

Pharmacology Graduate Program

Policy for Probation, Funding Withdrawal, and Dismissal

This policy addresses consequences of student underperformance, including funding withdrawal. Students who might lose financial support as a result of the termination of funding from the faculty preceptor should be given prompt notice, whenever possible.

Academic and Research Probation Notification

If it is determined that a graduate student has failed to meet minimum academic or research requirements, he/she may be placed on probation. This must be done with a formal letter and requires a meeting between the student and his/her faculty preceptor, the Program Director and/or the Steering Committee. The letter should clearly outline the student's academic or research shortcomings, indicate the corrective measures necessary to remain in the program or to retain funding, and state the length of the student's probationary period (see Academic and Research Probation Timing). Any funding ramifications for the student should be included as well. The Graduate Program must ensure receipt of the letter. A copy of the letter should be forwarded to the Associate Dean for Graduate Student Affairs as well as the Office of International Services (if appropriate).

Academic and Research Probation Timing

A student may be placed on probation at any time, however:

- If the probation can be resolved with coursework, the student should be notified before the first day of classes in a particular semester. He/she will have until the end of the course (when grades are posted) before a final decision can be made.
- If the probation is related to research progress and cannot be resolved with coursework, the probation period must span at least eight (8) work weeks before a final decision can be made.
- If the probation is related to both aspects of the student's work (e.g. coursework and research), the appropriate timing applies for each individual component, independent of the other component. As an example, consider a student placed on probation for coursework as well as for his/her research at the same time. If after eight (8) weeks, the advisor wishes to remove the student from probation relating to the research assistantship, the coursework probation remains in effect until the end of the course. However, if after eight (8) weeks the research is still deficient, the student's funding may be withdrawn or s/he may be dismissed.

Academic and Research Probation Appeal Process

A student may appeal the probation decision within ten (10) business days, to the Program Director, with a letter stating why he/she feels this decision is unmerited. The Program must render a decision on the appeal within ten (10) business days. The student may then appeal that decision within ten (10) business days to the Associate Dean for Graduate Student Affairs (or designee), with a letter stating why he/she feels this decision is unmerited. The decision of the Associate Dean for Graduate Student Affairs (or designee) shall be final; no further appeals are permitted.

Academic and Research Probation Final Decision Process

- If the probation can be resolved with coursework: As soon as possible, but no later than one (1) month following the conclusion of the stated probationary period, the Program must inform the student of his/her status based upon whether the student has met the requirements as stated in the probation letter. The options are as follows: (a) remove the student from probation, (b) extend the probationary period, or (c) dismiss the student.
- If the probation is related to research progress: Within one (1) week following the conclusion of the stated probationary period, the Program must inform the student of his/her status based on whether the student has met the requirements as stated in the probation letter. The options are as follows: (a) remove the student from probation, (b) extend the probationary period, (c) withdraw the student's funding from the current thesis research lab, but permit the student to remain in the Program and seek another lab and faculty preceptor for his/her thesis research, or (d) dismiss the student from the Program. (NOTE: If the decision is to dismiss the student, he/she should be permitted to complete courses he/she is enrolled in, but funding may be withdrawn following the conclusion of the probationary period.)

In all cases, if the decision is to withdraw funding or dismiss the student, the action can be made effective immediately once the student is informed of the decision. However, departments are encouraged to provide a grace period to assist students in this transition.

Dismissal or Funding Withdrawal Notification

If the decision is to dismiss the student or withdraw funding, this must be done with a formal letter citing the reason for dismissal and requires a meeting between the student and his/her faculty preceptor, the Program Director and/or the Steering Committee. In the case of funding withdrawal from the thesis research laboratory with the option to seek another faculty preceptor and lab, the letter should contain information regarding this transition. A copy of the letter should be forwarded to the Associate Dean for Graduate Student Affairs, the Office of Student Financial Services, and the Office of International Services (if appropriate). Academic dismissal will be noted on the student's transcript at the request of the program and with the approval of the Associate Dean for Graduate Student Affairs.

Dismissal without Probation

A student may be dismissed without a formal probation period under three circumstances: (1) if he/she meets the conditions for dismissal based on coursework as stated in the Pharmacology Graduate Program Student Handbook; (2) if he/she fails the Doctoral Board Oral examination for which successful completion is necessary to continue in the Program and whose retake options have been exhausted (as stated in the Program's degree requirements), or if he/she fails to meet any condition resulting from the DBO exam; or (3) if he/she is expelled, whether for academic or non-academic misconduct, according to the [Johns Hopkins University School of Medicine Procedures Relating to Student Discipline](#). Under these circumstances, the Program is expected to follow the same procedures for Dismissal cited above (Dismissal or Funding Withdrawal Notification). Students are subject to immediate dismissal for violation of any component of the [Pharmacology Graduate Program Academic Ethics Policy and Honor Code](#).

Funding Withdrawal without Probation

A student's funding may be withdrawn without probation if the student is dismissed without probation (see above), or as the result of a decision rendered according to the Johns Hopkins University School of Medicine Procedures Relating to Student Discipline. A student's funding may also be withdrawn without

probation if the student is found to have egregiously disregarded his/her research duties; such action requires the approval of the Associate Dean for Graduate Student Affairs.

Dismissal Consequences

When a student is dismissed from the university, several consequences follow including but not limited to:

- The Office of the Registrar cancels the student's registration.
- Notation of dismissal may be placed on the student's transcript at the request of the Program and with the approval of the Associate Dean for Graduate Student Affairs.
- The Office of International Services performs duties as required by U.S. federal regulations regarding persons not eligible to study at the university.

Dismissal or Funding Withdrawal Appeal Procedures

A student may appeal the dismissal or funding withdrawal decision within five (5) business days, to the Program Director, with a letter stating why he/she feels this decision is unmerited. The Program must render a decision on the appeal within ten (10) business days. The student may then appeal that decision within five (5) business days to the Associate Dean for Graduate Student Affairs (or designee), again, with a letter stating why he/she feels this decision is unmerited. The decision of the Associate Dean for Graduate Student Affairs (or designee) shall be final; no further appeals are permitted. In the case of funding withdrawal, the Department will continue funding the graduate student during the appeal process. The student's visa and registration status will not be affected until the appeal process is complete. International students sponsored for F-1 or J-1 status must contact the Office of International Services for guidance on the effect of a dismissal from their program. A dismissal will usually result in the termination of a student's visa status.