

Student Promotion and Graduation Committee (SPGC)

- A. Composition - Members of the DKICP faculty and the Associate Dean for Academic Affairs.
- B. Responsibility - The SPGC is responsible for enforcing the academic standards and policies established by the faculty and for assuring that they are met by all students. The committee also establishes the criteria and policies and procedures for student advancement, extension, academic probation, dismissal and graduation. At the end of the academic year, the Committee assesses the academic progress and performance of students enrolled in the program in relation to DKICP academic policies. Additionally, the Committee will recommend revisions of academic and professional standards, and criteria for student advancement, extension, academic probation, dismissal, and graduation to the faculty for adoption and identifies and recommends candidates for graduation to the DKICP Faculty.
- C. Access to Student records - The SPGC is authorized to review all necessary educational records and data pertaining to a student that is referred to the committee. (See [FERPA](#))
- D. Progression Policy - Table A is the general guidelines used by the committee when determining student progression through the curriculum. These guidelines may be modified by the SPGC for reasons of additional consideration.
 - a. Promotion
If the student's progress is satisfactory, the student is promoted to the next academic year, provided all tuition and fees have been paid. If a student fails to make satisfactory progress in completing the prescribed course of study, the issue will be submitted to the SPGC.
 - b. Remediation
In the instance that the committee decides remediation, it will normally be carried out by the Course Coordinator at the direction of his or her Department Chair. See Remediation Policy. If course remediation is successfully completed, a grade no higher than "C" is registered in place of the "F," and the student's cumulative grade point average will reflect the change. Remediation processes are not intended to correct grade sanctions due to academic dishonesty or plagiarism.
 - c. Placement on an extended track- See Extended Track Policy
 - d. Academic Dismissal from the program.
 - e. Rescheduling of summer IPPE and APPE (P-4) courses is clarified in Table B. The repeated rotation and remediation plan will take into consideration the appropriate level of competency required to correct all performance deficits. The repeat rotation will be made based upon availability and may not occur in the next consecutive scheduled block, timeframe, or academic year. Consequently, the student is responsible for appropriate tuition and site clearance requirements. Students will not be awarded their degree or allowed to graduate without successful completion of all APPE courses.
- E. Appeal Process

- a. Following notification of a decision for an extended program or dismissal, a student may appeal the decision in writing, within 3 working days to the Dean of the DKICP.
- b. The Dean may consider an appeal only if a student can demonstrate one of the following:
 - i. Material information not available to the Committee at the time of its initial decision
 - ii. Procedural error
 - iii. Documented bias of one or more Committee members
- c. The Dean may take any of the following actions on the appeal:
 - . Uphold SPGC decision
 - i. Remand the matter for further consideration by the SPGC
- d. The Dean’s decision will be delivered in writing to the student. The decision on the appeal by the Dean shall be final.

Table A - Progression Guideline

Courses/Rotations	Academic Status	Usual Action	Outcome
All passed with semester/cumulative GPA > 2.0	---	Promote	---
First grade of F/NP/NC [^] (all courses)	Probation	Remediation *	Fail = Extension Pass = Promotion
2 grades of F and/or NP/NC (cumulative over 2 or more semesters)	Probation	Remediation*	One or more F grade = Extension All courses passed = Promotion
2 grades of F/NP/NC in the same semester	Probation	Extension **	All courses passed with semester/cumulative GPA > 2.0 = Promotion
3 grades of F and/or NP/NC (in the same semester, or cumulatively over 2 or more semesters)	---	Dismissal	---
Grade of one or more F/NP/NC during Extended Year**	Probation	Dismissal	—

Grade of one or more F/NP/NC upon return from an Extended Year **	---	Dismissal	---
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^ NP= No pass; NC= No credit

* See remediation policy

** A student can only be extended once

Table B- Rescheduling of Experiential Courses after failure

Rotation Failed	Usual Action
Summer IPPE Community	Repeat rotation may occur at the same site (if approved by the failed site) or at an alternate site.
Summer IPPE Hospital	Repeat rotation may occur at the same site (if approved by the failed site) or at an alternate site.
APPE Community Pharmacy	Repeat rotation may occur at the same site (if approved by the failed site) or at an alternate site.
APPE Hospital Pharmacy	Repeat rotation may occur at the same site (if approved by the failed site) or at an alternate site.
APPE Ambulatory Care	Repeat rotation will be with DKICP faculty. A student may not continue with ambulatory type rotations without successfully passing the repeat rotation. Examples include but are not limited to: specialty ambulatory care clinics or other APPE courses requiring ambulatory care as a prerequisite.
APPE Acute Medicine	Repeat rotation will be with DKICP faculty. Students may not continue with medicine type rotations without successfully passing the repeat rotation. Examples include but are not limited to: intensive care and subspecialties, pediatrics, medicine subspecialties such as oncology, cardiology, surgery subspecialties or any courses that require acute medicine as a prerequisite.
APPE Electives	A failed elective may be repeated as the same elective or as another elective.