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July 23, 2003

Jeffrey B. Dembo, D.D.S., Chair  
University Senate Council  
10 Administration Building  
CAMPUS 0032

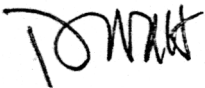
Dear Dr. Dembo:

At its meeting on July 22, 2003, the Academic Council for the Medical Center approved, and recommends approval by the Senate Council, for the proposal from the College of Pharmacy to change the guidelines in the College for Academic Performance and Promotion.

The Council did question the effective date for the change in these guidelines. Please notify me when the College can start implementing the new guidelines once they are approved.

Thank you for your attention to this matter.

Sincerely,



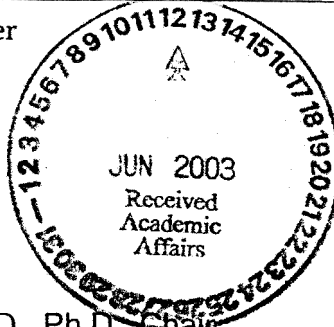
David S. Watt, Ph.D.  
Associate Provost for Academic Affairs

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attachments

c: Kenneth B. Roberts, Ph.D.  
William C. Lubawy, Ph.D.  
Angelique Clark ✓  
Jacque Hager



Memorandum

James Holsinger, M.D., Ph.D., Chair  
Academic Council for the Medical Center

Deans, Department Chairs and Members of the University Senate

FROM: William C. Lubawy, Ph.D. *all*  
Associate Dean for Academic Affairs

June 10, 2003

Change in Academic Performance and Promotion Guidelines

The College of Pharmacy proposes to change its Academic Performance and Promotion guidelines. Faculty believe the present guidelines are prone to too much misinterpretation and cause undue confusion and anxiety in students, and hope the proposed changes alleviate these issues.

If there are any questions please do not hesitate to call.

## Present Guidelines:

### **ACADEMIC PERFORMANCE, PROGRESS AND PROMOTION GUIDELINES**

The Academic Performance Committee (APC) is charged with monitoring students' progress through the curriculum. The committee regularly reviews (during and at the end of each semester) the performance of each student, based on course grades and on written comments of each student's performance -- both of which are shared with the student and are part of the student record. The APC for students in a particular year consists of the course directors and laboratory instructors for that year, plus a standing core of faculty. The APC will recommend an action appropriate to the particular student standing and record, i.e., proceed to the next series of courses, promotion to the next year, graduation, probation, probation with remedial action, removal from probation, academic leave, suspension, dismissal or other action.

Recommendations for graduation are made to the dean and to the faculty, since graduation requires approval by the faculty. All other recommendations are made to the dean. Students must be promoted to subsequent year standing by action of the APC. Promotion is not automatic, but must be earned based on appropriate performance and satisfactory completion of prior course work. The APC may also recommend other actions, including but not limited to adjustment of academic load, repetition of curriculum segments and participation in counseling sessions. Although the APC considers the overall record of the student in making decisions, the APC will rely heavily on the following general guidelines in making its recommendations:

1. All students are expected to earn a minimum grade of "C" in all courses. Students who fail to earn a minimum of "C" in any course will be placed on probation with remediation, be suspended or be dismissed from the College.
2. Students who fail to earn a minimum grade of "C" in any two required courses during the same semester, or who fail to earn a minimum grade of "C" in any course while on probation, will be suspended or dismissed from the College.
3. Students who do not satisfy the remediation requirements for probation will be suspended or dismissed from the College.
4. Students who satisfy the remediation requirements for probation will be removed from probation.

Students who are on academic probation may not be allowed:

- to serve as officers or committee members in any campus organization;
- to participate in any University extracurricular activities or in the activities of any University organizations if the participation involves the expenditure of an appreciable amount of time;
- to be employed by any department or College of the University.

Students on academic probation may have a restricted academic schedule as dictated by the Academic Performance Committee.

**Proposed Rules:** (new wording is highlighted in bold)

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### **Academic Policy for Professional Students in the College of Pharmacy**

All students are expected to maintain a minimum Pharmacy GPA of 2.0 during the time they are students in the College of Pharmacy and are expected to earn a minimum grade of "C" in all courses.

1. Any student with a Pharmacy GPA less than 2.0 in a single semester or with a cumulative Pharmacy GPA less than 2.0 will be placed on probation<sup>a</sup> or may be suspended<sup>b</sup> from the College.
2. Students who fail to earn a minimum of "C" in any one required course may be placed on probation<sup>a</sup>. The Academic Performance Committee (APC) will determine the remediation required.
3. A failure in a pass/fail course will be considered a grade less than C.
4. Students who fail to earn a minimum of "C" in two required courses will be placed on probation<sup>a</sup> and remediation may be required. The APC will determine the appropriate level of remediation for these students
5. Students who fail to earn a minimum of "C" in three or more required courses will be suspended<sup>b</sup> from the College of Pharmacy, regardless of Pharmacy GPA.
6. Students who satisfactorily complete the remediation requirements for probation will be removed from probation.
7. Students who are on probation and fail to meet the requirements for remediation or fail to meet the requirements needed to remove them from probation as determined by the APC will be suspended from the College
8. Students eligible for probation on a second occasion may be suspended from the College.

<sup>a</sup>Students who are on academic probation may not be allowed:

- a. To serve as officers or committee members in any campus organization
- b. To participate in any University extracurricular activities or in the activities of any University organization if the participation involves the expenditure of an appreciable amount of time.
- c. To be employed by any department or College of the University

Students on academic probation may have a restricted academic schedule as dictated by the Academic Performance Committee. Students placed on academic probation must meet the requirements dictated by the APC before being removed from probation.

<sup>b</sup>Students suspended from the College may petition the APC for reconsideration of their case and for permission to re-take College of Pharmacy courses to correct their academic deficiencies. That permission may or may not be granted by the APC. If a student is allowed to re-take required Pharmacy courses, and the academic deficiencies have been satisfactorily addressed, these students may re-enter the College but will do so on probation status. If the student is judged after 2 semesters to be performing satisfactorily by the APC while taking normal academic course loads, their probation status may be removed.