



**OCCUPATIONAL THERAPY DEPARTMENT
ACADEMIC POLICY
August 2021**

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OCCUPATIONAL THERAPY ACADEMIC POLICY

1. INTRODUCTION AND OVERVIEW

- 1.1 This academic policy applies to Occupational Therapy (OT) students enrolled in the College of Health Sciences, Education and Rehabilitation (CHER) at Salus University 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 College of Health Sciences, Education and Rehabilitation (CHER) in conjunction with the Salus University, Educational Policy and Curriculum Committee (EPCC), the Provost/Vice President of Academic Affairs, the Dean of Student Affairs, and the Registrar have developed this policy to uphold the educational standards of Salus University and the CHER College for all students.
- 1.3. This policy will be reviewed by the faculty and administration of the CHER college 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 University's Educational Policy and Curriculum Committee.
 - 1.3.1.1 Substantive changes approved by the EPCC will be shared with all stakeholder groups impacted by the Policy.
- 1.4 Unless otherwise stated, the Dean of the College 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 Dean, in conjunction with the Program Director, is charged with the oversight of the curriculum and other academic matters. The Office of Academic Affairs creates and modifies the curriculum of the program. The Provost/Vice President for Academic Affairs is the chief academic officer of the University and is responsible for final decisions concerning the curriculum and educational policy at Salus University.
- 2.2 The Dean of the College and their staff are charged with the administration of all aspects of the Program.
- 2.3 The Dean of the College, along with the Program Director, is responsible for monitoring the progress of Occupational Therapy students, and developing modified programs when it is deemed necessary to ensure a student's academic success.
- 2.4 The Dean of the College or his/her designee assumes other responsibilities, as delegated and assigned by the Provost/Vice President for Academic Affairs.

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- 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.
- 2.6 Salus University issues a Student Handbook and students are required to provide a written signature acknowledging their receipt and reading of the Handbook.

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 and Dean recommend to the Provost/Vice President for Academic Affairs students for the awarding of degrees based on program requirements.
- 3.3 Faculty are required to use their Salus University email account when communicating with students, faculty, staff and administrators at Salus University.

4. STUDENT RESPONSIBILITIES

- 4.1 Students are expected to check their Salus University e-mail account daily as some correspondence from faculty may be time dependent. In addition, all students are expected to check their Salus 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 Students are required to use their Salus University e-mail account when communicating with faculty, staff and administrators at Salus University.

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Administrators, faculty and staff of Salus University are not responsible for reading or responding to any mail sent by students that is not sent from Salus University e-mail accounts.

5. NON-DEGREE STUDENTS

- 5.1 An individual may request to officially enroll in selected courses within the curriculum as a non-matriculated student by obtaining written permission from the appropriate Program Director and registering for the course within the College registration period.
- 5.2 This non-degree registration is recorded as Non-matriculated (NM) on the student's transcript.
- 5.3 A regular course fee is applied to non-matriculated courses.
- 5.4 No more than nine (9) semester hours of credit are permitted for students not matriculated in a College Certificate or Master's program.
- 5.5 Upon matriculation into a certificate or degree program, a student receiving "B" or better may receive credit for courses in that certificate or degree program with written permission of the appropriate Program Director and the Dean of the College or his/her designee.

6. PROGRAM PREREQUISITES

- 6.1 Specific prerequisite requirements can be found in the current University catalog as well as on the Salus University Website.
- 6.2 Successful completion of the courses, acceptable transfer of credit from another institution, or satisfactorily passing an exemption examination may fulfill prerequisite requirements. Each student must meet with their Program Director (or his/her designee, e.g. Program Advisor), to develop and sign his/her individualized Program of Studies.

7. PATIENT CARE/DIRECT CARE ASSIGNMENTS / CLINICAL PRIVILEGES

This section is not applicable for this Program.

8. ACADEMIC CALENDAR AND CLASS SCHEDULES

- 8.1 The University Calendar provides the beginning and ending dates for each term as well as University holidays.
- 8.2 Any commitments scheduled on days reserved for academic activities are made at the student's own risk.

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- 8.3 Class Schedules are distributed prior to a specific term. Each course syllabus will define its class schedule and requirements.
- 8.4 The University Calendar, the College Calendar and Class Schedules are subject to change due to extenuating circumstances.
- 8.5 Instructors need prior approval from the Dean or his/her designee to change the CHER program, course calendar or class schedule due to extenuating circumstances once it has been published.

9. ATTENDANCE

- 9.1 Attendance is mandatory for all learning activities such as lectures, observations, meetings, conferences, and fieldwork and internship activities as specified by the course instructor and defined in the syllabus. This applies to face-to-face, synchronous and asynchronous on-line activities.
 - 9.1.1 Poor attendance alone may result in a grade of Failure (F).
- 9.2 A syllabus will be distributed for each course and will describe the course requirements, grading, attendance policies, ethical conduct and disability support services.
- 9.3 Each student is responsible for ensuring their own individual access to and use of current technology to meet the attendance requirements of on-line learning.
- 9.4 **Attendance for Direct Service Activities (Co-Teaching, Fieldwork and Internship)**
 - 9.4.1 Attendance at Direct Service sites is mandatory.
 - 9.4.2 The hours and days of professional responsibilities are determined by the Site Supervisor and University Supervisor (i.e., Course Instructor or Program Director) consistent with the site placement's calendar.
 - 9.4.3 If illness, supervisor vacations, or other circumstances prevent a student from maintaining his/her schedule, the appropriate Program Director should be notified immediately.
 - 9.4.4 The Site Supervisor, in consultation with the University Supervisor and appropriate Program Director will determine how and when student absence(s) will be made up.
- 9.5 **Excused Absences from Didactic Activities**
 - 9.5.1 Class participation is defined in each course syllabus. An absence occurs when a student is unable to meet the minimum criteria for participation set forth in the syllabus.

