



**POST-BACCALAUREATE PROGRAM IN  
SPEECH-LANGUAGE PATHOLOGY  
ACADEMIC POLICY  
Effective August 2024**

**Contents**

|   |    |
|---|----|
| 1. INTRODUCTION AND OVERVIEW .....  | 3  |
| 2. ADMINISTRATIVE RESPONSIBILITIES.....   | 3  |
| 3. FACULTY RESPONSIBILITIES.....  | 4  |
| 4. STUDENT RESPONSIBILITIES .....   | 4  |
| 5. PROGRAM PREREQUISITES .....  | 5  |
| 6. UNIVERSITY CALENDAR, POST-BACCALAUREATE PROGRAM IN SPEECH-<br>LANGUAGE PATHOLOGY CALENDAR AND CLASS SCHEDULES..... | 5  |
| 7. ATTENDANCE.....  | 6  |
| 7.2 Attendance for Clinical Observation .....   | 6  |
| 7.3 Excused Absences from Didactic Activities .....   | 6  |
| 7.4 Excused Absences from Clinical Observation .....  | 8  |
| 7.5 Unexcused Absences from Didactic and Clinical Observation Activities.....   | 8  |
| 7.6 Lateness in Clinical Observation Activities.....  | 9  |
| 8. COURSE CONCERNS .....  | 9  |
| 9. EXAMINATIONS .....   | 9  |
| 9.1 General Policies.....   | 9  |
| 9.2 Schedules .....   | 10 |
| 9.3 Attendance.....   | 10 |
| 10. ASSESSMENT AND GRADES.....  | 10 |
| 10.1 Grading System.....  | 10 |
| 10.1.4 Midterm weak or failing ("MW" or "MF") .....   | 11 |
| 10.2 Failing Grade (F).....   | 11 |
| 10.3 Incomplete (I).....  | 12 |
| 10.4 Deferred (R).....  | 12 |

|      |                                     |    |
|------|-------------------------------------|----|
| 10.5 | Drop/Add Period .....               | 13 |
| 10.6 | Withdrawal (W) .....                | 13 |
| 10.7 | Grade Mediation .....               | 13 |
| 10.8 | Change of Grade .....               | 14 |
| 11.  | SATISFACTORY ACADEMIC PROGRESS..... | 15 |

|      |   |    |
|------|---|----|
| 12.  | LEAVE OF ABSENCE .....  | 15 |
| 12.2 | Program Placement upon Return from a Leave of Absence .....                           | 15 |
| 13.  | WITHDRAWAL FROM THE POST-BACCALAUREATE PROGRAM IN SPEECH-<br>LANGUAGE PATHOLOGY ..... | 15 |
| 14.  | READMISSION .....   | 16 |
| 15.  | RE-ENROLLMENT .....   | 16 |
| 16   | NON-MATRICULATED STUDENTS .....   | 17 |
| 17.  | END OF TERM ACADEMIC STANDING .....   | 17 |
| 17.5 | Categories of Academic Standing .....   | 18 |
| 18.  | COMMITTEE ON ACADEMIC PROMOTIONS (CAP) .....  | 19 |
| 18.1 | Composition of the Committee on Academic Promotions .....                             | 19 |
| 18.2 | Responsibilities of the Committee on Academic Promotions .....                        | 20 |
| 19.  | REINSTATEMENT AND DISMISSAL APPEAL .....  | 21 |
| 19.1 | Reinstatement Without Appeal .....  | 21 |
| 19.2 | Reinstatement with Appeal .....   | 21 |
| 19.3 | Conduct of the Appeal Hearing .....   | 22 |
| 19.4 | Advisement and Assistance Available to Students Regarding the CAP .....               | 24 |
| 19.5 | Appealing a Decision of the CAP Not Involving Dismissal .....                         | 25 |
| 19.6 | Appealing a Decision of CAP Involving Dismissal .....                                 | 26 |
| 20.  | STUDENT RECORDS .....   | 27 |
| 20.1 | Student Records and Files .....   | 27 |
| 20.2 | Examination of Student Records .....  | 27 |
| 20.3 | Transfer of Student Information .....   | 28 |
| 20.4 | Release of Information (Grades, Tests, Scores, etc.) .....                            | 29 |
| 20.5 | Transcripts .....   | 30 |
| 21.  | ENROLLMENT .....  | 30 |
| 22.  | PROGRAM OF COMPLETION REQUIREMENTS .....  | 30 |
| 23.  | STUDENTS WITH DISABILITIES .....  | 31 |

## 1. INTRODUCTION AND OVERVIEW

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

## 2. ADMINISTRATIVE RESPONSIBILITIES

- 2.1 The Dean, in conjunction with the Program Director and/or Coordinator, is charged with the oversight of the curriculum and other academic matters. The Office of Academic Affairs creates and modifies the curriculum of the Post-baccalaureate Program in Speech-Language Pathology. The Provost/Vice President for Academic Affairs is the chief academic officer of the University and is responsible for final decisions concerning the curriculum and educational policy at Salus University.
- 2.2 The Program Director, the Coordinator of the Post-baccalaureate Program in Speech-Language Pathology, and their staff are charged with the administration of all aspects of the Post-baccalaureate Program in SLP
- 2.3 The Program Director, the Coordinator of the Post-baccalaureate Program in Speech-Language Pathology, or their designee is responsible for monitoring the progress of the Post-baccalaureate Program in Speech-

**Commented [Se1]:** Not sure why but a column has been added here and I cannot figure out how to un-do

Language Pathology' students and developing modified programs when it is deemed necessary to ensure a student's academic success.

