



**OSBORNE COLLEGE OF AUDIOLOGY:  
For all current DISTANCE EDUCATION PGMS, includ.  
AuD Bridge & MSCA & Certificates (2021-present);  
for AuD Residential (Classes 2027, 2026, 2025 and  
earlier)**

**ACADEMIC POLICY**

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## **1. INTRODUCTION AND OVERVIEW**

- 1.1 This academic policy applies to all students enrolled in the Osborne College of Audiology 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 University in conjunction with the Faculty/Student Educational Policy Curriculum Committee, the Committee on Academic Promotions, and the Vice President of Academic Affairs, have developed this policy to uphold the educational standards of the College for all students.
- 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 *Vice President of Academic Affairs*, in conjunction with his/her departmental staff, is charged with the oversight of the curriculum and other academic matters. The Office of Academic Affairs creates and modifies the curriculum, in conjunction with the faculty and the Student/Faculty Educational Policy and Curriculum Committee. Vice President of Academic Affairs is the chief academic officer of the University and is responsible for final decisions concerning the curriculum and the creation of educational policy at Salus University.
- 2.2 The *Dean of the Osborne College of Audiology* and his/her staff are charged with the administration of all basic science courses and curriculum.

- 2.3 The *Dean of the Osborne College of Audiology* and his/her staff are charged with the oversight of all clinical science courses and curriculum, along with the management of the educational operations of the clinics including student clinical schedules. He/she is also charged with oversight of the clinical educational programs at Pennsylvania Ear Institute and at all off-campus sites.
- 2.4 The *Dean of Student affairs* is responsible for monitoring the progress of students and collaborates with the Dean of the Osborne College of Audiology in developing modified programs when it is deemed necessary to promote a student's academic success. The Dean of Student Affairs assumes other responsibilities, as delegated and assigned by the Vice President of Academic Affairs.
- 2.5 The *Dean of Student Affairs* is charged with the administration of matters related to admissions, counseling, and student life on campus. This office has the responsibility for advising students in personal matters impacting academics, tutoring services, and special events.
- 2.5.1 Under the auspices of the Office of Student Affairs, the Office of the Registrar is responsible for maintaining each student's permanent record.
- 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 The *Director of the Pennsylvania Ear Institute* is responsible for all patient care/business operations of the Pennsylvania Ear Institute including patient scheduling, patient care, maintenance of records, recovery of patient fees and insurance payments, compliance with infection control protocols, and other related issues. He/she is also the Coordinator for Internal Clinical Education and is charged with administration of the clinical educational programs at Pennsylvania Ear Institute.

- 2.7 The Assistant/Associate Dean of Clinical Education is charged with administration of the clinical education programs at all off-campus sites.

### **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/Dean recommend to the Provost/Vice President for Academic Affairs students for the awarding of certificates 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 responsible for understanding all requirements stated in the academic policy.
- 4.2 Students are expected to check their Salus University e-mail account twice 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.
- 4.2.2 Students are required to use their Salus University email account when communicating with faculty, staff and administrators at Salus University. 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 email accounts.

**5. NON-DEGREE STUDENTS**

NA

**6. PROGRAM PREREQUISITES**

- 6.1 Specific prerequisite requirements are found in the current Salus University catalog.
- 6.2 Successful completion of prerequisite courses is required, in all instances, before a student may matriculate.
- 6.3 Successful completion of the courses, acceptable transfer of credit from another institution, or satisfactorily passing an exemption examination may fulfill prerequisite requirements.

**7. PATIENT CARE/DIRECT CARE ASSIGNMENTS / CLINICAL PRIVILEGES**

- 7.1 Students are expected to read the Pennsylvania Ear Institute's Clinical Policies and Procedures Manual, provided by the Osborne College of Audiology.
- 7.2 Clinical privileges may be withdrawn for any of the following reasons:
  - 7.2.1 Decision of the Committee on Academic Promotions for academic and/or clinical deficiencies.
  - 7.2.2 Decisions of the Faculty/Student Judicial Committee regarding violation of the Student Code of Conduct and/or conduct unbecoming of a professional person.
  - 7.2.3 Decision by an officer of the University for non-payment of tuition and fees.

**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. The Office of the Dean of the Osborne College of Audiology distributes the College's Academic Program Calendar(s) in the spring term prior to the subsequent academic year. Important dates, such as the beginning and ending dates for each term, academic holidays, academic breaks, study days, University closing dates, and examinations dates are listed.

- 8.2 Any travel or other commitments scheduled on days reserved for academic activities are made at the student's own risk, in the event that these dates become necessary to be used for mandatory classes, labs, clinical assignments, examinations or other educational activities.
- 8.3 The Weekly Class Schedule is distributed during the current term for the subsequent term.
- 8.4 Both the Academic Program Calendar and Weekly Class Schedules are subject to change due to unforeseen circumstances (e.g. faculty illness or inclement weather).
- 8.5 Instructors need prior approval from the Office of the Dean of the Osborne College of Audiology to change the Weekly Class Schedule

## **9. ATTENDANCE**

- 9.1 In general, attendance at all lectures, being fundamental to academic success, is expected. The fact that classes are scheduled is evidence that the faculty believes class instruction is important. Therefore, class attendance is important for the benefit of students. Accordingly, it is the policy of the College that class attendance by students is strongly encouraged and that students should attend every class for which the student is scheduled.
- 9.2 An instructor has the option to require mandatory attendance at lectures if he/she deems it necessary to improve student learning. The instructor will define details of the attendance procedure in the syllabus.
- 9.3 A syllabus will be distributed for each course and will describe the course requirements, grading policy and attendance policy.
- 9.4. The consequences of unexcused absences will be determined by the instructor and defined in the syllabus.
  - 9.4.1 Where attendance is mandatory, poor attendance alone may result in a course grade of Failure (F).
- 9.5 A student who is not in good academic standing (see Sections 15 and 16) may be required to attend specified course(s). Written notification will be sent from the Office of the Dean of the Osborne College of Audiology.

