

UCSF Master of Science in Global Health Policy on Student Progress

1. Criteria for satisfactory academic progress

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

- a) Students must attend all classes (no more than one unexcused absence per course in a quarter), participate actively in all courses, maintain academic integrity (as stated in the [UCSF Code of Conduct](#)), and complete all requested course/faculty/TA evaluations.
- b) Students must meet with their faculty advisors at least once a quarter and their capstone mentors at least biweekly once their projects have been chosen.
- c) Students must pass their oral and written qualifying exam at the end of the winter quarter in order to advance to candidacy and work on their capstone project.
- d) Students must advance to candidacy at least two quarters before participating in the comprehensive exam.
- e) Students must maintain the highest standards of academic integrity, professionalism, and cultural humility in the program, as reported by course directors, course assistants, capstone mentor, site mentors, academic advisors, staff, and other faculty.
- f) Students must pass their oral and written comprehensive exam by the end of the summer quarter.
- g) Students must pass all of their courses (grades of C or higher in any given class), and maintain a cumulative GPA of equal to or greater than 3.0. This is equivalent to a B average.
- h) Students are expected to complete all degree requirements within one year.

2. Unsatisfactory progress indicators

These include:

- Failing an exam
- Failing grades in any course
- Falling below a cumulative 3.0 GPA
- Poor attendance
- Failure to achieved milestones toward the capstone requirement (where applicable)
- Unprofessional conduct

- Failing the qualifying exam the first time
- Failing the comprehensive examination the first time
- 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 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 primary advisor, and the program director. At this point, the report is filed in the student's academic file within the program, and a copy is sent to the associate dean for graduate programs. IGHS students may also not be allowed to conduct a capstone project until all issues are resolved.

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 the program's in-depth committee:

- The in-depth review committee shall consist of three faculty members within IGHS who are knowledgeable about the academic program and student performance standards, and may include academic officers of the IGHS as long as they number in the minority of those committee members present at the review hearing.
- Members may include faculty advisors, capstone mentors, course directors, or representatives of the IGHS Graduate Group who serve on the executive, curriculum, or admission committees.