



Pennsylvania College of Optometry

## **Post-baccalaureate Program in Health Sciences Academic Policy (Effective Aug. 2024)**

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# POST-BACCALAUREATE PROGRAM IN HEALTH SCIENCES ACADEMIC POLICY

## 1. INTRODUCTION AND OVERVIEW

- 1.1 This academic policy applies to Post-baccalaureate Program in Health Sciences students enrolled in Pennsylvania College of Optometry (PCO) and is published for students, faculty, and staff, all of whom are held responsible for reading and adhering to this policy.
- 1.2 The faculty and administration of the PCO Post-baccalaureate Program in Health Sciences, in conjunction with the PCO Academic Policy, Curriculum and Assessment (APCAss), the Dean of the Pennsylvania College of Optometry, the Dean of Student Affairs, Provost/VP for Academic Affairs and the Registrar have developed this policy to uphold the educational standards of Pennsylvania College of Optometry and the Post-baccalaureate Program in Health Sciences for all students.
- 1.3 This policy will be reviewed by the faculty and administration of the PCO Post-baccalaureate Program in Health Sciences in conjunction with the Office of the Provost for necessary updates on an annual basis.
  - 1.3.1 Recommended substantive changes to this Policy will be reviewed and acted upon by the College's APCAss.
    - 1.3.1.1 Substantive changes approved by the APCAss will be shared with all stakeholder groups impacted by the Policy.
- 1.4 Unless otherwise stated, the Dean of the Pennsylvania College of Optometry is the individual charged with rendering final interpretations of the policy and for deciding whether to grant exceptions to the policy.

## 2. ADMINISTRATIVE RESPONSIBILITIES

- 2.1 The Program Director is charged with the oversight of the curriculum and other academic matters. The faculty, in conjunction with the Dean and PCO's Academic Policy, Curriculum and Assessment Committee creates and modifies the curriculum. The Provost/VP for Academic Affairs is responsible for final decisions concerning the curriculum and educational policy.
- 2.2 The Program Director of the Post-baccalaureate Program in Health Sciences and their faculty are charged with the administration of all aspects of the Post-baccalaureate Program in Health Sciences.

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- 2.3 The Program Director of the Post-baccalaureate Program in Health Sciences or their designee is responsible for monitoring the progress of the Post-baccalaureate Program in Health Sciences' students and developing modified programs when it is deemed necessary to ensure a student's academic success.
- 2.4 The Program Director of the Post-baccalaureate Program in Health Sciences assumes other responsibilities as delegated and assigned by the Dean of the College.
- 2.5 The Dean of Student Affairs is charged with the administration of matters related to registration, student counseling, and student life on campus. This office has the responsibility for advising students in personal matters impacting academics and special events.
  - 2.5.1 Under the auspices of the Office of Student Affairs, the Office of the Registrar is responsible for maintaining the students' permanent records.
  - 2.5.2 The Dean of Student Affairs oversees the Center for Personal and Professional Development, the Office of the Registrar and the Office of Admissions.

### **3. FACULTY RESPONSIBILITIES**

- 3.1 Faculty are responsible for monitoring student performance throughout the term and providing students with performance feedback consistent with the course grading outline and syllabus.
- 3.2 A syllabus will be distributed for each course and will describe the course instructor, course description, prerequisites, course learning goals and outcome measures, course requirements, attendance policies, ethical conduct and disability support services, course schedule, evaluation and grading, assignments and assessments, and learning materials.
- 3.2 Faculty and the Program Director recommend to the Provost/VP for Academic Affairs students for the awarding of certificates based on program requirements.
- 3.3 Faculty are required to use their university email account when communicating with students, faculty, staff and administrators within the university.

### **4. STUDENT RESPONSIBILITIES**

- 4.1 Students are responsible for understanding all requirements stated in the Academic Policy.

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4.2 Students are expected to check their University e-mail account twice daily as some correspondence from faculty may be time dependent. In addition, all students are expected to check their University email accounts on a daily basis, including during weekends, breaks, holidays and other unassigned times for the duration of the account life.

4.2.2 Students are required to use their University email account when communicating with faculty, staff and administrators at the University. Administrators, faculty and staff of the University are not responsible for reading or responding to any mail sent by students that is not sent from the University email accounts.

### **5. PROGRAM PREREQUISITES**

5.1 Specific prerequisite requirements can be found in the current University catalog as well as on the University Website under the Post-baccalaureate Program in Health Sciences.

5.2 No credits may be transferred into the Program from other institutions to satisfy certificate completion of the Post-baccalaureate Program in Health Science.

5.3 Each student must meet with the Program Director (or their designee) to develop and their individualized Program of Studies.

### **6. ACADEMIC CALENDAR AND CLASS SCHEDULES**

6.1 The University Calendar for the institution provides the beginning and ending dates for each term as well as University holidays.

6.1.1 The Post-baccalaureate Program in Health Sciences publishes a program Calendar with specific information about the program's beginning and ending course dates, as well as academic breaks that follow within the published University Calendar dates for each term.

6.2 Any non-academic commitments scheduled on days reserved for academic activities that inhibit participation in academic programming are made at the student's own risk.

6.3 The Post-baccalaureate Program in Health Sciences Class Schedules are distributed prior to the beginning of each term. Each course syllabus will define its class schedule and requirements.

6.4 The University Calendar, the Program Calendar and Class Schedules are subject to change due to extenuating circumstances with notice.

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- 6.5 After it has been published, instructors require prior approval from the Program Director or their designee to change the Post-baccalaureate Program in Health Sciences course calendar or class schedule.

### **7. ATTENDANCE**

- 7.1 Attendance is mandatory for all learning activities such as lectures, clinical observations, meetings, and conferences as specified by the course instructor and defined in the syllabus. This applies to face-to-face, synchronous and asynchronous online activities.

- 7.1.1 A pattern of behavior that leads to poor attendance may result in a failing grade (F) or dismissal from the program.

- 7.1.2 Specific class attendance policies will be outlined in each course syllabus.

- 7.1.3 Each student is responsible for ensuring their own individual access to and use of current technology to meet the attendance requirements of all course participation.

#### **7.2 Attendance for Clinical Observation**

- 7.2.1 Attendance at Clinical Observation sites is mandatory.

- 7.2.2 The hours and days of professional responsibilities are determined by the Program Director or relevant course instructor.

- 7.2.3 If illness or other circumstances prevent a student from maintaining their schedule, the student should notify the Program Director as soon as possible.

- 7.2.4 The course instructor in conjunction with the Program Director will determine how and when student absence(s) will be made up.

#### **7.3 Excused Absences from Didactic Activities**

- 7.3.1 Expectations for class attendance are outlined in each course syllabus. An absence occurs when a student is unable to meet the minimum criteria for participation set forth in the syllabus.

- 7.3.2 Any student who is absent from a required course activity must complete and submit an absence-approval request form with required documentation to the Dean of Student Affairs. These forms may be obtained in person or electronically from the Office of Student Affairs.