- 9.6 As a matter of courtesy and information, a student should inform his/her instructor(s) of family or medical situations which may result in extended class absences.
- 9.7 Attendance and absences as described in this policy apply to make-up or special examinations, remediation examinations, laboratory or clinical examinations and re-enrollment examinations.

## **9.2 Attendance for Clinical Observations**

- 9.2.1 Attendance is mandatory for all laboratories associated with didactic courses, Clinical Skills courses, on-campus and off-campus Professional Practice and Externship clinical assignments, Clinical Problem Solving (CPS) activities and when specified, seminars, grand rounds, conferences and meetings.

## **9.3 Excused Absences from Clinical Observations**

- 9.3.1 Part of the socialization in the Osborne College of Audiology is learning the values necessary to be a competent audiologist. One of these is a sense of responsibility and obligation to commitments. Students make a commitment to patient care for all clinical assignments, including the patients and the other members of the health care team. Failure to immediately inform the health care team of an absence, and its reason, demonstrates insensitivity to this important professional value. There may be instances where timely communication with the team is nearly impossible, but casual attitudes regarding this responsibility will not be tolerated. This portion of the academic policy applies to all patient care activities.
- 9.3.2 Attendance is mandatory at all patient care activities.
- 9.3.3 A student must inform the Director of the Pennsylvania Ear Institute, Coordinator of External Clinical Education, faculty, preceptor or other appropriate individual of any absence immediately unless he/she is physically unable to communicate.
- 9.3.4 All absences (excused and unexcused) will be reported to the Director of the Pennsylvania Ear Institute or the Coordinator of External Clinical Education by the service unit.
- 9.3.5 For an absence to be excused in patient care activities involving Professional Practice 1 through Professional Practice 8 (PEI sessions and Clerkship sessions), an explanation must be submitted to, and approved by, the Vice President and Dean of Student Affairs. For an absence to be excused in



patient care activities involving Clinical Externships, an explanation must be submitted to, and approved by, the Coordinator of External Clinical Education.

- 9.3.6 For an unanticipated absence, a student is required to submit proper documentation within 48 hours following his/her return to educational/program activities to the Vice President and Dean of Student Affairs or the Coordinator of External Clinical Education, as appropriate.
- 9.3.7 For an anticipated absence, a student is required to submit documentation and receive an excused absence from the Vice President and Dean of Student Affairs or the Coordinator of External Clinical Education, as appropriate. The student must inform the Director of the Pennsylvania Ear Institute or the Coordinator for External Clinical Education prior to his/her absence.
- 9.3.8 Acceptable reasons for "excused" absenteeism may include the following:
  - 9.3.8.1 A statement from a physician that at the time of the mandatory activity, the student was under his/her care and too ill (state diagnosis) to attend patient care activities.
  - 9.3.8.2 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.
  - 9.3.8.3 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.
  - 9.3.8.4 Documented failure of normal and auxiliary means of transportation.
  - 9.3.8.5 Personal event such as student's marriage.
  - 9.3.8.6 Childbirth (maternity and paternity policy of the College takes precedence).
  - 9.3.8.7 Educational or professional activities, (e.g., attendance at a professional meeting). The Vice President and Dean of Student Affairs, in conjunction with the Dean of the College of Audiology, 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.

- 9.3.9 Any excuse not specifically covered above shall be addressed and resolved by the Vice President and Dean of Student Affairs or the Coordinator of External Clinical Education, as appropriate.
  
- 9.3.10 All work missed during the absence must be completed to the satisfaction of the Director of the Pennsylvania Ear Institute or the Coordinator of External Clinical Education prior to receiving a grade for the course.
  
- 9.3.11 All work must be completed within a period of time designated by the Director of the Pennsylvania Ear Institute or the Coordinator of External Clinical Education.
  
- 9.3.12 A student may appeal to the Dean of the Osborne College of Audiology, if he/she feels that the policy is not being honored or equitably enforced.
  
- 9.3.13 If absences are excessive, a student may be required to take a leave of absence

#### **9.4 Excused Absences from Didactic Activities**

- 9.4.1 Any student who is absent from a required activity must complete and submit an absence-approval request form with required documentation to the Vice President and Dean of Student Affairs. These forms may be obtained from the Office of Student Affairs.
  
- 9.4.2 For an unanticipated absence, a student is required to submit proper documentation within 48 hours following his/her return to educational/ program activities.
  
- 9.4.3 For an anticipated absence, a student is required to submit documentation prior to his/her absence.
  
- 9.4.4 Absence excuses may include, but are not limited to the following:

- 9.4.4.1 A statement from a physician that at the time of the mandatory activity, the student was under his/her care and too ill (state diagnosis) to take the examination or to attend the required session.
- 9.4.4.2 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.
- 9.4.4.3 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.
- 9.4.4.4 Documented failure of normal or auxiliary means of transportation.
- 9.4.4.5 Personal event such as student's marriage.
- 9.4.4.6 Childbirth (maternity and paternity policy of the College as referenced in section 22. takes precedence).
- 9.4.4.7 Educational or professional activities, e.g., attendance at a professional meeting. The Vice President and Dean of Student Affairs, in conjunction with the Dean of the Osborne College of Audiology, 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 absence.
- 9.4.5 The determination whether an absence not specifically covered above is excused shall be decided by the Vice President and Dean of Student Affairs.
- 9.4.6 All work missed during an excused absence must be completed to the satisfaction of the course instructor prior to receiving a grade for the course. All work must be completed within a period of time designated by the course instructor.
- 9.4.7 If absences are excessive, a student may be required to take a leave of absence.