- 2.4 The Program Director of the Post-baccalaureate Program in Speech-Language Pathology assumes other responsibilities as delegated and assigned by the Provost/Vice President for Academic Affairs.
- 2.5 The Dean of Student Affairs is charged with the administration of matters related to registration, student counseling, and student life on campus. This office has the responsibility for advising students in personal matters impacting academics and special events.
- 2.5.1 Under the auspices of the Office of Student Affairs, the Office of the Registrar is responsible for maintaining the students' permanent records.
- 2.5.2 The Dean of Student Affairs oversees the Center for Personal and Professional Development, the Office of the Registrar and the Office of Admissions.

### **3. FACULTY RESPONSIBILITIES**

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

## **5. PROGRAM PREREQUISITES**

- 5.1 Specific prerequisite requirements can be found in the current University catalog as well as on the Salus University Website under the Post-baccalaureate Program in Speech-Language Pathology.
- 5.2 Up to 9 credits of B- or higher may be transferred to satisfy certificate completion with permission of the Program Director and/or Coordinator.
- 5.3 Each student must meet with the Program Director and/or Coordinator to develop and review their individualized Program of Studies.

## **6. UNIVERSITY CALENDAR, POST-BACCALAUREATE PROGRAM IN SPEECH-LANGUAGE PATHOLOGY CALENDAR AND CLASS SCHEDULES**

- 6.1 The University Calendar for the institution provides the beginning and ending dates for each term as well as University holidays.
- 6.1.1 The Post-baccalaureate Program in Speech-Language Pathology publishes a Program Calendar with specific information about the Post-baccalaureate Program in Speech-Language Pathology beginning and ending course dates, as well as academic breaks that follow within the published University Calendar dates for each term.
- 6.2 Any non-academic commitments scheduled on days reserved for academic activities that inhibit participation in academic programming are made at the student's own risk.
- 6.3 The Post-baccalaureate Program in Speech-Language Pathology Class Schedules are distributed prior to the beginning of a term. Each course syllabus will define its class schedule and requirements.
- 6.4 The University Calendar, the Program Calendar and Class Schedules are subject to change due to extenuating circumstances with notice.

- 6.5 After it has been published, instructors require prior approval from the Program Director and/or Coordinator to change the Post-baccalaureate Program in Speech-Language Pathology Course Calendar or Class Schedule due to extenuating circumstances.

## **7. ATTENDANCE**

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

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

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

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

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

- 7.2.1 Attendance at Clinical Observation sites is mandatory.

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

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

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

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

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

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

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

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

- 7.3.4 For an unanticipated absence (e.g., accident, family death, etc.), a student is required to submit proper documentation to the Dean of Student Affairs within 48 hours following their return to educational/programmatic activities. The Dean of Student Affairs will notify the student, Program Director, and course instructor if the absence was excused or unexcused.
- 7.3.5 Students should inform the Program Director and/or Coordinator and course instructors as soon as possible when an absence has occurred or will occur.
- 7.3.6 Excused absences may include, but are not limited to, the following:
  - 7.3.6.1 A statement from a physician that at the time of the mandatory activity, the student was under their care and too ill to take the examination or to attend the learning activity.
  - 7.3.6.2 A statement from a physician that a member of the student's immediate family was seriously ill and required the student's presence.
  - 7.3.6.3 A death in the student's immediate family. The relationship of the deceased to the student and the date of death must be provided.
  - 7.3.6.4 Documented failure of normal or auxiliary means of transportation, when appropriate (e.g., direct service activities).
  - 7.3.6.5 A substantive personal life event.
  - 7.3.6.6 Childbirth (see *Student Leave of Absence Policy*).
  - 7.3.6.7 Educational or professional considerations, e.g., attendance at a professional meeting. The course instructor and Program Director and/or Coordinator must grant approval. The length of the approved absence will be specified. These requests must be made at least two weeks prior to the desired absence.
- 7.3.7 The determination of whether an absence not specifically covered above (in Section 7.3.6) is excused shall be decided by the Dean of Student Affairs.
- 7.3.8 All work missed during an excused absence must be completed and meet the criteria set forth by the course instructor prior to receiving a grade. All work must be completed by the end of the term; exceptions may be made by the Program Director and/or Coordinator. Exceptions will be made for



students receiving an Incomplete (I) grade at the end of the term (see section 10.3)

- 7.3.9 The Dean of Student Affairs in conjunction with the Program Director may determine that multiple absences are excessive. The Program Director can determine that a student be required to take a leave of absence or withdraw from the course/program and repeat the course/program at a later time.

#### **7.4 Excused Absences from Clinical Observation**

- 7.4.1 In addition to the policies outlined in the previous sections, the subsequent policies apply to excused absences from Clinical Observation activities.

- 7.4.2 Attendance is mandatory at all Clinical Observation activities. Part of the professional development expected during study in the Post-baccalaureate Program in Speech-Language Pathology is learning the values that make up a competent professional. Failure to immediately inform the Program Director and/or Coordinator and relevant course instructor of an absence may indicate lack of sensitivity to this important professional value.

