



**OSBORNE COLLEGE OF AUDIOLOGY:  
For Residential AuD Program Only (Classes 2028 and on)  
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 (OCA) 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 (EPCC), and the Provost/Vice President of Academic Affairs, have reviewed this policy to uphold the educational standards of the College for all students.

1.3 Recommended substantive changes to this Policy will be reviewed and acted upon by the University's EPCC.

1.3.1 Substantive changes approved by the EPCC will be shared with all stakeholder groups impacted by the Policy, via publishing on the University Academic Policies webpage.

1.4 Unless otherwise stated, the Dean of OCA 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 Provost/Vice President of Academic Affairs, in conjunction with their 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 EPCC. The Provost/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 OCA and their designee are charged with the administration of the programs governed by this academic policy.

2.3 The Dean of Student Affairs is responsible for monitoring the progress of students and collaborates with the Dean of OCA 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 Provost/Vice President of Academic Affairs.

2.4 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.

2.4.1 Under the auspices of the Office of Student Affairs, the Office of the Registrar is responsible for maintaining each student's permanent record.

2.4.2 The Dean of Student Affairs oversees the Center for Personal and Professional Development (CPPD), the Office of the Registrar, and the Office of Admissions.

2.5 The Director of the Pennsylvania Ear Institute is responsible for all patient care/business operations of the Pennsylvania Ear Institute.

2.6 The Clinical Education, Associate Dean (Assistant/ Associate Dean of Clinical Education) is charged with administration of the clinical education programs for the on-campus AuD program.

2.7 The Foundations and Assessment of Audiologic Medicine, Assistant Dean (Assistant/Associate Dean of Didactic Education) is charged with administration of the didactic program for the on-campus AuD program.

2.8 The Director/Assistant/Associate Dean of Distance Education is charged with administration of the didactic and clinical programs of the distance education programs within OCA.

### **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 following the EPCC template will be distributed for each course to include but not limited to the following: course instructor, contact information, 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.

3.3 Based on faculty input, the Dean of OCA recommends to the Provost/Vice President of Academic Affairs for the awarding of certificates based on program requirements.

3.4 Faculty are required to use their Salus/Drexel University email account when communicating with students, faculty, staff, and administrators..

#### **4. STUDENT RESPONSIBILITIES**

4.1 Students are responsible for following all the requirements stated in the academic policy.

4.2 Students are expected to check their Salus/Drexel 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 account on a daily basis, including during weekends, breaks, holidays and other unassigned times while enrolled in the program.

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

#### **5.0 NON-DEGREE & NON-MATRICULATED STUDENTS**

5.1 An individual may request to officially enroll in non-Residential AuD courses, including the MSc in Audiology, Certificates, and AuD Bridge programs in OCA within those curricula as a non-matriculated student, by obtaining approval from the Dean of OCA, or their designee. This does not apply to either the residential AuD program. Once students receive approval from the Dean of OCA, they can then register for the course within the college's registration period.

5.2 This non-degree registration is recorded as Non-matriculated (NM) on the student's transcript.

5.3 A regular course fee is applied to non-matriculated courses.

5.4 No more than nine (9) semester hours of credit are permitted for students not matriculated in a College certificate, AuD-Bridge Program, or Master's program.

5.5 If a student matriculates into a degree program or certificate, a student must receive a "B" or better for courses to count towards that program or certificate, which includes written approval from the Dean of OCA or their designee.

## **6.0. PROGRAM PREREQUISITES (For Entry in the Program)**

6.1 Specific prerequisite requirements are found in the current 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.

## **7.0 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 OCA.

7.2 Clinical privileges may be withdrawn for any of the following reasons:

7.2.1 Decision of the Committee on Academic Promotions (CAP) for academic and/or clinical deficiencies. (See Section 19 for more information on CAP.)

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 DIDACTIC / CLINICAL 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 OCA 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 (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.

8.3 The didactic and clinical schedules are distributed during the current term for the subsequent term.

8.4 Schedules are subject to change due to unforeseen circumstances.

## **9. ATTENDANCE POLICIES**

9.1 Attendance at all learning experiences, being fundamental to academic success, is expected. Accordingly, it is the policy of OCA 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 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 from the Office of the Dean of Student Affairs, if they are unable to attend a mandatory learning experience.