## **9.5 Unexcused Absences from Didactic and Clinical Observation Activities**

- 9.5.1 An "unexcused absence" is any absence that does not meet the criteria for being an excused absence, as outlined in sections 9.4.
- 9.5.2 Unexcused absences from educational/program activities will result in a zero for any academic activities that occur during the period of the unexcused absence. This grade of zero will be averaged into the final course grade. **A student will not be allowed to take a make-up exam in the case of an unexcused absence.**

### 9.5.3 Unexcused Absences: Required Activities Not Involving Patient Care

9.5.3.1 An “unexcused absence” is any absence that does not meet the criteria for being an excused absence, as outlined in sections 9.4.

9.5.3.2 Unexcused absences from educational/program activities will result in a zero for any academic activities that occur during the period of the unexcused absence. This grade of zero will be averaged into the final course grade. **A student will not be allowed to take a make-up exam in the case of an unexcused absence.**

### 9.6 Lateness in Clinical Observation Activities

9.6.1 Students are expected to arrive on time, as defined in the clinical schedules, and to stay in the assigned service until released by professional staff. All late arrivals and early departures from clinical assignments on-campus and at satellite sites will be documented and reported to the Director of the Pennsylvania Ear Institute or the Coordinator of External Clinical Education. Policies relating to excused and unexcused absences will apply. (See also 5.10 *Excused Absences: Guidelines and Allowances for Patient Care Activities* and 5.13 *Unexcused Absences in Patient Care Activities*.)

#### 9.6.2 Community-Based Clinical and Screening Programs

9.6.3 According to departmental policy, attendance at assigned External Clinical programs is mandatory.

9.6.4 All excused absences from assigned External Clinical programs must be made up.

9.6.5 The specific method for making up an absence will be based upon recommendations from the preceptor or instructor with the final approval of the Office of the Dean of the College of Audiology.

9.6.6 Make-up for excused absences may consist of participating at a future date in activities similar to those that occurred during the absence, including normal academic holidays or vacation periods. They may also include writing project papers or other methods that allow the student to demonstrate competency in the activities missed.

- 9.6.7 Students who notify the preceptor prior to the expected absence will be required to make up the absence on a time equivalent (e.g. one-for-one) basis.
- 9.6.8 Students who fail to notify the preceptor prior to the absence, and do not receive an excused absence from the Vice President and Dean of Student Affairs, will be charged with an unexcused absence and may receive a grade of Failure (F) for the course.
- 9.6.8 Any unexcused absences from External Clinical program activities could result in dismissal from the University for unprofessional conduct.
- 9.6.9 External Clinical Education Programs
- 9.6.9.1 Attendance at External Clinical Education sites is mandatory.
- 9.6.9.2 The hours and days of office and patient care activity are determined by the Coordinator of External Clinical Education, consistent with the University's calendar, the College's Academic Program calendar(s) and at the discretion of the preceptor.
- 9.6.9.3 If illness, preceptor vacations, or other circumstances prevent students from maintaining their scheduled routine, the Coordinator of External Clinical Education should be notified immediately.
- 9.6.9.4 The preceptor, in consultation with the Coordinator of External Clinical Education, will determine how and when student absence(s) will be made up.
- 9.6.9.5 All absences not made up to the satisfaction of the preceptor and/or the Coordinator of External Clinical Education by the end of a term, and the student otherwise has a passing grade, an Incomplete grade (I) will be registered as the student's grade for the term

- 9.6.9.6 The Incomplete grade will be removed only when all course work is completed.
- 9.6.9.7 Make up of this work must be completed within 45 calendar days after the end of the term in which the “I” grade was received.
- 9.6.9.8 The Office of Academic Affairs may grant a 30-calendar day extension period if written documentation is provided by the student and/or faculty member confirming that “extenuating circumstances” exist.
- 9.6.9.9 Graduation will be withheld until the clinical work has been found satisfactory and completed. (See also *Excused Absences: Guidelines and Allowances for Patient Care Activities* and *Unexcused Absences in Patient Care Activities and Graduation Requirements*)

## **10. ELECTIVE COURSES**

NA

## **11. COURSE CONCERNS / ACADEMIC ENVIRONMENT**

- 11.1 Classroom concerns should be initially discussed with the instructor and, if necessary, the Dean of the Osborne College of Audiology.
- 11.2 Classroom discrimination or sexual harassment concerns should be brought to the attention of the Affirmative Action Officer or the Vice President and Dean of Student Affairs.

## **12. EXAMINATIONS**

### **12.1 General Policies**

- 12.1.1 Examinations provide the opportunity for instructors to evaluate and students to demonstrate academic progress.

12.1.2 The University's *Rules for Taking Examinations* are found in the Student Handbook and/or posted on Blackboard. Each student is responsible for understanding these Rules. Questions or concerns about the Rules should be directed to the Office of the Dean of the Osborne College of Audiology.

12.1.3 Infractions of the *Rules for Taking Examinations* are considered serious offenses. Students guilty of infractions will be penalized in an appropriate manner, including the possibility of expulsion from the University. These matters will be referred to the Judicial Council for review and further action.

12.1.4 Exam policies and procedures for a course will be included in the course syllabus, which must be distributed at the beginning of each term.

12.1.5 Course faculty must inform students in writing at the beginning of a course of the relative weights to be given to various examinations, and evaluation procedures used in determining the final grade.

## **12.2 Schedules**

12.2.1 Exam schedules are established and issued by the Osborne College of Audiology.

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

12.2.3 In the event of extremely harsh weather conditions or other emergency situations, information will be provided about University closing on the radio KYW 1060 AM, and/or on the Student Hotline at 215-780-1314. Students should consult the Student Handbook for additional information regarding an Emergency University Closing.

## **12.3 Attendance**

12.3.1 Students are required to sit for examinations as scheduled. If a student is ill and is unable to sit for the examination, he or she must notify the Vice

President 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 Vice President and Dean of Student Affairs should be notified and may authorize absence from the exam. Unexcused absences will result in a grade of zero (0) for the exam (see section 5.12).

