Policy Area: School of Pharmacy	Subject of Policy: Early Intervention
Title of Policy: Student Success	Number:
Effective Date:	Page number:
Approved Date: Revision Date: 8/16/2020	Approved by:

1. **Rationale or background to policy:**
   a. In an effort to address the potential for poorly performing students to become modified in the doctor of pharmacy curriculum a comprehensive early intervention policy is described below. The power of the performance--triggered component lies in the development of clear and appropriate unit/lecture--level objectives and is dependent upon the alignment of classroom material and assessment methods with these objectives.

2. **Policy Statement**:
   a. The methods of early intervention will contain two parts
      i. A preemptive identification of at-risk students in the incoming P1 class based on exams given at the end of Bootcamp week. Three 10 point exams will be given corresponding to the following classes: Pathophysiology, Calculations and Drug Action 1. Students failing to make >60% on these exams will begin the fall semester entered into Early Intervention in the course(s) corresponding to each exam.
      ii. A performance-triggered mechanism to ensure that students who score <70% on any course exam and an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will be guided through self-directed tasks that are designed to support lecture material by training the student to think about and apply classroom material in a way that should lead to better understanding, retention, and exam performance.

3. **Procedures:**
   a. Students scoring <70% on any exam and having an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will be required to submit to the coordinator written, narrative responses to select lecture objectives. These objectives should be compiled by the coordinator and edited by the instructors represented on the upcoming test. Edits may be necessary for objectives focusing on epidemiology or other material that is informative, but not appropriate for retention or testing—in the interest of student time and buy-in to the process, this and related types may be left out of the list. Some courses may find other types of requirements more appropriate based on course objectives; for example, calculations or cases may be used in place of certain objectives if deemed appropriate by the instructors.
   b. Objectives should be submitted to the coordinator according to the policy set forth by the Curriculum Committee. Following an exam failure, the compiled list for the next exam should be provided to affected students on Moodle within 1 calendar day of posting the previous exam grades to Moodle. The list should be entered into Moodle as an assignment for the affected students. This will give students the opportunity to consider and complete their responses as the material is covered; making any undue constraints upon a student's time the result of their own choices, not ours. This effort will help ensure a uniform and organized experience.
      i. The assignment should be completed 1 calendar week before the next scheduled exam.

ii. Each instructor will review the responses related to their material for accuracy and understanding of the material and provide feedback to the student prior to the exam.

iii. If, in the instructor's opinion, a student does not grasp the material, then the student will be notified that he/she must review the material and re-submit the assignment.

iv. If the students develop questions about the material through this process, they will be directed to contact the appropriate instructor for clarification. If in the instructor's opinion the student did not put forth a 'good faith' attempt at the assignment, the instructor may return the assignment to the student for further work.

v. The instructor must be satisfied with the work submitted by the student to allow the student to be eligible for further remediation in the class.

c. In addition, students will be required to review each failed exam's ExamSoft-generated missed item report with the course coordinator or instructor responsible for each section of material. The discussion should include the student's reasoning for the incorrect answer as well as the reason for the correct answer.

d. In addition to answering objectives as described above and reviewing missed item reports, first professional year students scoring <70% on any exam and having an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will meet with the Director of Student Success.

e. In addition, starting at the point of entry into the early intervention protocols, a student **must** attend 75% of the classes until out of the early intervention protocols.

f. Failure to complete these required components of the course will result in a student's ineligibility to remediate the course.

g. Course coordinators may make modifications to the process, after consultation with Associate Dean of Academic Affairs.

h. Course coordinators will report students' exam grades and fulfillment of early intervention requirements to the Academic Standards Committee at the end of each semester using the template provided by the Academic Standards Committee.

4. **Edited policy statement for inclusion in course syllabi.**
Courses will add the policy statement in its edited form below to their syllabi.

"Students scoring <70% on any exam and an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will be required to submit to the coordinator written, narrative responses to select lecture objectives that will be provided within 24 hours of the posting of their exam grade to Moodle. These objectives will be in the form of a Moodle assignment and represent unit--- or lecture---level objectives to be tested upon in the next scheduled course exam.

Written responses must be submitted no later than one calendar week before the next scheduled exam. Responses must be written in complete sentences and may not be copied or pasted from any source, including class notes, treatment guidelines, textbooks, or any internet site. Submissions found to contain responses that have not been written in a student's own words will be considered a failure to submit.

In addition, students will be required to review each failed exam's ExamSoft-generated missed item report with the course coordinator or instructor responsible for each section of material. The discussion should include the student's reasoning for the incorrect answer as well as the reason for the correct answer.

In addition to answering objectives as described above and reviewing missed item reports, first professional year students scoring <70% on any exam and having an overall exam average <70% (excludes quizzes, assignments, bonus, etc.) will meet with the Director of Professional Affairs.

Failure to submit this required assignment will result in ineligibility to remediate."

In addition, from point of entry into the protocols, students must attend 75% of classes.

5. **Recommended email communication**

   Coordinators will use the example email below when assigning this material to ensure that students understand the assignment, expectations, requirements, and potential consequences.

   The following can be copied and pasted into an email addressed to all affected students listed in the BCC field with the objective list attached.

Dear student,

You have scored <70% on the most recent *INSERT COURSE TITLE* exam and have an overall exam average <70% (excludes quizzes, assignments, bonus, etc.). Per the student success policy described in the syllabus, you are required to complete the associated Moodle assignment as we move through the material to be covered on the next exam. This exercise has been designed to support lecture material by helping you think about and apply classroom material in a way that should lead to better understanding, retention, and exam performance.

Specifically, you are required to respond to each of the lecture objectives as if they were discussion questions. You will respond **in complete sentences and in your own words** and submit the assignment no later than *INSERT DATE 1 CALENDAR WEEK BEFORE NEXT SCHEDULED EXAM*. Failure to complete the assignment by this date will result in your ineligibility to remediate the course. You will receive feedback from your instructors after they review your answers and will be notified if you need to meet with them.

In addition, students will be required to review each failed exam's ExamSoft---generated missed item report with the instructor responsible for each section of material. The discussion should include the student's reasoning for the incorrect answer as well as the reason for the correct answer.

In addition, students must attend 75% of classes from point of entry into the Early Intervention protocols.

Please read the excerpted policy from the syllabus found at the bottom of this email before completing this assignment.

If questions about the material come up as you complete this assignment, please follow---up with the appropriate instructor.

We are committed to your success in this course and in the pharmacy program. Please contact me if you have any questions.

Sincerely,
INSERT COORDINATOR NAME