Probation and Dismissal Procedures

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SOD Probation and Dismissal Procedures

Definition

The review of student academic performance is the responsibility of the faculty of the School of Dentistry and is administered through the Student Status Committees. For each quarter, the Student Status Committees will review the performance of students whose records indicate any of the following:

1. NP, UP and not reported grades in the most recent term resulting from inadequate mastery of course content, as described by the course (didactic, laboratory, or clinical) requirements or syllabus
2. NP or UP grades resulting from deficiencies in meeting professionalism outcomes measures in one or more specific courses, or receiving two or more Professionalism Evaluation Reports indicating unprofessional conduct,
3. NP, UP and not reported grades in prior terms resulting from inadequate mastery of the course content as described by the course requirements or syllabus
4. Provisional (I) grades
5. Academic Warning, Academic Probation, or repetition of one or more terms
6. Initial screening for eligibility for Academic Dismissal

Academic Warning

A Student is placed on academic warning for the following reasons:

1. A Student who receives 1 to 3 units graded NP based on inadequate mastery of course content or of laboratory or clinical skills, will be placed on Academic Warning. Postgraduate Students who acquire a deficiency of 1 to 6 grade points will be placed on Academic Warning.
2. A Student who receives a grade of NP in a 1 to 3 unit course that is based on his/her receiving 2 or more Professionalism Evaluation Reports during the course, thereby demonstrating a pattern of unprofessional behavior.
3. A Student who receives two or more Professionalism Evaluation Reports for any reason, even if the Student passes the academic requirements in all courses. The Student will be required to meet with the Dean and Course Director in order to define the criteria for removing the NP or UP arising from a pattern of unprofessional behavior.

Academic Probation

A Student is placed on academic probation for the following reasons:

1. A student who receives more than 3 units graded NP or who is on Academic Warning and fails to remove the deficiencies in a timely manner will be placed on Academic Probation.
2. A student who receives 2 or more Professionalism Evaluation Reports in a single-quarter course with 4 or more units, or in a multi-quarter course.
3. A student who fails to engage in remediation for documented unprofessional behavior, or who receives additional Professionalism Evaluation Reports for any reason, will be placed on Academic Probation. The student will be required to meet with the Dean and the Course Director in order to define the criteria for remediating the unprofessional behavior.

Requirement to Repeat One or More Terms

A Student who (1) has been on Academic Probation for one or more quarters and (2) has not remediated the documented deficiencies may be asked by the Student Status Committee to repeat one or more terms in the academic program.

1. Appeal of the Requirement to Repeat One or More Terms.
   a. A Student who is asked to repeat one or more terms may appeal to the Student Status Committee and, upon appeal, will be given an opportunity to present mitigating circumstances and/or documentary evidence of progress supporting continuation in the academic program. The Student must request an appeal in writing to the Chair of the Student Status Committee within three working days of notice of the requirement to repeat one or more terms. The term “working days” is based on UCSF’s academic and administrative calendar.
   b. The request for appeal will be made by the Student to the Chair of the Student Status Committee and must include the reason for the appeal. The request may be mailed, emailed, or hand delivered to the Chair within the three working days of the notice to repeat one or more terms.
   c. The Student will be invited to attend, in person, a portion of the appeal meeting with the Student Status Committee to present information orally and/or in writing for the Committee to consider, and may be expected to respond to questions. The Student may bring someone to the meeting for support but that person will not be allowed to speak, and that person may not be an attorney engaged to represent the student with the appeal.
   d. After the discussion with the Student and review of written materials, the Student will be excused from the meeting. The Student Status Committee will continue deliberations and determine if the original decision is to be upheld, or if the Student will be permitted to continue in the academic program. The decision of the Committee is final and there is no further appeal.
e. The School’s Associate Dean for Education will notify the Student of the decision in writing by mail or email, or in person. The decision is final and becomes effective as of the date of the notification.

**Academic Dismissals**

With respect to Academic Dismissals, the Student Status Committee performs two functions (Academic Senate Bylaws, Appendix VII, Section 2.0). The purpose of this procedure is to provide for the fair and timely determination and resolution of student academic dismissals.

Step 1: Initial screening for eligibility for Academic Dismissal and eligibility determination, and
Step 2: In-depth review of eligibility for Academic Dismissal and determination of Academic Dismissal. This includes dismissal for academic reasons as described above and for unprofessional conduct as described in the policy Professionalism as a Core Competency of the Academic Program of the UCSF School of Dentistry.

**Determination of Eligibility for Dismissal**

Student Status Committees will determine if a Student who has been on Academic Probation for two or more terms, or who has received 8 or more units graded NP or any Student who is either responsible for an unprofessional action, or who shows a continued pattern of unprofessional behavior, will be identified as eligible for Dismissal from the School of Dentistry.

- A Student who has been identified as eligible for Dismissal will receive formal notice as described in this section that his/her performance does not meet School Standards and that decision will therefore be reviewed by the In-Depth Review Committee for an in-depth review of academic performance and consideration of Dismissal.
- The Chair of the In-Depth Review Committee or his or her designee, will send the Student notice in writing and conveyed electronically, or in person. The notice will inform the Student of his/her right to submit information for the In-Depth Review Committee’s consideration. The notice will include the specific reasons for the referral for in-depth review, the rules and procedures governing the In-Depth Review Committee’s deliberations, the Student’s right to review and request a copy of his/her educational record, and the written information that will be provided by the School to the In-Depth Review Committee.

**Appeals**

There is no appeal of the In-Depth Review Committee decision to continue a student in the program, or mandate a leave of absence, or any conditions or timelines associated with those decisions.

There are two grounds for a Student or Resident to appeal a Dismissal decision to the Dean:

1. Factual errors in the records that were not identified at the In-Depth Review Committee meeting, if such failure would have changed the In-Depth Review Committee’s decision.
2. Failure of the In-Depth Review Committee to follow the procedure set forth in this section, if such failure would have changed the In-Depth Review Committee’s decision.

Request for Appeal. A request for appeal must be made in writing to the Dean with 10 working days of the Student being notified of Dismissal. The appeal must specify which of the above two grounds for appeal applies and must set forth specific facts to explain why, with any supporting materials.

The Dean will determine if there are grounds to reconsider the In-Depth Review Committee Dismissal decision within five working days. If there are grounds for reconsideration, the Dean may modify the In-Depth Review Committee’s decision; and will provide the In-Depth Review Committee members with a report of his/her actions and indicate why those actions were taken.

The Dean will notify the student in writing of his/her decision. The Dean’s decision will be final and will conclude the grievance and appeal procedure.

**Resources**

- Appendix VII Divisional Procedure for Student Grievance in Academic Affairs
- Procedures for Reporting Discrimination, Harassment and Retaliation