12.3.2 A student must be registered for any given course before he or she may take the course examinations. No credit will be received for any course for which the student is not formally registered. The Office is responsible for ensuring that only registered students receive a grade in a particular course.

### **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 The Osborne College of Audiology will, at the conclusion of a course or term (usually within one week, as determined by the Office of the Registrar) render a grade for each enrolled student according to the following grading system:

#### **13.1.3. Grade – Interpretation - Quality Points Earned per Term Hour**

- A = Indicates exceptional performance: 93–100
- A– = Indicates exceptional performance: 90–92.99
- B+ = Indicates good performance: 87–89.99
- B = Indicates good performance: 83–86.99
- B– = Indicates good performance: 80–82.99
- C+ = Indicates minimally acceptable performance: 77–79.99
- C = Indicates minimally acceptable performance: 73–76.99
- C– = Indicates minimally acceptable performance: 70–72.99
- D+ = Indicates poor performance: 67–69.99



- D = Indicates poor performance: 63–66.99
- D– = Indicates poor performance: 60–62.99
- F = Indicates unsatisfactory performance: Less than 60.

Other Designations (carrying no quality points):

F (FAILURE) Unsatisfactory performance.

Re-enrollment in the course is required 0.00 (in order to secure credit)

H (HONORS)

Indicates outstanding performance 0.00 (with credits earned)

P (PASS)

Indicates performance meeting all competencies or requirements

0.0 (with credits earned)

CR (CREDIT)

Credit is given but no grade is assigned 0.00 (with credits earned)

AU (AUDIT)

I (INCOMPLETE)

R (DEFERRED/RESEARCH IN PROGRESS)

W (WITHDRAWAL)

WP (WITHDRAWAL PASSING)

WF (WITHDRAWAL FAILING)

EX (EXEMPT)

## **13.2 Failing Grade (F)**

13.2.1 A failure (“F”) in required course must be removed by the passage of the course through remediation (see section 12) and reenrollment (see section 13), if necessary, within one year of the conclusion of the term in which the grade was earned. The option of remediation is not available once a student has been dismissed for academic reasons such as a low grade point average.

13.2.2 All failures (F’s) must be removed prior to beginning external clinical rotations.

13.2.3 The Osborne College of Audiology will schedule remediation examinations (see section 12.4).

13.2.4 Failures in Clinical Skills, Professional Practice, and Clinical Externship courses must be removed within the next academic term. If the grade of failure is not removed within the next term, the student will be dismissed for academic reasons.

13.2.5 A student not removing a failing grade within the above timeframes will not be permitted to continue in the academic program without the written approval of the Vice President of Academic Affairs.

13.2.5.1 After receiving this written approval, a student may be subject to special academic stipulations as determined by the Dean of Academic Affairs or his/her designee, or the Committee on Academic Promotions.

13.2.6 As noted in section 6.4, a failure (F) received in an elective course will be calculated into the grade point average for that term, and no credit will be received for the course.

### **13.2.6.1 Clinical Grades and Evaluations**

13.2.6.2 Clinical Grades: At the conclusion of a clinical course or externship, grades are rendered for each enrolled student as follows:

13.2.6.2.1 The grades of Honors (H), Pass (P), or Failure (F) will be utilized for all patient care courses including Professional Practice courses.

13.2.6.2.2 The grades of Honors (H) and Pass (P) will not be converted to quality points and, therefore, will not be calculated into the grade point average. However, the grade of Failure (F) will carry zero quality points and will be computed in the grade point average.

Honors–(H): An exceptional performance

Pass–(P): Meets expected performance

Fail–(F): Unsatisfactory performance

Incomplete–(I)

Deferred–(R)

13.2.6.3 No arbitrary percentage of the class will be designated to receive any particular grade category.

13.2.6.4 Clinical Evaluations: At the conclusion of a clinical courses or rotations a summary form concerning the quality of the student's work will be rendered.

13.2.6.5 The summaries are used in counseling students concerning clinical strengths and weaknesses and in the preparation of letters of evaluation/recommendation.

13.2.6.6 Narrative summaries are rendered on standard forms, provided by the Osborne College of Audiology.

13.2.6.7 Narrative summaries are not considered a part of the student's Permanent Record File (maintained in the Office of the Registrar), but may be reviewed by the student in the Administrative Suite of the Osborne College of Audiology.

13.2.6.8 In clinical rotations, the principal parameters used for evaluation are defined in the Professional Practice syllabus.

### **13.3 Incomplete (I)**

13.3.1 The temporary designation "Incomplete"(I) may be used when a complete evaluation cannot be rendered because an examination was not taken due to an excused absence.

13.3.1.1 An Incomplete (I) grade may be given only when the work in a course is not completed and when the faculty determines that a passing grade in the course is attainable.

13.3.2 Incompletes must be resolved within 45 calendar days after the end of the term in which the "I" grade was received. The "date" for resolution of the incomplete will be set by mutual agreement of the student and faculty member.

13.3.2.1. The Office of the Dean of the Osborne College of Audiology may grant a 30-calendar day extension period, if written documentation is provided by the student and/or faculty member confirming that "extenuating circumstances" exist.

13.3.2.2 All incompletes "I" must be removed prior to beginning external clinical rotations.

13.3.3 If the student fails to remove the Incomplete (I) grade within the time allowed, the course instructor, with the approval of the Dean of the Osborne College of Audiology, will authorize the Office of the Registrar to change the grade to a Failure (F). The student, course instructor, the Assistant Dean of Academic

Affairs and the Office of the Dean of the Osborne College of Audiology will be notified in writing of this grade change.

13.3.4 When the Incomplete (I) designation is used, the faculty member or department will submit to the Office of the Registrar, in writing, the reason for the designation of the "Incomplete" and the student's academic standing in the course to date.

