



**University of Cincinnati Academic Health Center  
The James L. Winkle College of Pharmacy**

**Academic Warning, Probation, Suspension and Dismissal Policy  
Effective: August 2012**

**\*Definitions of terms used in this policy are listed at the end of the document**

The purpose of the Academic Warning, Probation, Suspension and Dismissal Policy is to provide the Doctor of Pharmacy student with a concise written statement of what the College of Pharmacy faculty considers to be an unacceptable level of academic performance.

**A student in good academic standing has a current term and cumulative grade point average (GPA) of at least 2.5 in required professional courses.**

This policy defines the basis on which the Academic Performance Committee evaluates the performance of students in regard to the status of academic warning, probation, suspension and dismissal.

**Academic Status**

**Academic Warning:** Students earning a GPA below 2.5 for any given semester in all required graduate courses will be issued an academic warning. Any student on academic warning is required to receive academic counseling and to write an action plan for how they will improve their personal performance for the following term.

**Academic Probation:** A student whose cumulative GPA drops below 2.5 in required graduate courses will be placed on probation. Students will be continued on probation until their cumulative GPA in required graduate courses is raised to at least 2.5. A student who receives a course grade of incomplete (I), withdrawal (W), or failure (F), in a required course will be placed on probation. Students will continue on probation until the course in which they received the I, W, or F has been successfully completed.

Any student on probation is not eligible to hold office, act as a representative of the College of Pharmacy or the University, or graduate with the Doctor of Pharmacy degree. Any student who does not achieve good academic standing after being on probation for two consecutive semesters of enrollment is subject to suspension. The suspension period will be for two academic semesters (summer counting as one semester).

**Academic Suspension:** Any student receiving a second failing grade of "F" in a required course in the same or any subsequent semester will be subject to suspension. A failing grade in any required course in addition to a current or previous course withdrawal (W) without a leave of absence will result in suspension. Any student who

does not achieve good academic standing after being on probation for two consecutive semesters of enrollment is subject to suspension. The suspension period will be for two academic semesters (summer counting as one semester).

**Academic Dismissal:** Dismissal results when a student's performance warrants suspension for a second time. Dismissal constitutes a final permanent separation from the College of Pharmacy. Readmission of a dismissed student will not be considered.

### **Academic Performance**

**Remediation:** A grade of "D" (e.g. D+, D, or D-) denotes unacceptable performance, but is "non-failing". The D grade will require mandatory remediation where the need and desire to remediate will be determined by the Course Director in discussion with the student. A grade of "D" will allow a student to move to the next course(s) as long as a plan for remediation is approved by the Course Director in conjunction with the Associate Dean for Academic Affairs. Students requiring remediation will register for the remediation course during the next term offered. Material to be remediated within a course will be determined by the Course Director. Assessment methods to demonstrate proficiency of the material will be determined by the Course Director; a comprehensive final examination is likely. Successful remediation requires the student to earn at least a "C-". All grades earned in both the original course resulting in a "D" as well as the remediation grade are counted toward the student's cumulative GPA. Failure to successfully remediate a course is considered equivalent to course failure.

**Course Withdrawal (W)** – Any student who withdraws from a required course, who has not requested and received an approved leave of absence, will be placed on probation.

**Incomplete Grade ( I )** –A student who receives an incomplete grade in a required course will be placed on probation until the grade is converted. A student who receives an incomplete grade will have one year to convert the I grade before it is automatically changed to "I/F" (Failure).

**Course Failure:** Any student who receives a failing grade, "F", in a required course will be placed on probation. Any student receiving a second failing grade, "F", will be suspended for a period of two academic semesters (summer counting as one semester). Failure to successfully remediate a course is considered equivalent to course failure.

**Course Completion:** A student must repeat any professional required course in which he/she has received a failing grade (F grade), and earn at least a "C-" or better in order for the course requirement for graduation to be satisfied. This grade does not replace the previous failing grade for the calculation of GPA.

### **Academic Counseling**

**Academic Counseling:** Each semester a student is placed on academic warning or continued on academic probation, they will be required to meet with the Associate Dean for Academic Affairs. Students receiving a "D" in a course will meet with the Course Director for academic counseling and to discuss the remediation plan.

**Suspension Exit Interview:** Any student who is suspended must participate in an “exit interview” with the Associate Dean for Academic Affairs for the purpose of resolving any questions about their suspension status and the eligibility for filing a petition for readmission.

### **Readmission after Suspension**

**Readmission from Suspension:** Any suspended student has the right to request readmission to the College of Pharmacy. To be considered for readmission, the student must petition the College of Pharmacy Academic Performance and Hearing Committee via a written letter when notified by the Associate Dean for Academic Affairs and appear in person before the committee at the time the petition is given consideration. The petition will be subject to the decision of the Academic Performance and Hearing Committee. Reinstatement from suspension is not granted automatically.

**Academic Performance Following Readmission:** Any student readmitted from suspension will be placed on academic probation and subject to the time limitations of two consecutive semesters of enrollment as noted above. Failure to achieve good academic standing will lead to dismissal.

### **Appeal Process**

**Appeal Process:** A student may appeal the academic action on the grounds that correct procedure was not followed or on the grounds that the decision was based on errors in fact. An appeal may be submitted via a letter of petition to the Associate Dean for Academic Affairs as Chair of the Academic Performance and Hearing Committee. The letter should state the specific action being appealed and give specific information, circumstances, and reasons in support of the appeal within ten working days of notification of academic action. The appealing student will be granted the opportunity to appear or may be called before the committee for the purposes of elaboration and clarification of the petition. The committee will meet within ten working days of the receipt of the appeal petition and shall notify the student in writing of the action taken by the committee in regard to the appeal.

### **Definitions of Terms**

- **Cumulative Grade Point Average (CGPA):** GPA calculated based on courses taken while matriculated as a Doctor of Pharmacy student.
- **Grade Point Average (GPA):** The total number of quality points divided by the total number of credit hours.
- **Individual advising plan:** Output from a degree audit for the PharmD outlining courses to be successfully completed for graduation.
- **Successful Course Completion:** Completion of a course with a grade of “C-” or better in the original or remediated course.

Approved by Faculty: 5/23/12