

ACADEMIC GUIDELINES (EFFECTIVE BEGINNING WITH THE P1 CLASS ENTERING IN AUGUST 2021)

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 6/18/2021

1. The implementation of all guidelines will be in addition to that of existing policies and standards of the University as published in the current Auburn University Bulletin.
2. Progression of students within the program will be dependent on course grades, benchmark assessments, and other requirements of the program including co-curricular, interprofessional, and practice experiences. Progression decisions are made by the Committee on Academic Requirements and Professionalism (CARP), in conjunction with the Associate Dean for Academic Programs (ADAP)
3. Early identification of student pharmacists experiencing academic difficulty during a semester is a goal of the faculty and staff of the school.
 - a. Students' academic and professional performance will be continuously monitored by the Harrison School of Pharmacy (HSOP) Office of Academic Programs (OAP) and the Curricular Coordinators assigned to each professional year, in partnership with the faculty and staff.
 - b. Students identified as having academic difficulties during a course or semester (less than 70% performance on one or more exams in an ILE or longitudinal course, failure to complete required IPE, IPPE, APPE or co-curricular assignments/requirements by deadlines, peer feedback of significant subpar performance, etc) may be contacted by a mentor, member of OAP, member of CARP, a curriculum coordinator, course coordinator and/or faculty/staff member teaching in a course to help them obtain assistance. Students are expected to respond to correspondence in three business days when contacted. Students are expected to utilize suggested sources of aid. These may include attending supplemental instruction with faculty, staff, peers, and graduate students, office hours, wellness sessions, seminars/workshops aimed to help academic performance, targeted remediation, mentor meetings, course coordinator meetings, curricular coordinators and/or course instructor meetings, HSOP Counselor/other counseling services meetings, and/or AU student services/program meetings, etc.
 - c. Students identified as having academic difficulties (less than C performance in any required HSOP course, failing to benchmark Gold competencies, or difficulties in achieving curricular/co-curricular competencies) will receive written communication indicating the need for improvement and subsequent follow up. Commonly suggested sources of aid include: the course instructor(s), the curricular coordinator, the HSOP counselor/other counseling services, mentor(s), and the Office of Student Success.
 - d. Mentors will be notified of those students who are experiencing academic difficulty, professionalism difficulty, or are failing to benchmark required Gold competencies.
4. At the end of each ILE and academic semester CARP will review the academic performance of professional students in the Harrison School of Pharmacy. This review includes assessment of performance on various academic and professionalism parameters. In cases where specific students appear to be struggling in particular areas but are still meeting the standards outlined below, CARP may expect students to address specific areas or take specific actions for improvement. The goal of such recommendations/expectations is to promote improvement and help students avoid academic warnings and probation.

5. The following Academic Standards govern professional students in the Harrison School of Pharmacy.
 - a. Students must maintain a cumulative and per semester HSOP GPA of at least 2.25 in all professional course work. Students who fail to attain a 2.25 HSOP GPA in any academic semester will be placed on academic probation and required to complete an Academic Recovery Contract developed with the Associate Dean for Academic Programs (ADAP) and approved by CARP.
 - b. Students who receive a failing grade (F or U) for any professional course work will be placed on academic probation, must complete an Academic Recovery Contract developed with the ADAP and approved by CARP, and must successfully retake the course. Any student who retakes a course that results in a letter grade must earn at least a C or higher on the course retake.
 - c. Student receiving two or more failing grades (F or U) in any professional course work will be dismissed from the HSOP for academic deficiency.
 - d. Students should have a cumulative GPA of 2.25 or higher prior to beginning the Advanced Professional Practice Experience (APPE) portion of the curriculum.
 - e. A minimum cumulative GPA of 2.25, calculated on all professional coursework, is required for graduation from the HSOP.
 - f. Students are required to benchmark all Gold competencies prior to graduation.
 - g. Students are required to successfully complete all activities and assignments for co-curricular and interprofessional education.