13.3.5 The Office of the Registrar will transmit this information to the Academic Progress Meeting and to the Committee on Academic Promotions for all students not in good academic standing (dismissal, probation, warning). This additional information will assist the Academic Progress Meeting and/or the Committee on Academic Promotions in evaluating student performance in borderline cases.

13.3.6 The final grade of a student who receives an "Incomplete" is the decision of the course instructor.

#### **13.4           Deferred (R)**

13.4.1 In certain courses, where the normal work of the course extends beyond the scheduled period, a deferred grade (R) may be granted to any student enrolled in the course, if prior approval from the Office of the Dean of the Osborne College of Audiology and the Vice President of Academic Affairs has been obtained.

13.4.2 The grade of "Deferred" (R) may also be assigned with the approval of the Dean of the College 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.

13.4.3 For students not in good academic standing when the "Deferred" (R) designation is used, the course instructor or the Office of Academic Affairs will make available to the Office of the Registrar, in writing, the tentative student grade based on the student's performance to date.

13.4.4 The Office of the Registrar will transmit this information to the Academic Progress Meeting and to the Committee on Academic Promotions for all students not in good academic standing (dismissal, probation, warning). This additional information will assist the Academic Progress Meeting and/or the Committee on Academic Promotions in evaluating student performance in borderline cases.

13.4.4 Deferred grades must be resolved within one year after the end of the term in which the grade was earned and before off-campus Externship rotations may be started or continued. This policy may be waived under extenuating circumstances as determined in writing by the Office of the Dean of the Osborne College of Audiology.

## **13.5           Withdrawal (W)**

13.5.1 Withdrawal from an Elective Course: A student who drops an elective course, by completing a course withdrawal form in the Office of the Registrar, after the first ten (10) business days of the academic term and before the midpoint of that term will receive a grade of "W."

13.5.1.1       A student who submits a course withdrawal form after the midpoint of the term will be graded "WP" or "WF," based upon his or her standing in that course.

13.5.2 Withdrawal from a Required Course: A student may not withdraw from a required course(s), or the entire curriculum without the approval of the Vice President and Dean of Student Affairs and the subsequent approval of the Dean of the College of Audiology. The desire to avoid a low grade is not an acceptable reason for withdrawal from a module.

13.5.2.1 Withdrawals from any internal or external clinical assignment are subject to the approval of the Director of the Pennsylvania Ear Institute and the subsequent approval of the Dean of the Osborne College of Audiology.

## **13.6           Audit (AU)**

- 13.6.1 A student may elect to officially audit any course within the curriculum by registering for the course and obtaining written permission from the course instructor.
- 13.6.2 The student is required to provide the Office with the written approval from the instructor no later than the fifth (5<sup>th</sup>) business day of the term.
- 13.6.3 This non-credit registration is recorded as "Audit" (AU) on the student's transcript.
- 13.6.4 A course audit fee may be applied in certain circumstances.
- 13.6.5 In certain instances for educational reasons, the Committee on Academic Promotions, and/or the Office of the Dean of the Osborne College of Audiology, may require a student to audit a course or a component already taken.
- 13.6.5.1 Not attending this required course may result in a grade of failure and suspension or dismissal from the University for not adhering to this requirement.
- 13.6.5.2 The instructor for the course is required to inform the Office of the Dean of the Osborne College of Audiology, via the Office of the Registrar, about student attendance for all required course audits at the time course grades are submitted to the Office of the Registrar.
- 13.6.6 Non-degree students may be permitted to audit courses, under special circumstances, with the written approval of the Vice President/Dean of Academic Affairs and/or his designee.
- 13.6.6.1 The Office of the Registrar will notify the course instructor when a student has approval to audit a course.
- 13.6.6.2 A fee may be assessed for auditing a course.

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

13.6.8 Since the credit hours attempted and quality points will not be awarded for an audited course, it will not affect the student's quality point average.

### **13.6.9 Exempt (EX)**

13.6.9.1 The student is exempt from the course. No credit is earned.

13.6.9.2 The designation of Exempt (EX) will be used in the instance when a student produces evidence of proficiency for a required component of the academic program (e.g. CPR certification).

## **13.7 Drop/Add Period**

13.7.1 The Drop/Add Period is the first ten (10) business days of each academic term.

13.7.2 If a student decides to drop an elective course during this period, he/she must complete the appropriate form in the Office of the Registrar during this time period.

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

## **13.8 Grade Mediation**

13.8.1 A student having 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 misunderstandings and will attempt to work out any disagreements over grades.



13.8.2 On rare occasions, circumstances may develop in which a student and instructor disagree about a student's grade. The student may then appeal the grade decision, in writing, to the Dean of the College.

13.8.2.1 The decision of the Dean of the Osborne College of Audiology is final. There is no further appeal within the University.

13.8.3 Any challenge of a grade must be made within one week of the date of issue from the Office of the Registrar.

13.8.4 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 when, and if, the appeal is successful.

13.8.4.1 A grade change will be recorded in accordance with section 11.14 of this policy – *Change of Grade*.

13.8.5 Copies of sequestered exams, reports, and/or presentations submitted by students are required to be retained by the instructor for a period of one calendar year from the end of the term in which the grade was earned, in the event that a challenge to a grade should arise.

## **13.9 Change of Grade**

13.9.1 Once submitted to the Office of the Registrar, no grade, except that of Incomplete (I) or Deferred (R), may be changed, without the mutual written consent of the course instructor and the Dean of the College of Audiology

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

13.10.1 A student's cumulative grade-point average is the weighted mean value of all grade points earned by the student in all courses taken for letter grade within the College.

13.10.2 Grades are converted to grade points by multiplying the number of credits for each course by the specified formula assigned to the letter grade. An A=4 credit points, a B=3 credit points, a C=2 credit points, a D=1 credit point, and a F=0 credit points. (*ex.: 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.*)

13.10.3 The total number of grade points divided by the total credits used to calculate the grade points equals the grade point average. A student is below 2.0 when total grade points earned are less than twice the total credits completed to earn grade points.

