

KANSAS STATE UNIVERSITY	College of Health and Human Sciences Physician Assistant Program	Effective Date: January 1, 2020
POLICIES		ARC-PA Standards Addressed: A3.15a-d, f, g, A3.17c-f
Responsible Party: Program Director		Revised: 09/23, 11/24
Approved by: K-State PA Program Principal Faculty		
Subject: Curricular Standards for Academic Progression, Promotion and Completion		
PURPOSE:		
To provide clear expectations on requirements and procedures related to academic performance for progression, promotion, and program completion.		
ARC-PA Associated Standards:		
A3.15 -The program <i>must</i> define, publish, consistently apply, and make <i>readily available</i> to students upon admission:		
<ul style="list-style-type: none"> • any required academic standards, • requirements and deadlines for progression in and completion of the program, • policies and procedures for <i>remediation</i> and <i>deceleration</i>, • policies and procedures for withdrawal and dismissal, • policies and procedures for allegations of student mistreatment, and • policies and procedures for student grievances and appeals. 		
A3.17 -Student academic records kept by the sponsoring institution or program, in a paper or electronic format, <i>must</i> be readily accessible to authorized program personnel and <i>must</i> include documentation:		
<ul style="list-style-type: none"> • of student performance while enrolled, • of <i>remediation</i> efforts and outcomes, • of summaries of any formal academic/behavioral disciplinary action taken against a student, and • that the student has met requirements for program completion. 		
Attendance and participation requirements are outlined in the Student Attendance Participation and Inclement Weather Policy.		
<u>Curriculum Policy Definitions</u>		
<ul style="list-style-type: none"> • Academic warning: a status used to identify students who are “at-risk” of course failure that requires the student to participate in an academic warning plan with the intent to improve performance. Academic warning may be removed at the end of the semester if performance improves and is not recorded on the student’s permanent academic file. 		

- **Academic probation:** a status given to students who do not meet minimum academic requirements in any given term. Granted by the program upon recommendation by the Progression, Promotion and Professionalism (PPP) Committee. Academic probation may be removed at the end of the next semester if performance improves, and all elements of the academic probation plan have been met. Academic probation is documented in the student's academic file.
- **"At-risk" performance:** student performance that indicates that the student is at risk for course or program failure. Operationalized as: the running average in two or more courses is less than 80% and/or four or more exam failures (<70%) in a single semester. "At-risk" students will be placed on academic warning.
- **Deceleration:** the loss of a student from an entering cohort, who remains matriculated in the PA program.
- **Dismissal:** Action whereby a student is removed from the program due to failure to adhere to academic, clinical and/or professional standards. Recommendation for dismissal to the Graduate School may occur after review of the student's academic and/or professional deficiency by the PPP Committee and the Program Director, such that reapplication and readmission is necessary for a student to return.
- **Non-passing final course grade:** an assessment of "F" in a letter graded course of the didactic phase, or "C" or "F" in a letter graded course/rotation of the clinical phase.
- **Passing final course grade:** an assessment of "C" or better in a letter graded course of the didactic phase, or "B" or better in a letter graded course/rotation of the clinical phase.
- **Passing examination grade:** as defined on the individual course/rotation syllabus. May include: a grade of "C" or better on a student assessment/examination or an overall cohort average score and standard deviation from the mean.
- **Progression:** advancement to the next semester of the program.
- **Promotion:** advancement to the next phase of the program.
- **Progression, Promotion and Professionalism committee (PPP):** chaired by the medical director, the program committee that applies program standards and procedures to each student's overall academic and non-academic performance and takes action in accordance with this policy.
- **Remediation:** the program's defined and applied process for addressing deficiencies in a student's knowledge and skills, such that the correction of these deficiencies is measurable and can be documented (ARC-PA).
- **Withdrawal:** student-initiated process to leave the University before the end of the current semester or program of study. A student must reapply to the program to regain admission.

