

University of California, San Diego
Skaggs School of Pharmacy & Pharmaceutical Sciences
Policy on Student Academic Probation and Academic Dismissal

Academic Probation

Academic probation is a trial period during which a student may have the opportunity to improve unsatisfactory performance. Students placed on academic probation will be notified that their continuance in the School is in jeopardy if their unsatisfactory performance is not fully remediated. Remediation is the satisfactory completion of all coursework with passing grades and satisfactorily fulfilling all other requirements or conditions set forth for the student by the School. Notwithstanding successful remediation, the original performance deficiencies may be considered as part of an assessment of a student's overall academic performance if additional unsatisfactory performance occurs.

A student will be placed on academic probation upon receipt of one unsatisfactory (U) or failing (F) grade, two provisionally unsatisfactory (Y) grades, 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 also be placed on academic probation if the Academic Oversight Committee, a subcommittee of the Educational Policy and Academic Oversight Committee, determines that (a) the student's overall academic performance is marginal or unsatisfactory, (b) the student engaged in one or more acts of academic dishonesty, (c) the student engaged in unprofessional conduct, (d) the student engaged in conduct inconsistent with the policy on Integrity of Scholarship or the Professionalism and Standards of Professional Behavior guidelines, or (e) the student has engaged in other misconduct or violated a policy of the School or the University.

Students on academic probation come under increased supervision of the faculty and administration and may receive instructions that include, but are 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, including, for example, instructions to repeat portions of the curriculum.
- e) The enrollment in elective courses.
- f) The involvement in school-related extra-curricular activities.
- g) Conduct necessary to meet standards of professionalism.

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

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

Students on academic probation are prohibited from serving on faculty committees, from participating in student government or professional association activities or from representing the

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School. Students on probation are prohibited from taking courses at other institutions.

Generally, academic probation will be rescinded after the course work in question has been completed satisfactorily and/or the student has successfully completed remediation of academic difficulties. Nevertheless, the Academic Oversight Committee may extend the period of academic probation when in its judgment extended probation is necessary to ensure that a student will meet the School's academic standards, such as when a student has had repeated or significant academic difficulties.

Students will be notified in writing when they are placed on academic probation. When probationary status is removed, the student will again be notified in writing.

Academic Dismissal or Other Action

A student may be dismissed or be subject to other corrective action by the Skaggs School of Pharmacy and Pharmaceutical Sciences under any one or more of the following circumstances:

- a. A student has received two or more failing or unsatisfactory grades (F or U) in years one through four of the curriculum.
- b. A student demonstrates marginal or unsatisfactory performance.
- c. A student is placed on academic probation more than one time.
- d. A student has engaged in academic dishonesty or unprofessional conduct
- e. A student has engaged in conduct inconsistent with the policy on Integrity of Scholarship, or the Professionalism and Standards of Professional Behavior guidelines.
- f. A student has engaged in other misconduct or violated a policy of the School or the University.

Students meeting one or more of the above criteria may be required to appear before the Academic Oversight Committee for a hearing. The hearing will be conducted as follows:

The student will be given written notification at least ten (10) calendar days prior to the date of the hearing. 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 prepare a report indicating the committee's decision.

The Associate Dean for Student Affairs will serve as a non-voting member of the

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committee in an advisory capacity to the student and the committee.

The Associate Dean for Student Affairs will present to the committee the information upon which the proposed dismissal of the student is based.

The student will have the opportunity to present information pertinent to the issues under consideration, and may present any relevant evidence including affidavits, exhibits, and oral testimony. The student may ask questions during the portion of the proceedings in which he or she takes part, subject to the reasonable control of the Chair.

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

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

All hearing outcomes require an affirmative vote by a minimum of two-thirds of the committee members present. In reaching a decision, the committee may take into account the totality of the student's academic record and performance.

Hearing Results – Following deliberations, the Academic Oversight Committee may take courses of action including but not limited to the following:

1. *Continued Probation* – The committee may allow the student to continue in the curriculum and remain on probation, with monitoring by the Academic Oversight Committee. If the student receives an additional provisionally failing or failing grade (Y, F or U), the Academic Oversight Committee will reconvene to assess dismissal of the student.
2. *Leave of Absence* – The committee may place the student on involuntary leave of absence. The committee may also set conditions under which the student may return from leave. Should those conditions not be met, the student will not be allowed to return and may be subject to dismissal from the School.
3. *Extended Schedule* – The committee may require a student to decelerate their progress in the curriculum and extend the student's schedule. Failure of a pre-clinical course following attempts to satisfy the course requirements normally results in a one year deceleration in the student's progress.
4. *Dismissal* – The committee may elect to dismiss the student from the School. Any recommendation for the student's dismissal will be based upon the information presented at the hearing. An affirmative vote by a minimum of two-thirds of the committee members present is required for dismissal. The dismissal becomes effective on the date of the committee decision and the dismissed student cannot continue enrollment while pursuing an appeal.
5. *Other Actions* – The committee may impose other requirements on the student that the committee deems appropriate to uphold the academic standards and professional requirements of the School.

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

After the Academic Oversight Committee renders its decision, the Associate Dean for Student Affairs will promptly inform the student, in writing, of the committee's decision.

A student who has been dismissed may appeal to the Dean of the Skaggs School of Pharmacy and Pharmaceutical Sciences. This appeal must be made in writing within 10 calendar days of notification to the student of dismissal. Grounds for appeal are that the Academic Oversight Committee policies have not been followed, resulting in prejudiced deliberations, or that the Academic Oversight Committee's decision is arbitrary and capricious. The decision of the Dean is final.