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A student should inform their Program Director and course instructor(s) of family or medical situations which may result in extended class absences. 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 the appropriate Program Director. If a student is aware of an anticipated absence, the student should attempt to complete the coursework before the absence. 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.

- 9.5.2 For an unanticipated absence (e.g., accident, family death, etc.), a student is required to submit proper documentation within 48 hours following his/her return to educational/programmatic activities to the course instructor who will, in turn, notify the appropriate Program Director.
- 9.5.3 Excused absences may include, but are not limited to, the following:
- 9.5.3.1 A statement from a physician that at the time of the mandatory activity, the student was under his/her care and too ill to take the examination or to attend the learning activity.
 - 9.5.3.2 A statement from a physician that a member of the student's immediate family was seriously ill and required the student's presence.
 - 9.5.3.3 A death in the student's immediate family. The relationship of the deceased to the student and the date of the death must be provided.
 - 9.5.3.4 Documented failure of normal or auxiliary means of transportation, when appropriate (e.g., direct service activities).
 - 9.5.3.5 A substantive personal event such as student's wedding.
 - 9.5.3.6 Childbirth (see maternity and paternity policy of the University).
 - 9.5.3.7 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.
- 9.5.4 The determination of whether an absence not specifically covered above is excused shall be decided by the Dean of Student Affairs.
- 9.5.5 All work missed during an excused absence must 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 by the Program Director.

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9.5.6 If absences are excessive, a student may be required to take a leave of absence or withdraw from the course and repeat the course at a later time.

9.6 Excused Absences from Direct Service Activities

9.6.1 In addition to the policies outlined in Section 9.5, the subsequent policies apply to excused absences from Fieldwork, Co-teaching, and Internship activities.

9.6.2 Attendance is mandatory at all Direct Service activities. Part of the professional development expected during study at Salus University is learning the values that make up a competent professional. Failure to immediately inform the Site and University Supervisors of an absence, and its reason, may indicate lack of sensitivity to this important professional value.

9.6.3 A student must inform the Site Supervisor and the appropriate University Supervisor of any absence immediately.

9.6.4 Two excused absences will be permitted for each Direct Service experience.

9.6.5 All work must be completed within a period of time designated by the University Supervisor and appropriate Program Director. If making up for excused absences takes the student beyond the semester, the student will receive an Incomplete (I) until the required work is complete (see Section 13.4 – Incomplete). Each student must meet their respective national professional standards and required number of direct service hours.

9.7 Unexcused Absences from Didactic and Direct Service Activities

9.7.1 An unexcused absence is any absence that does not meet the criteria for being an excused absence, as outlined in the above sections. This policy applies to all face-to-face, synchronous and asynchronous on-line, and direct service activities.

9.7.2 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.

9.7.3 A pattern of unexcused absences could also result in dismissal from the University for unprofessional conduct.

9.7.4 A student may be placed on academic warning, probation, or be removed from course activities by the appropriate Program Director if the student fails to meet course responsibilities because of consistent lack of attendance/participation in instructional activities. These matters may then be referred to the appropriate Committee on Academic Promotions for review and further action.

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9.8 Lateness in Direct Service Activities

9.8.1 Students reporting to a direct service assignment more than ten minutes late will be considered as having been absent either from the lesson or the day of services as determined by the Site Supervisor. When providing community-based services, if the student is not present at the appointed time the Site Supervisor is well within his/her right to leave without the student and the entire day may be recorded as missed. If the service is being provided at a center based- program, then it is possible that only one lesson will be missed. The absence/missed activity will be recorded as excused or unexcused based on the criteria outlined in Section 9.6 or 9.7 above.

10. ELECTIVE COURSES

This section is not applicable for this Program.

11. COURSE CONCERNS / ACADEMIC ENVIRONMENT

11.1 Course problems 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 Dean of the College or his/her designee.

11.2 In the event that the Dean is the course instructor or is otherwise a direct participant in the underlying dispute, then the student should contact the Provost/ Vice President of Academic Affairs.

11.3 Classroom discrimination or sexual harassment concerns should be brought to the attention of the Dean of the College or Affirmative Action Officer or the Provost/Vice President of Academic Affairs.

12. EXAMINATIONS

12.1 General Policies

12.1.1 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 on-line course examinations.

12.1.2 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 be directed to the appropriate Program Director.

12.1.3 Infractions of the examination policies are considered serious offenses. Any student guilty of infractions will be penalized in an appropriate manner, including the possibility of expulsion from Salus University. These matters will be referred to the Judicial Committee for review and further action.

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12.1.4 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.

12.2 Examination Schedules

12.2.1 Exam schedules are determined by the course instructor and are identified in each syllabus.

12.2.2 Examination schedules are subject to change for academic or unanticipated reasons.

12.2.3 In the event of an emergency situation, information will be provided about school closing on the Student Hotline at 215-780-1314. Students should consult the Student Handbook for additional information regarding an Emergency School Closing. Students scheduled for face-to-face classes for a course offered at satellite locations will follow procedures for notification of class cancellation as discussed among teaching faculty, on-site state coordinators, and students.

12.3 Examination Attendance

12.3.1 Students are required to take examinations as scheduled. If a student is ill and is unable to take the examination, he or she must notify the course instructor, appropriate Program Director and Dean of Student Affairs prior to the exam and have his/her physician submit a written report of the illness. In cases of other emergencies (e.g. death of immediate family member), the instructor, Program Director and Dean of Student Affairs should be notified and may authorize an excused absence from the exam. Unexcused absences will result in a grade of zero (0) for the missed exam.