- 7.3.3 For an anticipated absence, a student is required to submit documentation prior to the absence to the Dean of Student Affairs, who will in turn notify

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the Program Director. If a student is aware of an anticipated absence, the student should attempt to complete the coursework before the absence.

- 7.3.4 For an unanticipated absence (e.g., illness, accident, family death, etc.), a student is required to submit proper documentation to the Dean of Student Affairs within 48 hours following his/her return to educational/programmatic activities. The Dean of Student Affairs will notify the student, Program Director, and course instructor if the absence was excused or unexcused.
- 7.3.5 Students should inform the Program Director and course instructors as soon as possible when an absence has occurred or will occur.
- 7.3.6 Excused absences may include, but are not limited to, the following:
- 7.3.6.1 Personal illness of the student, with documentation from a physician that at the time of the mandatory activity, the student was under the physician's care and too ill (with included diagnosis) to participate in the mandatory activity.
- 7.3.6.2 Illness of a dependent or close family member for whom the student is a caretaker with a statement from a physician that a member of the student's family (state relationship) was seriously ill and required the student's presence.
- 7.3.6.3 A death in the student's immediate family. The relationship of the deceased to the student and the date of death must be provided.
- 7.3.6.4 A student's or immediate family member's wedding. No more than one day will be granted for an Excused Absence is the case of a wedding that is not the student's own wedding.
- 7.3.6.5 An immediate family member's graduation or childbirth. No more than one day will be granted for an Excused Absence in these cases.
- 7.3.6.6 Childbirth (see *Leave of Absence Policy*).
- 7.3.6.7 Educational or professional considerations, (e.g., attendance at a professional meeting). The course instructor and Program Director must grant approval. The length of the approved absence will be specified. These requests must be made at least two weeks prior to the desired absence. Students must be in satisfactory academic standing for approval to be considered (see Section on *Satisfactory Academic Standing*).
- 7.3.7 Excused absence request that fall on an examination date will only be considered in the most extenuating of circumstances. All excused absence requests will be considered on a case-by-case basis.

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- 7.3.8 The determination of whether an absence not specifically covered above (in Section 7.3.6) is excused shall be decided by the Dean of Student Affairs.
- 7.3.9 All work missed during an excused absence must be completed and meet the criteria set forth by the course instructor prior to receiving a grade. All work must be completed by the end of the term. Exceptions may be made for students receiving an Incomplete (I) grade at the end of the term (see section 10.3)
- 7.3.9.1 It is the responsibility of the student to contact the course instructor as soon as they are aware of the absence, and to complete all make-up assignments or required coursework as designated by the instructor.
- 7.3.10 The Dean of Student Affairs, in conjunction with the Program Director, may determine that multiple absences are excessive. The Program Director may determine that a student be required to take a leave of absence or withdraw from the course/program and repeat the course/program at a later time.
- 7.4 Excused Absences from Clinical Observation**
- 7.4.1 In addition to the policies outlined in the previous sections, the subsequent policies apply to excused absences from Clinical Observation activities.
- 7.4.2 Attendance is mandatory at all Clinical Observation activities. Part of the professional development expected during study in the Post-baccalaureate Program in Health Sciences is learning the values that make up a responsible health care professional. Failure to immediately inform the Program Director and relevant course instructor of an absence may indicate lack of sensitivity to this important professional value.
- 7.4.3 A student must inform the Program Director and relevant course instructor of any absence immediately.
- 7.5 Unexcused Absences from Didactic and Clinical Observation Activities**
- 7.5.1 An unexcused absence is any absence that does not meet the criteria for being an excused absence, as outlined in the above section. This policy applies to all face-to-face, synchronous and asynchronous online, and clinical observational activities.
- 7.5.2 Unexcused absences from program activities will result in a zero for any academic activities that occur during the period of the unexcused absence. A student will not be allowed to take a makeup exam in the case of an unexcused absence.



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- 7.5.3 A pattern of unexcused absences could also result in dismissal from the University for unprofessional conduct.
- 7.5.4 A student may be placed on academic warning, probation, or be removed from course activities by the Program Director if the student fails to meet course responsibilities. These matters may then be referred to the Committee on Academic Promotions for review and further action (see Section 15).

### **7.6 Lateness in Clinical Observation Activities**

- 7.6.1 Students reporting for Clinical Observations more than ten minutes late will be considered as having been absent from the observational session. When providing community-based services, if the student is not present at the appointed time, the course instructor may leave without the student and the entire observation may be recorded as missed. The absence will be recorded as excused or unexcused based on the criteria outlined above.

## **8. ACADEMIC ENVIRONMENT**

- 8.1 Concerns related to the academic environment should be initially discussed between the instructor(s) and the student and, if necessary, with the Program Director. If the concerns are not resolved satisfactorily, then they should be brought to the attention of the Associate Dean of Optometric Special Programs.
- 8.2 In the event that the Associate Dean of Optometric Special Programs is the course instructor or is otherwise a direct participant in the underlying concern, then the student should contact the Provost/VP for Academic Affairs.
- 8.3 Discrimination or sexual harassment concerns should be brought to the attention of the University Affirmative Action Officer or the Dean of Student Affairs.

## **9. EXAMINATIONS**

### **9.1 General Policies**

- 9.1.1 Examinations provide the opportunity for instructors to evaluate and for students to demonstrate academic progress. The policies stated in the sections below refer to both face-to-face and online course examinations.
- 9.1.2 Exam policies and procedures for a course will be included in the course syllabus, which will be distributed at the beginning of each term. The student is responsible for understanding these policies. Questions or concerns should first be directed to the course instructor and then, if not resolved, the Program Director.

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- 9.1.3      Infractions of the examination policies are considered serious offenses. These matters will be referred to the Judicial Committee for review and further action. Any student found guilty of infractions will be penalized in an appropriate manner, including the possibility of expulsion from the University.
- 9.1.4      Course instructors will include in the course syllabus the relative weights to be given to various examinations, and evaluation procedures used in determining the final grade.
- 9.2           Schedules**
- 9.2.1      Exam schedules are determined by the course instructor and are identified in each syllabus.
- 9.2.2      Examination schedules are subject to change for academic or unanticipated reasons.
- 9.2.3      In the event of extremely harsh weather conditions or other emergency situations, information will be provided about University closure or delays via the University alert system. Students should consult the University website for the weather policy.
- 9.3           Attendance**
- 9.3.1      Students are required to take examinations as scheduled. If a student is ill and is unable to take the examination, they must notify the course instructor, Program Director and Dean for Student Affairs prior to the exam and have their physician submit a written report of the illness. In cases of other emergencies (e.g. death of immediate family member), the course instructor, Program Director and Dean of Student Affairs should be notified and may authorize an excused absence (see Section 7.3) from the exam. Unexcused absences (see Section 7.5) will result in a grade of zero (0) for the missed exam.
- 9.3.2      Students who arrive 15 minutes or more after the exam start time are not allowed to sit for the examination at that time. Whether a make-up examination is allowed depends upon if a student receives an excused or unexcused absence.
- 9.3.3      A student must be registered for any given course before they may take the course examinations. No credit will be received for any course for which the student is not formally registered. The Registrar's Office is responsible for ensuring that only registered students receive a grade for a registered course.

