regardless of their score on the remediation exam, the highest grade for students successfully remediating a course is a grade of “C” and the student will be assigned a grade of RC on their transcript (Successful Remediation). Students who earn 3 “D” grades cumulatively at any time in the program, irrespective of whether those D grades have been successfully remediated, will be referred to the APSC for review and may not be allowed to remediate any future courses.

If remediation is unsuccessful or the student chooses not to remediate the course, the student is required to re-take the course the next time it is offered the following year. Unsuccessful remediation will result in a grade of RF (Unsuccessful Remediation) being reported to the



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Registrar. The RF grade is the equivalent to the original D grade in terms of computing GPA. An unsuccessful remediation will cause the student to have to retake the course the next time it is offered in the following year. This will impact normal progression through the program and may affect financial aid eligibility as well as may change the student's total cost of attendance in the program. These cases require the student to meet with the Financial Aid Office so that a determination of their federal financial aid eligibility can be made.

### **VI. REPEAT OF COURSES OR ROTATIONS IN WHICH A STUDENT HAS RECEIVED A NON-PASSING GRADE OR WITHDRAWN FROM A COURSE**

Students receiving grades of "RF" or "F" or "NP" or "W" will be required to re-take the course (or, if in an elective, an equivalent course) in which they received the grade. This may impact the student's progression throughout the program and may affect financial aid eligibility (students should refer to the SAP Suspension section discussed later in this policy for impact related to financial aid). Students are allowed one chance to re-take any course, laboratory session or rotation. Students that successfully repeat the course, laboratory or rotation will have that grade noted on their transcript. For elective courses only, students will be allowed to retake another elective course that was different than the one in which they received a non-passing grade.

The student will be able to repeat each course, laboratory session or rotation, only one time. If a student receives any non-passing grade in any repeated course, laboratory session or rotation, they will be referred to the APSC and recommended for dismissal.

### **VII. ALTERNATE PROGRESSION PLAN**

An Alternate Progression Plan (APP) is a written agreement between the student and the institution that may extend the student's timeline for program completion for one or more semesters during the designated probationary period and may change the student's overall cost for the program. The APP specifies requirements, (e.g., minimum course completion ratio, GPA, reduced course load or enrolling in specific courses) that the student must meet or exceed each semester to maintain or regain federal financial aid eligibility and to be able to continue in the program. A student that fails to meet the progression standards or the terms of their APP will be ineligible for federal financial aid in future semesters until the student can meet the standards. See the General Catalog for more detail on the Alternate Progression Plan ([www.chsu.edu](http://www.chsu.edu)).



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### VIII. ACADEMIC PROBATION

Academic probation is a conditional status indicating that the student is not meeting satisfactory academic progression. Students are placed on probation by the Office of the Dean for the following conditions:

- Failure to maintain a cumulative GPA  $\geq 2.0$
- Receipt of any grade of “D”, “F”, or “NP”
- Failure to successfully remediate any course or laboratory in which a non-passing grade was assigned

Students on probation may be ineligible for receiving Federal Financial Aid (see Progression issues affected Federal Financial Aid below). Students on probation need to meet progression standards and may be removed from probation by meeting the following standards:

- Raising their GPA  $\geq 2.0$  if cumulative GPA was  $< 2.0$
- Successfully repeating or remediating a course or rotation in which a grade of “D”, “F” or “NP” was received
- Successfully remediating any course or laboratory in which a non-passing grade was received

Students that remain on probation because of failure to achieve the above will be referred to the APSC for review. The APSC may recommend the following actions, including but not limited to: be placed on an Alternate Progression Plan or dismissal from the program.

### IX. TIME LIMIT

Students placed on an extended track must complete the PharmD program within a reasonable period of time, and in all circumstances in compliance with the COP Graduation Policy.

### X. EXPERIENTIAL EDUCATION

Any student receiving a grade of “NP” on any rotation (either IPPE or APPE) will be referred to the APSC and will be required to successfully repeat that type of rotation in order to meet graduation requirements and will be placed in SAP Suspension that affects his/her ability to receive Federal Financial Aid (see SAP Suspension discussed later in the section).



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Repeat rotations will generally be scheduled by the Experiential Education office during the next academic year (student's OFF Block is generally not allowed to be used for a repeat rotation). Students that are unsuccessful in achieving a passing grade while repeating a rotation, or that receive 3 or more grades of "NP" on rotations will be referred to the APSC and may be required to repeat the APPE year or are be subject to dismissal (*See the General Catalog for more detail on the Satisfactory Academic Progression (SAP)*) ([www.chsu.edu](http://www.chsu.edu)).

### XI. ACADEMIC PROGRESSION

Specific consequences for students that fail to meet the academic progression standards include but are not limited to the following:

**TABLE A**

<u>Scenarios</u>	<u>APSC Recommendations</u>
<b>Up to 3 non-passing grades</b>	<b>Remediate all courses graded D; mandatory Academic Probation;</b>
<b>4 or more non-passing grades</b>	<b>Recommended for dismissal</b>
<b>1 F</b>	<b>Repeat failed course; mandatory Academic Probation plus APP</b>
<b>2 or more F grades</b>	<b>Recommended for dismissal</b>
<b>1 NP (not passing) on IPPE or APPE rotation</b>	<b>APP created; repeat the rotation</b>
<b>3 or more NP grades (not passing) on IPPE or APPE rotations</b>	<b>Recommended to repeat the entire APPE year or subject to dismissal</b>

Note: Each condition listed above will require the student to be referred to the APSC, and the recommendations will be sent to the Office of the Dean for a final decision. An APP will be developed for each student that is allowed to remain in the program.