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 in danger of or reaches the status of poor academic standing is required to attend non-mandatory educational experiences. Written notification will be sent from the Office of the Assistant/Associate Deans of OCA.

9.6 As a matter of courtesy and information, in addition to acquiring requisite excused absences, 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 also apply to assessments including but not limited to make-up or special examinations, remediation examinations, laboratory or clinical examinations and re-enrollment examinations.

#### 9.8 Attendance for Laboratory / Clinical Skills Activity

9.8.1 Attendance is mandatory for all laboratories associated with didactic courses, Clinical Skills courses, on-campus and off-campus Professional Practice, Standardized Patients and Externship clinical assignments, Clinical Problem Solving (CPS) activities, Grand Rounds and when required, seminars, conferences, and meetings.

9.8.1 Attendance is mandatory at all patient care activities.

9.8.2 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.

9.8.3 All absences (excused and unexcused) will be reported to the Instructor of Record and/or the Assistant/Associate Dean of Clinical Education.

9.8.4 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 Dean of Student Affairs. For an absence to be excused in patient care activities during Clinical Externships, an explanation must be submitted to, and approved by, the Assistant/Associate Dean of Clinical Education or the Dean of Student Affairs.

9.8.5 For an unanticipated absence, a student is required to submit proper documentation within 48 hours following their return to educational/program activities to the Dean of Student Affairs or the Assistant/Associate Dean of Clinical Education, as appropriate.

9.8.6 Acceptable reasons for "excused" absenteeism include the following:

9.8.6.1 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.

9.8.6.2 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.

9.8.6.3 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.

9.8.6.4 Documented failure of normal and auxiliary means of transportation.

9.8.6.5 Personal events such as a student's marriage as set by the allowable excused absences per term.

9.8.6.6 Childbirth (maternity and paternity policy) as set by the University

9.8.6.7 Educational or professional activities, (e.g., attendance at a professional meeting). The Dean of Student Affairs, in conjunction with the Dean of OCA, 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.

9.8.7 Any excuse not specifically covered above shall be addressed and resolved by the Dean of Student Affairs or the Assistant/Associate Dean of Clinical Education, as appropriate.

9.8.8 All work missed during the absence must be completed to the satisfaction of the IOR or the Assistant/Associate Dean of Clinical Education prior to receiving a grade for the course.

9.8.9 All work must be completed within a period of time designated by the IOR or the Assistant/Associate Dean of Clinical Education.

9.8.10 A student may appeal to the Dean of OCA, if the student feels that the policy is not being honored or equitably enforced.

9.9 If absences are excessive (e.g. 10 days), a student may be required to take a leave of absence.



## 9.10 Excused Absences from Didactic Activities

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

9.10.2 For an unanticipated absence, a student is required to submit proper documentation within 48 hours following their return to educational/ program activities.

9.10.3 For an anticipated absence, a student is required to submit documentation prior to their absence.

9.10.4 Absence excuses may include, but are not limited to the following:

9.10.4.1 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.

9.10.4.2 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.

9.10.4.3 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.

9.10.4.4 Documented failure of normal or auxiliary means of transportation.

9.10.4.5 Personal event such as student's marriage, as set by the allowable excused absences per term.

9.10.4.6 Childbirth (maternity and paternity policy) as set by the University

9.10.4.7 Educational or professional activities, e.g., attendance at a professional meeting. The Dean of Student Affairs, in conjunction with the Dean of OCA, 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.

9.10.5 The determination whether an absence not specifically covered above is excused shall be decided by the Dean of Student Affairs

9.10.6 All work missed during an excused absence must be completed to the satisfaction of the IOR prior to receiving a grade for the course. All work must be completed within a period of time designated by the IOR.

9.10.7 If absences are excessive (e.g. 2 weeks), a student may be required to take a leave of absence.

#### 9.11 Unexcused Absences from Didactic and Clinical Activities

9.11.1 An “unexcused absence” is any absence that does not meet the criteria for being an excused absence, as outlined in sections 9.9 or 9.10.

9.11.2 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.**

9.11.3 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.