12.3.2 A student must be registered for any given course before he or she may take the course's 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 student receives a grade for a registered course.

12.4 National Examinations

12.4.1 Passage of a national examination(s) is not included as part of CHER program requirements. However, passage of such examinations is required for many jobs in professions serving individuals with disabilities. Therefore, the taking of such examinations specific to certification in various fields of study in the College of Health Sciences, Education and Rehabilitation is recommended.

12.4.2 Students should consult their discipline's professional organization, state departments of education, and other appropriate websites for general information and registration procedures. All other questions should be directed to the appropriate Program Director.

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12.4.3 When undertaken, each student is encouraged to release his/her national test scores to the College, as these scores provide information vital to the University's ongoing curriculum assessment efforts.

13. ASSESSMENT AND GRADES

13.1 Grading System

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

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

13.1.3

Grade	Range	Interpretation	Grade Points Earned per Term Hour
A	93.00 – 100.00	Indicates exceptional performance	4.00
A-	90.00 – 92.99		3.70
B+	87.00 – 89.99		3.30
B	83.00 – 86.99	Indicates good performance	3.00
B-	80.00 – 82.99		2.70
C+	77.00 – 79.99		2.30
C	73.00 – 76.99	Indicates minimally acceptable performance	2.00
C-	70.00 – 72.99		1.70
F	≤ 69.99	Failure – Unsatisfactory performance	0.00
(A grade of C is considered a passing grade for didactic courses only. Direct service courses (e.g., Fieldwork, Co-teaching and Internship) require a grade of B or better for a student to pass the course.)			
Other Designations		No Grade Points Earned	
H	Honors – Outstanding performance	Assigned credit earned	
P	Pass – Satisfactory performance	Assigned credit earned	
CR	Credit		
AU	Audit	No credit earned	
I	Incomplete	No credit earned	
R	Deferred – course work in progress	No credit earned	
W	Withdrawal	No credit earned	

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13.2 Failing Grade (F)

13.2.1 Failures in courses must be removed within the next academic term in which the course is offered. If the grade of failure is not removed within that time, the student will be dismissed for academic reasons.

13.2.2 All Failures (F) must be removed prior to beginning Internship.

13.2.3 The highest possible grade for a student who is reenrolling in a course is "B".

13.2.4 A student who has not removed the failing grade within the above timeframe will not be permitted to continue in the academic program without the written approval of the Dean of the College of Health Sciences, Education and Rehabilitation or his/her designee.

13.2.4.1 After receiving this written approval, a student may be subject to special academic stipulations as determined by the Course Instructor and Program Director, with approval of the Dean of the College or his/her designee.

13.2.4.2 While students are permitted to re-enroll in a failed course one time, students who receive a failing grade twice in the same course will be dismissed from their academic program.

13.3 Direct Service Grades

13.3.1 At the conclusion of each Direct Service (Co-Teaching, Fieldwork and/or Internship) course, grades are rendered by the Program Director based on the recommendations of both the Site and University Supervisors.

13.3.1.1 A grade of B or better is required to pass any course that involves direct service.

13.4 Incomplete (I)

13.4.1 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 9).

13.4.1.1 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.

13.4.2 Incompletes must be resolved within 45 calendar days after the end of the term in which the "I" grade was received.

13.4.2.1 The Dean of CHER may grant an additional 30 calendar day extension period, if written documentation is provided by the student confirming that extenuating circumstances exist. If unresolved after a total of 90 days, the Registrar will change the Incomplete (I) grade to a Failing (F) grade unless

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the student has been granted a Withdrawal (See Section 13) from the course and a Leave of Absence from the program.

- 13.4.2.2 An Incompletes (I) in a pre-requisite course must be removed prior to beginning the subsequent course.
- 13.4.2.3 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.
- 13.4.3 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.
- 13.4.4 The final grade of a student who receives an Incomplete is the decision of the course instructor.

13.5 Deferred (R)

- 13.5.1 In certain courses where the normal work of the course extends beyond the scheduled period, a Deferred (R) grade may be granted with prior approval from the course instructor, appropriate Program Director, and the Dean of the College or his/her designee.
- 13.5.2 The grade of Deferred (R) may also be assigned with the approval of the Dean of the College or his/her designee if all required work in a course is completed, but a grade is unable to be determined and additional time is required to consider or investigate a grade.
- 13.5.3 Deferred grades must be resolved within one year after the end of the term in which the grade was earned.
- 13.5.4 For students not in good academic standing, when the deferred (R) designation is used, the course instructor, or the appropriate Program Director, will make available to the Registrar, in writing, the tentative student grade based on the student's performance to date.
 - 13.5.4.1 The Registrar will transmit this information to the Program Faculty, the Dean of the College or his/her 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.

13.6 Withdrawal (W)

- 13.6.1 **Withdrawal from a Course:** To withdraw from a required course, a student must obtain the approval of the appropriate Program Director. The desire to avoid a low grade is not an acceptable reason for withdrawal from a course.

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13.6.2 Withdrawals from any direct service activity (i.e., Fieldwork, Co-teaching, and Internship) are subject to the approval of the appropriate Program Director and subsequent approval of the Dean of the College or his/her designee.

13.6.3 **Withdraw from a Program:** To withdraw from a program, a student must obtain approval from the Dean of the College or his/her designee

13.7 **Audit (AU)**

13.7.1 A student in a degree or certificate program may elect to officially audit any course within the curriculum by obtaining written permission from the course instructor and Program Director. A student then registers for the course during the College registration period.

