

UCSF PhD in Global Health Sciences

Policy on Student Progress: Requirements, Notification, Remediation, and Review

1. Criteria for satisfactory academic progress

The policy regarding satisfactory academic progress in the Doctor of Philosophy in Global Health program is as follows:

First and Second Year Students

First and second year students meet with their graduate advisors at least once a quarter. Satisfactory academic progress in the first and second year in the program is marked by timely and successful completion of all courses, with grades of B or better in all required courses, and cumulative grade point average of 3.0 or above in all coursework. Student progress is assessed at the end of each year on the basis of course grades, the Annual Individual Education Plan and Progress Report, plus additional comments from course instructors and advisors about students.

In the second year, the student is additionally evaluated on the basis of his/her progress toward and then successful completion of the qualifying exam. Substandard work or unprofessional conduct (as reported by a research advisor, a course instructor, or other faculty) would constitute unsatisfactory progress toward the qualifying exam.

Third Year Students and Beyond

Students must form their dissertation committee within one quarter (three months) of passing their qualifying exam.

Students must meet with the dissertation committee chair at least once per quarter. It is recommended that students communicate their progress to their committee members on a minimum of a quarterly basis, and confer with individual committee members about specific aspects of their dissertation research and writing as needed.

Student progress is assessed at the end of each year on the basis of the Annual Individual Education Plan and Progress Report, plus additional comments from dissertation committee chairs about students who might be struggling.

Students are expected to complete all degree requirements within four years.

2. Unsatisfactory progress indicators

These include:

- Falling below a 3.0 GPA
- Failing grades (C, D, or F) in any course
- Unsatisfactory research work (as reported by a research advisor)
- Failing the qualifying exam the first time
- Unprofessional conduct (as reported by a research advisor, a course instructor, or other faculty)
- Disciplinary problems and other conduct and professionalism infractions that fall within the scope of UCSF's Code of Conduct.

3. Process by which failing students will be notified and remediated

Students whose progress is unsatisfactory (according to one or more of the criteria listed above) will be notified and will meet with the faculty advisor and the program director to develop an individualized remediation plan to address the deficiencies. The meeting results in a Memorandum of Understanding that clearly outlines specific steps and associated deadlines that the student must fulfill in order to receive a satisfactory report. The report is then signed by the following parties: the student, the faculty advisor, and the program director.

Should the student be unable to fulfill the expectations according to the timeline outlined in the letter, the student will be subject to dismissal from the program. The process for in-depth review of a student's eligibility for dismissal will follow the UCSF [Divisional Procedure for Student Grievance in Academic Affairs, section 4.0](#), and will be conducted by an in-depth review committee appointed by the Program Director.

Should it be necessary, the in-depth review committee shall consist of at least three faculty members within the school who are knowledgeable about the academic program and student performance standards, and may include academic officers of the school as long as they number in the minority of those committee members present at the review hearing. Members may include academic advisors and course directors or representatives of the GHS Graduate Group who serve on the executive, curriculum, or admission committees. A quorum of two must be present to conduct the academic review. The review will follow the guidelines set forth by the Graduate Division.