#### 9.12 Lateness in Clinical Activities

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

### 10. CITATION OF UNPROFESSIONAL BEHAVIOR POLICY

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

10.2 Issuance of 3 citations over the course of a student’s enrollment will result in a hearing in front of the Judicial Council. (Further information about Judicial Council can be found at <https://www.salus.edu/files/pdf/Student-Judicial-Policy-2019.pdf>)

### 11. OFF-CAMPUS ROTATIONS AND SCREENING PROGRAMS

11.1 Attendance at the assigned off-campus clinical rotations is mandatory.

11.2 All excused absences from assigned off-campus rotations must be made up.

11.3 The specific method for making up an absence will be based upon recommendations from the preceptor in consultation with the Clinical Education, Associate Dean (Assistant/ Associate Dean of Clinical Education)

11.4 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.

11.5 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.

11.6 Students who fail to notify the preceptor prior to the absence, and do not receive an excused absence from the Dean of Student Affairs, will be charged with an unexcused absence and may receive a grade of Failure (F) for the course.

11.7 Any unexcused absences from off-campus clinical rotations will result in unprofessional citation, and could result in dismissal from the University for unprofessional conduct.

## **12. EXTERNSHIP ROTATION**

12.1 Attendance at the assigned externship site is mandatory.

12.2 The hours and days of office and patient care activity are determined by the Clinical Education, Associate Dean (Assistant/ Associate Dean of Clinical Education), consistent with the University's calendar, the College's Academic Program calendar(s) and at the discretion of the preceptor.

12.3 If preceptor illness, vacations, or other circumstances prevent students from maintaining their scheduled routine, the Assistant/Associate Dean for Clinical Education should be notified immediately by the student.

12.4 The preceptor, in consultation with the Clinical Education, Associate Dean (Assistant/ Associate Dean of Clinical Education), will determine how and when student absence(s) will be made up.

12.5 All absences not made up to the satisfaction of the preceptor and/or the Clinical Education, Associate Dean (Assistant/ Associate Dean of 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

12.6 The Incomplete grade will be removed only when all course work is completed.

12.7 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.

12.8 The Provost/Vice President of Academic Affairs, or their designee 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.

12.9 Graduation will be withheld until the clinical work has been found satisfactory and completed.

### **13. COURSE CONCERNS / DIDACTIC ENVIRONMENT**

13.1 Classroom concerns should be initially discussed with the instructor and, if necessary, the Assistant/Associate Dean of Didactic Education. If the Assistant/Associate Dean of Didactic Education is the instructor, then the student should contact the Dean of OCA. If the Dean of OCA is the instructor, then they can contact the Provost/Vice Provost of Academic Affairs.

13.2 Classroom discrimination or sexual harassment concerns should be brought to the attention of the Affirmative Action Officer, Dean of OCA, or the Dean of Student Affairs

### **14. EXAMINATIONS**

#### **14.1 General Policies**

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

14.1.2 The University's *Rules for Taking Examinations* are found in the Student Handbook and/or posted on Blackboard. Each student is responsible for knowing these Rules. Questions or concerns about the Rules should be directed to the Assistant/Associate Dean of Didactic Education.

14.1.3 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

14.1.4 Exam policies and procedures for a course will be included in the course syllabus.

14.1.5 Course faculty must inform students via the syllabus 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.

## 14.2 Exam Schedules

14.2.1 Exam schedules are established and issued by OCA faculty and staff.

14.2.2 Exam schedules are subject to change due to unforeseen circumstances.

14.2.3 In the event of extremely harsh weather conditions or other emergency situations, information will be provided about University closing using the RAVE alert system. Students should consult the Student Handbook for additional information regarding an Emergency University Closing.

14.2.4 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 Dean of OCA in consultation with the instructor of record (IOR).