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

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

- 7.5.1 An unexcused absence is any absence that does not meet the criteria for being an excused absence, as outlined in the above section. This policy applies to all face-to-face, synchronous and asynchronous online, and clinical observational activities.
- 7.5.2 Unexcused absences from program activities will result in a zero for any academic activities that occur during the period of the unexcused absence. A student will not be allowed to take a makeup exam in the case of an unexcused absence.
- 7.5.3 A pattern of unexcused absences could also result in dismissal from the University for unprofessional conduct.
- 7.5.4 A student may be placed on academic warning, probation, or be removed from course activities by the Program Director if the student fails to meet course responsibilities. These matters may then be referred to the Committee on Academic Promotions for review and further action (see Section 18).

**7.6 Lateness in Clinical Observation Activities**

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

**8. COURSE CONCERNS**

- 8.1 Course issues should be initially discussed between the instructor(s) and the student and, if necessary, with the Program Director and/or Coordinator. If the concerns are not resolved satisfactorily, then they should be brought to the attention of the Dean or their designee.
- 8.2 In the event that the Program Director or the Course Coordinator is the course instructor or is otherwise a direct participant in the underlying dispute, then the student should contact the Dean of the College.
- 8.3 In the event that the Dean of the College is the course instructor or is otherwise a direct participant in the underlying dispute, then the student should contact the Associate Provost or Provost/Vice President of Academic Affairs.
- 8.4 Classroom discrimination or sexual harassment concerns should be brought to the attention of the Dean of the College, Affirmative Action Officer, the Dean of Student Affairs, or the Provost/Vice President of Academic Affairs

**9. EXAMINATIONS**

**9.1 General Policies**

- 9.1.1 Examinations provide the opportunity for instructors to evaluate and for students to demonstrate academic progress. The policies stated in the sections below refer to both face-to-face and online course examinations.
- 9.1.2 Exam policies and procedures for a course will be included in the course syllabus, which will be distributed at the beginning of each term. The student is responsible for understanding these policies. Questions or concerns should first be directed to the course instructor and then, if not resolved, the coordinator.
- 9.1.3 Infractions of the examination policies are considered serious offenses. These matters will be referred to the Judicial Committee for review and further action. Any student found guilty of infractions will be penalized in an appropriate manner, including the possibility of expulsion from Salus University.

- 9.1.4 Course instructors will include in the course syllabus the relative weights to be given to various examinations, and evaluation procedures used in determining the final grade.

## **9.2 Schedules**

- 9.2.1 Exam schedules are determined by the course instructor and are identified in each syllabus.
- 9.2.2 Examination schedules are subject to change for academic or unanticipated reasons.
- 9.2.3 In the event of an emergency situation, information will be provided about school closing on the Salus University website. Students should consult the Student Handbook for additional information regarding an Emergency School Closing.

## **9.3 Attendance**

- 9.3.1 Students are required to take examinations as scheduled. If a student is ill and is unable to take the examination, they must notify the course instructor, Program Coordinator and Dean for Student Affairs prior to the exam and have their physician submit a written report of the illness. In cases of other emergencies (e.g. death of an immediate family member), the course instructor, Program Coordinator and Dean of Student Affairs should be notified and may authorize an excused absence (see Section 7.3) from the exam. Unexcused absences (see Section 7.5) will result in a grade of zero (0) for the missed exam.
- 9.3.2 Students who arrive 15 minutes or more after the exam start time are not allowed to sit for the examination at that time. Whether a make-up examination is allowed depends upon if a student receives an excused or unexcused absence.
- 9.3.2 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 Registrar's Office is responsible for ensuring that only registered students receive a grade for a registered course.

## **10. ASSESSMENT AND GRADES**

### **10.1 Grading System**

- 10.1.1 All students are expected to pursue the highest standards of academic excellence.
- 10.1.2 At the conclusion of a course, a grade will be recorded for each enrolled student (on a schedule determined by the Registrar) according to the following grading system:

|        |                           |                                       |
|--------|---------------------------|---------------------------------------|
| 10.1.3 | Grade Interpretation -    | Grade Points Earned per Term Hour     |
|        | <b>A = 93.00 - 100.00</b> | <b>4.0 EXCELLENT</b>                  |
|        | <b>A- = 90.00 - 92.99</b> | <b>3.7</b>                            |
|        | <b>B+ = 87.00 - 89.99</b> | <b>3.3</b>                            |
|        | <b>B = 83.00 - 86.99</b>  | <b>3.0 GOOD</b>                       |
|        | <b>B- = 80.00 - 82.99</b> | <b>2.7</b>                            |
|        | <b>C+ = 77.00 - 79.99</b> | <b>2.3</b>                            |
|        | <b>C = 73.00 - 76.99</b>  | <b>2.0 SATISFACTORY</b>               |
|        | <b>C- = 70.00 - 72.99</b> | <b>1.7</b>                            |
|        | <b>D+ = 67.00 - 69.99</b> | <b>1.3</b>                            |
|        | <b>D = 63.00 - 66.99</b>  | <b>1.0 POOR</b>                       |
|        | <b>D- = 60.00 - 62.99</b> | <b>0.7</b>                            |
|        | <b>F = &lt; 60.00</b>     | <b>0.0 FAILURE (No credit earned)</b> |

Other Designations –

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

10.1.4 At mid-semester, grades of “MW” (midterm weak performance) or “MF” (midterm failing performance) may be issued. Students receiving MW or MF grades at mid-semester may be contacted by the Program and/or College following the Program’s Academic Progress Meeting.