6. The following policies and procedures will govern those students who fail to meet the academic standards as outlined in section 5.
 - a. Students receiving a D in at least one course throughout the curriculum will be reviewed by CARP. The first D earned in any course will result in the student receiving a letter of warning subject to CARP review, that may result in the student being placed on an Academic Recovery Contract. Students who receive a letter grade of D in multiple courses in the curriculum will be placed on academic probation and will be required to complete an Academic Recovery Contract developed with the ADAP and approved by CARP.
 - b. Students who are placed on academic probation must successfully complete an Academic Recovery Contract developed with the ADAP and approved by CARP. The contract will be the result of an evaluation of the student to determine the possible reasons for academic difficulty and include a plan to address the areas contributing to academic difficulty. Academic Recovery Contracts will be for a minimum of at least the subsequent two semesters of enrollment, and include, as appropriate, 1) a revised plan of academic study including courses to be repeated, 2) a statement of academic performance expectations, 3) description of remedial work required, 4) description of actions to be taken by the student to facilitate academic success and 5) an agreement outlining academic mentor and mentee expectations and requirements signed by all parties. Students placed on academic probation for a semester or cumulative GPA below 2.25 are required to achieve semester GPAs of at least 2.25 for each of the following two semester and additional semesters, if necessary, until the cumulative GPA reaches 2.25.
 - c. To be removed from academic probation, students must successfully complete all components of their Academic Recovery Contract. Students who do not successfully

complete all components of their Academic Recovery Contracts will be reviewed by CARP and may be given a revised plan of study with an amended Academic Recovery Contract, or dismissed from the Harrison School of Pharmacy.

- d. Students on academic probation may not be appointed to any School committee or elected to any office in any School organization during the period of probation. Students holding such appointed or elected positions on School committees must resign the position by the first class day of the semester in which they are placed on probation or dismissed from the HSOP.
- e. Students who fail to successfully complete all activities and assignments for co-curricular and/or interprofessional education will be placed on a Professionalism Recovery Contract. The student's Professionalism Recovery Contract will detail specific improvements that need to be made and consequences for failure to meet stipulations.
- f. Any student failing to meet the required benchmark level for a Gold competency will be required complete remedial work to address the deficiencies identified, and to repeat the assessment after remediation has been completed. The remediation and retesting plan will depend on the specific competency or competencies the student fails to benchmark and will be incorporated into course and other curricular processes.
- g. In cases where a student does not benchmark a Gold competency due to failure to complete an assigned activity, the responsible faculty or staff member will complete a professionalism assessment. The professionalism assessment will be reviewed by the ADAP, and managed using HSOP's Professionalism Assessment Policies.
- h. Students who fail to benchmark Gold competencies will be reviewed by CARP in the following circumstances:
 - i. Any student who fails to benchmark 25% of the total number of Gold competencies during any semester on their first attempt and earns a D in the corresponding academic work.
 - ii. Any student who fails to benchmark 10% of Gold competencies on their second attempt irrespective of their current course grades.
 - iii. Any student failing to benchmark any Gold competency on their third attempt.
 - iv. Any student requiring a level of remediation felt to necessitate a significant time commitment where deferment of electives may be warranted as determined by the ADAP.
- i. After reviewing such students, CARP, in consultation with the Associate Dean for Academic Programs (ADAP), will develop a plan for further remedial work that will be incorporated into Academic Recovery Contracts (as outlined in 5b) and/or Professionalism Recovery Contracts. CARP may also recommend dismissal in cases where students have not shown sufficient progress towards professionalism, benchmarking competencies and/or academic performance.

7. Appeals Processes

- a. Students who are dismissed from the HSOP may appeal to CARP.
- b. Students may also appeal the terms of any Academic Recovery Contract and/or Professionalism Recovery Contract developed by CARP.
- c. Appeals must be submitted in writing within 10 business days (defined as days that the University is open for business) of notification via e-mail of probation, dismissal, or other CARP action.

- d. Students are encouraged to contact the Office of Student Success for advice concerning the appeal process. They are also encouraged to contact their mentors for letters of support.
 - e. Students may appeal decisions made by CARP to the Dean of HSOP. Such appeals must be made in writing no later than 10 business days after notification via e-mail of a CARP decision.
8. The following policies will be applied to repeating courses in the professional curriculum of the HSOP:
- a. All F or U graded course work must be successfully repeated the next time the course is offered.
 - b. Students are encouraged to repeat courses in which they received a grade of D, and may be required to do so as a condition of an Academic Recovery Contract.
 - c. A course in which a student receives a grade of C may be repeated only with written permission of the ADAP.
 - d. A course in which a student receives a grade of B or A may not be repeated under any conditions. Courses specifically designated as repeatable in the Auburn University Bulletin are exempt from this standard.
 - e. No required course in the professional curriculum may be repeated more than once unless approved by the ADAP.