Grading Scale, Academic Standing, Required Academic Standards (Academic Warning and Academic Probation) Policy

Grading Scale

Didactic

The official grading policy of the program for the didactic phase courses is as follows:

- **A** - 90 –100% – Indicates Exceptional Performance
- **B** - 80 – 89% – Indicates Good Performance
- **C** - 70 –79% – (75 – 79% – Indicates Minimally Acceptable Performance; 70 – 74% – Indicates Credit Earned but Below Desired Standards)
- **F** - 69% or below – Failure - Indicates unsatisfactory Performance

Clinical

The official grading policy of the program for the clinical phase rotations & Summative course is as follows:

- **A** - 90 –100% – Indicates Exceptional Performance
- **B** - 80 – 89% – Indicates Good Performance
- **F** - 79 or below – Failure - Indicates Unsatisfactory Performance

Final grades will be rounded (0.5 or greater). Example: 89.50% will be rounded to 90%; 89.49% will remain the same, and the grade will not be rounded.

Academic Standing

A student is considered to be in good standing if:

- Students maintain both a semester average and a cumulative GPA of 3.0 or greater.
- Student has no final didactic course grade of less than “C”.
- Student has no final clinical rotation/summative course grade of less than “B”
- Students have demonstrated appropriate professional behavior.

A student is considered to be on academic warning if:

Student’s performance in the program places him/her “at-risk” of falling below the minimum stated standards, or who has exhibited questionable professional behavior:

- The running average in two or more didactic courses is <80%.
- Four or more exam failures (<70%) in a single semester
- A score of <80% on any category of the professionalism assessment
- Poor mid-rotation evaluation by the preceptor as defined by any score of 2 or less.
- Failure of one clinical rotation.

A student is considered to be on academic probation if:

Student performance in the program has fallen below acceptable academic standards or who has exhibited unacceptable professional behavior defined by:

- The semester cumulative GPA is less than 3.0.
- Remediation of a course/rotation the preceding semester
- Failure of a **second** clinical rotation.
- Two or more final didactic course grades of “C”.
- A score of less than 75% on any category of the didactic professionalism assessment.

- In order to return to good standing following placement on academic probation for professionalism concerns, students must refrain from demonstrating any of the professionalism deficiencies listed in the professionalism policy during the probationary period. The probationary period will last from the time the student is placed on academic probation until the end of the following semester, at which time the PPP Committee will conduct a formal professionalism evaluation.

Academic Warning Policy

The K-State PA program utilizes an academic warning "at-risk" system to early identify students who are struggling academically, and assist them in identifying strategies to improve their academic skills as follows:

Didactic Phase

"At-risk" defined

- The running average in two or more courses is less than 80%.
- Four or more exam failures (<70%) in a single semester.
- A score of <80% on any category of the professionalism assessment.

Identified by:

- Academic Coordinator notes the running averages and/or exam failures and notifies the Academic Director and faculty advisor.
- Academic Director will report on student progress including running averages and/or exam failures during regularly scheduled faculty meetings.

Academic Warning Process:

- Once a student has been identified at-risk, they will be notified by their faculty advisor (via email with attached academic warning form, cc'd to Academic Director) that they have been placed in the at-risk category and are on academic warning, they will be required to do the following*:
 - Meet at least twice per semester with their faculty advisor to review course performance, study skills, and test taking skills. The faculty advisor may choose to refer the student to the Academic Achievement Center for further academic evaluation if warranted. The faculty advisor will document these meetings using the Faculty Advisor Form.

And will be advised to do the following:

- Utilize the recommended online software-a minimum of 50 questions per week and document usage by taking the practice exams. Material covered should correlate with those topics being taught in their current classes (Clinical Medicine, Physical Diagnosis, Pharmacology, etc.). Student will use the "score" function, so a score is given. If score is below 75%, the student will review missed questions and repeat the test until at least 75% is reached.
- Students in the at-risk category who earn an exam grade of less than 80% in any course will review their exams with the course director.
- It is highly recommended that students attend tutoring for any course or courses in which they are struggling. It is possible that senior students may choose to serve in tutoring roles but will not be required to do so by the program.

Progress/Outcomes:

- Academic warning is automatically removed at the end of the semester if the student

completes the semester with a cumulative GPA of 3.0 or greater.

- Academic warning is **NOT** recorded on the permanent file. It is a process utilized to assist student's success. It will **not be** noted on the chair's letter at graduation.