**10.2 Failing Grade (F)**

10.2.1 To earn the program certificate, all failing grades must be remediated. Failures in courses may be attended to by examination, remediation, or re-enrollment as determined by the Course Instructor, Program Director and/or Coordinator, and/or Committee on Academic Promotions. If the grade of failure is not removed within the time frame indicated below, the student will be dismissed for academic reasons.

10.2.1.1 If the failing grade is remediated by examination, this must occur before the end of the next academic term.

10.2.1.2 If the failing grade is remediated by a process of remediation, this must occur before the end of the next academic term.

10.2.1.3 If the failing grade is remediated by re-enrollment, the student must re-enroll in the next course offering.

10.2.2 The highest possible grade for a student who is re-enrolling in a course is B.

10.2.3 A student who has not remediated the failing grade within an appropriate time frame will not be permitted to continue in the academic program without the written approval of the Program Director, Program Coordinator, or their designee.

10.2.3.1 After receiving this written approval, a student may be subject to special academic stipulations as determined by the Course Instructor and Program Director and/or Program Coordinator.

10.2.3.2 While students are permitted to re-enroll in a failed course one time, students who receive a failing grade twice in the same course will be dismissed from their academic program (see Section 17.5.3).

### **10.3 Audit (AU)**

10.3.1 A student in a Salus degree or certificate program may elect to officially audit any course with the curriculum by obtaining written permission from the course instructor and the Program Director and/or Coordinator. A student may then register for the course during the College registration period.

10.3.2 The student is required to provide the Registrar's Office the written approval of the course instructor and the Program Director and/or Coordinator no later than the tenth (10th) business day of the semester.

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

10.3.4 A course audit fee will be charged.

10.3.5 Non-degree students may be permitted to audit courses, under special circumstances, with the written approval of the Program Director and/or Coordinator.

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

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

### **10.4 Incomplete (I)**

10.4.1 The temporary designation Incomplete (I) may be used when a complete course evaluation cannot be rendered because course requirements were not fulfilled due to an excused absence (see Section 7.5).

10.4.1.1 An Incomplete (I) grade may be given only when the work in a course is

not completed and when the faculty determines that a passing grade in the course is attainable.

10.4.2 Incompletes must be resolved within 45 calendar days after the end of the term in which the Incomplete (I) grade was received.

10.4.2.1 If unresolved after a total of 45 days, the Registrar will change the Incomplete (I) grade to a Failing (F) grade unless the student has been granted a Withdrawal (see section 10.6) from the course and a Leave of Absence from the program.

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

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

## **10.5 Deferred (R)**

10.5.1 In certain courses where the normal work of the course extends beyond the scheduled period, a Deferred (R) grade may be granted with prior approval from the course instructor and the Program Director and/or Program Coordinator.

10.5.2 The grade of Deferred (R) may also be assigned with the approval of the

Program Director and/or Program Coordinator 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.

10.5.3 Deferred grades must be resolved within 45 days after the end of the term in which the grade was earned.

10.5.4 For students not in good academic standing, when the deferred (R) designation is used, the course instructor, or the coordinator, will make available to the Registrar, in writing, the tentative student grade based on the student's performance to date.

10.5.5 The Registrar will transmit this information to the Program Faculty, the Program Director and/or Program Coordinator, and to the Committee on Academic Promotions for all students not in good academic standing (i.e., dismissal, probation). This additional information will assist the Program and/or the Committee on Academic Promotions in evaluating student performance.

#### **10.6 Withdrawal (W)**

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

10.6.2 Withdraw from the Program: To withdraw from a program, a student must obtain approval from the Program Director and Dean of Student Affairs.

#### **10.7 Drop/Add Period**

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

10.7.2 If a student decides to drop/add a course, they must use the appropriate online portal and submit it to the Office of the Registrar during this time period.

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

#### **10.8 Grade Mediation**

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

10.8.2 After an effort to resolve the grade dispute between the student and

instructor is not successful, the student may appeal the grade decision, in writing, to the Program Director. If the Program Director is the course



instructor, or if the student disagrees with the ruling of the Program Director, an appeal may be made to the Dean of the College.

- 10.8.3 The Dean's decision is final. There is no further appeal within the Program.
- 10.8.4 In the event that the Dean of the College teaches the course in question or is directly involved in any of the assessments in the course, then a written appeal can be made to the Associate Provost or Provost/Vice President of Academic Affairs. There is no further appeal within the University.
- 10.8.5 The student has thirty (30) by the Registrar, to appeal to the Program Director to begin the mediation process. The Program Director must resolve the grade decision within five (5) business days from the date the Program Director received the mediation request from the student.
- 10.8.5.1 The original grade assigned by the instructor will remain on the student's record while the appeals process is in progress and will be changed only if the appeal is successful.
- 10.8.5.2 All grades are considered permanent if not challenged within the time frame specified in Section 10.8.5.
- 10.8.6 A grade change will be recorded in accordance with Section 10.9 of this policy – Change of Grade.
- 10.8.7 In the event that a challenge to a grade should arise, copies of sequestered exams, reports, and/or presentations submitted by students are required to be retained by the instructor for a period of one year from the date that the grade was posted.
- 10.9 Change of Grade**
  - 10.9.1 Once submitted to the Registrar, no grade may be changed without the written consent of the course instructor and the Program Director and/or Coordinator.
- 10.10 Grade-Point Average (GPA)**
  - 10.10.1 A student's cumulative grade-point average is the weighted mean value of all grade points earned by the student as defined in Section 10.1.
  - 10.10.2 Grades are used to calculate grade points by multiplying the number of credits for each course by the specified formula assigned to the letter grade.
  - 10.10.3 The grade point average is calculated by dividing the total number of grade points earned (quality points) by the total number of credits used to determine the grade points earned (hours GPA).