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## 10. STUDENT ASSESSMENT AND GRADES

### 10.1 Grading System

10.1.1 All students are expected to pursue the highest standards of academic excellence.

10.1.2 At the conclusion of a course or term, a grade will be recorded for each enrolled student (on a schedule determined by the Registrar) according to the following grading system:

10.1.3 Grade Interpretation - Grade Points Earned per Term Hour

<b>A = 93.00 - 100.00</b>	<b>4.0</b>	<b>EXCELLENT</b>
<b>A- = 90.00 - 92.99</b>	<b>3.7</b>	
<b>B+ = 87.00 - 89.99</b>	<b>3.3</b>	
<b>B = 83.00 - 86.99</b>	<b>3.0</b>	<b>GOOD</b>
<b>B- = 80.00 - 82.99</b>	<b>2.7</b>	
<b>C+ = 77.00 - 79.99</b>	<b>2.3</b>	
<b>C = 73.00 - 76.99</b>	<b>2.0</b>	<b>SATISFACTORY</b>
<b>C- = 70.00 - 72.99</b>	<b>1.7</b>	
<b>D+ = 67.00 - 69.99</b>	<b>1.3</b>	
<b>D = 63.00 - 66.99</b>	<b>1.0</b>	<b>POOR</b>
<b>D- = 60.00 - 62.99</b>	<b>0.7</b>	
<b>F = &lt; 60.00</b>	<b>0.0</b>	<b>FAILURE (No credit earned)</b>

Other Designations:

P	Pass	Credit Earned
AU	Audit	No Credit Earned
I	Incomplete	No Credit Earned
R	Deferred	No Credit Earned
W	Withdrawal	No Credit Earned

### 10.2 Audit

10.2.1 A student may elect to officially audit any course within the curriculum by obtaining written permission from the course instructor and registering for the course.

10.2.2 The student is required to provide the Office of the Registrar with written approval from the course instructor no later than the fifth (5th) business day of the term.

10.2.3 The noncredit registration is recorded as "Audit" on the student's transcript.

10.2.4 A course audit fee will be applied.

Initially approved 2019; Revised & Approved 9.2024, for all PBP-HS cohorts entering Fall 2024 and future

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- 10.2.5 The Office of the Registrar will notify the course instructor when a student has approval to audit a course.
- 10.2.6 A course taken on an audit basis will not count towards the fulfillment of certificate requirements.
- 10.2.7 An audit will not affect the student's grade point average since credit hours attempted and grade points will not be awarded for an audited course.
- 10.2.8 In certain instances for educational reasons, the PCO Committee on Academic Probation and/or the Program Director or their designee may require a student to audit a course or a component already taken.

### **10.3 Incomplete (I)**

- 10.3.1 The temporary designation Incomplete (I) may be used when a complete course evaluation cannot be rendered because course requirements were not fulfilled due to an excused absence (see Section on Excused Absences).
  - 10.3.1.1 An Incomplete (I) grade may be given only when the work in a course is not completed and when the faculty determines that a passing grade in the course is attainable.
- 10.3.2 Incompletes must be resolved within 45 calendar days after the end of the term in which the Incomplete (I) grade was received.
  - 10.3.2.1 If unresolved after a total of 45 days, the Registrar will change the Incomplete (I) grade to a Failing (F) grade unless the student has been granted a Withdrawal (see Section on *Withdrawal*) from the course and a Leave of Absence from the program.
  - 10.3.2.2 When the Incomplete (I) designation is used, the faculty member will submit to the Registrar, in writing, the reason for the designation of the Incomplete (I) and the student's academic standing in the course to date.
- 10.3.3 The final grade of a student who receives an Incomplete is the decision of the course instructor.

### **10.4 Deferred (R)**

- 10.4.1 A deferred grade (R) may be assigned by the instructor when the work in a course is not completed due to a program-centered reason beyond a student's control such as a change in the schedule/instructor availability or technology challenges associated with remote instruction. In certain courses where the normal work of the course extends beyond the scheduled period, a Deferred (R) grade may be granted.

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- 10.4.2 The grade of Deferred (R) may be assigned with the approval of the Program Director or their designee.
- 10.4.3 Deferred grades must be resolved within 45 days after the end of the term in which the grade was earned.
- 10.4.3.1 The Program Director or their designee may grant an extension for resolution of the deferred grade (R) if written documentation is provided by the student and/or instructor confirming that extenuating circumstances exist. Written documentation of the terms of the extension will be provided to the student, in writing, via their University email account.
- 10.4.3.2 If the student fails to remove the deferred (R) grade within the time allowed, the instructor, with the approval of the Program Director, will authorize the Office of the Registrar to change the grade to a Failure (F). The student, course instructor and Program Director will be notified in writing of this grade change.
- 10.4.4 For students not in good academic standing, when the deferred (R) designation is used, the course instructor, or the Program Director, will make available to the Registrar, in writing, the tentative student grade based on the student's performance to date.
- 10.4.5 The Registrar will transmit this information to the program faculty, the Program Director or their designee, and to the Committee on Academic Promotions for all students not in good academic standing (i.e., dismissal, probation). This additional information will assist the Program Faculty and/or the Committee on Academic Promotions in evaluating student performance.
- 10.5 Withdrawal (W)**
- 10.5.1 To withdraw from a course, a student must obtain the approval of the Program Director or their designee. The desire to avoid a low grade is not an acceptable reason for withdrawal from a course.
- 10.6 Drop/Add Period**
- 10.6.1 The Drop/Add Period is the first ten (10) business days of each academic term, unless otherwise stated by the Office of the Registrar.
- 10.6.2 If a student decides to drop/add a course, they must use the appropriate online portal and submit it to the Office of the Registrar during this time period.
- 10.6.3 The dropped course will not appear on the student's permanent record.

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### **10.7 Grade Mediation**

10.7.1 A student who has a concern or complaint about his/her grade in a course should first discuss grading practices and determinations with the instructor. It is expected that the student and instructor will address any misunderstandings and will attempt to achieve consensus on any disagreements over grades.

10.7.2 On occasion, circumstances may develop in which a student and instructor disagree about a student's grade. The student may then appeal the grade decision, in writing, to the Program Director. The student has five (5) business days from the date that the grade is posted to the transcript to bring concerns to the Program Director to begin the mediation process. The Program Director must resolve the grade decision within five (5) business days from the date the Program Director received the mediation request from the student.

10.7.3 The Program Director's decision is final. There is no further appeal within the program.

10.7.3.1 In the event that the Program Director teaches the course in question, the student's written appeal is made to the Associate Dean of Optometric Special Programs. The Associate Dean of Optometric Special Programs decision is final. There is no further appeal within the program.