## 14.3 Exam Attendance

14.3.1 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 Dean of Student Affairs prior to the exam and have his/her physician submit a written report of the illness. Unexcused absences will result in a grade of zero (0) for the exam

# 15. ASSESSMENT AND GRADES

## 15.1 Grading System

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

15.1.2 The IORs 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:

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

Unless otherwise specified in a course syllabus, the grading scale is:

<u>Grade</u>	<u>Range</u>	<u>Interpretation</u>	<u>Grade Points Earned/Term Hour</u>
<b>A</b>	93.00 -100.00	(EXCELLENT) Indicates exceptional achievement	4.00
<b>A-</b>	90.00 - 92.99		3.70
<b>B+</b>	87.00 - 89.99		3.30
<b>B</b>	83.00 - 86.99	(GOOD) Indicates superior achievement	3.00
<b>B-</b>	80.00 - 82.99		2.70
<b>C+</b>	77.00 - 79.99	(SATISFACTORY) Indicates acceptable achievement	2.30
<b>C</b>	73.00 - 76.99		2.00
<b>C-</b>	70.00 - 72.99	(POOR) Credit earned but below desired standards	1.70
<b>D+</b>	67.00-69.99		1.30
<b>D</b>	63.00-66.99		1.00
<b>D-</b>	60.00-62.99		0.70
<b>F</b>	≤ 59.99	(FAILURE) No Credit Earned	0.00

#### Other Designations (carrying no Grade Points):

<b>F</b>	(FAILURE) Unsatisfactory performance Remediation of the course is required	0.00 (no credits earned)
<b>H</b>	(HONORS) Indicates outstanding performance	0.00 (credits earned)

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#### Other Designations (carrying no quality points):

<b>F</b>	(FAILURE) Unsatisfactory performance. Re-enrollment in the course is required	0.00 (in order to secure credit)
<b>H</b>	(HONORS) Indicates outstanding performance	0.00 (with credits earned)
<b>P</b>	(PASS) Indicates performance meeting all competencies or requirements	(with credits earned)
<b>CR</b>	(CREDIT) Credit is given but no grade is assigned	0.00 (with credits earned)
<b>AU</b>	(AUDIT)	

- I (INCOMPLETE)
- R (DEFERRED/RESEARCH IN PROGRESS)
- W (WITHDRAWAL)
- WP (WITHDRAWAL PASSING)
- WF (WITHDRAWAL FAILING)
- EX (EXEMPT)

## 15.2 Failing Grade (F)

15.2.1 A failure (“F”) in a didactic course must be addressed by passing of the course either through a remediation activity, such as a comprehensive examination, or re-enrollment in the course as necessary, within one year of the conclusion of the term in which the original grade was earned. It is highly recommended that any earned grade of “D” be remediated. The highest achievable remediated grade is “C”; however, a lower grade than “D” is also possible. A failure of the remediation is considered a second grade of F, and both are recorded on the official transcript. The option of remediation is not available once a student has been dismissed for academic reasons such as a low-grade point average.

15.2.2 All clinical skills failures (F’s) must be addressed by passing of the course through a remediation activity prior to beginning the next clinical rotation.

15.2.3 The faculty responsible for the course will schedule remediation activities.

15.2.4 Failures in Professional Practice and Clinical Externship courses must be addressed by passing of the course through remediation or re-enrollment within the next academic term as determined by the Instructor of Record (IOR). If the grade of Failure is not remediated by the next term, the student will be dismissed for academic reasons.

15.2.5 A student not resolving a failing grade within the above timeframes will not be permitted to continue in the academic program without the written approval of the Provost/Vice President of Academic Affairs or their designee.

15.2.5.1 After receiving this written approval, a student may be subject to special academic stipulations as determined by the Provost/Vice President of Academic Affairs or their designee, or the Committee on Academic Promotions.

### 15.3 Clinical Rotation Grades and Evaluations

15.3.1 Clinical Grades: Assessments are completed by the preceptor(s) at the mid-term, and at the conclusion of the rotation. At the conclusion of a clinical rotation, grades are recorded for each enrolled student as follows:

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

15.3.3 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): Work in a course is not completed, but the instructor of record or their designee determines that a passing grade in the course is attainable.

Deferred–(R): Where the normal work of the course extends beyond the scheduled period, a deferred grade (R) may be granted

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

15.3.5 Clinical Evaluations: At mid-term and at the conclusion of a clinical rotation an evaluation reviewing the quality of the student's work will be completed by the preceptor(s) and grade assigned by the IOR.

