



# National University of Health Sciences General Policies

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President <u><i>J. Anfel</i></u>	Date	<u>8-7-13</u>		

## POLICY STATEMENT

Students must maintain a minimum cumulative grade point average of 2.0 on a 4.0 scale and pass clinic internship (clinic internship not applicable for Bachelor of Science program.) However, there will be students in our academic programs, often for reasons beyond their control, who have difficulty maintaining academic good standing as they matriculate. Our policy is to provide a supportive environment in which there are clear standards as well as guidelines for the support of their academic remediation and/or development needs.

## Procedures

### Course Work Completion

1. Students must successfully complete all required course work, student clinic (n/a for BS program) and the clinic internship program (n/a for BS program) within eight calendar years for the College of Professional Studies and four years for Massage Therapy. There is no limit for the BS program.
  - a. Successful completion is indicated by grades A, B, C, D and S.
2. Students must successfully complete 50 percent of all hours attempted per academic year for the professional programs and 66.7% for the undergraduate programs
  - a. Hours attempted include grades of A, B, C, D, F, S, U, I, W, or WX.
  - b. Hours attempted include repeated courses.

Students will be measured for course work completion after each trimester.

### Academic Standing

Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale and pass Clinic Internship (n/a for BS program).

The Registrar will measure CGPA every term. Students will be placed on “probation” every trimester that the CGPA is below 2.0 or Clinic Internship (n/a for BS Program) is failed.

A grade list will be distributed to the Office of Financial Aid at the completion of every trimester, listing every student’s CGPA.

Students in the College of Professional Studies who receive a third probation will also be sent a letter indicating the student will lose federal financial aid eligibility if a fourth probation is received. Students in the MT and undergraduate programs who receive a first probation will also receive a letter indicating the student will lose federal financial aid eligibility after a second probation.

### Academic Difficulty

Depending upon the degree of academic difficulty, a student may be issued an academic deficiency, an academic warning, or placed on academic probation. A combination of academic warnings and academic probations may result in the student being suspended or expelled from the program. Academic actions are prescribed by the dean of the college for the student as a result of being placed in one of the following categories: academic deficiency; academic warning; and academic probation. Decisions regarding remediation, suspension and expulsion only may be appealed by the student to the Committee on Academic Standards. Grades and Records (ASGR) through the office of the appropriate dean.

### **Definitions of the categories of academic difficulty:**

#### Academic Deficiency

A notice of academic deficiency will be sent to a student whenever that student receives a grade of F or U (clinic in professional studies is graded S/U) in at least one course without meeting the criteria of academic warning or academic probation.

#### Academic Warning

A student will be issued an academic warning when that student receives a trimester GPA less than 2.0 on a 4.0 scale, regardless of whether that student is in good overall academic standing.

#### Academic Probation

Probation is to alert students to the fact that they are no longer in good academic standing and that they are subject to various requirements which are intended to improve academic performance. Each probationary period is one trimester in length. Three trimesters in the professional programs, two trimesters in the massage program and three consecutive trimesters in the BS program of failing to meet the requirements of good academic standing shall result in suspension or expulsion from the program. For the purpose of this policy, the decision to either suspend or expel a student is based on past academic performance.

### **Academic Deficiency Remediation Guidelines:**

Any student who receives an F or U grade or probation must meet with the appropriate

dean to determine and develop a remediation plan to correct the deficiency. The meeting(s) must be held before the add/drop date of the trimester following the report of the deficiency. The student will not be registered for classes and, if appropriate, will not be able to receive financial aid support until a remediation plan is accepted by the University. In the event that the student does not accept the plan developed by the appropriate dean, the student may appeal to the ASGR Committee.

A remediation plan, developed in consultation with the appropriate dean, that is developed to remediate a fourth probation deficiency (expulsion) in the professional programs, third probation deficiency (expulsion) in the massage program and third consecutive probation deficiency (expulsion) in the BS program that is accepted by the student, must be approved by the ASGR Committee before it is accepted by the University.

#### **Student Academic Deficiency Appeal Process:**

The Remediation, Suspension and Expulsion appeal process must be initiated in writing to the ASGR committee before the next trimester add/drop date. A student in a professional studies program who fails a course twice must have their progress considered by ASGR before proceeding. Upon notice of risk of separation from the University due to second failure of a class, the appeal process must be initiated in writing to the ASGR within 48 hours of advisement of that risk.

The ASGR Committee is composed of nine (9) faculty members who have been chosen by the President of the University. A quorum (a majority of members, including the Chair, and including those attending asynchronously) is necessary in order to convene the meeting. In the event that a quorum does not exist for a particular date and/or time, the Committee chair may accept volunteer full time faculty, including volunteers from among the consultants, to sit on the committee in order to reach a quorum. The Dean of Students may sit on the committee in order to satisfy quorum, but may not serve as a voting member of the Committee.

1. In order to appeal the plan developed by the appropriate dean, the student must make an appointment, by way of the dean's assistant, to meet with the Committee. In order to make the appointment, the student must fill out and submit the Remediation, Suspension and Expulsion Appeal Form included in this document and submit it to the dean's secretary. The form is self-explanatory and can be obtained through the dean's secretary.
2. The ASGR Committee will review the case and decide whether or not the appeal has merit. If the appeal has merit, the Committee will review the plan and may ask the student to meet with the Committee to respond to questions. If the Committee decides that the student's appeal plan does have merit, it will establish a remediation plan in cooperation with the dean for the student to follow, which may include the student's plan in total or in part. If the Committee decides that the student's appeal does not have merit, the plan developed in consultation with the appropriate dean will remain and the matter will be considered closed by the ASGR Committee.

