Monitoring Performance of PharmD Students for Early Signs of Academic Difficulty

Policy Statement

In order to monitor and provide corrective guidance for PharmD students, the college collects midpoint student performance data from faculty. These data are also used by the Office of Assessment and Research (OAR) to determine potential corrective actions in the PharmD curriculum.

Reasons for Policy

1) Standard 17.2 of the Accreditation Council for Pharmacy Education’s (ACPE) Standards 2016 stipulates that the College will have a system of monitoring student performance that provides for early detection of student academic difficulties.

2) Prior to establishment of this policy, voluntary faculty reporting of student performance to OSS at mid-term has been variable, providing OSS with an incomplete picture of a student’s overall progress at midterm.

Procedures

1. Faculty notification: Teaching, Learning and Assessment (TLA) staff will identify the midpoint of each course and send a notification to faculty on behalf of the Sr. Associate Dean of Professional Education at the midpoint of their course. The notification will include a Google Form that asks faculty to indicate students who are performing at a level of D or below at the midpoint of their class. It will also have a “notes & considerations” field that will provide faculty the opportunity to indicate mitigating factors, such as the percentage of graded points completed in the course or whether the course will increase in difficulty.

2. Office of Assessment & Research review of student performance: OAR staff will use data in a longitudinal fashion to monitor trends in student performance in the PharmD curriculum and make appropriate recommendations to course faculty.
3. **Sharing of spreadsheet information:** TLA will share the spreadsheet of responses with OAR and OSS.

4. **OSS review and action:** OSS staff will review the spreadsheet. Using knowledge of the student’s situation, OSS staff will reach out to students who have been identified and one of the following actions will be taken: 1) communication to student indicating that the early warning system has been triggered with an offer of both consultation and support, or 2) Communication to student requesting a meeting with an OSS staff person. All communication with students will include information on tutoring services and other relevant forms of student support. Consistent with ACPE Standard 17.2, OSS will work with individual students to develop and implement appropriate interventions that have the potential to successfully resolve the academic issues identified.

---

**Forms/Instructions**

No additional forms or instructions accompany this policy.

---

**Additional Contacts**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Fax/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Questions regarding this policy</td>
<td>Office of Assessment</td>
<td>612-624-7976</td>
<td><a href="mailto:copoar@umn.edu">copoar@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>&amp; Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Office of Student Services</td>
<td>612-624-2649</td>
<td><a href="mailto:haegx002@umn.edu">haegx002@umn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Teaching, Learning &amp; Assessment</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

---

**Definitions**

No terms in this policy warrant additional definition.

---

**Responsibilities**

**Teaching, Learning and Assessment (TLA)**

1. TLA is responsible for identifying the midpoint of each PharmD course, and for sending a notification to course faculty on behalf of the Sr. Associate Dean of Professional Education.
Office of Assessment & Research (OAR)
1. OAR will also report to the Assessment Committee and Central Council which courses have a particularly high number of students falling within the lowest quartile.

Office of Student Services (OSS)
1. OSS will contact students experiencing academic difficulty in an attempt to ascertain the cause of the challenges to the student’s academic performance, and to work with the student to develop and implement interventions as appropriate to overcome these challenges.

Assessment Committee
1. The Assessment Committee will review data from OAR and may recommend action to Central Council or appropriate administrators or committees.

Central Council
1. Central Council will receive data from OAR and recommendations from the Assessment Committee and may charge appropriate stakeholders to take action as needed.

Appendices
No appendices accompany this policy.

Frequently Asked Questions
No FAQs accompany this policy.

Related Information
College of Pharmacy Policy: Academic Remediation for PharmD Students