- 10.10.4 A cumulative grade point average is calculated utilizing only courses taken within the program.

## **11. SATISFACTORY ACADEMIC PROGRESS**

- 11.1 Students enrolled at Salus University are expected to make, at minimum, satisfactory academic progress.
- 11.2 A student who is experiencing academic difficulty should, at their earliest opportunity, first speak with the course instructor as well as the Program Coordinator regarding their performance.
- 11.2.1 Secondly, the student should contact the Office for Academic Success regarding personal counseling opportunities, or other related matters.
- 11.2.2 Thirdly, the Dean of the College or their designee should also be contacted to discuss the student's academic performance.
- 11.2.3 An audited course is not counted for these purposes.
- 11.3 Under usual circumstances, a matriculated student must complete all didactic coursework in no more than two years (not including approved Leaves of Absence) and each student must present evidence of continuing to make satisfactory academic progress at all times. The Post-baccalaureate Program in Speech-Language Pathology Program Director and/or Coordinator, in conjunction with the Dean or their designee, must approve any exceptions to this total length of program.

## **12. LEAVE OF ABSENCE**

- 12.1 Refer to the *Student Leave of Absence Policy* on Salus University University's website for detailed information about leaves of absence.
- 12.2 **Program Placement upon Return from a Leave of Absence**
- 12.2.1 Upon returning from a Leave of Absence, regardless of the type, the student's permanent record and status is reviewed by the Post-baccalaureate Program in Speech-Language Pathology Program Director. A repeat of course(s), clinical observation, or other academic conditions may be required if deemed necessary. Additional fees for repeated work will also apply

## **13. WITHDRAWAL FROM THE POST-BACCALAUREATE PROGRAM IN SPEECH-LANGUAGE PATHOLOGY**

- 13.1 The following sets forth policy guidelines for student withdrawal from the Post-baccalaureate Program in Speech-Language Pathology. 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, by the Program Director and the Dean of the College, and handled according to

the individual circumstances.

- 13.1.1 A student may withdraw voluntarily from the Program at any time. A student who wishes to withdraw must communicate directly with the Post-baccalaureate Program in Speech-Language Pathology Program Director and Dean of Student Affairs. The student must notify in writing of the withdrawal and the reason(s) for the withdrawal.
- 13.2 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.
- 13.3 A student who wishes to seek readmission to the Post-baccalaureate Program in Speech-Language Pathology must follow the procedures outlined in Section 14 - Readmission of this policy.
- 13.4 If the student is granted readmission, the Post-baccalaureate Program in Speech-Language Pathology Program Director and/or Coordinator will determine the content of the student's academic program, entry point, conditions, and requirements pertinent to the readmitted student's curriculum.

#### **14. READMISSION**

- 14.1 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.
- 14.1.1 A student in any of these categories who wishes to be readmitted to the Post-baccalaureate Program in Speech-Language Pathology 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 the University website.

#### **15. RE-ENROLLMENT**

- 15.1 A student may be required to re-enroll in a course where the student has earned a failure (F) or have not met the minimum 3.0 GPA requirement (see Section 17.5.2.1).
- 15.2 A student repeating credits through re-enrollment is required to re-register for those credits with the Office of the Registrar during the University's registration period.
- 15.2.1 A re-enrollment fee will be applied.

- 15.3 Re-enrollment is accomplished by attending the course at its regularly scheduled time during the next term the course is offered, satisfying the attendance and academic requirements of the course.
- 15.4 Required re-enrollment must be completed as soon as the course is offered again.
- 15.5 The highest possible grade that can be earned is a B.
- 15.5.1 The new grade earned by re-enrolling in the course will be recorded on the transcript.
- 15.5.2 With re-enrollment, the original grade earned will remain on the transcript, but will not be used to calculate the new cumulative grade-point average.
- 15.6 A student who re-enrolls once in a course and does not achieve a passing grade will be dismissed from the program. The student may appeal to the Committee on Academic Promotion for further review and action.

## **16 NON-DEGREE STUDENTS**

- 16.1 An individual may request to officially enroll in selected courses within the curriculum as a non-degree student by obtaining written permission from the Program Director and/or Coordinator and registering for the course within the registration period.
- 16.2 This non-certificate registration is recorded as non-degree on the student's transcript.
- 16.3 The regular course fee is applied to non-degree courses.
- 16.4 No more than nine (9) semester hours of credit are permitted for students not matriculated into the Program.

**Commented [B2]:** Please see comment in section 5. This is fine, but we also need a Non-Degree Students section.

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

- 17.1 The course instructor(s) will evaluate the performance of all students registered within a course at the end of each grading period. The instructor of record will submit student grades to the Office of the Registrar.
- 17.2 The Office of the Registrar will make official entry of the grades into the student record. The academic standing of each student will be reviewed and determined by the Program Director and/or Coordinator and program faculty at an Academic Progress Meeting. Academic standing categories include: Satisfactory Academic Standing, Academic Probation, and Academic Dismissal (see Section 17.5).