10.7.4 The original grade assigned by the instructor will remain on the student's record while the appeals process is in progress and will be changed only if the appeal is successful.

10.7.4.1 All grades are considered permanent if not challenged within the time frame specified in Section 10.7.2.

10.7.5 A grade change will be recorded in accordance with Section 10.8 of this policy – *Change of Grade*.

10.7.6 In the event that a challenge to a grade should arise, copies of sequestered exams, reports, and/or presentations submitted by students are required to be retained by the instructor for a period of one year from the date that the grade was posted.

### **10.8 Change of Grade**

10.8.1 Once submitted to the Registrar, no grade may be changed without the written consent of the course instructor and the Program Director.

### **10.9 Grade-Point Average (GPA)**

10.9.1 A student's cumulative grade-point average is the weighted mean value of all grade points earned by the student as defined in Section 10.1.

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- 10.9.2 Grades are used to calculate grade points by multiplying the number of credits for each course by the specified formula assigned to the letter grade.
- 10.9.3 The grade point average is calculated by dividing the total number of grade points earned (quality points) by the total number of credits used to determine the grade points earned (hours GPA).
- 10.9.4 A cumulative grade point average is calculated utilizing only courses taken within the program.

### **11. Remediation**

To earn the program certificate, all failing grades must be remediated, and the student must have at least a 3.0 GPA. A student may be required to remediate a course where the student has earned a failure (F) or has not met the minimum 3.0 GPA requirement. Reassessment is one form of remediation. It occurs during the term in which the student is enrolled in the course. Remediation by directed study occurs after the final course grades are submitted to the Registrar. Remediation by re-enrollment is generally offered as a stipulation by the CAP committee or as part of a modified course of study.

#### **11.1 Remediation by Reassessment**

- 11.1.1 Remediation by reassessment occurs within the same term, prior to the submission of grades and is incorporated into the final grade submission. Reassessments must be completed prior to the end of the grade deadline.
- 11.1.2 Reassessments are offered at the discretion of the faculty. Faculty may offer a reassessment during the term to provide students with an opportunity to demonstrate knowledge or skills. Students should follow all syllabus instructions for course assessments.
- 11.1.3 Reassessment grading will be defined in each course syllabus, if offered.
- 11.1.4 The grade earned following reassessment is factored into the final course grade and submitted to the Registrar.

#### **11.2 Remediation by Directed Study**

- 11.2.1 Eligible students are required to remediate all failing (F) grades earned. If remediation is offered, directed study is the first method that will be used to address failing (F) grades prior to a re-enrollment. (See Section 13.5 for academic standing.)

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- 11.2.2 Remediation by directed study may include re-examination of the entire course material or an individualized area of weakness.
- 11.2.3 A student who is remediating is required to re-register for that course with the Office of the Registrar. A remediation fee will be applied.
- 11.2.4 The highest grade that can be earned by Directed Study is a grade of “B” or “P,” depending on the grading scale utilized in the course syllabus.
- 11.2.5 Remediation of a course may result in a grade lower than the original grade. For example, an original earned grade of “D” may become an earned remediation grade of “F,” which becomes the final grade.
- 11.2.6 For all remediations, the original grade will remain on the transcript but will not be used to calculate the new cumulative grade-point average.
- 11.2.7 The new course grade earned by Directed Study is recorded on the transcript during the term it was completed.
- 11.2.8 Students must complete all necessary remediations within the subsequent term, on the predetermined remediation date(s) on the academic calendar as determined by the Instructor of Record, in conjunction with the Program Director.
- 11.2.9 A student may remediate a course by Directed Study only once.
- 11.2.10 If a student fails to achieve a passing grade of “B” or above in a remediation, they are no longer in satisfactory academic standing and they will be dismissed for academic reasons.
- 11.2.11 A student is required to meet with the course instructor prior to the remediation to review the assessment format and receive academic counseling regarding the course content.
- 11.2.12 The instructor will be responsible for grade submission following Directed Study.
- 11.3 Remediation by Re-enrollment**
- 11.3.1 Re-enrollment may result in a modified course of studies, and may be offered as a requirement by the CAP committee. This option may be granted to students who have had extenuating circumstances requiring them to repeat coursework in which there was poor performance.
- 11.3.2 A student repeating a course through re-enrollment is required to register for that course with the Office of the Registrar.
- 11.3.3 The grade earned during re-enrollment in the course is recorded on the



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transcript, and will be used to calculate the GPA during the term in which it was completed.

- 11.3.4 In all cases, the original failing grade will remain on the student's transcript but will not be used to calculate the student's cumulative grade point average.
- 11.3.5 The full grade scale will be available to a student participating in course re-enrollment.
- 11.3.6 Any student who does not adhere to the agreed upon re-enrollment plan is subject to academic dismissal.
- 11.3.7 Tuition and fee information is available on the University website.

### **12. SATISFACTORY ACADEMIC PROGRESS**

- 12.1 Students enrolled at the University are expected to make, at minimum, satisfactory academic progress. Satisfactory academic progress is defined in Section 13.5.
- 12.2 A student who is experiencing academic difficulty should, at their earliest opportunity, first speak with the course instructor as well as the Program Director regarding their performance.
  - 12.2.1 Secondly, the student should contact the Office for Academic Success regarding personal counseling opportunities, or other related matters.
- 12.3 An audited course is not counted for these purposes.
- 12.4 Under usual circumstances, a matriculated student must complete all didactic coursework in no more than 2 years (not including approved Leaves of Absence) and each student must present evidence of continuing to make satisfactory academic progress at all times. The Post-baccalaureate Program in Health Sciences Program Director, or their designee, must approve any exceptions to this total length of program.

### **13. END OF TERM ACADEMIC STANDING**

- 13.1 The course instructor(s) will evaluate the performance of all students registered within a course at the end of each grading period. The instructor of record will submit student grades to the Office of the Registrar.
- 13.2 The Office of the Registrar will make official entry of the grades into the student record. The academic standing of each student will be reviewed and determined by the Program Director and program faculty at an

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Academic Progress Meeting. Academic standing categories include: Satisfactory Academic Standing, Academic Probation, and Academic Dismissal (see Section 13.5).