13.7.2 The student is required to provide the Registrar's Office the written approval of the Instructor and the Program Director no later than the tenth (10th) business day of the term.

13.7.3 This noncredit registration is recorded as Audit (AU) on the student's transcript. There is no credit earned for auditing a course (See Section 13.1.3).

13.7.4 A course audit fee will be charged.

13.7.5 Non-degree students may be permitted to audit courses, under special circumstances, with the written approval of the appropriate Program Director.

13.7.5.1 The Registrar will notify the course instructor when a student has approval to audit a course.

13.7.6 A course taken on an audit basis will not count toward the fulfillment of degree or certificate requirements.

13.8 **Drop/Add Period**

13.8.1 The Drop/Add Period is the first ten (10) business days of each academic term, unless otherwise stated by the Office of the Registrar.

13.8.2 If a student decides to drop/add a course, he/she must use the appropriate on-line portal and return it to the Office of the Registrar during this time period

13.8.3 The dropped course will not appear on the student's permanent record.

13.9 **Grade Mediation**

13.9.1 A student who has a concern or complaint about a reported 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

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misunderstandings and will attempt to achieve consensus on any disagreements over grades.

- 13.9.2 If the student and the instructor disagree about the student's grade, the student may appeal the grade decision, in writing, to the appropriate Program Director. If the Program Director is the course instructor, or if the student disagrees with the ruling of the program director, an appeal may be made to the Dean of the College.
- 13.9.2.1 The Dean's decision is final. There is no further appeal within the College.
- 13.9.3 In the event that the Dean of the College teaches the course in question, the written appeal is made to the Provost/Vice Preside of Academic Affairs.
- 13.9.3.1 The decision of the Provost/Vice President of Academic Affairs is final; there is no further appeal within the University.
- 13.9.4 Any challenge of a course grade must be made within 30 days from the date of issue by the Office of the Registrar.
- 13.9.4.1 The original grade assigned by the instructor remains on the student's record while the appeals process is in progress and will be changed only if the appeal is successful.
- 13.9.4.2 All grades are considered permanent if not challenged within the time frame specified in Section 13.10.
- 13.9.5 A grade change will be recorded in accordance with Section 13.10 of this policy – *Change of Grade*.
- 13.9.6 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 the grade was posted.
- 13.10 Change of Grade**
- 13.10.1 Once submitted to the Registrar, no grade may be changed without the written consent of the course instructor, Program Director and the Dean of the College.
- 13.11 Grade-Point Average (GPA)**
- 13.11.1 A student's cumulative grade-point average is the weighted mean value of all grade points earned by the student as defined in Section 13.1.3.
- 13.11.2 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. An A=4 grade points, a B=3 grade points, a C=2 grade points, and an F=0

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grade points (*e.g.*, an A in a four- credit course earns the student 16 grade points (4 x 4.0); a B in a four-credit course earns 12 grade points (4 x 3.0), and so on).

13.11.3 The total number of grade points earned divided by the total number of credits used to determine the grade points earned, equals the grade point average.

13.11.4 A cumulative grade point average is calculated utilizing only courses taken within each program of study.

13.12 Credit by Examination (CR)

13.12.1 Credit by examination is not available for this Program.

13.13 Credit by Transfer (CR)

13.13.1 Credit by transfer may be accepted for any course within the curriculum when it is determined that the transfer course is substantially equivalent to that offered by the College. This equivalency will be determined by the course instructor and the appropriate Program Director.

13.13.2 Only courses in which the student received a grade of B or above will be considered for transfer consideration.

13.13.3 The maximum number of semester hour credits a student may earn by transfer is 6 (six) semester hour credits.

13.13.4 Students who graduated from a program at Salus who wish to add an additional certificate may receive advanced standing credits for courses common to both programs.

14. END OF TERM ACADEMIC STANDING

14.1 The course instructor(s) will evaluate the performance of all students registered within a course at the end of each grading period and the instructor of record will submit student grades to the Office of the Registrar.

14.2 Following the submission of grades by the faculty, the Office of the Registrar will make official entry of the grades into the student record and the academic standing of each student will be reviewed by the Program Director and the CHER faculty at an Academic Progress Meeting.

14.3 Following the Academic Progress Meeting, the Office of the Registrar will notify the student in writing about his/her academic performance for the semester.

14.4 If a student is not making satisfactory progress in the program, he/she will receive notification from the Dean of the College. The student is required to meet with the appropriate Program Director and other individuals as designated.

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- 14.4.1 A student is expected to take action to resolve his/her academic difficulties with the assistance of the individuals and services available to the student.
- 14.5 Failure to comply with directives from the Dean of the College or his/her designee and/or appropriate Program Director 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.
- 14.6 **Categories of Academic Standing**
- 14.6.1 **Satisfactory Academic Standing**
- 14.6.1.1 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 in didactic coursework, or no failing (F) grade earned during the term being reviewed to determine the student's academic standing.
- 14.6.1.2 A student must be in good academic standing prior to beginning Internship.
- 14.6.2 **Academic Probation** – A student is considered on academic probation when: The student's cumulative GPA at the end of a semester falls below 3.00, or has more than 2 "Cs" on his/her recorded transcript; or
The student receives a failing grade (F) in any course; or
The student receives a grade lower than B in a direct service course.
- 14.6.2.1 Students on Academic Probation with more than two grades of C must fulfill the reenrollment procedure and remediate the C grade for one of the courses. The appropriate Program Director will advise the student which course should be remediated.
- 14.6.2.2 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.
- 14.6.2.3 When students are placed on Academic Probation, they are required to consult with the Center for Personal and Professional Development. The student is expected to take action to resolve his or her academic difficulties with the assistance of the Office of Academic Success. Failure to meet with this Office may result in the student being brought before the Committee on Academic Promotions. Students are also required to meet with their Program Director.
- 14.6.3 **Academic Dismissal** – A student will be dismissed from the academic program when:
- 14.6.3.1 The student does not achieve the required cumulative 3.0 grade point average (GPA), (excluding earned grades of "F" within the prescribed

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reenrollment period), within the next semester following being placed on academic probation, if the student is full-time.