Note: The ASGR Committee makes recommendations to the dean. The dean has the authority to accept or reject ASGR's recommendations. That decision can be appealed in writing by the student to the Vice President for Academic Services (VPAS).

The student may appeal the decision of the ASGR Committee to the Vice President for Academic Services. The Vice President for Academic Services (VPAS) has final authority in all student academic decisions. There is no appeal beyond the Vice President for Academic Services. This authority is derived from the University President and decisions are made with his/her counsel when appropriate. If the student chooses to appeal the decision of the dean, the following protocol shall be observed:

1. The student must make an appointment to discuss the matter with the Vice President for Academic Services (VPAS)
2. In order to make an appointment, the student must write a letter to the VPAS that addresses the same issues as addressed in the Remediation, Suspension and Expulsion Appeal Form. This letter must be delivered to the VPAS' assistant at the time that the appointment is made.
3. The VPAS will review the letter and decide if the appeal has merit. If the appeal has merit, the VPAS will review the student's plan and may accept the appointment. If the VPAS decides that the student's appeal plan does not have merit, the VPAS will establish a remediation plan of his/her own, reinstate the student, and the matter will be considered closed by the VPAS. If the VPAS determines that the appeal does not have merit, the VPAS' decision is final.
4. Students who are expelled from the University after being reinstated by the VPAS are expelled without appeal.

### **Probation with Extenuating Circumstances**

Probation with extenuating circumstances is a status which informs students that their academic record is sufficiently poor to warrant permanent separation from the program. However, due to extenuating circumstances brought forward via written appeal by the student to the ASGR Committee, through the office of the appropriate dean, they will be allowed to continue at the discretion of the appropriate dean unless probation is earned.

### **Academic Separation**

The length of time a student can be separated is determined by the guidelines for decisions by the appropriate dean and the ASGR Committee. The two designations used by the appropriate dean and the Committee are suspension and expulsion. Suspension is separation from the program, not usually exceeding three trimesters. Expulsion is permanent separation from the program.

A student who has been suspended from the program for academic reasons may be eligible for reinstatement upon providing evidence of successfully completing further

academic development in the form of higher education courses of learning or agreeing to a remediation plan within the current program. The appropriate dean, in consultation with the ASGR Committee, defines what further academic development in the form of higher education courses or learning, is necessary for each student. A student who has been separated from a program for academic reasons is not eligible for reinstatement if that student does not show evidence of further academic development or has been expelled from a program.

Academic performance criteria which may lead to the actions of suspension or expulsion are as follows:

1. Quality points below the number necessary for good academic standing, or failure to maintain a CGPA of 2.0 on a 4.0 scale.
2. Not maintaining good academic standing.
3. A combination of academic probation(s) and academic warning(s).
4. A CPGA below a given standard.
5. Failing the same course (Clinic Internship courses count as the "same course").
6. Not maintaining satisfactory progress.

### **Remedial Actions**

A number of procedures are used to help students achieve the goal of satisfactorily completing the program.

1. Stop and repeat courses in which a grade of D, F, I, or U have been received.
2. Limited load which varies dependent upon the severity of the academic difficulty.
3. No new subjects which allows for registration in repeat courses only.
4. Mandatory counseling with individuals on or off campus.
5. Mandatory tutorial.
6. Mandatory remedial study and test taking skills improvement via program on or off campus, which may include special audit.
7. Mandatory withdrawal from courses, which are deficient at midterm.

### **Withdrawal**

Students who stop attending NUHS must officially withdraw from the University. A withdrawal in good standing will be granted to any student in good academic standing and will not be the subject of disciplinary proceedings. Students desiring to withdraw in good standing must secure from the registrar a Request for Authorized Withdrawal form, which must be properly completed and deposited with the registrar. Students failing to comply with this requirement may be considered to have been dismissed and not in good academic standing.

Students who withdrew after the completion of a course(s) will receive credit for the earned grades on their transcript. Returning students must direct their requests for readmission to the registrar if withdrawn for three or less trimesters, otherwise see admissions.

### **Withdrawal with Grades of Incomplete**

There are times during the trimester when it is not in the student's best interest to continue with courses due to extended illness or other grave circumstances beyond the student's control. Taking an incomplete (I) grade allows a student to complete any outstanding course requirements after the completion of the course, but within guidelines agreed upon between the issuing instructor and student. An incomplete grade may be granted to a student by the appropriate dean upon presenting a written request and verification of the reason for the request. If granted, the transcript shall indicate the issuance of the incomplete by the grade of "I" for each registered course. The student must clear up all incomplete grades by the end of the following trimester. The student who does not clear the incomplete grade during the following trimester, will receive a permanent grade of F. A "Contract for Issuance of an Incomplete Grade" form must be completed by both the instructor and student and submitted to the Registrar. The contract will outline an agreed-upon plan for the resolution of the incomplete grade. The Office of the Registrar will only issue "I" grades when this form has been properly submitted.

### **Expulsion**

Students may be expelled or suspended from a program of the University for, among other reasons, academic deficiency or for academic dishonest, such as, but not limited to, the use of dishonest means in any examination, the plagiarism of class assignments, and or the falsification of previous academic records. Students who have been separated from the University for academic reasons must direct their request for readmission to the registrar within one year of leaving. After one calendar year, academically dismissed students are not eligible for readmission. Any conditions relative to readmission are established by the appropriate dean with the ASGR Committee consultation and with the advice of the Admissions Committee.