



AUD ON-CAMPUS PROGRAM HANDBOOK



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INTRODUCTION AND OVERVIEW:

This handbook and the policies outlined applied to all the students in the on-campus program.

The faculty and administration of the Department in conjunction with the Dean of the College of Nursing and Health Professions (CNHP) at Drexel University have reviewed this policy to uphold the educational standards of the Department for all students.

Unless otherwise stated, the Chair of the Osborne Audiology (OA) is the individual charged with rendering final interpretations of the handbook and for deciding whether to grant exceptions to the handbook.

ADMINISTRATIVE RESPONSIBILITIES:

The chair, in conjunction with their departmental staff, is charged with the oversight of the curriculum and other academic matters. All changes to the curriculum will be proposed by the Chair of the department or their designee, for review and approval by the College and University processes.

The chair of the OA and/or their designee is charged with the administration of the programs governed by this handbook.

ACADEMIC CALENDAR AND SCHEDULES:

The academic calendar for the Osborne Audiology programs is based on a semester system and will be shared by the department to the students in the beginning of each academic year in August.

Any travel or other commitments scheduled on days reserved for academic activities (Monday through Friday), are made at the student's own risk and expense, in the

event that these dates become necessary to be used for mandatory classes, labs, clinical assignments, examinations or other educational activities.

The didactic and clinical schedules are distributed during the current semester for the subsequent semesters. Schedules are subject to change due to unforeseen circumstances.

DREXEL UNIVERSITY E-MAIL ACCOUNTS

Students are required to use their Drexel-issued e-mail account for all University communication and to receive all messages sent to students. Students should refer to the [Drexel University Email Policy](#) for more information on the appropriate use of e-mail communication. Information on activating a new student account can be found on the [Computer Accounts Setup](#) webpage. [Drexel University Information Technology](#) website has more information about Drexel accounts and e-mail.

Students are expected to check their Drexel e-mail for announcements relating to class, course, and registration information. A student who does not do this is in danger of not receiving important information, as this is the primary mode of communication for the OA programs. All students must use their Drexel University e-mail account when corresponding with any entity of Drexel University. E-mails originating from outside of the Drexel University e-mail system, will not be answered.

ACADEMIC INTEGRITY:

Drexel University is committed to a learning environment that embraces honesty. Faculty, students, and administrators share responsibility for maintaining this environment of academic honesty and integrity, accepting responsibility for all actions, personal and academic. Each member of our community is expected to read, understand, and uphold the values identified and described for academic integrity. An explanation of what constitutes academic dishonesty can be found in the [Academic Integrity Policy](#) on the Provost's website.

ACADEMIC INTEGRITY - ARTIFICIAL INTELLIGENCE (AI):

Drexel University is committed to a learning environment that embraces honesty. Faculty, students, and administrators share responsibility for maintaining this environment of academic honesty and integrity, accepting responsibility for all actions, personal and academic. Policy for use of AI is outlined in the [Provost's website](#).

ATTENDANCE POLICY AND EXPECTATIONS:

Attendance at all learning experiences, being fundamental to academic success, is expected. Accordingly, class attendance by students is strongly encouraged and that students should attend every class for which the student is scheduled.

Absences or lateness from scheduled classes may jeopardize the student's grade and/or continuance in a course or in the program. Faculty members are not obligated to provide opportunities for students to make up missed work. Students are expected to submit assignments as scheduled.

Missed or late assignments that have not been granted an extension by the course faculty will affect the student's final course grade based on the terms of the syllabus. Vacations, social events, and work do not constitute excused absences.

Didactic courses: An instructor has the option to require mandatory attendance at lectures if the instructor deems it necessary to improve student learning. The instructor will define details of the attendance policy in the syllabus. It is the responsibility of the student to apply for an excused absence as outlined in this handbook, if they are unable to attend a mandatory learning experience. A syllabus will be distributed for each course and will describe the course requirements, grading policy and attendance policy.

The consequences of unexcused absences will be determined by the instructor and defined in the syllabus. Where attendance is mandatory, poor attendance alone may result in a course grade of Failure (F).

Clinical and Lab activities: Attendance is mandatory for all laboratories associated with didactic courses, clinical skills courses, on-campus and off-campus clinical activities including patient care activities, standardized patients, clinical problem solving (CPS) activities, grand rounds and when required, seminars, conferences, and meetings.