*All academic warning demographics must be placed on the program remediation Excel spreadsheet by the academic coordinator.

Clinical Phase

"At-risk" defined

- Poor mid-rotation evaluation by the preceptor as defined by any score of 2 or less.
- Failure of one clinical rotation.

Identified by:

- Clinical Coordinator notes the running averages and/or exam failures and notifies the Clinical Director and faculty advisor.
- Clinical Director will report on student progress including running averages and/or exam failures during regularly scheduled faculty meetings.

Academic Warning Process:

- Once a student has been identified at-risk, they will be notified by their faculty advisor (via email with attached academic warning form, cc'd to clinical director) that they have been placed in the at-risk category and are on academic warning, they will be required to do the following*:
 - Meet with advisor and clinical director to create a plan for addressing poor mid-rotation evaluation.

And will be advised to do the following:

- Utilize the recommended online software-a minimum of 25 questions per week and document usage by taking the practice exams. Material covered should correlate with the failed rotation area of practice. Student will use the "score" function, so a score is given. If the score is below 75%, the student will review missed questions and repeat the test until at least 75% is reached.

Progress/Outcomes:

- Academic warning is automatically removed at the end of the semester if the student completes the semester by passing all rotations.
- Academic warning is NOT recorded on the permanent file. It is a process utilized to assist student's success. It will not be noted on the chair's letter at graduation.

*All academic warning demographics must be placed on the program remediation Excel spreadsheet by the clinical program specialist.

Academic Probation Policy

The program's policy is to utilize academic probation status as a means to identify students who have not met the program's minimum academic requirements. PA students must have a minimum cumulative 3.0 GPA to graduate. Students who fall below a 3.0 semester GPA will be placed on academic probation and will have a semester probationary period in which to raise their grades to a cumulative 3.0 GPA. Students failing to do so will be referred to the Progression, Promotion and Professionalism (PPP) committee. The committee may recommend an additional semester of probation, deceleration, or dismissal.

Academic probation will be recommended by the PPP when one of the following

occurs:

- The semester cumulative GPA is less than 3.0.
- Remediation of a **course/rotation** the preceding semester.
- Immediately upon failure of a **second** clinical phase rotation – grade <80%.
- Two or more final course grades of "C" during the didactic phase of program.
- A score of <75% on any category of the didactic professionalism assessment, or a total score of <70%.

Identified by:

- The PPP committee reviews each student's academic file during the end of semester progress meeting and notes the above on the progress form.
- The PPP committee places the student on academic probation and notifies that student via email with attached academic probation form (in addition to semester progression form), cc'd to faculty advisor and program director.

Academic probation process:

- Once a student has been identified on academic probation, they will be required to do the following:
 - Meet weekly with their faculty advisor to review course performance, study skills, and test taking skills. The faculty advisor may choose to refer the student to the Academic Achievement Center for further academic evaluation if warranted. The faculty advisor will document these meetings using the Faculty Advisor Form (meetings may occur via phone, Zoom, or face-to-face).
 - Utilize the recommended online software-a minimum of 50 questions per week and document usage by taking the practice exams. Material covered should correlate with those topics being taught in their current classes (Clinical Medicine, Physical Diagnosis, Pharmacology, etc.). Student will use the "score" function, so a score is given. If score is below 75%, the student will review missed questions and repeat the test until at least 75% is reached.
 - Students on academic probation who earn an exam grade less than 80% in any course will review their exams with the course director.
 - It is highly recommended that students attend tutoring for any course or courses in which they are struggling. It is possible that senior students may choose to serve in tutoring roles but will not be required to by the program.

Progress/outcomes:

- Didactic - Academic probation will be removed at the end of the next semester if the student completes the semester with a cumulative GPA of 3.0 or greater.
- Clinical - Academic probation due to failure of clinical phase rotation will not be removed until the rotation has been successfully retaken.
- Academic probation due to deficiencies in professional behavior will be removed at the end of the next semester if the student has sufficiently remediated the professional behavior deficiency and has not received new PVC's since being placed on probation.
- Academic probation is recorded on the permanent file. It will be noted on the program director/chair's letter upon graduation.
- If the student continues to fail exams, earns less than a 3.0 cumulative semester GPA, remediates two courses, they will be referred to the PPP committee for consideration of escalating response.
- Escalating responses may include deceleration or dismissal or continued academic

probation.