14.6.3.2 The student does not achieve the required cumulative 3.0 grade point average (GPA), (excluding earned grades of "F" within the prescribed reenrollment period), within the next 6 credits following being placed on academic probation.

14.6.3.3 The student receives two final failing grades (F) for the same course.

14.6.4 Dismissal for Other Reasons

14.6.4.1 In addition to the academic reasons for dismissal listed above, the College reserves the right to terminate the enrollment of any student, at any time, for what the College Faculty and Administration may believe to be good and sufficient reasons.

14.6.4.2 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 *Salus University Student Code of Conduct* for additional information.

14.6.4.3 The College 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 College as evidence that the student is not suited to a professional career and constitutes adequate cause for dismissal regardless of academic performance.

15. SATISFACTORY ACADEMIC PROGRESS

15.1 A student enrolled at Salus University is expected to make, at minimum, satisfactory academic progress.

15.2 A student who is experiencing academic difficulty should, at their earliest opportunity, first speak with the course instructor as well as the appropriate Program Director regarding their performance.

15.2.1 Secondly, the student should contact the Office for Academic Success regarding personal counseling opportunities, or other related matters.

15.2.2 Thirdly, the Dean of the College or his/her designee should also be contacted to discuss the student's academic performance.

15.2.3 A course not taken for a grade is not counted for these purposes.

15.3 Under normal circumstances, a matriculated student must complete all didactic course work in no more than 5 years (not including approved Leaves

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of Absence) and each student must present evidence of continuing to make satisfactory academic progress at all times. The Dean of the College or his/her designee, in conjunction with the CHER appropriate Program Director, must approve any exceptions to this total length of program.

16. ENROLLMENT

16.1 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 appropriate Program Director.

17. REMEDIATION & RE-ENROLLMENT

17.1 A student may be required to re-enroll in a course where they have earned a failure (F), or have not met the minimum 3.0 GPA requirement.

17.2 A student repeating credits through reenrollment is required to re-register for those credits with the Office of the Registrar during the College registration period.

17.2.1 A reenrollment fee will be applied.

17.3 Reenrollment may be accomplished through a variety of mechanisms including, but not limited to:

17.3.1 Attending the course at its regularly scheduled time, satisfying the attendance and academic requirements of the course.

17.3.2 Special examination, if approved by the appropriate Program Director and the Dean of the College or his/her designee.

17.4 Required reenrollment must be completed as soon as the course is offered again.

17.5 The highest possible grade that can be earned is a B.

17.5.1 The new grade earned by reenrolling in the course is recorded on the transcript.

17.5.2 With reenrollment, the original grade earned remains on the transcript, but will not be used to calculate the new cumulative grade-point average.

17.6 A student who reenrolls once in a course and does not achieve a passing grade will be dismissed from the College and may appeal to the Committee on Academic Promotion for further review and action.

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18. COMMITTEE ON ACADEMIC PROMOTIONS (CAP)

18.1 Composition of the Committee on Academic Promotions

- 18.1.1 The Committee on Academic Promotions is a standing committee; Committee members serve for a minimum of two (2) consecutive years but no more than three (3) consecutive years.
- 18.1.2 The members of the Committee include a CHER faculty member who will serve as Chairperson, one (1) additional voting CHER faculty member and two (2) voting non-CHER faculty members, appointed by the deans of their respective Colleges.
- 18.1.2.1 The Dean of the College appoints the Chairperson and all members of the Committee. The Chairperson can serve in this capacity for no more than two years. The Chairperson will only vote in the event of a tie.
- 18.1.3 There will be a standing alternate member for each voting member of the committee in the event of illness or unavailability of a named Committee member or where a Committee member has recused himself/herself or been disqualified either with or without reason.
- 18.1.4 The Dean of Student Affairs, representatives from the Office of the Registrar, the Center for Personal and Professional Development, and the Office of Academic Affairs are ex-officio, nonvoting members of the Committee on Academic Promotions.
- 18.1.5 The three voting faculty members and the Chairperson of the Committee on Academic Promotions must be present to consider an appeal for reinstatement.
- 18.1.6 The Dean of Student Affairs, representatives from the Office of the Registrar, the Office of Academic Success, and the Office of Academic Affairs are ex-officio, nonvoting members of the Committee on Academic Promotions.

18.2 Responsibilities of the Committee on Academic Promotions

- 18.2.1 The role of the CAP is to hear an appeal for reinstatement from any student who has been dismissed based on criteria outlined in Section 14 - End of Term Academic Standing.
- 18.2.2 A dismissed student will receive a letter from the Dean of the College informing him/her of the process to appeal dismissal.
- 18.2.3 The Committee on Academic Promotions will only consider and act upon the student's written petition to appeal.
- 18.2.4 The CAP will review grades, scores, and summaries concerning professional development and any extenuating circumstances, i.e., events beyond the student's control that are submitted by the student and/or faculty. The Committee on Academic Promotions may request additional material as

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needed. All written material for consideration by the Committee for Academic Promotions must be submitted 48 hours prior to the scheduled hearing.