EXCUSED ABSENCE PROCESS:

When a student is unable to attend a mandatory activity, the student is required to obtain an excused absence. In order to obtain excused absence, the student submits the excused absence form (Please use the form linked to your class) and follow the process outlined below:

- **For all anticipated absences:**

- Students should submit a request for excused absence to the Chair or their designee at least two weeks in advance to the requested dates using this form.

- [Years 1 -3: Students should submit their requests to associate/assistant program director for didactic education using this form.](#)
- Externship year: Students in their externship should submit their requests to associate/assistant program director for clinical education.
 - A student must inform the instructor of record or other appropriate individuals as indicated in the course syllabus of any absence immediately unless the student is physically unable to communicate and obtain an excused absence.
 - All absences (excused and unexcused) will be reported to the Instructor of Record and to the Chair or their designee.
- For all unanticipated absences:
 - The student is required to submit proper documentation within 48 hours following their return to the educational/program activities excused absence form.
 - [Years 1 -3: Students should submit their requests to associate/assistant program director for didactic education using this form.](#)
 - Externship year: Students in their externship should submit their requests to associate/assistant program director for clinical education.

ACCEPTABLE REASONS FOR EXCUSED ABSENCES:

- A statement from a physician that at the time of the mandatory activity, the student was under their care and too ill (state diagnosis) to attend patient care activities.
- A statement from a physician that a member of the student's immediate family (state relationship), was seriously ill and required the student's presence.
- 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.
- Documented failure of normal and auxiliary means of transportation.

- University's [leave of absence policy](#) including military, childbirth (maternity and paternity policy), academic etc.
- Educational or professional activities, (e.g., attendance at a professional meeting). The OA Chair, in conjunction with OA's leadership must grant approval. If granted, the length of the approved absence will be determined as part of the review process. These requests must be made at least two weeks prior to the desired event.
- Any excuse not specifically covered above shall be addressed and resolved by the OA chair or their designee.
- A student may appeal to the Chair of OA, if the student feels that the policy is not being honored or equitably enforced.

UNEXCUSED ABSENCES:

- An "unexcused absence" is any absence that does not meet the criteria for being an excused absence, as outlined in section on "Excused absence" above.
- Unexcused absences from clinical/lab/didactic/programmatic activities will result in a zero for those activities which occur during the period of the unexcused absence. These grade(s) of zero will be averaged into the final course grade(s). **A student will not be allowed to take a make-up exam in the case of an unexcused absence; however, students are expected to complete all assignments due with adjusted grading policy based on course syllabus.**
- In the event of an unexcused absence for educational/programmatic activities that does not carry a credit value, a Citation of Unprofessional Behavior will be written and recorded in the student's file.

LATENESS IN ARRIVAL TO EDUCATIONAL ACTIVITIES:

Students are expected to arrive on time, as defined in the schedules, and to stay in the assigned service until released by their instructor/preceptor. Policies relating to excused and unexcused absences will apply.

CITATION OF UNPROFESSIONAL BEHAVIOR POLICY:

- A citation of unprofessional behavior may be issued to students displaying professional abilities and/or behaviors not reflective of clinical and programmatic policies.

- Issuance of 3 citations over the course of a student's enrollment will result in a meeting with the Chair of OA to determine the student's academic status.
- [Unprofessional Behavior Citation Form](#)

CLINICAL ROTATIONS AND EXTERNSHIP:

- [On-Campus Clinic -Pennsylvania Ear Institute manual](#)
- [External Clinical Education manual.](#)

COURSE CONCERNS:

- Classroom concerns should be initially discussed with the instructor and, if necessary, the associate/assistant program directors for didactic or clinical education. If the issue is not resolved, then the student should contact the Chair of OA.
- Classroom discrimination or sexual harassment, discrimination, harassment concerns should be reported. Please follow the process outlined [here to report.](#)

EXAMINATION AND QUIZZES:

- Students are expected to take examinations at the time specified for each course in the program. Students must have an excused absence
- Exam policies and procedures for a course will be included in the course syllabus.
- Exam schedules are established and issued by OA Chair in consultation with the instructors. Exam schedules are subject to change due to unforeseen circumstances.
- Students may not request change of exam dates directly to the instructor. All changes to exam dates must be brought to and approved by the chair of OA in consultation with the instructor of record (IOR).