*All academic probation demographics must be placed on the program remediation Excel spreadsheet by the PPP chair.

Incomplete "I" Grade

A grade of incomplete ("I") is a temporary grade given at the discretion of the course director upon request of the student. An "I" grade indicates a failure to complete required coursework within the semester and implies the Course Director's consent that the student may make up the work which is deficient. An incomplete grade is appropriate when verifiable circumstances beyond the student's control prevent completion of course requirements by the grade submission deadline, and the student was engaged and participating in the class prior to the circumstances that prevented completion of course requirements. The grade of incomplete is not to be used to avoid assigning a poor grade that results from unsatisfactory academic work. The Academic Director must be informed in writing by the Course Director when an "I" grade is issued. When the work is completed to the satisfaction of the Course Director, the "I" grade will be changed to a letter grade.

When a student's situation warrants that an "I" grade be given, the faculty member must complete a ["Incomplete Grade Agreement between Student and Instructor"](#) form. The completed should be returned to the Registrar's office.

Incomplete grades must be resolved no later than the conclusion of the next regular term following the scheduled completion of the course. Spring incomplete grades must be resolved by the end of the summer semester; summer incomplete grades by the end of the fall semester and fall incomplete grades by the end of the spring semester. Didactic students will be unable to progress to the clinical year with an "I" grade. Failure of the student to complete work within the time limit results in an "F" being recorded as the final grade. For justifiable reasons, the student may request an extension of the "I" grade beyond the published deadline, by completing the Request for [Incomplete Grade Extension](#) form, and include supporting documentation and confirmation of instructor support for consideration.

Curricular Completion Deadlines/Requirements Policy (A3.15b)

- A student is allowed **four years** from the time of matriculation, in which to complete the MSPAS degree. Under certain circumstances, the student, with approval from the PA Program Director, may revalidate, by examination, courses that are outdated by the time limit.
- The PA program curriculum is a lockstep design. Students move through the curriculum as a cohort.

During the didactic phase:

- Each course must be successfully completed before beginning the next semester of study.
- If a student is failing a course, the student may remediate the course before grades are submitted to earn a grade of "C."
- If the student fails the course, the student will be referred to the PPP for a deceleration or dismissal recommendation.

During the clinical phase:

- The first rotation can be Family Medicine I, Geriatrics, Emergency Medicine, Behavioral Health, Internal Medicine, Pediatrics followed by a schedule that varies for the remaining rotations.
- The elective rotations can only be completed in the third and fourth semester of the clinical year, unless related to the legislature.
- A student who fails a rotation must delay graduation and retake the rotation(s) at the end of the Summative. The student will complete the PAS 895 – Summative course with their cohort but will not be allowed to graduate until the failed rotation(s) have been successfully retaken/completed.

During the Summative Course:

- A student who fails the PAS 895 – Summative Course must delay graduation and retake the course the following semester.

Progression, Promotion and Completion (Graduation) Policy (A3.15b)**Progression**

The Progression, Promotion and Professionalism (PPP) committee will determine progression from one semester to the next at the end of each semester based on meeting the following requirements:

- The student has earned a cumulative GPA of 3.0 or greater on a 4.0 scale. *
- The student has earned a grade of “C” or better in every course. **
- The student has earned a “pass” in all pass/fail evaluations.
- The student has demonstrated adherence to the policies of Kansas State University, the PA program, [Guidelines for Ethical Conduct for the PA Profession](#) and [K-State Student Code of Conduct policy](#).***
- The student has participated in all programs required events (unless excused by the appropriate director).
- The student has maintained a professional demeanor as a physician assistant student, evidenced by attendance, active participation in all classes, lectures, and clinical experiences as designated by the K-State PA program.
- The student must continue to meet all published technical standards.
- The student must maintain current health and immunization standards as required by the Program.

The committee will meet at the end of each semester and review student performance.