- 18.2.5 The CAP shall then make a decision either to:
 - 18.2.5.1 uphold the dismissal, or
 - 18.2.5.2 reinstate the student, either immediately, or at a future date if warranted by exceptional circumstances.
- 18.2.6 If the CAP decision is to reinstate the student, the prerogatives of the committee may include, but are not limited to, requiring the student to:
 - 18.2.6.1 Enroll in a course of study;
 - 18.2.6.2 Continue matriculation on a modified program;
 - 18.2.6.3 Repeat specific courses or direct service activities even if previously passed;
 - 18.2.6.4 Obtain academic counseling;
 - 18.2.6.5 Obtain academic, medical, or psychological evaluation.
- 18.2.7 The appropriate Program Director will review the stipulations put forth by the Committee on Academic Promotions. This process is to ensure feasibility of enacting the stipulations and to determine the student's final curriculum/course scheduling and requirements.
- 18.2.8 The student will be required to meet all the criteria outlined in the letter of reinstatement within the required designated time period.
- 18.2.9 A student who has been dismissed for academic reasons and is appealing his/her dismissal is not eligible for reenrollment in any course, nor may they participate in any Direct Service activities. Students may, however, continue participation in didactic course work unless otherwise prohibited until the formal appeals process is exhausted.
- 18.2.10 Reenrollment may occur only after the student is formally reinstated.
- 18.2.11 The appropriate Program Director, Office of Student Affairs and the Registrar will closely monitor the performance of all reinstated students. Their continuance within the College will depend on their compliance with the terms of their reinstatement.

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19. REINSTATEMENT AND DISMISSAL APPEAL

19.1 Reinstatement Without Appeal

- 19.1.1 A student who has been dismissed for academic reasons may be reinstated to the College's academic program, upon the recommendation of the appropriate Program Director to the Faculty and with the approval of the Dean of the College or his/her designee, without having to formally appeal to the Committee on Academic Promotions.
- 19.1.2 A student will be so notified in writing by the College of the conditions of reinstatement within five (5) business days of the date of the Academic Progress Meeting.

19.2 Reinstatement with Appeal

- 19.2.1 A student who is dismissed for academic reasons and not granted Reinstatement Without Appeal (see Section 19.1) has the right to request a personal hearing for Reinstatement with Appeal with the Committee on Academic Promotions.
- 19.2.2 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 the Dean of the College of their intention to appeal the dismissal.
- 19.2.2.1 A student who fails to contact the Office of the Registrar three (3) business days of receipt of notification of dismissal will forfeit his/her right to appeal.
- 19.2.3 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 his/her appeal for reinstatement should be considered and granted by the Committee on Academic Promotions. The student must also indicate if he/she will appear in person before the Committee on Academic Promotions.
- 19.2.4 A student requesting an appeal will have a hearing scheduled with the Committee on Academic Promotions and be notified of the scheduled time at least 5 business days in advance of the hearing should he/she wish to appear in person before the Committee.
- 19.2.5 The student must submit all other information and supporting documents in writing to the Chairperson of the Committee on Academic Promotions, via the Office of the Registrar, at least two (2) business days prior to his/her scheduled appeal. Please see Section 19.3.1.1 for information on supporting documents.
- 19.2.5.1 The Committee will have access to all documents submitted by the student and faculty pertinent to the appeal, the student's complete files, student

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transcripts provided by the Registrar, and documentation of previous appeals, if applicable.

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

19.2.7 If the student chooses not to appeal, the student must notify the Registrar within three (3) business days of receipt of notification of dismissal.

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

19.3 Conduct of the Appeal Hearing

19.3.1 The hearing shall be conducted in such a manner as to give the student the full opportunity to explain the reason for his/her unsatisfactory academic performance.

19.3.1.1 Consideration is given to possible extenuating circumstances (i.e., events beyond the student's control) which may have interfered with academic responsibilities and performance. Examples of such circumstances include personal illness, serious illness in the immediate family, or a death of an immediate family member. Verifiable evidence of such circumstances is required to be submitted to the Committee as part of the written statement of appeal. This may include letters from physicians or other healthcare providers, obituary notices or a copy of a death certificate.

19.3.2 The student should realize that unsatisfactory performance based on poor or unwise judgment, (e.g., spending too much time on strictly nonacademic activities such as working inside or outside the College, participation in student activities, and/or poor study habits) is not an acceptable explanation for poor academic performance.

19.3.3 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 Committee on Academic Promotions grants reinstatement only if the Committee is convinced that the student is capable of making marked improvement in his/her academic performance. The student has the right to provide written letters of support from faculty members or other directly relevant individuals.

19.3.4 The 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 may result.

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- 19.3.5 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 his or her 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 must notify the Office of the Registrar, in writing, at least (2) business days in advance.
- 19.3.6 The student's academic standing is determined at Academic Progress Meetings Appeal hearings will be held as soon as possible after Academic Progress meetings. The hearing will be scheduled based on the availability of Committee members and may include evenings or weekends.
- 19.3.7 Requests for an extension to an appeal should be in writing by the student, addressed to the Committee on Academic Promotions and submitted to the Office of the Registrar at least two (2) business days prior to his/her scheduled hearing. Extensions may 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.
- 19.3.8 The hearing will be private. The Chairperson will determine the number of persons to be admitted to the hearing. Those attending will treat all information confidentially. The Chairperson on a need-to-know basis will address any requests for information concerning a hearing made by other College administrators.
- 19.3.9 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 Registrar. A fee will be charged to cover the transcription expense.
- 19.3.10 Any member of the Committee may recuse or decline participation in any hearing because of conflict.
- 19.3.11 The student may disqualify one voting member of the Committee without stating a reason. A request to disqualify more than one member of the Committee requires a written explanation and must be approved by both a majority of the voting Committee members and the Chairperson of the Committee. This written correspondence should be submitted to the Office of the Registrar. The student must notify the Committee of any requested disqualification at least three (3) business days in advance of his/her scheduled hearing.

