

Policy: Remediation Procedures

Applicability: All PharmD Didactic and Experiential Courses

Who is affected: Students and Course Managers

Effective: September 24, 2014

Last Revision: May 20, 2013

Initiated By: Curriculum Committee & Experiential Learning Committee

Responsibility: Associate Dean for Academic Affairs

Short Link: <http://www.pharmacy.umaryland.edu/remediationpolicy>

## **Background**

Within the academic environment, two different situations are typically observed. These are:

- 1) Remediation within a course: This involves situations where course managers permit students receiving a failing score on components within a particular course (exams, written assignments, or other learning activities) the opportunity to demonstrate mastery of the material **and obtain a new score on that component prior to the submission of the final course grade.**
- 2) Procedures following failure of a course: This occurs **after the final course grade is determined and recorded;** and usually requires re-taking the failed course.

In addition to all students and course managers, the following individuals have specific administrative responsibilities in the implementation of this policy. Questions about the Remediation Policy should be directed to the Associate Dean for Academic Affairs and the Associate Dean for Student Affairs.

## **Goal**

The goal of this policy is to establish a uniform procedure for the management of students who fail a required didactic or experiential course in the PharmD professional program. Where applicable, distinctions will be made between didactic courses versus experiential courses.

## **Policy**

### **A. Within Course Remediation**

School of Pharmacy Course Managers have the authority to permit or not permit remediation of course elements. It is the Course Manager's discretion as to what is permissible for within

course remediation, and it is expected that this may vary by course. It is the individual Course Manager's responsibility to:

- 1) Include a section in the course syllabus that explicitly states whether remediation is permitted or is not permitted. Suggested language that can be inserted into the course syllabus is provided as an Appendix.
  - a) If remediation is permitted, the syllabus should include a list of course elements that may be remediated, the criteria for what is permissible for remediation (i.e., below a certain grade on a course element), and the timeframe over which remediation is permitted. Grade improvement is at the discretion of the course manager.
  - b) Within course remediation should occur after a student has had a reasonable time to review the material they previously failed and not before all new semester content has been taught.
- 2) Implement the criteria and procedures outlined in the syllabus fairly and consistently.
- 3) Complete (by the preceptor) a midpoint evaluation for experiential learning courses three weeks or longer. The one exception is IPPE203 (Healthy Aging), which is completed at the end of the fall semester. Midpoint evaluations are to be submitted at the end of week one for three-week rotations, week two for five-week rotations or at the end of week eight for longitudinal rotations.

Based on the midpoint evaluation, if the student is not making satisfactory progress in accordance with the criteria established by the Experiential Learning Committee, several actions will be taken:

- a) The Assistant Dean of Experiential Learning or their designee from the Experiential Learning Program Office will notify the course manager(s) and the student's faculty advisor.
- b) The student will work with the course manager and the preceptor to develop a written education plan addressing the areas of needed improvement and/or significant deficiency identified on the midpoint evaluation.

- c) The course manager will deliver the final plan in writing to the preceptor and the student's faculty advisor. It is the responsibility of the course manager to oversee this process.
- 4) Submit the final course grades by the established deadlines. A letter grade must be entered for every student in every course.
- a) Student Affairs establishes the deadline for grade submissions. For didactic courses, this is approximately three weeks after the end of the semester. For experiential learning courses, this occurs at the end of the rotation.
  - b) Acceptable letter grades are: A, B, C, D, F, NM (no mark) and I (incomplete) as defined by university and academic policies. It is not acceptable to leave the entry blank or enter any other annotation.

## **B. Procedures for a Failed Course**

As described in the University of Maryland, School of Pharmacy *Student Progression Policy*, students who receive failing grades in any course (required or elective, didactic or experiential) are eligible for academic dismissal. The following process is contingent upon the student's eligibility to continue in the program.

1. Students who fail one or more courses will first appear before the Student Affairs Committee and follow the established process for academic review (see *Student Progression Policy*). The Student Affairs Committee will determine if the student is eligible to continue in the program. Course managers do not have the authority to grant the opportunity for remediation of a course (i.e. after the final course grade is determined and recorded).
2. If the student may continue in the program, the following actions will take place, depending upon the type of course failed:
  - a. For required didactic courses, students will be required to re-take the failed course(s) the next time it is offered.
  - b. For elective didactic courses, the student does not need to repeat the exact course, rather another elective course may be completed to meet the graduation requirements.
  - c. For required experiential learning courses, students must repeat the failed rotation during the next available rotation block.

- d. For elective experiential learning courses, the student does not need to repeat the exact course. Rather another elective rotation may be selected.
3. Students may not enroll in any course; required, elective, or experiential learning; until they have successfully completed all prerequisite courses.

This policy acknowledges and anticipates that course remediation slows student progression. Students who fail a required didactic or experiential learning course should expect the duration of their education to exceed four years, depending upon the course offerings and experiential site availability.

## APPENDIX

### Suggested Language for Use in Course Syllabus Regarding Remediation

**Statement on Remediation Policy:** This course follows the remediation procedures established by the School of Pharmacy.

<http://www.pharmacy.umaryland.edu/remediationpolicy>

### Amendment History

Amendment Date
05/20/2013 Adoption
09/24/2014 Revision
02/25/2015 Document Format Change