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

- 17.5.3.1 The student does not achieve the required cumulative 3.0 grade point average (GPA), (excluding earned grades of "F" within the prescribed re-enrollment period), within the next semester following being placed on academic probation, if the student is full-time.
- 17.5.3.2 The student does not achieve the required cumulative 3.0 grade point average (GPA), (excluding earned grades of "F" within the prescribed re-enrollment period), within the next three credits following being placed on academic probation, if the student is less than full-time.
- 17.5.3.3 The student receives a failing grade (F) in any two courses at any time in the program, whether in the same or different term(s). This includes subsequent failure of a remediation or re-enrollment.
- 17.5.4 Dismissal for Other Reasons: In addition to the academic reasons for dismissal listed above, the program reserves the right to terminate the enrollment of any student, at any time, for what the program, Faculty and College and/or University Administration believe to be good and sufficient reasons.
- 17.5.4.1 These reasons may include, but are not limited to, the student's demeanor, base knowledge, character, as well as any form of cheating, plagiarism, unprofessional conduct or failure to pass a required criminal background check. Students are to read the *Salus University Student Code of Conduct* for additional information.
- 17.5.4.2 The Post-baccalaureate Program in Speech-Language Pathology assigns great importance to self-discipline, the ability to work pleasantly with others, and the ability to conduct oneself in a professional manner. Demonstration of deficiencies in any of these qualities is viewed by the program as evidence that the student is not suited to a professional career and constitutes adequate cause for dismissal regardless of academic performance.
- 18. COMMITTEE ON ACADEMIC PROMOTIONS (CAP)**
- 18.1 Composition of the Committee on Academic Promotions**
- 18.1.1 The College of Health Sciences, Education and Rehabilitation Committee on Academic Promotions (CHER CAP) is a standing committee of the College charged with reviewing academic reinstatement appeals from students in all programs within CHER.
- 18.1.2 The members of the CHER CAP include four (4) full-time CHER faculty members, one of whom serves as Committee Chairperson.
- 18.1.2.1 The Dean of the College appoints all members of the CHER CAP, including the Chairperson, for a one-year, renewable term beginning in September. The Chairperson will only vote in the event of a tie and typically serves at least two consecutive terms.

- 18.1.3 There will be a standing alternate member for each voting member of the committee in the event of illness or unavailability of a named CHER CAP member or where a CHER CAP member has recused themselves or been disqualified either with or without reason.
- 18.1.4 The Dean of Student Affairs, representatives from the Office of the Registrar, the Center for Personal and Professional Development, and the Office of Academic Affairs are ex-officio, non-voting members of the Committee on Academic Promotions.
- 18.1.5 The three voting faculty members and the Committee Chairperson must be present to consider an appeal for reinstatement.
- 18.2 Responsibilities of the Committee on Academic Promotions**
- 18.2.1** The role of the CHER CAP is to hear an appeal for reinstatement from any student who has been dismissed based on criteria outlined in, but not limited to, Section 17.
- 18.2.2 A dismissed student will receive a letter from the Dean of the College informing them of the process to appeal dismissal.
- 18.2.3 The CAP will only consider and act upon the student's written petition to appeal.
- 18.2.4 The CAP will review grades, scores, and summaries concerning professional development and any extenuating circumstances, i.e., events beyond the student's control that are submitted by the student and/or faculty. The CAP may request additional material as needed. All written material for consideration by the CAP must be submitted 48 hours prior to the scheduled hearing.
- 18.2.5 The CAP shall then make a decision either to:
  - 18.2.5.1 Uphold the dismissal, or
  - 18.2.5.2 Reinstate the student, either immediately, or at a future date if warranted by exceptional circumstances.
- 18.2.6 If the CAP decision is to reinstate the student, the prerogatives of the committee may include, but are not limited to, requiring the student to:
  - 18.2.6.1 Enroll in a course of study;
  - 18.2.6.2 Continue matriculation on a modified or decelerated program;



- 18.2.6.3 Repeat specific courses or direct service activities even if previously passed;
- 18.2.6.4 Repeat an academic year of study;
- 18.2.6.5 Obtain academic counseling;
- 18.2.6.6 Obtain academic, medical, or psychological evaluation.
- 18.2.7 The student's Program Director will review the stipulations put forth by the CAP to ensure feasibility of enacting the stipulations and to determine the student's final curriculum/course scheduling and requirements.
- 18.2.8 The student will be required to meet all the criteria outlined in the letter of reinstatement within the required designated time period.
- 18.2.9 A student who has been dismissed for academic reasons and is appealing their dismissal is not eligible for reenrollment in any course, nor may they participate in any Direct Service activities, clinical experiences, practicum activities, or complete any assessments. Students may, however, continue participation in didactic course work unless otherwise prohibited until the formal appeals process is exhausted.
- 18.2.10 Re-enrollment may occur only after the student is formally reinstated.
- 18.2.11 The Program Director and the Offices of Academic and Student Affairs will closely monitor the performance of all reinstated students. Their continuance within the Program 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 academic program, upon the recommendation of the Program Director and/or Coordinator, without having to formally appeal to the CAP.
- 19.1.2 A student will be notified in writing by the Program Director and/or Coordinator of the conditions of reinstatement within five (5) business days of the date of the Academic Progress Meeting.

