University of Pittsburgh School of Pharmacy
Charges and Guidance Document
Academic Performance Committee: Graduate Program

MISSION
The Academic Life Committee (ALC) is committed to ensuring that students in the Graduate Program in Pharmaceutical Sciences of the School of Pharmacy are prepared to be the next generation of leaders and decision makers seeking to improve the health of the community through outstanding basic, translational, and clinical research.

BACKGROUND
All students currently enrolled in the Graduate Program were chosen by the graduate faculty. Past successful academic records and life experiences give the faculty every reason to believe in each student’s potential for academic success in our program. The ALC has the responsibility for ensuring that every student meets the academic standards of the Graduate Program.

ACADEMIC LIFE COMMITTEE MEMBERSHIP
The committee is composed of a minimum of three members:
- The Director of the Graduate Program, who serves as the chair of the committee.
- Two additional faculty members (appointed by the dean) each serving a term of two years; faculty members are eligible for re-appointment.

CHARGE TO THE COMMITTEE
The Committee is charged to:
- Assure that all actions of the Committee occur in accordance with regulations governing graduate study at the University of Pittsburgh [http://www2.pitt.edu/~graduate/regtoc.html].

- Orient all incoming students to the “Policies and Procedures for Grade and Academic Progression” and assure that each student enrolled in the Graduate Program in Pharmaceutical Sciences signs the form annually that indicates he/she has read and understand the School of Pharmacy “Policies and Procedures for Grade and Academic Progression.”

- Orient all incoming students to the “Guidelines for Professional Code of Conduct for Students.” Assure that each enrolled student signs the form annually that indicates he/she has read and understand the School of Pharmacy “Guidelines for Professional Code of Conduct for Students.”

- Review the grades and circumstances each term for students who have performed poorly in the Pharmaceutical Sciences Graduate Program to determine their respective eligibility for continuing in the program.

- Review deviations of individual students from milestone achievements annually to determine eligibility for continuing in the program.

- Write an individualized letter to any student whose academic performance or milestone achievement requires that they be put on probation or be dismissed from the degree program. Such letters must be accompanied by a copy of the School of Pharmacy’s Policies and Procedures for Grade and Academic Progression.
• Handle violations of the “Guidelines for Professional Code of Conduct for Students” in a judicious and confidential manner.

• Review the Policies and Procedures for Grade and Academic Progression on a periodic basis and recommend changes if needed. The school-wide process for adopting changes is used according to the Bylaws http://www.pages.pharmacy.pitt.edu/school-of-pharmacy-bylaws/.

• Assure the protection of confidential information—grades, conduct violations, health information—about students.

• Provide periodic summaries about the progression of students to the GPC and at department and school faculty meetings.

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Patricia D. Kroboth, Dean