

 <b>School of PA Medicine</b>  Northwest University College of Health Sciences School of PA Medicine	<b>School of PA Medicine</b> <b>Academic Probation, Remediation, Deceleration, Withdrawal and Dismissal</b> <b>Policy</b> <b>Student Handbook</b>	<b>Policy #</b> AP008
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## Academic Probation, Remediation, Deceleration, Withdrawal and Dismissal

### Academic Probation

Academic Probation is defined as a period during which a student who is at risk for dismissal, due to unsatisfactory academic performance or a breach of professional conduct, is given an opportunity for improvement.

Academic probation status will follow a formal notification from the Student Progress Committee (SPC) of unsatisfactory academic progress after a student obtains a cumulative GPA below the minimum 3.0 GPA during any semester of the academic program, or after a student violates professional conduct expectations.

Academic probation ends when a student achieves the required minimum GPA of 3.0 within the set probationary period.<sup>i</sup> If the student fails to come off probation within 3 semesters while continuously enrolled in classes, or before beginning the clinical year, they will be referred to the Student Progress Committee (SPC) for consideration of dismissal from the program.

Since didactic courses are only offered during one unique semester per cohort and students cannot choose a variation in the sequence of courses, the NU School of PA Medicine does not remediate failed courses. If a student fails a course with an overall course average less than 70%, the student is referred to the SPC for consideration of dismissal or deceleration. If deceleration is granted by the SPC, the student will return to the program with academic probation. The only exception to the three-semester limit for resolving academic probation would happen if a student failed a course in the fourth didactic semester and was allowed to decelerate. That student would be on academic probation until successfully passing the course on a second attempt. That student would still be required to return to good standing before progressing into the clinical year.

Students are removed from academic probation and returned to good standing when they achieve a cumulative GPA of 3.0 or greater, and/or when, on a second attempt, they have passed the course that resulted in deceleration. A student placed on academic probation for a breach of professional conduct will have the opportunity to be removed from probation after one semester if the student has demonstrated satisfactory professionalism and remediation of the professional conduct breach during the semester of probation.

### *GPA Below 3.0*

At the end of the set probationary period, either 2 semesters or by the end of the didactic phase, if the GPA continues below the minimum GPA of 3.0 required by the program, the Student Progress Committee may make a recommendation to the dean to dismiss the student from the PA program. Recommendation for dismissal may also occur if the student's GPA falls below 3.0 during any subsequent semester of the program or if the student fails a PA program course while on probation.

### **Remediation**

Remediation refers to any additional training, supervision, or educative assistance beyond the required instruction and training already provided to the cohort. The remediation process is designed to improve a student's knowledge, skills, and professional attributes needed to successfully meet or exceed the graduation requirements. The goal of remediation is to promptly identify and address areas of academic, clinical, or professional deficiencies and collaborate with students for improved outcomes. Remediation does not change a student's probationary status.

This remediation process will be clearly documented to include the nature of the deficiency (i.e., faith integration, medical knowledge, interpersonal skills and communication skills, clinical and technical skills, professionalism and ethics, clinical reasoning and problem-solving), the remediation plan, and expected outcomes. Students who fail to progress towards successfully meeting the learning objectives, course outcomes, or program standards will be placed on academic probation, and potentially dismissed from the program as applicable according to the established policies and procedures.

#### *Remediation for a Failed Assessment - Didactic<sup>ii</sup>*

1. A grade of less than 70 percent on assignments/exams or less than 80 percent on practical or skills-related testing demonstrates concern about the mastery of content for the assessment, and the student will be required to participate in a formal remediation plan. The maximum reassessment attempts per assignment/exam during the didactic phase is 2. If a student is unable to successfully remediate the assessment after two attempts, the student will be referred to the SPC for further consideration.
2. Formal remediation will, at a minimum, follow these steps:
  - a. The student will meet with the course director/instructor to review and identify deficiencies from the assessment and to elicit the student's understanding of the cause(s) or contributing factors.
  - b. The course director/instructor will consult with the didactic education manager to develop a remediation plan. The remediation plan may include, but is not limited to:
    - i. Reading assignments
    - ii. Review of lecture material
    - iii. Individually focused tutoring
    - iv. Reassessment (i.e., retest, reexamination etc.)