- 13.3 If a student is not making satisfactory progress in the program, they will receive notification from the Dean and/or their designee. The student is required to meet with the Program Director and other individuals as designated.
- 13.3.1 A student is expected to make themselves aware of services available and individuals who can help them take action to resolve his/her academic difficulties.
- 13.4 Failure to comply with directives from the Program Director or their designee may result in dismissal of the student from the academic program. The matter may then be referred to the Committee on Academic Promotions for review and further action.
- 13.5 Categories of Academic Standing**
- 13.5.1 Satisfactory Academic Standing: Students are in satisfactory academic standing when progressing in the curriculum and attaining a cumulative grade point average (GPA) greater than or equal to 3.0 and with no more than two grades of C or lower in coursework, or no failing (F) grade earned during the term being reviewed to determine the student's academic standing.
- 13.5.2 Academic Probation: A student is considered on academic probation when: The student's cumulative GPA at the end of a term falls below 3.00, or has more than 2 grades of C or lower on his/her recorded transcript; or the student receives a failing grade (F) in any course
- 13.5.2.1 Students on Academic Probation with more than two grades of C or lower must improve one of those grades by re-enrollment or remediation. The Program Director will advise the student which course grade should be addressed and whether re-enrollment or remediation is warranted. A grade of B must be obtained to successfully substitute the C or lower grade.
- 13.5.2.2 Academic Probation status for students with grade point averages below 3.0 is removed by obtaining a cumulative GPA greater than or equal to 3.0 at the end of the subsequent 6 credits.
- 13.5.2.3 When a student is placed on Academic Probation they are encouraged to consult with the Center for Personal and Professional Development and required to meet with the Program Director. The student is expected to take action to resolve his or her academic difficulties.

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- 13.5.3 Academic Dismissal: A student will be dismissed from the academic program when:
- 13.5.3.1 The student does not achieve the required cumulative 3.0 grade point average (GPA), (excluding earned grades of “F” within the prescribed re-enrollment period), within the next semester following being placed on academic probation, if the student is full-time.
  - 13.5.3.2 The student does not achieve the required cumulative 3.0 grade point average (GPA), (excluding earned grades of “F” within the prescribed re-enrollment period), within the next 6 credits following being placed on academic probation.
  - 13.5.3.3 The student receives a failing grade (F) in any two courses at any time in the program, whether in the same or different term(s). This includes subsequent failure of a remediation or re-enrollment.
- 13.5.4 Dismissal for Other Reasons: In addition to the academic reasons for dismissal listed above, the program reserves the right to terminate the enrollment of any student, at any time, for what the program, Faculty and Administration believe to be good and sufficient reasons.
- 13.5.4.1 These reasons may include, but are not limited to, his or her demeanor, base knowledge, character, as well as any form of cheating, plagiarism, unprofessional conduct or failure to pass a required criminal background check. Students are to read the *University Student Code of Conduct* for additional information.
  - 13.5.4.2 The Post-baccalaureate Program in Health Sciences assigns great importance to self-discipline, the ability to work pleasantly with others, and the ability to conduct oneself in a professional manner. Demonstration of deficiencies in any of these qualities is viewed by the program as evidence that the student is not suited to a professional career and constitutes adequate cause for dismissal regardless of academic performance.

## **14. REINSTATEMENT AND DISMISSAL APPEAL**

### **14.1 Reinstatement Without Appeal**

- 14.1.1 A student who has been dismissed for academic reasons may be reinstated to the academic program, upon the recommendation of the Program Director or their designee, without having to formally appeal to the CAP.
- 14.1.2 A student will be so notified in writing by the Program Director of the conditions of reinstatement within five (5) business days of the date of the Academic Progress Meeting.

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### **14.2 Reinstatement with Appeal**

14.2.1 A student who is dismissed for academic reasons and not granted Reinstatement Without Appeal has the right to request a personal hearing for Reinstatement with Appeal with the CAP.

14.2.2 A student who is dismissed for academic reasons must notify the Office of the Registrar in writing no later than three (3) business days after receipt of notification of academic dismissal from Dean of their intention to appeal the dismissal.

14.2.2.1 A student who fails to contact the Office of the Registrar three (3) business days of receipt of notification of dismissal will forfeit their right to appeal.

14.2.3 If the student wishes to appeal the dismissal, the appeal should be addressed to the CAP and submitted to the Registrar. Included in this letter of appeal should be a written explanation of why the student feels that their appeal for reinstatement should be considered and granted by the CAP. The student must also indicate if they will appear in person before the CAP.

14.2.4 A student requesting an appeal will have a hearing scheduled with the CAP and be notified of the scheduled time at least 5 business days in advance of the hearing should they wish to appear in person before the Committee.

14.2.5 The student must submit all other information and supporting documents in writing to the Chairperson of the CAP, via the Office of the Registrar, at least two (2) business days prior to their scheduled appeal.

14.2.5.1 The Committee will have access to all documents submitted by the student and faculty pertinent to the appeal, the student's complete files, student transcripts provided by the Registrar, and documentation of previous appeals, if applicable.

14.2.6 The student may make an oral presentation to the Committee during the appeal hearing; however, such a presentation is not required.

14.2.7 The Registrar must make a formal notation in the student's Permanent Record File concerning the student's choice regarding appeal.

## **15. COMMITTEE ON ACADEMIC PROMOTIONS (CAP)**

### **15.1 Composition of the PCO Committee on Academic Promotion**

15.1.1 The PCO Committee on Academic Promotion (CAP) is a standing

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committee appointed by the Dean. The committee is composed of four faculty members (three voting members and one Chair of the Committee).

- 15.1.2 The Dean may select a faculty member to serve as an alternate member of the PCO Committee on Academic Promotion in the event of unavailability of a named committee member, or for instances in which a committee member has recused themselves or has been disqualified.
- 15.1.3 Representatives from the University Office of the Dean of Student Affairs and the Office of the Registrar are non-voting members of the PCO Committee on Academic Promotion. If appropriate, the committee may call upon representatives from the University for additional information.
- 15.1.4 Three faculty members of the PCO Committee on Academic Promotion must be present to consider an appeal for reinstatement.
- 15.1.5 Any member of the PCO Committee on Academic Promotion may recuse or decline participation in any hearing.
- 15.1.6 The student may send a request to the Dean to disqualify one faculty member of the Committee without stating a reason. A request to disqualify more than one member of the Committee requires a written explanation. Any request for disqualification must be submitted to the Office of the Registrar and addressed to the Dean at least 3 business days in advance of their scheduled hearing.
- 15.2 Responsibilities of the PCO Committee on Academic Promotion**
- 15.2.1 The PCO Committee on Academic Promotion is responsible for hearing appeals for reinstatement from any student who has been dismissed based on criteria outlined in the Academic Progress Evaluation (Section 13).
- 15.2.2 The PCO Committee on Academic Promotion will consider and may act upon the written petition and/or a personal appeal.
- 15.2.3 The Committee may review grades and summaries concerning professional development and any extenuating circumstances, i.e., events beyond the student's control.
- 15.2.3.1 The Committee will have access to any prior CAP appeal decisions as part of the review.
- 15.2.4 The Committee shall then decide either to uphold the dismissal; or reinstate the student either immediately, or at a future date.
- 15.2.5 If the Committee's decision is for reinstatement, the prerogatives of the PCO Committee on Academic Promotion may include, but are not limited

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to, requiring the student to:

Take a remediation examination(s);

Re-enroll in specific course(s);

Continue enrollment under a modified program;

Repeat specific courses even if previously passed;

Repeat an academic year of study;

Obtain academic counseling and/or tutoring; or,

Obtain academic, medical, or psychological evaluation(s).

