

**University of California San Diego
Skaggs School of Pharmacy and Pharmaceutical Sciences**

**POLICY ON STUDENT ACADEMIC PROBATION
AND ACADEMIC DISMISSAL**

Academic Probation

A student will be placed on academic probation upon receipt of one unsatisfactory (F) fail grade, or two provisionally unsatisfactory (Y) grades during the same academic year, or if a provisionally unsatisfactory grade has not been remediated by the time a second Y is received (while the first Y is still on record).

A student may be placed on academic probation if his/her overall academic performance is determined by the Academic Oversight Subcommittee of the Educational Policy and Academic Oversight Committee to be marginal or unsatisfactory.

Generally, academic probation is rescinded after the course work in question has been completed satisfactorily and/or the student has successfully completed remediation of academic difficulties. However, some students may have their academic probation prolonged by the Academic Oversight Subcommittee of the EPAOC due to the magnitude of prior academic difficulty (e.g., having been subject to dismissal on a previous occasion).

Students on academic probation come under increased jurisdiction of the faculty and administration and may receive instructions regarding but not limited to the following areas:

- a. Leaves of absence and vacation.
- b. Reporting performance in courses to faculty committees and advisors.
- c. The method by which course requirements are to be satisfied.
- d. The sequences of courses to be taken or retaken. Students may be instructed to repeat portions of the curriculum.
- e. The enrollment in elective courses.

Students on academic probation must be described as "not in good standing" for certain purposes such as:

- a. Letters of recommendation.
- b. Scholarship programs which require that student standing be reported.

Students on probation are prohibited from serving on faculty committees, from participating in a leadership role in student government or professional association activities or from representing the School. Students on probation are prohibited from taking courses at other institutions.

Probationary status will be removed upon satisfactory completion of course requirements in all courses at issue at the conclusion of the student's current academic year. Generally, satisfactory completion is achieved when the course work is made up (upon receiving a P, Pass grade) or other prescribed remediation is successfully completed. However, the EPAOC may extend the period of academic probation when a student has had repeated academic difficulties.

The terms and duration of academic probation will be stated in the written probationary notice. In addition, when probationary status is removed, the student will be notified in writing.

Deceleration

Failure of a required course following attempts to satisfy the course requirements normally results in a one-year deceleration in the student's progress.

Academic Dismissal

A student may be dismissed by the School of Pharmacy and Pharmaceutical Sciences under the following circumstances:

- a. A student who has received two failing grades (F) in SPPS required courses is subject to dismissal.
- b. A student's continued marginal or unsatisfactory performance during probation may lead to dismissal.
- c. A student who is placed on probation a second time is subject to dismissal.

When the possibility of dismissal is determined, The Academic Oversight Committee will be convened to determine dismissal or retention of the student. The hearing will be conducted as follows:

Upon determination of the possibility of dismissal of a student, a meeting of the Academic Oversight Committee will be scheduled. The student will be given written notification ten (10) calendar days prior to the date of the meeting. A copy of this procedure will be included with the notification.

The complete Pharmacy School file of the student, excluding any portions of the file to which the student has waived access, will be open to inspection by that student. The information available to the student will include all material upon which the proposed dismissal is based.

The student's faculty advisor may be present at the hearing if so requested by the student or by the Associate Dean for Student Affairs.

The committee will appoint a chair, who will preside over the hearing and who will prepare a report indicating the committee's decision.

The Associate Dean for Student Affairs will serve as a non-voting member of the committee in an advisory capacity to the student and the committee.

The Associate Dean for Student Affairs will present to the committee the information that led to the possibility of the dismissal of the student. The student will have the opportunity to review all evidence under consideration, including academic grades, and reports and evaluations used in arriving at those grades.

The student will have the opportunity to present a subjective version of the considered performance, using any relevant evidence including affidavits, exhibits, and oral testimony.

Following receipt of testimony and written materials from the student, the student will be asked to leave the hearing during committee deliberations.

In the event that a motion for dismissal is made during the meeting, an affirmative vote by a minimum of two-thirds of the subcommittee members shall be required for dismissal.

Any recommendation for the student's dismissal will be based solely upon the evidence presented at the hearings.

The findings, decision, and disposition of the case will be recorded in the minutes of the meeting.

The student will be permitted to record the proceedings in which he or she takes part.

The Associate Dean for Student Affairs will, within 5 calendar days following the EPAOC meeting, inform the student, in writing, of the committee's decision.

If the decision is dismissal, the student may appeal the dismissal to the Dean of the Skaggs School of Pharmacy and Pharmaceutical Sciences, whose decision is final. This appeal must be made in writing to the Dean within 10 calendar days of receipt of the notification of intent to dismiss. The decision of the Dean is final.