

# STUDENT RESPONSIBILITIES

## Academic and Conduct Policies

The CPPS adheres to all The University of Toledo policies and procedures. Please refer to the UT Policy web site for additional information on academic and conduct policies governing all students enrolled at the University. In any case in which University, college and/or departmental policies conflict, the most stringent policy applies, unless waived by the college. Students should consult with the college for a complete listing of all policies and procedures specifically related to the CPPS.

Refer to the University Undergraduate Academic Policies (<http://www.utoledo.edu/policies/>) that apply to all students.

## Attendance Requirements

Students in a professional program, as responsible individuals, are expected to attend all class meetings. The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University's Missed Class Policy.

## Withdrawal, GPA Recalculation and Audit Policies

Refer to the University General Academic Policies for Withdrawal, GPA Recalculation and Audit policies that apply to all students. Withdrawal from an experiential course for which a final grade has already been determined will not be permitted.

## PharmD IN-COURSE REMEDIATION Procedure

### (A) Remediation Philosophy

Remediation is a process which corrects an academic deficiency. It helps students re-engage with course content and achieve academic competency to progress in the program in a timely manner. Remediation is a sequence of events, beyond the standard course curriculum, that are designed to bring underperforming students to a level of competency expected of students at the conclusion of a course. The process of remediation should provide opportunities for students to develop and demonstrate required knowledge, skills, and/or attitudes through self-directed learning and purposeful interactions with faculty. Both student and faculty should be active participants in the remediation process. Remediation is a privilege that is to be earned by the student through demonstrated attendance and active participation throughout the course. Remediation procedures are not intended to correct grade sanctions due to academic dishonesty or plagiarism.

### (B) Procedure statement

Each didactic course syllabus in the Doctor of Pharmacy program at The University of Toledo College of Pharmacy and Pharmaceutical Sciences must include a statement (or section) that clearly states the

opportunities and procedure for remediation within the course (in-course remediation). This procedure should be implemented by the course faculty.

### (1) In-Course Remediation

In-course remediation opportunities may include exams, assignments, or other activities offered to the student during the semester in which the course is taken **or up to 4 weeks after the first Tuesday following the end of finals week for the semester in which the class was originally taken, per the discretion of the course coordinator.**

#### (a) Remediation of Individual Assignments and Examinations:

Although limits may be placed on the remediation grade for individual assignments and examinations, the need to remediate an assignment or examination does not automatically limit the overall course grade.

**(b) Remediation of the Overall Course Grade:** Opportunity for in-course remediation assessments for the overall course grade must be available and outlined in the syllabus for students that earn course grades of C-, D+, D or D-. The in-course remediation procedure related to overall course grade must clearly state the 1) qualification criteria, 2) remediation process, 3) remediation grading, and 4) maximum remediation attempts. The final grade for students who successfully remediate a course will be no higher than a "C." Upon completion of the in-course remediation assessment, the final course grade must be submitted **within 4 weeks after the first Tuesday following the end of finals week for the semester in which the class was originally taken.** If the student does not successfully complete the remediation assessment(s), the student may be eligible for post-course remediation, if available, based on qualifications defined in the post-course remediation procedure. If post-course remediation is not available, the student must retake the course in its entirety at the next offering, if eligible based on academic standing. Students with a grade of "C" or better are not eligible to use remediation to improve their grade in a course.

**(C) Purpose of procedure:** Provide procedure for in-course remediation and remediation planning

**(D) Scope:** This procedure applies to all students in the Doctor of Pharmacy Program of the College of Pharmacy and Pharmaceutical Sciences. Experiential courses are excluded from this procedure.

**(E) Procedure:** Each course coordinator should develop an appropriate procedure for in-course remediation opportunities and provide it within the course syllabus. Qualifications and procedures for in-course remediation, including number of assessment attempts, are left to the discretion of the course coordinator.

### (1) Remediation assessment

(a) All assessments should be designed to allow the student to demonstrate competency in areas where they previously failed to meet required levels of knowledge, skills and/or attitudes. The assessment format can vary and may include one or more of the following: written or computerized

assessments, cumulative evaluation, presentation or other forms of assessment.

(b) Students who participate in in-course remediation activities are expected to use all available resources which may include course materials on Blackboard, lecture recordings, and the use of tutors, when available, to revisit course material.

## PharmD POST-COURSE REMEDIATION Procedure

### (A) Remediation Philosophy

Remediation is a process which corrects an academic deficiency. It helps students re-engage with course content and achieve academic competency in order to allow them to progress academically in a timely manner. Remediation is a sequence of events, beyond the standard course curriculum, that are designed to bring underperforming students to a level of competency expected of students at the conclusion of a course. The process of remediation should provide opportunities for students to develop and demonstrate required knowledge, skills, and/or attitudes through self-directed learning and purposeful interactions with faculty. Both student and faculty should be active participants in the remediation process. Remediation is a privilege that is to be earned by the student through demonstrated attendance and active participation throughout the course. Remediation procedures are not intended to correct grades sanctions due to academic dishonesty or plagiarism.