- 15.2.6 The Dean will review the conditions put forth by the CAP Committee on Academic Promotion. The Program Director, or their designee, in conjunction with the Associate Dean of Optometric Special Programs will advise the student.
- 15.2.7 Students who are required to re-enroll and repeat a course are responsible for the academic/clinical work and examination(s) as outlined and required in the syllabus at the time of the course reenrollment. The Dean or their designee, in consultation with the faculty for that course, will outline alternate conditions for said re-enrollment in writing.
- 15.2.8 A student who has been dismissed for academic reasons is not eligible for remediation or re-enrollment in any course, nor may they participate in any clinical activities without prior permission from the Dean.
- 15.2.9 During the appeal process students may audit a didactic course (lecture, laboratory, seminar, and/or other courses) unless otherwise prohibited.
- 15.2.10 Remediation or re-enrollment may occur only after a student is formally reinstated.
- 15.2.11 The faculty, the PCO Committee on Academic Promotion, the Office of Student Affairs, the Office of Academic Affairs and/or the Program Director will closely monitor the performance of all reinstated students. Their continuance at the College will depend on successful compliance with the articulated Conditions of Reinstatement.
- 15.3 Conduct of the PCO Committee on Academic Promotion Hearing**
- 15.3.1 The hearing shall be conducted in such a manner as to give the student the full opportunity to explain the reason for their unsatisfactory academic performance.
- 15.3.2 The Committee will have access to the student's complete files, including documentation of previous appeal(s) if any exist.

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- 15.3.3 By appealing the dismissal, the student authorizes the committee to review relevant information including, but not limited to, grades, faculty interviews, summaries concerning professional development, and any extenuating circumstances (i.e., events beyond the student's control).
- 15.3.3.1 The student should realize that unsatisfactory performance based on poor or unwise judgment (e.g., spending too much time on nonacademic activities such as working inside or outside the College, excessive participation in student activities, and/or poor study habits) is not an acceptable explanation for poor academic performance.
- 15.3.3.2 Consideration is given to possible extenuating circumstances, (i.e., events beyond the student's control), which may have interfered with academic responsibilities and performance. Verifiable evidence of such circumstances is required to be submitted to the Committee as part of the written statement of appeal.
- 15.3.4 A primary focus of the Committee is determining the student's potential for future academic success. Extenuating circumstances alone may not provide sufficient reason for reinstatement of the student. The PCO Committee on Academic Promotion grants reinstatement only if the Committee is convinced that the student is capable of making marked improvement in their academic performance. The student has the right to provide written letters of support from faculty members or other directly relevant individuals.
- 15.3.5 The appeal hearing will be conducted in a manner as to provide a fair evaluation of the student's performance. It will not be restricted unduly by rules of procedure or evidence, nor shall deviations from prescribed procedures invalidate a decision or proceeding unless significant prejudice to a student results.
- 15.3.6 The appeals process is not a formal legal proceeding. Although a student may seek and retain legal counsel at the student's own expense, the role of legal counsel is limited to advising the student. Legal counsel may attend the hearing but may not actively participate in the hearing as an advocate to examine witnesses, to make opening or closing statements, to direct discussion, or to present the student's case on their behalf. Securing the availability of counsel at the scheduled hearing time and date is the responsibility of the student. A student who wishes to exercise the option of legal counsel attending the hearing must notify the Office of the Registrar, in writing, at least (2) business days in advance of the hearing.
- 15.3.7 Requests for an extension to scheduling an appeal should be made in writing by the student, addressed to the Chair of the PCO Committee on Academic Promotion and submitted to the Office of the Registrar at least two (2) business days prior to their scheduled hearing. Extensions may

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be granted when the presence of extenuating circumstances has been established clearly, or when a strong case has been made that additional information pertinent to the appeal cannot be made available by the time the appeal would be heard normally.

- 15.3.8 The appeal hearing will be private. The Chair of the PCO Committee on Academic Promotion will determine the number of persons to be admitted to the hearing. Those attending will treat all information confidentially.
- 15.3.9 The hearing shall be electronically recorded. The recording remains the property of the University and will be secured by the Office of the Registrar. If the student appellant wishes to obtain a transcribed copy of the hearing, a written request must be submitted to the Office of the Registrar. A fee will be charged to cover the transcription expense.
- 15.3.10 The Office of the Registrar will provide the complete University file and academic record of each dismissed student for review by members of the PCO Committee on Academic Promotion at the appeal hearing. The Committee may also seek written or verbal statements of evaluation from faculty and staff regarding the student's academic record and potential, and/or the Committee may ask such individuals to appear before the Committee.
- 15.3.11 The student shall be notified in writing of the action of the PCO Committee on Academic Promotion, including all requirements set forth by the Committee, within five (5) business days following the hearing. Should the Committee require further information or time for deliberation; the student will be informed of the date by which a decision is to be rendered beyond the five (5) business days.
- 15.4 Advisement and Assistance Available to Students Regarding the CAP**
  - 15.4.1 The Dean of Student Affairs is available to:
    - 15.4.1.1 Interpret for students the actions of the CAP.
    - 15.4.1.2 Inform students of recommendations rendered during Academic Progress meetings concerning unsatisfactory academic performance and/or behavioral concerns, but will not attribute comments to specific faculty members.
    - 15.4.1.3 Review with students the steps in the appeals process.
  - 15.4.2 A member of the Office of Student Affairs is also available to direct the student to counseling services, offered by the Center for Personal and Professional Development .



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### 15.5 **Appealing a Decision of the CAP Not Involving Dismissal**

15.5.1 This section pertains to any student who has been asked to re-enroll, remediate or reexamination of a course or clinical observational activity, or assumes a modified program.

15.5.2 Students may appeal non-dismissal actions of the CAP in the form of a letter directed to the Dean.

15.5.3 This letter of appeal must be addressed to the Dean and received in the Office of the Registrar **within five (5) business days**, not including the day of the student's receipt of the letter notifying them of the actions of the CAP. It should clearly delineate the reason for the appeal.

15.5.4 The Dean, in conjunction with the Program Director, will consider every case in which a student requests an appeal.

15.5.5 In the case the Dean is the instructor in a course in which the student is asked to re-enroll, remediate, or re-examination, the Associate Dean of Optometric Special Programs, or their designee, will consider the student's appeal.

15.5.6 Students may also elect to have forwarded to the Dean written statements from faculty members or other directly related individuals in support of their appeal. The Dean may request a meeting with the student in this process.

15.5.7 The Dean will consider and rule on the appeal, and may uphold, modify, or reverse any previous decision.

15.5.7.1 The Dean may serve alone or may select up to three members of the faculty, administrative staff or others, as they deem appropriate, to serve as an Appeals Advisory Committee to gain the benefit of their input prior to rendering a final decision.

15.5.8 The Dean or their designee will commence consideration of the appeal and make a final ruling within five (5) business days, not including the day the student's letter of appeal is received in the Office of the Registrar.

