



ADMINISTRATIVE POLICY

Academic Standing and Student Progression Policy and Procedures

Policy Owner: Associate Dean for Professional Education

Policy Contact: Director of Student Services

POLICY STATEMENT

The Academic Standing Committee, a subcommittee of the Student Affairs Committee, consists of five faculty members and two students. The Academic Standing Committee meets regularly to monitor the academic progress of students, consider petitions from students who wish to depart from the established program requirements or have a requirement waived, and adjudicates allegations of student misconduct. Allegations of student misconduct are handled by the Academic Standing Committee (1) if referred by the Honor Council after its review of alleged violations of the Student Code of Academic Integrity and Professional Responsibility; or (2) for initial adjudication of alleged violations that fall under Part II below. The following is a list of the committee's policies and standard procedures.

Part I: Academic Progress

The Academic Standing Committee (ASC) periodically reviews the progress of students and can place students on probation at any time. Students on probation may be dismissed from the college if they are not making satisfactory progress. The ASC informs students by email of its actions.

Academic probation—Students are automatically placed on Academic Probation in the following circumstances:

- Receiving a grade below C-* in three or more required or elective courses.
- Failing a required course.
- Obtaining a cumulative GPA of 2.00 or below.

Terms of academic probation—Students on Academic Probation are reviewed by the Academic Standing Committee (ASC). Based on the student's situation, the committee provides the student a recommended or required course of action in order to increase the likelihood of success in the future. Failure of the student to successfully complete the terms of Academic Probation may result in dismissal from the College of Pharmacy.

- Recommendations and requirements from the ASC may include, but are not limited, to students being required to seek academic assistance, complete incomplete courses within a certain time period, or pursue other forms of assistance to increase the likelihood of success.
- Students placed on Academic Probation should expect the duration of their education to exceed four years.
- Students who are placed on academic probation will be prohibited from registering for courses that have prerequisites in which students received a grade below C-.
- Students on Academic Probation can be dismissed from the college if a grade below C- is earned.
- Students are removed from Academic Probation when they successfully complete the terms of Academic Probation, including repeating specified courses, as indicated by the ASC.

*For the purposes of the academic probation policy, students who succeed in remediating a S/N course will have their grade changed to an “S” grade, and the remediated “S” will count towards academic probation similar to a “D” grade.

Dismissal from the College of Pharmacy— Students who do not make satisfactory academic progress will be dismissed from the college in the following circumstances:

- Failing a required course twice.
- Failure to complete the required terms of Academic Probation as set by the ASC.
- Not enrolling in an appropriate required course or withdrawing from a required course without college permission.
- Failure to complete all degree requirements within eight (8) years of matriculation.

Failing a course—

- Students who fail a course may be eligible to remediate the course (see college policy: Remediation for PharmD Students in Didactic Courses). Students not eligible for remediation or who fail remediation must re-register and repeat that course. Students who fail a required course twice will be dismissed from the college.
- Courses are normally offered only during a given semester. Hence students who fail a course offered only in the spring semester can expect to repeat that course the following spring.
- Since most courses are prerequisites for other courses in the program, students who fail a course should expect the duration of their education to exceed four years.
- Students may not register for required courses which conflict in time with each other. Students repeating courses must therefore plan their course schedule accordingly in consultation with their student advisor.

Full-time requirement - The PharmD professional pharmacy program is a full-time continuous program. Students are required to maintain full time registration and sequentially enroll in all required courses throughout the PharmD program unless they fail a required course or have a reduced credit agreement approved by the ASC.

Withdrawal from a course— Students must request permission from the Academic Standing Committee to withdraw from a required course or depart from the curriculum of required courses in the PharmD program. Failure to do so may result in dismissal from the college. The committee will not permit students to withdraw from required courses past the withdrawal date if poor performance in the course is a contributing reason for the request.

One-time late withdrawal from an elective- Once during the Pharm D program, students may withdraw from an elective course without college approval, and receive a “W” on their transcript. This one-time only withdrawal can be used after the deadline for withdrawal, up to and including the last day of instruction for that course. However, students cannot withdraw after completing the final examinations or its equivalent.

Progress requirement and leaves of absence—Students must petition the director of student services and associate to request a leave of absence (see the college’s Leave of Absence form). Students must request a leave of absence if they will not be enrolled for a period of time in which required classes are scheduled. The leave of absence form is available on the Policies page of the Current Students page. Consistent with the U of M “Doctoral Degree: Performance Standards and Progress” policy, students are required to enroll in every semester (fall and spring) from the time of matriculation until degree conferral. Students who cease participation in courses and do not secure an approved leave of absence are subject to dismissal.

Withdrawal from the PharmD program - Students can withdraw from the PharmD program by sending an email to the Director of Student Services clearly articulating their desire to leave the program. The College of Pharmacy wants students to be successful and explore options to overcoming barriers to academic success, therefore consultation with a student advisor or the director of student services is

recommended prior to students officially withdrawing from the program. Students who have withdrawn from the college and seek readmission will be required to re-apply for admission through the standard admissions process.

Advanced Pharmacy Practice Experiences—Students must satisfactorily complete all required and elective courses in years 1-3 of the PharmD curriculum and have an overall GPA of at least 2.00 before beginning Advanced Pharmacy Practice Experiences (APPEs).

Appeals of Dismissal—Students who are dismissed from the college and wish to appeal must present information that was not available at the time of their dismissal and has a direct bearing on their academic performance. This information must be presented to the associate dean within four weeks of the dismissal decision. If the associate dean decides the information is new, relevant, and substantial, the Academic Standing Committee will review the student's appeal and reconsider the dismissal decision. Students who wish to be considered for readmission after the four-week period must apply through the admission application process.