15.3.6 The Clinical Evaluations are used in counseling students concerning clinical strengths and weaknesses.

15.3.7 Clinical Evaluations are completed on standard forms, provided by the OCA.

### 15.4 Incomplete Grade

15.4.1 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.



15.4.1.1 An Incomplete (I) grade may be given only when the work in a course is not completed but when the instructor of record (IOR) or their designee determines that a passing grade in the course is attainable.

15.4.2 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.

15.4.2.1 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.

15.4.2.2 The Office of the Dean of OCA 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.

15.4.2.3 All incompletes “I” must be removed prior to beginning Externship rotations.

15.4.3 If the student fails to remove the Incomplete (I) grade within the time allowed, the IOR, with the approval of the Dean of OCA, will authorize the Office of the Registrar to change the grade to a Failure (F).

15.4.4 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 (e.g., dismissal, probation, or warning). This additional information will assist the Academic Progress Meeting and/or the Committee on Academic Promotions in evaluating student performance in borderline cases.

15.4.5 The final grade of a student who receives an "Incomplete" is the decision of the instructor of record (IOR).

## 15.5 Deferred (R)

15.5.1 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 OCA and the Provost/Vice President of Academic Affairs has been obtained.

15.5.2 The grade of “Deferred” (R) may also be assigned with the approval of the Dean of the College, or their designee, if all required work in a course is

completed, but a grade is unable to be determined and additional time is required to consider or investigate a grade.

15.5.3 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.

15.5.4 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.

15.5.5 Deferred grades must be resolved within one year after the end of the term in which the grade was earned and before Externship rotations may be started or continued. This policy may be waived under extenuating circumstances as determined in writing by Dean of OCA or their designee.

## 15.6 Withdrawal (W)

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

15.6.1.1 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.

15.6.1.2 Withdrawals from any internal or external clinical assignment are subject to the approval of the Assistant/Associate Dean of Clinical Education and the subsequent approval of the Dean of OCA.

## 15.7 Audit (AU)

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

15.7.2 The student is required to provide the Office of the Registrar with the written approval from the IOR by no later than the fifth (5<sup>th</sup>) business day of the term.

15.7.3 This non-credit registration is recorded as "Audit" (AU) on the student's transcript.

15.7.4 A course audit fee may be applied in certain circumstances.

15.7.5 The Office of the Registrar will notify the instructor of record (IOR) when a student has approval to audit a course.

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

15.7.7 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.

## 15.8 Exempt (EX)

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

15.8.2 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.

## 15.9 Drop/Add Period

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

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

## 15.10 Grade Mediation

15.10.1 A student having a concern or complaint about a reported grade in a course should first discuss grading practices and determinations with the IOR. It is expected that the student and IOR will address any misunderstandings and will attempt to work out any disagreements over grades.

15.10.2 On rare occasions, circumstances may develop in which a student and IOR disagree about a student's grade. The student may then appeal the grade decision, in writing, to the Assistant / Associate Deans of Foundations and Assessment or Clinical Education, depending if the course is didactic or clinical, respectively.

If the Assistant/Associate Deans of Foundations and Assessment, or Clinical Education is the Instructor of Record (IOR), or if the student disagrees with the ruling of the Assistant/Associate Deans, an appeal may be made to the Dean of OCA. There is no further appeal within the College.

In the event that the Dean of OCA is the instructor of record, the written appeal from the student is made to the Provost/Vice President of Academic Affairs, or their designee.

The decision of the Provost/Vice President of Academic Affairs or their designee is final; there is no further appeal within the University.”

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

15.10.4 The original grade assigned by the IOR 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.

15.10.4.1 A grade change will be recorded in accordance with section 15.11 of this policy – *Change of Grade*.

15.10.5 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.

## 15.11 Change of Grade

15.11.1 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 IOR and the Dean of the College of Audiology

## 15.12 Grade-Point Average (GPA)

15.12.1 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.

15.12.2 Grades are converted to grade points by multiplying the number of credits for each course by the specified formula assigned to the letter grade and +/- . 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.*) See section 15.1.3 for complete grading point breakdown.

15.12.3 The total number of grade points divided by the total credits used to calculate the grade points equals the grade point average.