13.10.4 Cumulative grade point average is calculated utilizing only courses taken within each degree program.

## **13.11 Credit (CR)**

A grade of Credit (CR) may be utilized for required courses and electives within the professional academic program if approved by the course instructor, the Office of the Dean of the College of Audiology and the Vice President of Academic Affairs.

A grade of Credit is not computed in the student's term or cumulative grade point average.

### **13.11.1 Evaluation and Acceptance of Transfer Credit**

13.11.1.1 Credit by transfer may be accepted for any course(s) within the curriculum when it is determined the transfer course is substantially equivalent to that offered by the College. This equivalency will be determined by the course instructor, the Dean of the Osborne College of Audiology, and approved by the Vice President of Academic Affairs.

13.11.1.2 Only courses in which the student received a grade of C or above or P (Pass) will be considered for transfer.

### 13.11.2 Credit through Experiential Learning

13.11.2.1 A student judged qualified by the course instructor may receive academic credit for a course(s) within the curriculum by satisfactory performance on special examinations administered by the appropriate academic department within the College. A fee is charged for the exam.

13.11.2.2 Upon satisfactory completion of the examination, and approval by the Vice President/  
Dean of Academic Affairs, a grade of Credit (Cr) will be given and recorded during the term in which the exam was taken.

### 13.11.3 Competency-based Assessment

NA

## 14. END OF TERM ACADEMIC STANDING

14.1 The Academic Progress Meeting will meet to evaluate the performance of all students registered within a course at the end of the Fall, Spring and Summer terms.

14.2 The academic standing of each student will be reviewed to determine if academic and/or clinical difficulties are being experienced.

14.2.1 Categories of Academic Standing include the following:

14.2.1.1 Good Academic Standing – A student is in good academic standing when progressing in the curriculum and attaining a term grade point average and a cumulative grade point average (GPA) greater than or equal to 2.0.

14.2.1.1.1 A student must be in good academic standing prior to beginning an external clinical rotation.

14.2.1.1.2 All academic requirements related to remediation and/or re-enrollment must be completed prior to beginning external clinical rotations, unless the Office of the Dean of the Osborne College of Audiology has determined the existence of extenuating circumstances.

14.2.1.2 Academic Warning – A student may receive a notice of academic warning if their term GPA or cumulative GPA is 2.0 or higher, but below 2.15. Academic warning is an indication to the student that their academic performance is in danger of falling below minimum acceptable academic expectations.

14.2.1.3 Academic Probation – A student is considered on academic probation when:

His/her term GPA falls below 2.00;

His/her cumulative GPA at the end of a term falls below 2.00, with the exception of first-term, first year students;

He/she receives a failing grade (F) in any Clinical Diagnostic Procedures, Clinical Skills Course, Professional Practice Course, Clinical Externship Course, or other patient care-related course.

14.2.1.4 Academic Dismissal – A first-year student will be dismissed from the academic program when:

His/her GPA is below 1.60 at the end of the Fall term;

His /her cumulative GPA is below 2.0 at the end of the Spring term.

All other students are dismissed from the academic program when:

Their term GPA is below 2.0 for two consecutive terms; or

Their cumulative GPA is below 2.0 for two consecutive terms; or

They receive a failing (F) grade in specific clinically-related courses (i.e., any Clinical Skills, Professional Practice, Clinical Externship), for any two terms, consecutive or not, or if such a course is repeated and failed a second time. This applies whether or not a failed course has been subsequently passed.

## **15. SATISFACTORY ACADEMIC PROGRESS**

15.1 Evaluating the academic achievement and potential of all students at the midpoint and conclusion of each academic term.

15.2 Recommending to the Vice President of Academic Affairs students for advancement to the next year of the program.

## **16. ENROLLMENT**

16.1 Specific prerequisite requirements are found in the current Salus University catalog.

16.2 Successful completion of prerequisite courses is required, in all instances, before a student may matriculate.

- 16.3 Successful completion of the courses, acceptable transfer of credit from another institution, or satisfactorily passing an exemption examination may fulfill prerequisite requirements.

## **17. REMEDIATION & RE-ENROLLMENT**

- 17.1 A student repeating credits through remediation is required to re-register for those credits with the Office of the Registrar.
- 17.2 In general, this is the first method that will be used to address grades indicating failure (F) and/or poor performance (D) in a course.
- 17.3 Remediation is defined as a special examination offered during a prescribed examination period.
- 17.4. The College of Audiology, in conjunction with the course instructor(s), will schedule all remediation examinations.
- 17.5 A grade of “F” not remediated will result in the dismissal of the student for academic reasons.
- 17.6 A grade of “D” may also be remediated at the request of the student, provided that he/she obtains approval from the Office of the Dean of the Osborne College of Audiology.
- 17.6.1 Additionally, under certain circumstances, the Committee on Academic Promotions and/or the Dean of the Osborne College of Audiology can mandate that the student remediate a grade of “D.” The student will then remediate the course, in accordance with the stipulation set forth in writing by the Dean of the Osborne College of Audiology.
- 17.7 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.

17.7.1 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”.

17.7.2 In ALL cases, the original grade will remain on the transcript, but will not be used to calculate the new cumulative grade point average.

17.8 A student who fails a remediation examination will be referred to the Assistant Dean for Academic Affairs to review his/her academic performance and discuss ways to improve his/her academic standing.

17.9 A course can be remediated only once.

17.10 A remediation fee will be applied.

## **RE-ENROLLMENT**

17.11 If the remediation process outlined above (see section 12) is unsuccessful, a student will be asked to re-enroll in the course.

17.12 A student repeating credits through reenrollment is required to re-register for those credits with the Office of the Registrar.