- v. Referral to Student Services (i.e., counseling services)
  - c. Upon completion of the remediation plan, the course director/instructor will evaluate the student's proficiency. The assessment modality for retesting proficiency is at the discretion of the course director/instructor with the approval of the didactic education manager or the dean.

A student must pass reassessment with 70% for written exam or 80% for practical assessment to successfully remediate the assignment or assessment. The final grade for the remediated assessment will be 70% (written) / 80% (practical) or the lowest passing score. Once a remediation attempt is successful, no more retesting will be offered.
  - d. A remediation form that outlines the remediation process and outcome(s) of the remediation effort and any supporting documentation will become a part of the student's official file. The course director may engage the student's faculty advisor to support the student during the remediation process.
  - e. The course director will notify the didactic education manager and the Student Progress Committee of the remediation efforts and outcomes.
3. All formal remediation must be completed by the established time as documented on the remediation form.

## Deceleration

Deceleration is the process of a student leaving their original cohort while remaining matriculated in the School of PA Medicine and restarting with the next cohort. Students being decelerated ARE required to retake ALL courses within the curriculum, even if the course was successfully completed during its first attempt. This is for the benefit of the student's professional development, continuity of learning, and integration into the new cohort. The SPC will determine if a student who has taken a leave of absence or who needs to repeat a course(s) is eligible for deceleration as part of their review of student performance. Students are not permitted to decide independently to engage in a delayed or decelerated plan of study. Tuition will not be discounted for deceleration; students who decelerate will pay for each repeated course at the regular price.

A student who wishes to voluntarily request deceleration must submit a written request before withdrawing from the program and must be approved by the SPC to qualify for deceleration. To be considered for deceleration, a student must include the following: 1) A detailed explanation of the reason for deceleration, 2) A plan for successful re-entry into the program.

If a student does not obtain approval from the SPC and dean before withdrawing from the program, the student will not be allowed to re-enter the program. A written notification of this denial will be sent out to the student from the dean of the program.

A student unable to progress forward in the program due to academic failure of a course may decelerate with approval from the SPC and may be allowed to restart the program with the next cohort. The student who has decelerated for a failed course does not have to re-apply for admission and may be allowed re-entry into the first year of the program, contingent upon all other program requirements being met. Upon re-entry to the academic program, the student is

placed on academic probation until the course is passed. **A student will be given only one opportunity to restart or decelerate in the program.**

## Voluntary Withdrawal by Student

A student who voluntarily withdraws from the program for any reason must submit a request to the dean for approval.

## Dismissal<sup>iii</sup>

This is an action whereby a student is dismissed from the NU PA Program due to failure to adhere to program standards, including but not limited to academic, clinical, and/or professional standards. Dismissal will occur after the SPC reviews the student's academic and/or professional deficiency and decides on a dismissal action. Then, the dean will receive a dismissal recommendation from the SPC. Any student subject to dismissal by the SPC will receive a formal letter from the dean notifying the student of the SPC's decision. The NU Student Appeals and Complaints Policy can be found Eagle -

<https://eagle.northwestu.edu/academics/office-of-the-provost/student-academic-appeals-policy/>

Examples where dismissal may occur include, but are not limited to, the following:

- Cheating
- Plagiarism
- Conviction of a felony
- Moral turpitude
- Positive drug/alcohol screen or violation of drug/alcohol screen/background check
- Course failure
- Inability to maintain cumulative GPA above 3.0
- Significant professional conduct violation(s)
- Excessive absences

## Program Completion Requirement

A student is required to complete all elements of the PA curriculum and be eligible for graduation within five years of the student's initial date of matriculation.

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Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_