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

### 15.13 Credit (CR)

15.13.1 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 OCA and the Provost/Vice President of Academic Affairs.

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

### 15.13.3 Evaluation and Acceptance of Transfer Credit

15.13.3.1 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 OCA, and approved by the Provost/Vice President of Academic Affairs.

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

### 15.13.4 Credit through Experiential Learning

15.13.4.1 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.

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

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

16.1 The Academic Progress Meeting will meet to evaluate the performance of all students registered within a course at the end of each term.

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

16.2.1 Categories of Academic Standing include the following:

16.2.1.1 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 2.3.

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

16.2.1.3 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 OCA has determined the existence of extenuating circumstances.

16.2.2 Academic Warning – A student may receive a notice of academic warning if their term GPA or cumulative GPA falls between a 2.45 through a 2.31. Academic warning is an indication to the student that their academic performance is in danger of falling below minimum acceptable academic expectations.

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

16.2.3.1 Their term GPA falls below a 2.3

16.2.3.2 Their cumulative GPA at the end of a term falls below a 2.3.

16.2.3.3 The student 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.

16.2.4 Academic Dismissal –

All students are dismissed from the academic program when:

16.2.4.1 Their term GPA is below a 2.3 for two consecutive terms; or

16.2.4.2 Their cumulative GPA is below a 2.3 for two consecutive terms; or

16.2.4.3 They receive two failing (F) grades in any of the courses for any two terms, consecutive or not, consecutive or not, including when such course is failed the first time, repeated and failed a second time

## **17. SATISFACTORY ACADEMIC PROGRESS**

17.1 Faculty will evaluate the academic achievement and potential of all students at the midpoint and conclusion of each academic term.

17.2 Faculty will recommend to the Dean of OCA students for advancement to the next term of the program.

## **18. ENROLLMENT**

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

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

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

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

### **19.1 Remediation**

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

19.1.2 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.

19.1.3 Remediation is defined as a special examination offered during a prescribed examination period.

19.1.4 A grade of “F” not remediated will result in the dismissal of the student for academic reasons.

19.1.5 A grade of “D” may also be remediated for didactic and clinical courses, provided the student obtains approval from the applicable Assistant/Associate Deans of Foundations and Clinical Education, respectively.

19.1.5.1 Additionally, under certain circumstances, the Committee on Academic Promotions and/or the Dean of OCA can mandate that the student remediates a grade of “D.” The student will then remediate the course, in accordance with the stipulation set forth in writing by the Dean of OCA.

19.1.6 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.

19.1.6.1 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”.

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

19.1.7 A student who fails a remediation examination will be referred to the Provost/Vice President of Academic Affairs to review his/her academic performance and discuss ways to improve his/her academic standing.

19.1.8 A course can be remediated only once.

19.1.9 A remediation fee will be applied.

## 19.2 Re-enrollment

19.2.1 If the remediation process outlined above is unsuccessful for a grade of “D”, a student may re-enroll in the course when next offered.

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

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



19.2.4 Re-enrollment(s) must be completed prior to the start of the Externship rotation.

19.2.5 The new grade earned by re enrolling in the course is recorded on the transcript.

19.2.6 For a re enrollment, any grade may be earned as defined by the course syllabus.

19.2.7 If the initial re-enrollment is unsuccessful, and the student is in good academic standing, the student will be required to re-enroll in the course again.

19.2.8 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.

19.2.9 Registration to re-enroll in a course will be denied after a grade of “C” or higher is earned.

19.2.10 A student who re-enrolls 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.

19.2.11 A re-enrollment fee will be applied.

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

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

20.1.1 The Osborne College of Audiology’s Committee on Academic Promotions (OCA CAP) is a standing committee of the College, charged with reviewing academic reinstatement appeals from students in all programs within OCA. OCA CAP is composed of four faculty members (three voting members and one non-voting Chairperson of the Committee). The Dean of OCA appoints the Chairperson of the Committee.

20.1.2 Representatives from the Provost/Vice President of Academic Affairs or their designee, the Office 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.

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

20.1.4 The Dean of OCA or the Provost/Vice President of Academic Affairs 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.