GRADING SCALE AND GRADE REPORTING:

All student grades will be made available in the grade center of the Blackboard Learn course. Final course grades and grade reports are obtained via the Drexel Connect Portal. The grading scale is as follows:

GRADE	NUMERICAL	GRADE	NUMERICAL
A+	98 - 100	C	77 - 78
A	93 - 97	C-	74 - 76
A-	90 - 92	D+	71 - 73
B+	88 - 89	D	69 - 70
B	84 - 87	F	Below 69
B-	82 - 83		
C+	79- 81		

END OF TERM ACADEMIC STANDING:

The Osborne Audiology Department requires students to demonstrate mastery of competencies and content as evidenced by coursework and practicum performance. In addition to the university [Academic Standing: Graduate Students policy](#), the AuD students are required to maintain the following academic standards:

Academic Standing Policy

Good Standing: To remain in good academic standing, students must maintain both a cumulative GPA of 3.00 or above and term GPA of 3.0. Students can earn no more than two grades of "C," "C+," or "B-" in required courses, although specific programs may have more stringent requirements.

Academic Probation: Students who fail to meet the 3.0 cumulative or term GPA standards will be placed on academic probation. A student has one term after being placed onto probation to bring their term GPA to above 3.0. Each program may place a student on academic probation for failing to meet programmatic milestones (such as performance on lab rotations, preliminary exams, qualifying exams, etc.) at their discretion.

Continued on Academic Probation: Students who have been placed on probation and earn a term GPA of 3.0 or higher in the following term, but whose cumulative GPA remains below 3.0, may be continued on probation to allow time for academic recovery and progress toward good standing.

Academic Dismissal([Graduate students may also face disciplinary action, including but not limited to dismissal, for violations of the Student Code of Conduct.](#)): A graduate student will be automatically dismissed if 1) a student's cumulative grade point average is less than 3.00 for two consecutive semesters; 2) a student, outside of probationary status, has a term and/or cumulative GPA below 2.00; 3) a student fails to meet the requirements of their probationary status; or 4) a student fails the same required course twice.

Dismissed and Reinstated: If a graduate student's appeal for reinstatement is approved by the College of Nursing and Health Professions, the student will be classified as dismissed and reinstated. Upon reinstatement, the graduate student must achieve good academic standing in the first term of enrollment immediately following their reinstatement based on the approved academic plan for remediation and/or reinstatement contract.

Final Academic Dismissal: If a student fails to meet the requirements of their reinstatement, they will be permanently dismissed from the University.

Notification of Academic Probation and Dismissal

Students who are being placed on probationary status or being academically dismissed will be notified, within one week of the last date of final grades, of their probation or dismissal status by the University via email to their official Drexel email address.

ACADEMIC DISMISSAL APPEAL POLICY:

Dismissal Appeal Process

College Appeal Process

1. To appeal an academic dismissal decision, a student must submit a written appeal addressed to the department Chair and copy CNHPStudentAppeals@drexel.edu. This first level written appeal should detail the extenuating circumstances [1] that led to the dismissal, present a plan for future academic success, and identify the remedy or remedies being sought. This first level written appeal should be submitted within five (5) business days, excluding holidays, of the student receiving notice of dismissal from the University. Please do not submit medical documentation that includes a specific diagnosis.
2. The decision of this first level appeal is made by the Department Chair or designee within five (5) business days, excluding holidays.
3. If the student is not satisfied with the decision of the Department Chair or designee, the student may submit a second level written appeal to the CNHP Student Services Department at CNHPStudentAppeals@drexel.edu. This second level written appeal should detail if the prior decision was made in accordance with policy, and procedure, was fair and unbiased and was reasonable based on the record. This second level written appeal should be submitted within five (5) days, excluding holidays, of the student receiving the decision by the Department Chair or designee. Please do not submit medical documentation that includes a specific diagnosis.

4. The decision of this second level appeal is made by the CNHP senior leadership or designee within five (5) business days, excluding holidays.

University Appeal Process

Once a student has exhausted the appeal process at the college level, they may submit an appeal to the Office of Graduate Studies. Appeals at this stage are limited to the following grounds: 1) procedural error that has materially impacted the outcome, 2) bias that have materially impacted the outcome or 3) new information that has become available that was not reasonably accessible or presented during the original review that have materially impacted the outcome.

[1] Extenuating circumstances are defined as **unexpected, serious, and documented events** that were beyond the student's control and had a direct impact on their ability to meet academic requirements. These may include, but are not limited to: Medical Issues, Family Emergencies, Personal Crises, Academic-Related Diagnoses

ENROLLMENT/COURSE ADD/DROP PROCEDURE:

- The add / drop timeline as outlined in Drexel University policies.
- Since the AuD on-campus program is a lock-step program, any modifications to the scheduled course list should be reviewed and approved by the Chair of OA.
- Students will be registered automatically to the courses they are eligible to enroll in as a block registration.
- Successful completion of prerequisite courses is required, in all instances, before a student may matriculate and continue in the program.