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19.3.12 The Office of the Registrar will provide the complete Program file and academic record of each dismissed student for review by member of the Committee on Academic Promotions at the hearing. The Committee may also seek written or verbal statements of evaluation from faculty and staff in regard to the student's academic record, potential, personal characteristics, and/or ask such individuals to appear before the Committee.

19.3.13 The student shall be promptly notified in writing by the Dean of the College of the action of the Committee on Academic Promotions, 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.

19.4 Advisement and Assistance Available to Students Regarding the CAP

19.4.1 The Dean of Student Affairs is available to:

19.4.1.1 Interpret for students the actions of the Committee on Academic Promotion.

19.4.1.2 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.

19.4.1.3 Review with students the steps in the appeals process.

19.4.2 A member of the Office of Academic Success is also available to direct the student to counseling services.

19.5 Appealing a Decision of the CAP Not Involving Dismissal

19.5.1 This section pertains to any student who has been asked to reenroll in a course or direct service activity or assume a modified program.

19.5.2 Students may appeal non-dismissal actions of the Committee on Academic Promotions in the form of a letter directed to the Dean of the College of Health Sciences, Education and Rehabilitation.

19.5.3 This letter of appeal must be addressed to the Dean of the College of Health Sciences, Education and Rehabilitation and received in the Office of the Registrar within five (5) business days, subsequent to the day of the student's receipt of the letter notifying him/her of the actions of the Committee on Academic Promotion.

19.5.4 The Dean of the College or his/her designee must consider every case in which a student requests an appeal.

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- 19.5.5 The Dean of the College will commence consideration of the appeal within five (5) business days, not including the day the appeal is received in the Office of the Registrar, after receipt of the letter of appeal.
- 19.5.6 Students may also elect to have forwarded to the Dean of the College written statements from faculty members or other directly related individuals in support of their appeal.
- 19.5.7 The Dean of the College, after consulting with the members of the Committee on Academic Promotions, will consider and rule on the appeal.
- 19.5.8 The final ruling 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.
- 19.5.8.1 Should the Dean of the College require additional time for deliberation, the student will be informed of the date by which a decision is to be rendered beyond the ten (10) business days. The Dean's decision on the appeal may uphold, modify or reverse any previous decision.
- 19.5.9 The student shall be notified in writing of the decision of the Dean of the College concerning the appeal.
- 19.5.10 The decision of the Dean of the College is final.
- 19.5.11 There is no further appeal within the University.
- 19.6 Appealing a Decision of CAP Involving Dismissal**
- 19.6.1 The student may request an administrative review to the Dean of the College of Health Sciences, Education and Rehabilitation when the decision of the Committee on Academic Promotions is to uphold the dismissal.
- 19.6.2 The request must be made by the student in writing and addressed to the Dean of the College of Health Sciences, Education and Rehabilitation and must be limited to an administrative review, indicating alleged improprieties in the hearing before the Committee on Academic Promotions or new information which was unavailable to the student at the time of the hearing before the Committee on Academic Promotions. The request is not to be used for additional fact finding. New information, which was available, but not presented to the Committee on Academic Promotions, will not be considered.
- 19.6.3 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 him/her of the actions of the Committee on Academic Promotions.
- 19.6.4 The purpose of the appeal is to ensure that appropriate procedure has been adequately followed so that the opportunity clearly existed to introduce mitigating or other circumstances.

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- 19.6.5 The Dean of the College may serve alone or may select up to three members of the faculty or administrative staff, as deemed appropriate, as an ad hoc appeals Advisory Committee.
- 19.6.6 The Advisory Committee shall commence to consider the appeal within five (5) working days after receipt of the written notice of appeal (not including the day of receipt of the appeal letter by the Office of the Registrar). In the absence of the Dean of the College, the Provost/Vice President of Academic Affairs for the University will appoint a designee to assume these responsibilities.
- 19.6.7 The review will be carried out using all available documents, records of the Committee on Academic Promotions, and, if necessary, testimony by the appropriate Committee Chairperson or other individuals, as deemed appropriate by the Dean of the College or his/her appointed Ad Hoc Advisory Committee.
- 19.6.8 The student may elect to forward to the Office of the Registrar written statements in support of the appeal. The student shall be given the opportunity to appear before the Dean of the College.
- 19.6.9 Upon completion of its investigation, the Dean of the College shall render his/her decision or the decision of the Advisory Committee on Appeals to student. The student shall be notified of the decision in writing within ten (10) business days (not including the day the appeal is received in the Office of the Registrar) of having filed the request for appeal with the Office of the Registrar.
- 19.6.9.1 Should the Dean of the College or the Vice President of Academic Affairs designee require additional time for deliberation, the student will be informed of the date by which a decision is to be rendered beyond the ten (10) business days. The Dean of CHER's or the Vice President of Academic Affairs designee's decision on the appeal may uphold, modify or reverse any previous decision
- 19.6.10 The student shall be accorded full student rights and privileges until all appeals have been exhausted with the exception of participation in direct service activities.
- 19.6.11 The decision of the Dean of the College or the Provost/Vice President of Academic Affairs designee is final. There are no further appeals within the University.