## 20.2 Responsibilities of the Committee on Academic Promotions

20.2.1 Hearing an appeal for reinstatement from any student who has been dismissed.

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

20.2.3 The Committee may review grades and summaries concerning professional development and any extenuating circumstances, i.e., events beyond the student's control that are submitted by the student and/or faculty. All written material for consideration by the CAP must be submitted 48 hours prior to the scheduled hearing.

20.2.4 The Committee shall then make a decision either to:

20.2.4.1 uphold the dismissal, or

20.2.4.2 reinstate the student, either immediately, or at a future date if warranted by exceptional circumstances.

20.2.5 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:

20.2.5.1 Take a remediation examination(s);

20.2.5.2 Enroll in a course of study;

20.2.5.3 Continue matriculation on a modified program;

20.2.5.4 Repeat specific courses or rotations even if previously passed;

20.2.5.5 Repeat an academic year of study;

20.2.5.6 Seek and obtain academic counseling and/or tutoring;

20.2.5.7 Seek and obtain academic, medical, or psychological evaluation(s).

20.2.6 The Dean of OCA 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.

20.2.7 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 Assistant/Associate Deans of OCA, in consultation with the faculty for that course(s), will outline in writing alternate conditions for said re-enrollment.

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

20.2.9 Remediation exams or re-enrollment may occur only after the student is formally reinstated.

20.2.10 The faculty, the Deans of OCA, and the Offices of Academic and Student 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.

## **21. REINSTATEMENT AND DISMISSAL APPEAL**

21.1 The student's academic standing is determined at Academic Progress Meetings. Appeal hearings will be held as soon as possible after Academic Progress Meetings. The hearing will be scheduled based on the availability of Committee members and may include evenings or weekends.

### **21.2 Reinstatement Without Appeal**

21.2.1 A student who has been dismissed for academic reasons may be reinstated to the College's academic program, upon a recommendation from the Academic Progress Meeting to the Dean of OCA and with the approval of the Provost/Vice President of Academic Affairs, without having to formally appeal to the Committee on Academic Promotions.

21.2.2. A student will be notified in writing with the conditions of reinstatement within five (5) business days of the date of the Academic Progress Meeting.

### **21.3 Reinstatement with Appeal**

21.3.1 A student who is dismissed for academic reasons and not granted reinstatement without appeal (see Section 21.2) will have a personal hearing for appeal automatically scheduled with the Committee on Academic Promotions, unless the student waives this right to a hearing.

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

21.3.2.1 The student wishes to appeal the dismissal. The appeal should be addressed to the Chairperson of the College's 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 their appeal for reinstatement should be considered and granted by the Committee on Academic Promotions. The student must also indicate if they will appear in person before the Committee on Academic Promotions, or

21.3.2.2 The student wishes to waive the right of appeal.

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

21.3.4 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.

21.3.5 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 (see Section 21.2.3).

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

21.3.7 The Committee will have access to the student's complete files, student transcripts provided by the Registrar and documentation of previous appeals, if applicable.

## 21.4 Conduct of the Appeal Hearing

21.4.1 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.

21.4.1.1 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 partner, 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.

21.4.2 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.

21.4.3 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 OCA 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.

21.4.4 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.

21.4.5 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.

21.4.6 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.

21.4.7 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.

21.4.8 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.

21.4.9 Any member of the Committee may recuse or decline participation in any hearing because of conflict.

21.4.10 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.

21.4.11 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. All relevant documents, including examinations and other course assignments, or evaluations should be made available to the committee for review minimally two days prior to the hearing.

21.4.12 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.

## 21.5 Advisement and Assistance Available to Students Regarding the CAP

21.5.1 The Dean of Student Affairs is available to:

21.5.1.1 Interpret for students the actions of the Committee on Academic Promotion;

21.5.1.2 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;

21.5.1.3 Review with students the steps in the appeals process.

21.5.2 The Provost/Vice President of Academic Affairs, or their designee, and a member of the Center for Personal and Professional Development are also available to provide a student with counseling services.

## 21.6 Appealing a Decision of the CAP Not Involving Dismissal

21.6.1 This section pertains to any student who has been asked to remediate or re-enroll in a modified program, or repeat a year.