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### **XII. SATISFACTORY ACADEMIC PROGRESS (SAP) RELATED TO FEDERAL FINANCIAL AID**

Satisfactory Academic Progress (“SAP”) ensures that students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to conform to SAP standards as they work towards a degree in order for them to qualify to receive federal financial aid assistance through all California Health Sciences University eligible Title IV federal financial aid programs. SAP is in alignment with the CHSU progression policy.

SAP standards (GPA, Pace, and Maximum Time Frame) consist of quantitative and qualitative measurements that are determinants of SAP.

Qualitative measurements include GPA and Academic Standing and quantitative measurements include the Pace by which students are working toward completion of their program (completing a specific number of units per term or year) and the Maximum Time Frame required to complete the entire program. Federal regulations also require that all terms of attendance be considered, including any term(s) in which no financial aid is received.

#### **A. GRADES**

The only grades that meet SAP standards are A, B, C, RC (Successful Remediation), and P. Withdrawal (W), incomplete (I), Not Passing (NP), D, RF (Unsuccessful Remediation), and F grades are not passing grades. Unsuccessful Remediation and F grades require students to re-take the course and will impact both progression through the program and affect financial aid eligibility. These students will be placed immediately in SAP Suspension.

Grades are required when evaluating SAP. Students who have not been graded for a prior term during which they were enrolled cannot be evaluated for SAP and therefore will be suspended from federal financial aid. Eligibility can be restored when the missing grades are officially recorded and the student is evaluated and meets the appropriate SAP standards.

#### **B. QUANTITATIVE MEASUREMENTS**

Pharmacy students must complete at least two-thirds of all units recorded on their official graduate transcripts for each term of enrollment, starting from the time of



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first attendance in a graduate/professional program at CHSU. Thus, a student that enrolls in 18 units, and does not pass 4 units, but successfully completes the other 14 units, would be meeting this quantitative measurement but may not be meeting the qualitative measurement.

### **C. REVIEW PERIODS**

The Academic Affairs Office in conjunction with the Registrar and the Academic Performance and Standards Committee will review academic records at the end of each term (semester) to determine if SAP is being achieved. The Financial Aid Office will also review academic records at the end of each academic term (semester) to determine if SAP is being achieved.

### **D. SAP NOTIFICATION**

Any student found to not be meeting the SAP Standards will be notified in writing by the Academic Performance and Standards Committee (APSC) and the student will be placed on SAP Suspension. Written notification will be sent electronically via their CHSU email account and/or mail via the last known mailing address according to the Registrar's Office.

### **E. SAP PROBATION**

SAP Probation is a status assigned to any student who fails to meet the SAP standards and has been placed on an Alternate Progression Plan (APP) and have appealed their Financial Aid Suspension (see FA appeal process further in this section). If placed on Financial Aid Probation, students will be required to follow an approved Alternate Progression Plan (APP) in order to receive federal financial aid for one semester and have their progress reevaluated at the end of that semester. Students who meet all SAP standards or the requirements of their APP will remain eligible for federal financial aid. Students who fail to meet the SAP standards or the requirements of their APP will again be placed on SAP Suspension and be required to meet with the APSC again. They will also be suspended from financial aid eligibility and will be ineligible for federal financial aid going forward. Students may have plans that extend for more than one semester but their progress will still be evaluated at the end of each semester to ensure that they have complied with their APP.

### **F. FINANCIAL AID APPEAL PROCESS**

Students who become ineligible to receive federal financial aid for failure to meet





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the SAP standards and have been notified of the Financial Aid Suspension status have the right to make a written appeal to the Director of Financial Aid. Students who appeal must demonstrate all of the following:

- That failure to meet the minimum standard was caused by extreme or unusual circumstances (corroborating documentation must be supplied), some of the mitigating circumstances can include:
  - The student, spouse, dependent children have experienced illness that prevented class attendance; a death of an immediate family member; or some other extraordinary situation that prevented them from meeting the SAP standards.
  - In cases of illness or disability, a letter of explanation is needed from a health care provider.
  - In cases of death, the student must provide a copy of the death certificate or obituary notice.
  - In cases of extraordinary circumstances, the student must provide a written explanation of the cause and how it was resolved. The student should provide as much supporting documentation as possible.
- Have completed an approved Alternate Progression Plan showing how they have identified and will resolve the issue(s);
- That the issue(s) will not affect their performance in the future.

Once an appeal has been submitted to the Director of Financial Aid and the APP has been verified as approved, the Director will have 7 business days to respond. The response will be in writing via their CHSU email and/or mail via the last known address on file with the Registrar's Office with either an:

- Approval: The student is now on Financial Aid Probation
- Denial: The student is no longer eligible for federal financial aid

All financial aid appeal decisions are final. If a decision has not been made by the time tuition is due, it is the student's responsibility to contact the Business Office to discuss the options on how to proceed. Students may appeal for reinstatement and be placed on Financial Aid Probation a maximum of two times during their attendance at CHSU.

To the extent that SAP requirements imposed by the federal government conflict with this policy, the federal government requirements for SAP, as they may change from



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time to time, will govern the COP's treatment of any progression issue.

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- o Policy Owner: Dean of COP
- o Effective Date: 5/13/2020
- o Approval by Provost Date: 5/15/2020