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

17.13.1 Attending the course at its regularly scheduled time, satisfying the attendance and academic requirements of the course;

17.13.2 Special examination;

17.13.2.1 The Office of the Dean of the Osborne College of Audiology may also mandate re-enrolling in a course by special examination;

17.13.3. Independent study, research projects, or seminar attendance.

17.14 Re-enrollment must be completed within one year of the conclusion of the term in which the unsuccessful remediation attempt was earned.

17.14.1 Re-enrollment(s) must be completed prior to the start of external clinical rotation (see sections 11.2.1 and 11.2.2).

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

17.15.1 For a reenrollment, any grade may be earned as defined by the course syllabus.

17.16 If the initial reenrollment is unsuccessful, and the student is in good academic standing, he/she will be required to re-enroll in the course again.

17.17 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.

17.18 Registration to reenroll in a course will be denied after a grade of "C" or higher is earned.

17.19 A student who reenrolls twice in a course without achieving a passing grade will be dismissed from the academic program and be referred to the Committee on Academic Promotion for further review and action.

17.20 A re-enrollment fee will be applied.

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

### **18.1 Composition of the Committee on Academic Promotions**



18.1.1 The Committee is composed of four faculty members (three voting members and one non-voting Chairperson of the Committee). The Dean of the Osborne College of Audiology appoints the Chairperson of the Committee.

18.1.2 Representatives from the Dean of Student Affairs, the Office of the Registrar, the Center for Personal and Professional Development and the Office of Academic Affairs are ex-officio, non-voting members of the Committee on Academic Promotions.

18.1.3 The three voting faculty members of the Committee on Academic Promotions must be present to consider an appeal for reinstatement.

18.1.4 The Dean of the Osborne College of Audiology may select a faculty member to serve as an alternate member of the Committee on Academic Promotions, 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. (See sections 18.3.10 and 18.3.11).

## **18.2 Responsibilities of the Committee on Academic Promotions**

18.2.1 Hearing an appeal for reinstatement from any student who has been dismissed based on criteria outlined in the End of Term/ Academic Standing.

18.2.2 The Committee on Academic Promotions will consider and may act upon the written petition and/or a personal appeal.

18.2.3 The Committee may review grades and summaries concerning professional development and any extenuating circumstances, i.e., events beyond the student's control.

18.2.4 The Committee shall then make a decision either to:

18.2.4.1 uphold the dismissal, or

- 18.2.4.2 reinstate the student, either immediately, or at a future date if warranted by exceptional circumstances.
- 18.2.5 If the Committee's decision is for reinstatement, the prerogatives of the Committee on Academic Promotions may include, but are not limited to, requiring the student to:
- 18.2.5.1 Take a remediation examination(s);
  - 18.2.5.2 Enroll in a course of study;
  - 18.2.5.3 Continue matriculation on a modified program;
  - 18.2.5.4 Repeat specific course s or rotations even if previously passed;
  - 18.2.5.5 Repeat an academic year of study;
  - 18.2.5.6 Obtain academic counseling and/or tutoring;
  - 18.2.5.7 Obtain academic, medical, or psychological evaluation.
- 18.2.6 The Dean of the Osborne College of Audiology 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.
- 18.2.7 Students who are required to re-enroll and repeat a course are responsible for the academic/clinical work and examination(s) as outlined and required in the syllabus at the time of the course reenrollment. The Dean of the College of

Audiology, in consultation with the faculty for that course, will outline alternate conditions for said reenrollment in writing.

18.2.8 A student who has been dismissed for academic reasons is not eligible for remediation or reenrollment in any course, nor may they participate in any clinical activities. Students appealing their dismissal may continue participation in didactic course work (lecture, laboratory, CPS), unless otherwise prohibited until the formal appeals process is exhausted.

18.2.9 Remediation exams or reenrollment may occur only after the student is formally reinstated.

18.2.10 The faculty, Committee on Academic Promotions, the Dean of the College of Audiology, and the Office of Academic Affairs will closely monitor the performance of all reinstated students. Their continuance at the University will depend on their compliance with the terms of their reinstatement.

## **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 a recommendation from of the Academic Progress Meeting to the Dean of the Osborne College of Audiology and with the approval of the Vice President of Academic Affairs, without having to formally appeal to the Committee on Academic Promotions.

19.1.2. A student will be so notified in writing with 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 18.1) will have a personal hearing for appeal automatically scheduled with the Committee on Academic Promotions, unless he/she waives this right to a hearing.

19.2.2 A student who is dismissed for academic reasons (see section 16.2.1.4) must notify the Office of the Registrar in writing, no later than three (3) business days prior to his/her scheduled hearing as to whether:

19.2.2.1 He/she wishes to appeal the dismissal. The appeal should be addressed to the Chairperson of the Committee on Academic Promotions and submitted to the Office of 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, or

19.2.2.2 He/she wishes to waive the right of appeal.

19.2.3 A student who fails to contact the Office of the Registrar three (3) business days prior to the scheduled hearing will forfeit the right to his/her scheduled appeal.

19.2.4 If the student chooses not to make a formal appeal, the Office of the Registrar must make a formal notation in the student's Permanent Record File.

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.

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 The Committee will have access to the student's complete files, including documentation of previous appeals.

### **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 health-care 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 non-academic activities such as working inside or outside the University, 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.

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 Meeting meetings. Appeal hearings will be held as soon as possible after Academic Progress Meeting 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 Chairperson of 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 University 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 Office of 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.

19.3.12 The Office of the Registrar will provide the complete University file and academic record of each dismissed student for review by members 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, character, and/or ask such individuals to appear before the Committee.

19.3.13 The student shall be promptly notified in writing 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 Vice President and 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 The Associate Vice President of Academic Affairs and a member of the Center for Personal and Professional Development are also available to provide a student with 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 remediate or reenroll in a module(s)/block(s), assume a modified program, or repeat a year.