Part II: Student Misconduct

1. Any behavior by a pharmacy student that reflects on the student's qualifications or potential to become a competent and ethical professional is within the jurisdiction of the Academic Standing Committee to review. Aside from matters of academic integrity and professional responsibility in the classroom/clinic setting that are handled through the student honor system, the following behaviors constitute ground for discipline of students:

- a) Failure to comply with the policies and requirements of the University, the College of Pharmacy, and affiliated clinical sites for experiential education, including but not limited to: the University of Minnesota Student Conduct Code, this College Policy on Student Misconduct, rules and regulations of clinical sites, and background study requirements imposed by the College, State of Minnesota and/or affiliated clinical sites.
- b) Unlawful conduct or other improper behavior that impairs the student's capacity to function as a health care professional.
- c) Conduct which violates professional and/or ethical standards, disrupts the operations of the University, College of Pharmacy or clinical training sites, or disregards the rights or welfare of patients, fellow students, college/clinical staff or other individuals.

2. When presented with an alleged violation of the above standards or when a matter of academic integrity/professional responsibility is referred by the Honor Council, the Academic Standing Committee will hold a hearing to determine whether the alleged misconduct occurred. This hearing will comply with University standards for due process or fundamental fairness in a student disciplinary matter. Students who are found guilty of a violation by a preponderance of evidence will be subject to sanctions imposed by the committee, including but not limited to warning, required compliance, probation, suspension, or dismissal.

3. The Academic Standing Committee's decisions in matters of student misconduct may be appealed in accordance with the University's Student Conduct Code Procedure. Such appeals must be filed with the Provost's Appeal Secretary within five weekdays of the receipt of the original disciplinary action.

Graduation Requirements

Degrees from the University of Minnesota are granted by the Board of Regents on the recommendation of the College of Pharmacy faculty. To be granted a degree, a student must

1. Meet all pre-pharmacy course requirements
2. Successfully complete all required courses and elective requirements
3. Earn minimum overall GPA of 2.00

4. Have fewer than three grades below C- in required and elective courses and complete terms of Academic Probation (if applicable)
5. Earn at least 30 credits enrolled in the Doctor of Pharmacy program at the University of Minnesota
6. Meet all financial obligations to the University

Time Limit for Earning the PharmD Degree

1. Students in the PharmD program must complete all degree requirements within eight (8) years of beginning the program.
2. Students granted a leave of absence of two continuous semesters or less are entitled to meet only those graduation requirements for their original graduating class.
3. Students granted a leave of absence of more than two continuous semesters or more than one leave of absence of two continuous semesters or less must meet the graduation requirements in effect at the time of graduation.

REASON FOR POLICY

This policy exists to ensure minimum standards of progression for students throughout the PharmD program. Academic probation is employed as a means of monitoring students closer and providing the additional guidance they may require to complete the program. Appropriate academic and behavioral standards are required in order to ensure graduates of the program will be able to succeed as a pharmacy professional.

PROCEDURES

Academic Standing Procedures

Students who earn a grade below C- are reviewed by the Academic Standing Committee (ASC) at the end of each semester. The ASC reviews student progress, takes appropriate action consistent with policy, and issues a letter to students notifying them of their academic standing. The committee provides further guidance in the notifying letter in order to ensure students receive assistance that enhances their opportunities to succeed.

Academic Probation Procedures

The ASC will not permit students on probation to proceed to courses that have prerequisites in which students received a grade below C- nor register for required courses which conflict in time with each other. The ASC will also review each student situation and may include additional terms/requirements of academic probation aimed at supporting the student's educational success.

Students who are to be placed on academic probation can (but are not required to) present a letter to provide context regarding their situation to the ASC. The letter should explain the nature of their current situation, detail what improvements they've made as a student, and provide a detailed plan to improve their performance in the program.

Neither the ASC's decision to place a student on probation nor the specific requirements issued to a student can be appealed by the student.

Dismissal Procedures

Students who, according to college policy, can be dismissed from the program are invited to present a letter to provide context regarding their situation to the ASC. The letter should explain the nature of their current situation, detail what improvements they've made as a student, and provide a detailed plan to improve their performance in the program. These students will also be invited to the ASC meeting to

discuss this with the committee in person. Dismissal decisions can be appealed according to the procedure mentioned above.

FORMS/INSTRUCTIONS

There are no forms associated with this policy.

APPENDICES

There are no appendices associated with this policy.

FREQUENTLY ASKED QUESTIONS

There is no FAQ associated with this policy.

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact	Peter Haeg	612-624-2649	Haegx002@umn.edu
Contact	Becky Carlson	612-624-1945	becky@umn.edu
Contact	Amy Renne	218-726-6003	arenne@d.umn.edu

DEFINITIONS

Clinical Site: Any location of experiential education where a student is placed by the college, including all IPPE or APPE practice sites.

RELATED INFORMATION

University policy: [Student Code of Conduct](#)

University procedure: [Student Conduct Code Procedure](#)

University policy: [Addressing Student Academic Complaints](#)

University procedure: [Conflict Resolution Process for Student Academic Complaints](#)

College procedure: [Leave of Absence procedure & form](#)

University policy: [Doctoral Degree: Performance Standards and Progress](#)

College policy: [Remediation for PharmD Students in Didactic Courses](#)

HISTORY

Drafted: Spring 2016

Approved: September 13, 2016

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