- The committee will complete the progression form and forward their recommendation to the program director.
- The program director will make the final decision to allow the student to progress to the next semester.
- *See academic probation policy: students may progress on academic probation if semester GPA is less than 3.0.
- **See remediation policy: students may remediate up to three courses in total to earn a “C” during the didactic phase, or two rotations in the clinical phase to earn a passing grade of “B”.
- ***If applicable: the student has demonstrated adherence to the [Guidelines for Ethical Conduct for the PA Profession](#) and the K-State Student Code of Conduct policy

requirements, by successfully completing any required professional or non-academic remediation plans.

Promotion

All PA students will be reviewed annually by program faculty. The Progression, Promotion and Professionalism (PPP) committee will determine promotion from one phase to the next at the end of each phase based on faculty review, and students meeting the following requirements:

Didactic to Clinical Phase. The PPP committee will recommend promotion from the didactic to the clinical phase based on the following requirements:

- Earned a cumulative GPA of 3.0 or greater, with a “C” or better in every 700-level course.
- Demonstrated adherence to the University and Program policies, [Guidelines for Ethical Conduct for the PA Profession](#) and [K-State Student Code of Conduct policy](#).*
- Participated in all programs required events (unless otherwise excused by the appropriate director).
- Completed HIPAA and blood borne pathogen training.
- Provided documentation of health insurance, and met the Technical Standards
- Met all the qualifications for credentialing in the clinical phase to include all required immunizations, TB skin test, negative urine drug screen, negative criminal background/sex offender check, BLS, and ACLS certification.
- Signed a Health Information Release form, allowing the K-State Physician Assistant Program to maintain and release the following information to clinical rotation sites: immunizations, TB screening status, background check, and BLS/ACLS certification.

Graduation Requirements. The PPP committee will recommend promotion to graduation based on the following requirements:

- Received a “B” or better in every clinical course, and the Summative*.
- Completed all 112 credit hours with a cumulative GPA of 3.0 or greater.
- Demonstrated adherence to K-State University and PA program policies, the [Guidelines for Ethical Conduct for the PA Profession](#) and [K-State Student Code of Conduct policy](#).*
- Participated in program required events.
- Met all K-State graduation requirements.
- Successfully completed the Summative course (PAS 895), by meeting all academic and professional standards.
- Met the K-State PA program [Technical Standards](#).

***In the event that the student fails a rotation, he/she will be allowed to progress to the Summative (PAS 895) but must return the following semester to retake the failed rotation, resulting in a delay in graduation. Maximum rotation retakes are set at two.**

Summative Evaluation:

The summative course (PAS 895) provides summative evaluation of each student within the final four months of the program. The summative evaluation is designed to evaluate the student’s ability to demonstrate attainment of the K-State PA PLOs in alignment with measuring that the student has the knowledge, interpersonal skills, patient care skills, and professionalism required to enter clinical practice. A minimum overall score of 80% is required in order to pass the summative course and be a candidate for graduation. Failure of any component (<75%) of the end-of-program summative evaluation must be

remediated. Students are provided two opportunities to remediate components of the summative course. See Remediation section.

Remediation

The goals of remediation are to:

- Facilitate the student's mastery of knowledge, skills, and behavior in the areas in which they are determined to be deficient.
- Assist the student in professional development.

Individual Examination / Clinical Skill Remediation

The program's policy is to provide a remediation process for individual examinations / skills / procedures in each phase of the curriculum as follows:

Didactic Phase

Trigger: exam or clinical procedure failure

- 70-78% and <70% - on any exam – see plan below.
- Failure on procedure/skill
- A score of <75% on any category of the didactic professionalism assessment, or a total score of <70%.