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 Osborne College of Audiology.

19.5.3 This letter of appeal must be received in the Office of the Registrar within five (5) business days, not including the day of the student's receipt of the letter notifying him/her of the actions of the Committee on Academic Promotions.

19.5.4.           The Dean of the Osborne College of Audiology must consider every case in which a student requests an appeal.

19.5.5.           The Dean of the Osborne College of Audiology 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 Osborne College of Audiology written statements from faculty members or other directly related individuals in support of their appeal.

19.5.7 The Dean of the College of Audiology, 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.

19.5.9 Should the Dean of the Osborne College of Audiology 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 Vice President/Dean of Academic Affairs' decision on the appeal may uphold, modify or reverse any previous decision.

19.5.10 The student shall be notified in writing of the decision of the Office of the Dean of the Osborne College of Audiology concerning the appeal.

19.5.11 The decision of the Dean of the Osborne College of Audiology is final.

19.5.12 There is no further appeal within the University.

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

19.6.1 The student may appeal to the Dean of the Osborne College of Audiology 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 Osborne College of Audiology 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.
- 19.6.5 The Dean of the Osborne College of Audiology may serve alone or may select up to three members of the faculty, administrative staff or others, as he/she deems appropriate to serve as an advisory committee to gain the benefit of their input prior to rendering a final decision.
- 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 Osborne College of Audiology, the Vice President of Academic Affairs 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 Osborne College of Audiology or the Chairperson of the Ad Hoc Appeals 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 in person before the Dean of the Osborne College of Audiology or the Ad Hoc Appeals Committee.
- 19.6.9 Upon completion of its investigation, the Dean of the Osborne College of Audiology shall render his/her decision or the decision of the Ad Hoc Committee on Appeals in writing 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.

19.6.10 The student shall be accorded full student rights and privileges until all appeals have been exhausted with the exception of participation in patient care activities.

19.6.11 The decision of the Dean of the Osborne College of Audiology is final. There are no further appeals within the University.

## **20. PROGRAM COMPLETION REQUIREMENTS**

20.1 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 Salus University Code of Conduct and the state laws and regulations governing Audiology.

20.2 The student must successfully complete the entire required and elective curriculum with a cumulative grade point average of 2.0 or better. The student must also successfully pass all internal examinations, as well as having satisfactorily completed all required clinical activities.

20.3 The audiologist must exhibit high principles and character because of the level of confidence and trust that society places in health-care providers and the unique relationship that exists between patients and optometrists.

20.4 The student must have demonstrated, to the satisfaction of the faculty, emotional maturity and stability and the professional attributes desirable for the practice of Audiology.

20.5 The student must be of good moral character and must have demonstrated integrity and honesty through their personal behavior. For example, misconduct such as cheating on examinations, falsifying clinical data, or activities constituting criminal behavior may result in the denial of the Doctor of Audiology degree, even though the individual has satisfactorily completed the academic program.

20.6 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.

20.7 Upon satisfactory completion of the above academic and behavioral standards set by the University, and the Audiology curriculum, the faculty and the Dean of the Osborne College of Audiology will recommend candidates to the Vice President of Academic Affairs for the degree of Doctor of Audiology.

20.8 Students are responsible for understanding all requirements for graduation and completing them within the time dictated by the professional curriculum

## **20.9 Graduation with Honors:**

20.9.1 Honors for exceptional work by a student after completion of the academic and clinical program is indicated by the designation of the award of the Au.D. degree with Highest Honor (3.75), High Honor (3.5), or Honor (3.25) for exceptional academic/clinical work throughout the period of Audiology education. In addition to the stated grade point averages for academic performance, to receive the above designations, students must have also demonstrated superior clinical performance as evidenced by having received the following grades:

20.9.2 A grade of Honors (H) in four (4) of the eight (8) professional practices beginning with the spring term of the second year.

## **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.

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

21.2.1 Upon returning from a Leave of Absence, **regardless of the type**, the student's permanent record and status is reviewed by the Office of the Dean of the Osborne College of Audiology. A repeat of course(s) or portions of the curriculum previously completed successfully, or other academic and/or clinical conditions may be required or applied, if deemed educationally necessary. Additional fees for repeated work may also apply.

## **22. WITHDRAWAL**

- 22.1 The following sets forth policy guidelines for student withdrawal from the College. The sections that follow describe policies and administrative actions to protect the interests of students and of the University. Unusual problems, not anticipated by this document, may arise. They will be reviewed and handled according to the individual circumstances.
- 22.1.1 A student may withdraw voluntarily from the Program at any time. A student who wishes to withdraw must communicate directly with the Program Director/Dean of the College and Dean of Student Affairs. The student must notify 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 program will not be released until the student has obtained the required signatures on the withdrawal form and returned the form to the Office of the Registrar.
- 22.3 A student who wishes to seek readmission to the College/program must follow the procedures outlined in *Section 24 - Readmission* of this policy.
- 22.4 If the student is granted readmission, the Program Director/Dean 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 who has been dismissed for academic or non-academic reasons or a student who has withdrawn from the Program may seek readmission to the Program.
- 23.2 A student in any of these categories who wishes to be readmitted to the program 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 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 as it relates to him or her. Former students have the same access to their records as those currently enrolled, however, certain information will not be retained on a permanent basis by the University (e.g. admissions materials, registration forms, and course withdrawal forms). All persons must sign the written form kept within the record and indicate the date and the reason for the review.

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

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 request 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 program 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.

#### **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. The College/Program may not transmit grade information on behalf of the Office of the Registrar 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 course(s) and a narrative that describes the faculty member's first-hand knowledge and experience of the student. Information obtained from outside sources will not be included.

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, or other information 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 re-enrollment grade(s) when applicable (see Section 21). The final transcript grades issued at graduation cannot be modified or challenged except for clerical errors.

### **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.

- 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.