15.5.8.1 The Dean's decision will be made within ten (10) business days, not including the day the student's letter of appeal is received in the Office of the Registrar.

15.5.8.2 Should the Dean require additional time for deliberation, the

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student will be informed of the date by which a decision is to be rendered beyond the ten (10) business days.

- 15.5.9 The student shall be notified in writing of the decision of the Dean concerning the appeal.
- 15.5.10 The decision of the Dean is final and there is no further appeal within the college or University.

### 15.6 **Appealing a Decision of CAP Involving Dismissal**

- 15.6.1 The student may request an appeal to the Dean when the decision of the PCO Committee on Academic Promotion is to uphold a dismissal.
- 15.6.2 The request must be made in writing by the student in a letter addressed to the Dean and is limited to an **administrative review**, indicating alleged improprieties in the process/hearing by/before the PCO Committee on Academic Promotion, or new information that was unavailable to the student at the time of the hearing before the PCO Committee on Academic Promotion. The request is not to be used for additional fact finding. New information, **which was available but not presented** to the PCO Committee on Academic Promotion by the student, will not be considered.
- 15.6.3 This letter of appeal must be received by the Office of the Registrar within five (5) business days, not including the day of the student's receipt of the letter notifying them of the actions of the PCO Committee on Academic Promotion.
- 15.6.4 The purpose of the appeal is to ensure that appropriate procedure has been adequately followed so that the opportunity clearly existed to introduce extenuating or other mitigating circumstances.
- 15.6.5 The Dean or their designee may serve alone or may select up to three members of the faculty, administrative staff or others, as they deem appropriate, to serve as an Appeals Advisory Committee to gain the benefit of their input prior to rendering a final decision.
- 15.6.6 If convened, the Appeals Advisory Committee shall commence to consider the appeal within five (5) working days after receipt of the written notice of the appeal, not including the day of receipt of the appeal letter by the Office of the Registrar.
- 15.6.7 The review will be carried out using all available documents, records of the Committee on Academic Promotion, and, if necessary, testimony by the CAP Committee Chair or other individuals, as deemed appropriate by the Dean or the Appeals Advisory Committee.

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- 15.6.8 The student may elect to forward to the Office of the Registrar written statements in support of the appeal. The student may be given the opportunity to appear in person before the Dean and the Appeals Advisory Committee, if convened.
- 15.6.9 Upon completion of their investigation and deliberation, the Dean shall render their decision or the decision of the Appeals Advisory Committee in writing to the student. The student shall be notified of the decision in writing within ten (10) business days of having filed the request for appeal with the Office of the Registrar, not including the day the appeal is received in the Office of the Registrar.
- 15.6.10 The student shall be accorded full student rights and privileges until all appeals have been exhausted with the exception of participation in patient care activities.
- 15.6.11 The decision of the Dean is final. There are no further appeals within the College.
- 15.6.12 The student has a right to appeal the CAP decision to the University level by writing a formal letter addressed to the Provost/VPAA and sent to the Registrar's Office. The Provost/VPAA decision is final, there are no further appeals within the University.

## **16. STUDENT RECORDS**

### **16.1 Student Records and Files**

- 16.1.1 The Registrar is responsible for maintenance of all official academic records of students. The University's policy regarding creation and maintenance of student records is based upon practices recommended by the American Association of Collegiate Registrars and Admissions Officers. In addition, the school's policy is governed by regulations affecting educational institutions, written by the Department of Health and Human Services, the Department of Education or any other government agency. Students may review a copy of these policies in the Office of Student Affairs.
- 16.1.2 The University maintains a Permanent Record File on each student. Included in a student file are the original application form, the undergraduate and graduate record, if applicable, and the letter of acceptance. Subsequent to the enrollment of the student at Salus University, the student file contains course enrollment forms, grades, letters of correspondence concerning the student, letters indicating actions of the Committee on Academic Promotions, communications concerning scholarships, and other correspondence relating to the student's education at Salus University.

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16.1.3 In addition to written material kept in the student file, the University maintains computerized general information about each student, courses taken, grades, summary statements of academic action, and enrollment information.

16.1.4 It is institutional policy that the material contained in the student records is confidential, with transfer of such information within the school permissible only for legitimate academic purposes. The school complies with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 and subsequent amendments.

### **16.2 Examination of Student Records**

16.2.1 A student, by means of written request to the Dean of Student Affairs and the Registrar, may examine his or her student records at the University. These records shall be made available to the student for review as promptly as possible. The records shall be examined in the office in which they are kept, under observation of administrative personnel, and shall not be altered, destroyed, or removed from the office. Material in records which relate to more than one individual will not be made available for direct review, but the student will be told the information on such records as it relates to him or her. Former students have the same access to their records as those currently enrolled, however, certain information will not be retained on a permanent basis by the University (e.g. admissions materials, registration forms, and course withdrawal forms). All persons must sign the written form kept within the record and indicate the date and the reason for the review.

16.2.2 A student may obtain a copy of their student record. The costs of photocopying or duplicating records shall be borne by the student.

16.2.3 A student may challenge the accuracy of information contained in their record, or may challenge that information if a record represents an undue invasion of the student's privacy. In the case of a challenge, the student should meet with the faculty member or administrative official responsible for the information being questioned. The faculty member or administrative official may, through discussions with the student, concur with the challenged points and correct or delete the information accordingly. Those corrections or deletions must be made in writing. If a change in grade is submitted, the faculty member must indicate in writing the reason for doing so and complete the appropriate Change of Grade Form. If the faculty member is unwilling to amend the academic record, the student may appeal to the Program Director.

16.2.4 Any review of information in the file by faculty members and administrative officers, other than by those persons responsible for

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keeping the records, requires the dated signature of the faculty member or administrative official on a written form kept within the records. The reviewer must include a brief statement indicating the reason for review of the record.

### **16.3 Transfer of Student Information**

16.3.1 The student will be notified of the transfer of any information within the student file to persons or institutions other than those associated with or affiliated with Salus University. Such information may be transferred only:

16.3.1.1 By reason of a valid subpoena or judicial order of a court;

16.3.1.2 To federal or state educational agencies provided the agency requests the information in writing and specifies the purpose for acquiring the information;

16.3.1.3 To organizations responsible for the accreditation of the University;

16.3.1.4 Upon written request of the student to persons they designates (e.g., educational institutions, hospitals, and licensing boards, etc.).

16.3.1.4.1 It must be noted that the University or College is not permitted to send to other agencies or individuals copies of non-University transcripts, admission test scores, or other non-University score reports or information. Requests for copies of those transcripts or scores must be made directly to the organizations that originally provided such information.

16.3.2 The Office of the Registrar will prepare transcripts of students based upon information in the student file. The student must request in writing the persons, institutions, or licensing boards to which the letters or transcripts are to be sent. The student may also request a copy of the transcript(s) and may challenge the accuracy of the information to be transmitted. The initial challenge should be made to the Registrar, who prepares the letter or transcript, with the ultimate appeal to the Dean of Student Affairs.