21.6.2 Students may appeal non-dismissal actions of the Committee on Academic Promotions in the form of a letter directed to the Dean of OCA

21.6.3 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.

21.6.4. The Dean of the OCA must consider every case in which a student requests an appeal.

21.6.5 The Dean of OCA 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.

21.6.6 Students may also elect to have forwarded to the Dean of OCA written statements from faculty members or other directly related individuals in support of their appeal.

21.6.7 The Dean of OCA, after consulting with the members of the Committee on Academic Promotions, will consider and rule on the appeal.

21.6.8 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.

21.6.9 Should the Dean of OCA 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.

21.6.10 The student shall be notified in writing of the decision of the Office of the Dean of OCA concerning the appeal.

21.6.11 The decision of the Dean of OCA is final.

21.6.12 There is no further appeal within the College.

## 21.7 Appealing a Decision of CAP Involving Dismissal

21.7.1 The student may appeal to the Dean of OCA when the decision of the Committee on Academic Promotions is to uphold the dismissal.

21.7.2 The request must be made by the student in writing and addressed to the Dean of OCA 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.

21.7.3 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.



21.7.4 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.

21.7.5 The Dean of OCA may serve alone or may select up to three members of the faculty, administrative staff or others, as the dean deems appropriate to serve as an Ad Hoc Appeals Committee to gain the benefit of their input prior to rendering a final decision.

21.7.6 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 OCA, the Provost/Vice President of Academic Affairs will appoint a designee to assume these responsibilities.

21.7.7 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 OCA or the Chairperson of the Ad Hoc Appeals Committee.

21.7.8 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 OCA or the Ad Hoc Appeals Committee.

21.7.9 Upon completion of its investigation, the Dean of OCA shall render their decision or the decision of the Ad Hoc Appeals Committee in writing to the 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. The Dean of OCA's or the Provost/Vice President of Academic Affairs designee's decision on the appeal may uphold, modify, or reverse any previous decision.

21.7.10 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.

21.7.11 The decision of the Dean of OCA or the Provost/Vice President of Academic Affairs, or their designee, is final. There are no further appeals within the University.

## **22. PROGRAM COMPLETION REQUIREMENTS**

22.1 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.

22.2 The student must successfully complete the entire required and elective curriculum with a cumulative grade point average of 2.3 or better, as well as having satisfactorily completed all required clinical activities.

22.3 The student 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 Audiologists.

22.4 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.

22.5 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.

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

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

## 22.8 Graduation with Honors

22.8.1 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:

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

## 23. LEAVE OF ABSENCE

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

### 23.2 Program Placement upon Return from a Leave of Absence

23.2.1 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 OCA. 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.

## 24. WITHDRAWAL

24.1 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.

24.1.1 A student may withdraw voluntarily from the Program at any time. A student who wishes to withdraw must communicate directly with the Dean of the College and/or the Dean of Student Affairs. The student must notify in writing of the withdrawal and the reason(s) for the withdrawal.

24.2 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.

24.3 A student who wishes to seek readmission to the College/program must follow the procedures outlined in *Section 25 - Readmission* of this policy.

24.4 If the student is granted readmission, the Assistant/Associate Deans will determine the content of the student's academic program, entry point, conditions, and requirements pertinent to the readmitted student's curriculum. The re-entry program will be presented to the Dean of OCA for approval.

## **25. READMISSION**

25.1 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.

25.2 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 found on the University website.

## **26. STUDENT RECORDS**

### **26.1 Student Records and Files**

26.1.1 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.

26.1.2 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.

26.1.3 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.

26.1.4 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.

## 26.2 Examination of Student Records

26.2.1 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.

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

26.2.3 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 of OCA.

26.2.4 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.

## 26.3 Transfer of Student Information

26.3.1 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:

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

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

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

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

26.3.1.4.1 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.

26.3.2 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.

26.3.3 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.

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

26.4.1 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.

26.4.2 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.

26.4.3 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.

26.4.4 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.

26.4.5 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).

## 26.5 Transcripts

26.5.1 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. The final transcript grades issued at graduation cannot be modified or challenged except for clerical errors.

## 27. STUDENTS WITH DISABILITIES

27.1 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 Dean of the College will inform them of the specific accommodations.

27.2 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.