REMEDIATION & RE-ENROLLMENT:

- Remediation: In all cases of remediation, strategies for success will be explored and discussed between the instructor and student. Students will be provided with and may be required to use academic and student support services available the University and CNHP. This may include, but is not limited to, use of tutors, note taking during class, test taking strategies etc.
 - A student repeating credits through remediation is required to re-register for those credits with the Office of the Registrar.
 - In general, remediation is the first method that will be used to address grades indicating failure (F) and/or poor performance (D) in a course.

- Remediation is defined as a special examination offered during a prescribed examination period.
- A grade of "D" may also be remediated for didactic and clinical courses, with approval from the Chair of OA.
- The highest grade that can be earned by remediation is a grade of "C" (satisfactory) or "P" (pass) depending upon the grading scale defined in the course syllabus.
- The student must realize that 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 remedial grade of "F".
- In ALL cases, the original grade will remain on the transcript, but will not be used to calculate the new cumulative grade point average.
- A student who fails a remediation examination will be referred to the Chair of OA to review his/her academic performance and discuss ways to improve his/her academic standing.
- A course can be remediated only once.
- A remediation fee may be applied as per the university policies.

- **Re-enrollment:**
 - If the remediation process outlined above is unsuccessful for a grade of "D", a student may re-enroll in the course when next offered.
 - A student repeating credits through re-enrollment is required to reregister for those credits with the Office of the Registrar.
 - Re-enrollment must be completed within one year of the conclusion of the term, in which the unsuccessful remediation attempt was earned.
 - Re-enrollment(s) must be completed prior to the start of the Externship rotation.
 - The new grade earned by re enrolling in the course is recorded on the transcript.
 - For a re enrollment, any grade may be earned as defined by the course syllabus.
 - With re-enrollment(s), the original grade(s) earned remain on the transcript, but will not be used to calculate the new cumulative grade-point average.
 - Registration to re-enroll in a course will be denied after a grade of "C" or higher is earned.
 - A student who re-enrolls twice in a course without achieving a passing grade will be dismissed from the academic program.

- A re-enrollment fee will be applied.

PROGRAM COMPLETION REQUIREMENTS:

- Graduation and the awarding of the Doctor of Audiology degree are contingent upon the satisfactory completion of both academic and behavioral requirements. The latter include the standards of conduct described in the [Drexel University Student Code of Conduct](#) and the state laws and regulations governing Audiology
- The student must successfully complete the entire required and elective curriculum with a cumulative grade point average of 3.0 or better, as well as having satisfactorily completed all required clinical activities.
- The University reserves the rights to place on probation, suspend or expel 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.
- Upon satisfactory completion of the above academic and behavioral standards set by the University, and the Audiology curriculum, the faculty and the Chair of OA will recommend candidates to the Dean of CNHP for the degree of Doctor of Audiology.
- Students are responsible for knowing all requirements for graduation and completing them within the time dictated by the professional curriculum.

LEAVE OF ABSENCE: [Refer to the University's Leave of Absence policy.](#)

WITHDRAWAL:

- A student may withdraw voluntarily from the Program at any time. A student who wishes to withdraw must communicate directly with the Chair of OA. The student must notify in writing of the withdrawal and the reason(s) for the withdrawal.
- [Refer to the University's withdrawal from University policy.](#)

READMISSION:

- [Refer to the University's readmission policy.](#)

STUDENT RECORDS:

- [Refer to the University's student record responsibility policy.](#)

DISABILITY RESOURCES:

- [Refer to University's resources for information on disability resources and seeking accommodations.](#)

Documents

[See all](#)

 Name	Modified	Modified By
 External Clinical Education Manual 5.0 Draft Drexel June 20 2025.docx	July 31, 2025	Aravamudhan,Radhika
 OCA-All-Dist-Educ-Pgms-AuD-Res-Classes-2027-2025-Academic-Policy_August-2024.pdf	July 28, 2025	Aravamudhan,Radhika
 OCA-AuD-Res-Class-2028-Academic-Policy-Approved-August-2024 (1).pdf	July 28, 2025	Aravamudhan,Radhika
 PEI Clinic Manual version 6.0 7-9-25.doc	July 31, 2025	Aravamudhan,Radhika
 PEI Clinic Manual version 6.0 7-9-25.pdf	July 31, 2025	Aravamudhan,Radhika
 Report of Faculty Concern.docx	July 31, 2025	Aravamudhan,Radhika