### **19.2 Reinstatement with Appeal**

- 19.2.1 A student who is dismissed for academic reasons and not granted Reinstatement Without Appeal (see Section 19.1) has the right to request a personal hearing for Reinstatement with Appeal with the CAP.

- 19.2.2 A student who is dismissed for academic reasons (see Section 17.5.3) must notify the Office of the Registrar in writing no later than three (3) business days after receipt of notification of academic dismissal from the Program Director of their intention to appeal the dismissal.
- 19.2.2.1 A student who fails to contact the Office of the Registrar three (3) business days of receipt of notification of dismissal will forfeit their right to appeal.
- 19.2.3 If the student wishes to appeal the dismissal, the appeal should be addressed to the CAP and submitted to the Registrar. Included in this letter of appeal should be a written explanation of why the student feels that their appeal for reinstatement should be considered and granted by the CAP. The student must also indicate if they will appear in person before the CAP.
- 19.2.4 A student requesting an appeal will have a hearing scheduled with the CAP and be notified of the scheduled time at least five (5) business days in advance of the hearing should they wish to appear in person before the Committee.
- 19.2.5 The student must submit all other information and supporting documents in writing to the Chairperson of the CAP, via the Office of the Registrar, at least two (2) business days prior to their scheduled appeal. Please see Section 19.2.3 for information on supporting documents.
- 19.2.5.1 The Committee will have access to all documents submitted by the student and faculty pertinent to the appeal, the student's complete files, student transcripts provided by the Registrar, and documentation of previous appeals, if applicable.
- 19.2.6 The student may make an oral presentation to the Committee during the appeal hearing; however, such a presentation is not required.
- 19.2.7 The Registrar must make a formal notation in the student's Permanent Record File concerning the student's choice regarding appeal.
- 19.3 Conduct of the Appeal Hearing**
- 19.3.1 Appeal hearings will be held as soon as possible after Academic Progress meetings. The hearing will be scheduled based on the availability of Committee members and may include evenings or weekends.
- 19.3.2 The hearing shall be conducted in such a manner as to give the student the full opportunity to explain the reason for their unsatisfactory academic performance.
- 19.3.2.1 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. Evidence may include letters from physicians or other healthcare providers, obituary notices or a copy of a death certificate.

- 19.3.3 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 College, participation in student activities, and/or poor study habits) is not an acceptable explanation for poor academic performance.
- 19.3.4 A primary focus of the Committee is determining the student's potential for future academic success. Extenuating circumstances alone may not provide sufficient reason for reinstatement of the student. The CAP grants reinstatement only if the Committee is convinced that the student is capable of making marked improvement in their academic performance. The student has the right to provide written letters of support from faculty members or other directly relevant individuals.
- 19.3.5 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.
- 19.3.6 The appeals process is not a formal legal proceeding. Although a student may seek and retain legal counsel at the student's own expense, the role of legal counsel is limited to advising the student. Legal counsel may attend the hearing but may not actively participate in the hearing as an advocate to examine witnesses, to make opening or closing statements, to direct discussion or to present the student's case on 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 two (2) business days in advance.
- 19.3.7 Requests for an extension to an appeal should be in writing by the student, addressed to the CAP and submitted to the Office of the Registrar at least two (2) business days prior to their scheduled hearing. Extensions may be granted by the Office of the Registrar 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.
- 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 wishes to obtain a transcribed copy of the hearing, a written request must be submitted to the Registrar. A fee will be charged to cover the transcription expense.
- 19.3.10 Any member of the Committee may recuse or decline participation in any hearing because of conflict.
- 19.3.11 The student may disqualify one (1) 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 their scheduled hearing.
- 19.3.12 The Office of the Registrar will provide the complete Program file and academic record of each dismissed student for review by members of the CAP at the hearing. The Committee may also seek written or verbal statements of evaluation from faculty and staff with regard to the student's academic record, potential, personal characteristics, and/or ask such individuals to appear before the Committee.
- 19.3.13 The student shall be promptly notified in writing by the Program Director of the action of the CAP, including all requirements set forth by the Committee, within five (5) business days following the hearing. Should the Committee require further information or time for deliberation, the student will be informed of the date by which a decision is to be rendered beyond the five (5) business days.
- 19.4 Advisement and Assistance Available to Students Regarding the CAP**
- 19.4.1 The Dean of Student Affairs is available to:
- 19.4.1.1 Interpret for students the actions of the CAP.
- 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 Director of the Center for Personal and Professional Development and their staff are also available to direct the student to counseling services.
- 19.5      Appealing a Decision of the CAP Not Involving Dismissal**
- 19.5.1 This section pertains to any student who has been asked to re-enroll, remediate or reexamination of a course or clinical observational activity, or assumes a modified program.
- 19.5.2 Students may appeal non-dismissal actions of the CAP in the form of a letter directed to the Program Director.
- 19.5.3 This letter of appeal must be addressed to the Program Director and received in the Office of the Registrar **within five (5) business days**, not including the day of the student's receipt of the letter notifying him/her of the actions of the CAP.
- 19.5.4 The Program Director or their designee will consider every case in which a student requests an appeal.
- 19.5.5 In the case the Program Director is the instructor in a course in which the student is asked to re-enroll, remediate, or re-examination, the Dean or their designee will consider every case in which a student requests an appeal.
- 19.5.6 Students may also elect to have forwarded to the Program Director written statements from faculty members or other directly related individuals in support of their appeal.
- 19.5.7 The Program Director, after consulting with the members of the CAP and the Dean of the College, will consider and rule on the appeal.
- 19.5.8 The Program Director, Coordinator, and the Dean of the College, or their designee will commence consideration of the appeal and make a final ruling within ten (10) business days, not including the day the student's letter of appeal is received in the Office of the Registrar.
- 19.5.8.1 Should the Program Director, Coordinator, or Dean of the College require additional time for deliberation, the student will be informed of the date by which a decision is to be rendered beyond the ten (10) business days. The Program Director, Coordinator or Dean of the College's decision on the appeal may uphold, modify or reverse any previous decision.
- 19.5.9 The student shall be notified in writing of the decision of the appeal.
- 19.5.10 The decision of the Dean of the College is final and there is no further