20. PROGRAM COMPLETION REQUIREMENTS

- 20.1 Graduation and the awarding of degrees are contingent upon the satisfactory completion of both academic and professional requirements. The latter include the standards of conduct described in the Salus University Code of

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Conduct and the state laws and regulations governing the chosen professional field.

- 20.2 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 direct service activities earning a grade of “B” or higher. If a course is graded on a Pass/Fail basis, the student must receive a Pass in all such courses. A student is not allowed to graduate with more than 2 (two) “C” grades on his/her transcript.
- 20.3 A graduating CHER student must exhibit high principles and character because of the level of confidence and trust that society places in educators and rehabilitation professionals and the unique relationship that exists between students, clients and the professionals who serve them.
- 20.4 The student must have demonstrated to the satisfaction of the faculty the professional attributes desirable for the targeted professional practice.
- 20.5 Misconduct such as cheating on examinations, falsifying data, or activities constituting criminal behavior may result in the denial of the pursued degree, even though the individual has satisfactorily completed the academic program.
- 20.6 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.
- 20.7 Upon satisfactory completion of the above academic and behavioral standards set by the University and the College, the faculty will recommend candidates to the Provost/Vice President of Academic Affairs for the appropriate degree.
- 20.8 Students are responsible for understanding all requirements for graduation and completing them within the time dictated by the program curriculum.
- 20.9 Graduation with Honors**
- 20.9.1 Honors for exceptional work by a student after completion of academic and direct service is indicated by the designation of the award of the Master’s degree with Cum Laude (3.50-3.69), Magna Cum Laude (3.70-3.89 GPA) or Summa Cum Laude (3.90-4.00 GPA).
- 21. LEAVE OF ABSENCE**
- 21.1 Refer to the *Student Leave of Absence Policy* on Salus University’s website for detailed information about leaves of absence.

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22. WITHDRAWAL

- 22.1 The following sets forth policy guidelines for student Withdrawal from the College of Health Sciences, Education and Rehabilitation/University. 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, undoubtedly will arise. They will be reviewed and handled according to the individual circumstances.
- 22.1.1 A student may withdraw voluntarily from the College/University at any time. A student who wishes to withdraw must communicate directly with the Dean of Student Affairs and the appropriate CHER Program Director and notify both of these individuals in writing of the withdrawal and the reason(s) for the withdrawal.
- 22.2 The official records of a student who does not formally withdraw from the institution 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.
- 22.3 A student who wishes to seek readmission to the College of Health Sciences, Education and Rehabilitation program must follow the procedures outlined in Section 23 of this policy (Readmission).
- 22.4 If the student is granted readmission, the Dean of CHER or his/her designee together with the appropriate Program Director will determine the content of the student's academic program, entry point, conditions, and requirements pertinent to the readmitted student's curriculum.

23. READMISSION

- 23.1 A student dismissed for academic reasons, a student who has withdrawn from the College or a student dismissed for non-academic reasons may seek readmission to the College.
- 23.1.1 A student in any of these categories who wishes to be readmitted to the College of Health Sciences, Education and Rehabilitation at Salus University 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 in the University website.

24. STUDENT RECORDS

24.1 Student Records and Files

- 24.1.1 The Registrar is responsible for maintenance of all official academic records of students. Salus 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

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Education or any other government agency. Students may review a copy of these policies in the Office of Student Affairs.

- 24.1.2 Salus 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.
- 24.1.3 In addition to written material kept in the student file, Salus University maintains computerized general information about each student, courses taken, grades, summary statements of academic action, and enrollment information.
- 24.1.4 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.

24.2 Examination of Student Records

- 24.2.1 A student, by means of written request to the Dean of Student Affairs and the Registrar, may examine his or her student records at Salus 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 which 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.
- 24.2.2 A student may obtain a copy of his or her student record. The costs of photocopying or duplicating records shall be borne by the student.
- 24.2.3 A student may challenge the accuracy of information contained in a record or may challenge that information if a record represents an undue invasion of 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

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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 Dean of the College in which the course is offered.

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

24.3 **Transfer of Student Information**

24.3.1 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:

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

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

24.3.1.3 To organizations responsible for the accreditation of the Salus University;

24.3.1.4 Upon written request of the student to persons he or she designates (e.g., educational institutions, hospitals, and licensing boards, etc.).

24.3.1.4.1 It must be noted that the University or College is not permitted to send to other agencies or individuals copies of non-Salus University transcripts, admission test scores, or National Examination score results, or other non-Salus 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.

24.3.2 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.

24.3.3 The records of students shall be kept under the name used for admission to the Salus 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.

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

24.4.1 Official grades can be transmitted from Salus University to another institution only through the Office of the Registrar. Colleges may not transmit grade information on behalf of the Office of the Registrar or the College to another institution, department, individual faculty member, Registrar, etc.

24.4.2 If a student requests a letter of recommendation, the individual faculty member may state only the grade earned in the University CHER program course(s) and a narrative. Information obtained from outside sources will not be included.

24.4.3 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.

24.4.4 When posting grades, faculty members will follow Federal and State Laws that prohibit the posting of scores, grades, etc., that can in any way identify a student.

24.4.5 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).

24.5 **Transcripts**

24.5.1 Only final grades appear on transcripts. When a student fails a course, the grade appears on the transcript as well as the reenrollment grade(s) when applicable (See Section 17). The final transcript grades issued at graduation cannot be modified or challenged except for clerical errors.

25. **STUDENTS WITH DISABILITIES**

25.1 Salus 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. Salus 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.

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- 25.2 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.