Notified:

- Course director by email
- CC: faculty advisor and academic director

Documented:

- Individual exam/procedure
- Remediation form
- Remediation Excel by course director

Plan:

- 70-78% on any exam or clinical procedure – student will be notified and required to attend a mandatory exam/clinical procedure review.
- <70% - student will be required to attend a mandatory exam review and meet with the primary course instructor or director for tutoring, additional reading, quizzes, or other study resources. The course director may allow and/or require the student to complete additional assignments to become competent in the failed material on individual examinations but will not allow/require the student to retake the exam.
- The original exam grade will stand for grading purposes.
- Students will be allowed to remediate *two times per course per semester, or six times total in a semester* before meeting with the PPP Committee to discuss their future in the program.
- Procedure-based assessment: students will be allowed to perform the procedure/skill up to three times and must meet the "proficient" level to successfully complete the course.
- Successful completion of exam/procedure remediation results in unimpeded progression in the course.

Consequences:

- Failure of the exam/procedure remediation will result in a referral to the PPP for a deceleration, dismissal, or other recommendation.

Recorded on:

- Permanent file - No
- Chair's letter - No

Clinical Phase

Trigger: Exam or clinical procedure failure

- <75% on PAEA EOR exam (Using the Z-score method)
- 2 or less on any preceptor evaluation scored item.
- <75% score on OSCE and SCPE documentation

Notified:

- Clinical director by email
- CC: faculty advisor

Documented:

- Individual exam/procedure
- Remediation form
- Remediation Excel by course director

Plan:

- EOR: Students who score <75% on PAEA EOR exam (Using the Z-score method) will be required to retake the exam before a grade will be awarded for the course. The student will be required to meet with the Clinical Director for a faculty-directed plan of remediation. Remediation will include a detailed review of exam performance, discussion of identified areas of strengths and weaknesses, and approaches to focused areas of study. A second assessment will be administered within 10 days of the failed attempt. Failure of the first attempt does not prevent the student from beginning their next rotation.
- If the student receives a passing grade on the second attempt examination, and all other requirements for the rotation are met, then the highest grade that can be earned for this second retake is 75%. Failure of the second examination will result in failure of the clinical rotation. A failure of the clinical rotation will require the student to adhere to a structured, faculty-directed remedial plan and successful completion of all requirements of a repeated clinical rotation. This may result in a delayed graduation, and associated additional costs are the responsibility of the student. The student may only retake the exam one time to convert to a passing score. In the event of EOR failure, the student will progress to the next clinical rotation but must retake the failed EOR exam - if successful in achieving a passing score, then the student will continue to progress unimpeded.
- The student can fail a maximum of two end of rotation examinations within the clinical year and receive an opportunity to remediate and retest. If the student fails a third end of rotation examination, then it is an automatic failure of that rotation. Failure of the rotation will require the student to repeat all components of the clinical rotation. The replacement site will be determined by the Clinical Team.
- OSCE: Minimum passing score is 75% - students will be allowed to remediate an OSCE two times.
- Preceptor evaluation:
 - All scores of 2 or less will be addressed with the student and faculty advisor to determine the appropriate remediation. Remedial intervention will be instituted for these students. Successful completion of preceptor evaluation remediation results in unimpeded progression in the clinical year.
 - Final preceptor evaluation grade of less than 75% will result in failure of the

rotation. Students failing any of the professionalism components of the evaluation will receive a failing grade for the rotation and must repeat ALL components of the rotation.

- Any combination of **2** failed clinical rotations will result in a recommendation for dismissal from the Program. At the conclusion of a clinical course, components of the final grade are recorded, however these grades are not reported to the registrar until the completion of the semester.
- SCPE Medical Documentation Assignment Grading Rubric:
 - The program utilizes submitted medical documentation to assess the student's ability to synthesize information and present it in an accepted encounter. This is a learning outcome on all rotation syllabi. Each medical documentation using a rubric on a 5-Point Likert Scale. The minimum score is 3, and scores of 2 or less in any category or a total score of less than 75% will require remediation.
 - To successfully complete remediation, the student must meet with either their advisor or course director and then resubmit documentation from another encounter. Maximum remediation grade will be 75%.

Consequences:

- Failure of the exam/procedure remediation will result in a referral to the PPP for a deceleration, dismissal, or other recommendation.