### (B) Procedure statement

Students may be eligible for post-course remediation if they 1) earn a course grade of C-, D+, D, or D- after unsuccessful completion of in-course remediation, or 2) earn a grade of F in a course. Opportunities to remediate the entire laboratory component of a laboratory/lecture course are not available.

#### (1) Post-course Remediation

Post-course remediation is reserved for students who have previously attempted completion of a required course. The repetition will occur during the following Summer semester in an alternative format to the usual course offering. Students who earn a grade of C-, D+, D, D- or F in more than one course in a semester or more than two courses in an academic year (Fall, Spring) are not eligible for post-course remediation.

(C) Purpose of procedure: Provide procedure for course remediation and remediation planning

(D) Scope: This procedure applies to all students in the Doctor of Pharmacy Program of the College of Pharmacy and Pharmaceutical Sciences. Experiential courses are excluded from this procedure.

(E) Procedure: A statement must be provided in course syllabi indicating that post-course remediation is available at the discretion of college administration, depending on the availability of faculty and resources.

#### (1) Post-Course Remediation Qualification Determination

(a) Eligible students must have:

(i) sought help and followed advice from course faculty and advisors

(ii) completed all coursework

(iii) adhered to all academic and professional conduct codes

(b) Verification of eligibility will be determined by course faculty in collaboration with the Associate Dean for Academic Affairs.

#### (2) Post-course Remediation Process:

(a) Students must first submit a reflection to the Associate Dean for Academic Affairs, no longer than one page in length, by **January 20th** (Fall semester courses) or **May 20th** (Spring semester courses) which includes:

(i) the reasons behind the need for remediation (i.e., lack of understanding of course content, poor study habits, personal issues, etc.)

(ii) the steps taken to address the issues and what has been learned from these efforts

(iii) the specific and realistic steps that are planned to improve future performance, including any resources needed to do so

(b) Students are responsible for initiating the **Remediation Plan Agreement Form** (to be filled out in collaboration with course faculty and the Associate Dean for Academic Affairs). The Remediation Plan Agreement Form includes:

(i) The remediation teaching/learning methods that will be used for guidance (e.g., tutoring, review of online lectures, review of course materials on Blackboard).

(ii) Articulation of the scope of the remediation content.

(iii) The number of times and/or hours the student is to meet with the faculty.

(iv) A list of all assignments and activities the student must complete (e.g., reviewing examinations, reviewing captured lectures, summarizing lecture notes, completing extra assignments, etc.)

(v) The method in which the student's competency will be assessed.

(vi) The timeline in which assessments will occur and when the final assessment will be complete.

(vii) Signatures from both the student and the remediation faculty affirming the plan.

- (3) Students who remediate are expected to utilize all available resources to revisit course material.
- (4) Post-course Remediation Timing: Post-course remediation will be offered during the Summer semester immediately following the unsuccessful attempt to pass the original course. Remediation must be completed prior to the start of course(s) which require the prerequisite material or when the failed course is offered again (whichever comes first). The remediation instructor must email the Associate Dean for Academic Affairs and the Director of Student Services for the Professional Division with the results of the remediation.
- (5) Student Responsibility: It is the student's responsibility to: 1) obtain their course grade, 2) submit a reflection, 3) initiate the Remediation Plan Agreement Form, and 4) inform the course coordinator of intent to remediate within the course procedure's stated timeframe of notification.

## Technology Requirements

Specific computer hardware/mobile devices and software are required of CPPS students and are described in the Student Handbook.

## Personal Fitness

The emotional and psychological stability of those practicing or preparing to practice in pharmacy is considered to be very important for the proper performance of professional responsibility. The CPPS recognizes that if a student exhibits behavior suggesting an emotional or psychological concern bearing a reasonable relation to that student's ability to function competently in health-care delivery systems, experiential education, and professional employment, such behavior may present a hazard not only to the student, but also to patients, coworkers and clients. If any behavior pattern provides reason to believe that a student's psychological or emotional state may have rendered that student incompetent or unsafe, the Associate Dean of Academic Affairs shall meet with that student and attempt to resolve the situation by referral to the University Health Service, University Counseling Center and/or withdrawal from the pharmacy program.

## Ethical Responsibility

The most serious offense with which pharmacy students may become involved is the misuse of and/or dependence upon dangerous drugs. The CPPS views the admitted or proven personal abuse of such drugs, their transmittal or sale to other individuals, or the use of drug documents to illegally obtain controlled or legend drugs as unprofessional conduct, which may result in dismissal from the CPPS. In addition, boards of pharmacy may revoke the internship license and/or deny licensure for various drug offenses.