16.3.3 The records of students shall be kept under the name used for admission to the University, unless the student files a Change of Name Form with the Office of the Registrar while in attendance at the University. Names cannot be modified after the student's graduation.

### **16.4 Release of Information (Grades, Tests, Scores, etc.)**

16.4.1 Official grades can be transmitted from the University to another institution only through the Office of the Registrar. The Program may not transmit grade information on behalf of the Office of the Registrar to another institution, department, individual faculty member, Registrar, etc.

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- 16.4.2 If a student requests a letter of recommendation, the individual faculty member may state only the grade earned in the University's Post-Baccalaureate Program in Health Sciences course(s) and a narrative that describes the faculty member's first-hand knowledge and experience of the student. Information obtained from outside sources will not be included.
- 16.4.3 Copies of examinations with or without answers may be made available to students at the instructor's discretion. Curves, distribution, etc., may be posted if desired. However, any posted scores must contain a statement to the effect that they do not constitute a final course grade.
- 16.4.4 When posting grades, faculty members will follow Federal and State Laws that prohibit the posting of scores, grades, or other information that can in any way identify a student.
- 16.4.5 Scores on examinations and assignments may be given to students on an individual basis (i.e., placed in the student's standard in a "sealed" manner, or posted electronically).

### 16.5 **Transcripts**

- 16.5.1 Only final grades appear on transcripts. When a student fails a course, the grade appears on the transcript as well as the re-enrollment grade(s) when applicable (see Section 21). The final transcript grades issued at graduation cannot be modified or challenged except for clerical errors.

## 17. **ENROLLMENT**

- 17.1 The University expects that all candidates for degrees and certificates will normally be enrolled during consecutive academic periods until the completion of the requirements for the degree or program have been completed. Exceptions must be approved by the Program Director.

## 18. **LEAVE OF ABSENCE**

### 18.1 **Leave of Absence Policy**

- 18.1.2 Refer to the *Student Leave of Absence Policy* on the University's website for detailed information about leaves of absence.

### 18.2 **Program Placement upon Return from a Leave of Absence**

- 18.2.1 Upon returning from a Leave of Absence, regardless of the type, the student's permanent record and status is reviewed by the Post-baccalaureate Program in Health Sciences Program Director. A repeat of course(s), clinical observation, or other academic conditions may be required if deemed necessary. Additional fees for repeated work will also apply

## POST-BACCALAUREATE PROGRAM IN HEALTH SCIENCES ACADEMIC POLICY

### 19. WITHDRAWAL FROM THE POST-BACCALAUREATE PROGRAM IN HEALTH SCIENCES

19.1 The following sets forth policy guidelines for student withdrawal from the Post-baccalaureate Program in Health Sciences. The sections that follow describe policies and administrative actions to protect the interests of students and of the University. Unusual problems, not anticipated by this document, may arise. They will be reviewed and handled according to the individual circumstances.

19.1.1 A student may withdraw voluntarily from the Program at any time. A student who wishes to withdraw must communicate directly with the Post-baccalaureate Program in Health Sciences Program Director and Dean of Student Affairs. The student must notify in writing of the withdrawal and the reason(s) for the withdrawal.

19.2 The official records of a student who does not formally withdraw from the program will not be released until the student has obtained the required signatures on the withdrawal form and returned the form to the Office of the Registrar.

19.3 A student who wishes to seek readmission to the Post-baccalaureate Program in Health Sciences must follow the procedures outlined in Section 20 (*Readmission*) of this policy.

19.4 If the student is granted readmission, the Post-baccalaureate Program in Health Sciences Program Director will determine the content of the student's academic program, entry point, conditions, and requirements pertinent to the readmitted student's curriculum.

### 20. READMISSION

20.1 A student who has been dismissed for academic or non-academic reasons or a student who has withdrawn from the Program may seek readmission to the Program.

20.1.1 A student in any of these categories who wishes to be readmitted to the Post-baccalaureate Program in Health Sciences should re-apply to the Office of Admissions in the same way as any new applicant. Application procedures are outlined in the University catalog and online within the University website.

### 21. NON-CERTIFICATE/NON-DEGREE STUDENTS

21.1 An individual may request to officially enroll in selected courses within the curriculum as a non-matriculated student by obtaining written permission

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from the Program Director and registering for the course within the registration period.

- 21.2 This non-certificate registration is recorded as Non-matriculated (NM) on the student's transcript.
- 21.3 The regular course fee is applied to non-matriculated courses.
- 21.4 No more than twenty-four (24) semester hours of credit are permitted for students not matriculated into the Program.

### **22. CERTIFICATE OF COMPLETION REQUIREMENTS**

- 22.1 Students are responsible for understanding all requirements for completion of the certificate program and completing them within the time indicated by the program curriculum.
- 22.2 Awarding of Certificates is contingent upon the satisfactory completion of both academic and professional requirements, which include the standards of conduct described in the *Rights and Responsibilities* Policy and applicable state laws and regulations.
- 22.3 The student must successfully complete the entire required curriculum with a cumulative grade point average of 3.0 or better. The student must also successfully pass each individual course with a grade of "C" or higher for didactic courses, as well as satisfactorily complete all required clinical observational activities earning a grade of Pass. A student is not allowed to obtain their certificate with more than 2 (two) "C" grades on their transcript.
- 22.4 The student must have demonstrated to the satisfaction of the faculty the professional attributes desirable for careers in healthcare professions.
- 22.5 Misconduct such as cheating on examinations, falsifying data, or activities constituting criminal behavior may result in the denial of the pursued certificate, even though the individual has satisfactorily completed the academic program.
- 22.6 The University reserves the rights to place on probation, suspend or dismiss from the institution any student who willfully violates any rule or regulation of the University or the laws of the Commonwealth of Pennsylvania or other state, federal, or local government whether or not convicted in a criminal court.
- 22.7 Upon satisfactory completion of the above academic and professional standards set by the Post-baccalaureate Program in Health Sciences, the



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faculty will recommend candidates to the Dean of the Pennsylvania College of Optometry for the appropriate certificate.

### **23. STUDENTS WITH DISABILITIES**

23.1

The University complies with federal and state regulations regarding students with disabilities. The University is committed to ensure that all students have equal access to educational opportunities at the University so that they can participate freely and actively in all facets of University life. The University, therefore, will make an effort to provide students with reasonable academic accommodations. Students requesting academic accommodations should contact the Office of Academic Success (OAS). Students have the responsibility for requesting assistance and for providing documentation of conditions that may warrant academic accommodations. Once the Director of the OAS has determined that a student has a disability-related need for accommodations, the Director of OAS and the student will address those needs with the student's course instructor(s) and the Post-baccalaureate Program in Health Sciences Program Director to inform them of the specific accommodations.

23.2

A student who does not register each semester with the OAS is not permitted to receive accommodation and may not petition the course instructor(s) directly.