Recorded on:

- Permanent file - No
- Chair's letter - No

Summative

- **Trigger: exam or clinical procedure failure**
 - <2 SD of cohort mean on summative comprehensive medical knowledge exam
 - $<75\%$ - Failure on procedure, skill, OSCE or Oral Board
- **Notified:**
 - Course director by email
 - CC: faculty advisor

Documented:

- Individual exam/procedure
- Remediation form
- Remediation Excel by course director

Plan:

- Summative exam: students who score <2 SD of cohort mean on summative medical knowledge exam will be required to retake the exam before a grade will be awarded for the course. The student will retake the examination on the last day of the summative course.
- The two exam scores will be averaged for grading purposes.
- Students will be allowed two opportunities to retake the failed components of the Summative course.

Consequences:

- Successful completion of summative exam/OSCE/Oral Board remediation results in unimpeded progression in the course.
- Failure of the exam/procedure remediation will result in failure of the summative course. The course must be retaken the next semester, which will result in delayed graduation.

Recorded on:

- Permanent file - No
- Chair's letter – No

Course/Rotation Remediation

The program's policy is to provide a remediation process for courses in each phase of the curriculum as follows:

Didactic Phase**Trigger:**

- End of course cumulative score <70%
- A score of <75% on any category of the didactic professionalism assessment, or a total score of <70%.

Notified:

- Course director by email
- CC: faculty advisor, academic director, and PPP

Documented:

- Course failure remediation form
- Remediation Excel by course director

Plan:

- Participate in remediation during final week of semester.
- Remediation plan outlined by course director and approved by academic director.
- Plan includes only material in which the student failed to meet competency.
- May include cumulative exam or may require individual topic exam(s)
- If the student fails the course remediation, they will be referred to the PPP for deceleration or dismissal recommendation.

Recorded on:

- Permanent file - Yes
- Chair's letter - Yes

Maximum Remediation:

- A student may remediate a maximum of **three** courses during the didactic phase without deceleration, and no more than one per semester.
- Failure of a fourth course would trigger a referral to the PPP for a deceleration and/or dismissal recommendation.

Final Outcome – Academic Probation

- Any course remediation automatically triggers the student to be on academic probation for the following semester.
- One course failure coupled with continued marginal performance as defined by the "at-risk" policy will trigger a referral to the PPP for further recommendations including possible deceleration and/or dismissal.

Clinical Phase

Trigger:

- Failure of Rotation

Notified:

- Clinical director by email
- CC: faculty advisor and PPP

Documented:

- Course failure remediation form
- Remediation Excel by course director

Plan:

- Delayed graduation and repeat rotation during the next semester, which may result in additional tuition costs.
- If the student fails the rotation retake (remediation), they will be referred to the PPP for deceleration or dismissal decision. (If the student fails that final rotation, they will proceed to graduation seminar but must return the following semester to retake the failed rotation resulting in a delayed graduation).

Recorded on:

- Permanent file - Yes
- Chair's letter - Yes

Maximum Remediation:

- A student may remediate a maximum of two rotations.
- Failure of a third rotation would trigger a referral to the PPP for a deceleration and/or dismissal recommendation
- If the student has remediated three didactic phase courses, the first clinical rotation phase remediation will trigger referral to the PPP for a deceleration and/or dismissal recommendation.

Final Outcome – Academic Probation

- Any rotation remediation automatically triggers student to be on academic probation for the following two rotations.
- One rotation failure coupled with a poor mid-rotation evaluation by the preceptor on the subsequent rotation will trigger a referral to the PPP, and further recommendations may include possible deceleration and/or dismissal.

Summative

Trigger:

- Failure of PAS 895 – Cumulative score of <80%

Notified:

- Course director by email
- CC: faculty advisor, and PPP

Documented:

- Course failure remediation form
- Remediation Excel by course director

Plan:

- Each section of the summative is eligible for individual remediation as described in the

individual remediation table.

- If the student fails, following individual section remediation attempts, they will fail the course, be referred to the PPP and must retake the course during the next semester. This will result in delayed graduation and additional tuition costs.
- If the student fails the course retake, they will be referred to the PPP and recommended for dismissal.

Recorded on:

- Permanent file - Yes
- Chair's letter – Yes

Maximum Remediation:

- Students have one opportunity to repeat the Summative course

Final Outcome

- If the student fails the course retake, they will be referred to the PPP and recommended for dismissal.