

**Name of Policy:** College of Pharmacy and  
Pharmaceutical Sciences:  
Remediation Policy

**Approving Officer:**

(1) In-Course Remediation

In-course remediation is defined as exams or assignments that are offered to the student during the semester in which the course is being taken **or up to 2 weeks after the first Tuesday following the end of finals week for the semester for which the class was originally taken.** It may include opportunities to remediate individual assignments and examinations.

- (a) **Remediation of Individual Assignments and Examinations:** Opportunities and procedures for remediation of individual assignments and examinations are to be defined in the course syllabus. Although the remediation of individual assignments and exams may limit the grade on the individual assessment, it 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 policy 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." The final course grade as a result of the in-course remediation assessment must be available no **later than 2 weeks after the first Tuesday following the end of finals week for the semester for which the class was originally taken.** If the student fails the remediation assessment(s), the student may be able to complete a post-course remediation, if available, based on their qualifications as defined in course policy. If post-course remediation is not available, the student must retake the entire course at the next offering if eligible based on academic standing. Students with a grade of "C" or better are not eligible to use remediation in an attempt to improve their grade in a course.

(2) Post-course Remediation

Post-course remediation is defined as repeating a required course during an intersession or summer semester in an alternative format to the usual course offering. Post-course remediation will not be offered to students who earn a grade of C-, D+, D, D- or F in more than two courses in a semester or more than four courses in an academic year. An academic year is defined as Fall, Spring and the following Summer. Post-course remediation course offerings are reserved for students who have previously attempted course completion. Post-course remediation is available at the discretion of college administration, depending on the availability of faculty and resources.

(C) Purpose of policy

Provide policy and procedure for course remediation and remediation planning

(D) Scope

This policy applies to all students in the Doctor of Pharmacy Program of the College of Pharmacy and Pharmaceutical Sciences. Experiential courses are excluded from this policy.

(E) Procedure

Each course director/coordinator may develop an appropriate policy for their in-course remediation opportunities. Qualifications and procedures for in-course remediation are at the discretion of the course coordinator.

(1) Remediation assessment

All assessments should be designed to allow the student to demonstrate competency in areas where s/he previously failed to meet required levels of knowledge, skills and/or attitudes. The assessment format can vary widely and may include one or more of the following: written or computerized assessments, a cumulative evaluation, a presentation or other forms of assessment. The number of assessment attempts is left to the discretion of each course director.

(2) Post-Course Remediation Qualifications

Any student who has:

- (a) sought help and followed advice from course faculty, advisors, and the Academic Enrichment Center if notified by the College's Early Warning Process during the semester.
- (b) completed all coursework
- (c) adhered to all academic and professional conduct codes

(3) Post-course Remediation Process:

Students are responsible for initiating the **Remediation Plan Agreement Form** (to be filled out in collaboration with College of Pharmacy and Pharmaceutical Sciences Office of Student Affairs staff and course faculty), which includes the following:

- (a) Verification of eligibility from the College of Pharmacy and Pharmaceutical Sciences Office of Student Affairs.
- (b) The methods the student will use to receive guidance on course content (e.g., receive assistance from a tutor, review lectures online, review course materials on Blackboard).
- (c) Articulation of the scope of remediation (what content is to be remediated).

- (d) How many times or the number of hours the student is to meet with the faculty.
  - (e) A list of all assignments and activities the student must complete (e.g., reviewing examinations, reviewing captured lectures, summarizing lecture notes, completing extra assignments).
  - (f) The method in which the student's competency will be assessed.
  - (g) The timeline in which assessments will occur and when the final assessment will be complete.
  - (h) Signatures from both the student and the course faculty affirming the plan.
- (4) Students who remediate are expected to utilize all available resources which may include course assets on Blackboard, lecture recordings, and the use of tutors or the Academic Enrichment Center in order to revisit course material.
- (5) **Post-course Remediation Timing:** Remediation is most effective if it takes place immediately after the semester has concluded. For example, if a student qualifies for remediation of a fall course, it is most effective if the remediation takes place during the winter break (December/January), when feasible. Alternatively, if a student qualifies for remediation of a spring course, remediation is most effective if it takes place within 8 weeks after spring semester ends. 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 course instructor must email the Director of Student Services with the results of the remediation.
- (6) **Student Responsibility:** It is the student's responsibility to obtain their course grade, and to initiate the Remediation Plan Agreement Form and inform the course coordinator of intent to remediate within the course policy's stated timeframe of notification.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>March 18, 2020</u> Date</p> <p><i>Review/Revision Completed by: College of Pharmacy &amp; Pharmaceutical Sciences, Provost Office</i></p>	<p><b>Policies Superseded by This Policy:</b> N/A</p> <p>Initial effective date: August 9, 2017</p> <p>Review/Revision Date: March 18, 2020</p> <p>Next review date: March 20, 2023</p>
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