appeal within the University.

- 19.6      Appealing a Decision of CAP Involving Dismissal**
- 19.6.1      The student may request an appeal to the Program Director when the decision of the CAP is to uphold the dismissal.
- 19.6.2      In the case where the Program Director is an instructor in a course which led to the student's dismissal, the Dean of the College or their designee will consider the appeal.
- 19.6.3      The request by the student must be made in writing, addressed to the Program Director or Dean of the College and sent to the Office of the Registrar. The 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 CAP.
- 19.6.4      The request for appeal is not to be used for additional fact finding.
- 19.6.5      The Program Director or Dean of the College may serve alone or may select up to three members of the faculty or administrative staff, as deemed appropriate, as an ad hoc appeals Advisory Committee.
- 19.6.6      The Advisory Committee shall commence to consider the appeal within five (5) working days after receipt of the written notice of appeal (not including the day of receipt of the appeal letter by the Office of the Registrar). In the absence of the Program Director or Dean of the College, the Associate Provost or Provost/VP 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 CAP, and, if necessary, testimony by the appropriate Committee Chairperson or other individuals.
- 19.6.8      The student may elect to forward to the Office of the Registrar written statements in support of the appeal. The student shall be given the opportunity to appear before the Program Director or Dean of the College, or the Advisory Committee.
- 19.6.9      The Program Director or Dean of the College/Advisory Committee will commence consideration of the appeal and render their decision or the decision of the Advisory Committee on the appeal to the student in writing within ten (10) business days (not including the day the appeal is received in the Office of the Registrar) of having filed the request for appeal with the Office of the Registrar.
- 19.6.9.1      Should the Program Director or Dean require additional time for deliberation, the student will be informed of the date by which a decision is to be rendered beyond the ten (10) business days. The Dean of the College or their designee's decision on the appeal may uphold, modify or

reverse any previous decision.



- 19.6.10 The student shall be accorded full student rights and privileges until all appeals have been exhausted, with the exception of participation in direct service activities.
- 19.6.11 The student who has been dismissed for academic reasons and is appealing their dismissal is not eligible for re-enrollment in any course, nor may they participate in any clinical observational activities without the consent of the Program Director.
- 19.6.12 The decision of the Dean of the College or their is final. There are no further appeals within the University.

## **20. STUDENT RECORDS**

### **20.1 Student Records and Files**

- 20.1.1 The Registrar is responsible for maintenance of all official academic records of students. Salus University 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.
- 20.1.2 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.
- 20.1.2.1 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.
- 20.1.3 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.

### **20.2 Examination of Student Records**

- 20.2.1 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.

- 20.2.2 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.
- 20.2.3 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 the College.
- 20.2.4 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.
- 20.3 Transfer of Student Information**
- 20.3.1 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:
  - 20.3.1.1 By reason of a valid subpoena or judicial order of a court;
  - 20.3.1.2 To federal or state educational agencies provided the agency requests the information in writing and specifies the purpose for acquiring the information;

- 20.3.1.2.1 To organizations responsible for the accreditation of the Salus University;
- 20.3.1.3 Upon written request of the student to persons he or she designates (e.g., educational institutions, hospitals, and licensing boards, etc.).
- 20.3.1.3.1 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.
- 20.3.2 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.
- 20.3.3 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.
- 20.4 Release of Information (Grades, Tests, Scores, etc.)**
- 20.4.1 Official grades can be transmitted from Salus University to another institution only through the Office of the Registrar. The Program may not transmit grade information on behalf of the Office of the Registrar to another institution, department, individual faculty member, Registrar, etc.
- 20.4.2 If a student requests a letter of recommendation, the individual faculty member may state only the grade earned in the University's Post-baccalaureate Program in Speech-Language Pathology 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.
- 20.4.3 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.
- 20.4.4 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.

- 20.4.5 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).

**20.5 Transcripts**

- 20.5.1 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.

**21. ENROLLMENT**

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

**22. PROGRAM OF COMPLETION REQUIREMENTS**

- 22.1 Students are responsible for understanding all requirements for completion of the certificate program and completing them within the time indicated by the program curriculum.
- 22.2 Awarding of certificates is contingent upon the satisfactory completion of both academic and professional requirements, which include the standards of conduct described in the Rights and Responsibilities Policy and applicable federal and/or state laws and regulations.
- 22.3 The student must successfully complete the entire required curriculum with a cumulative grade point average of 3.0 or better. The student should successfully pass each individual course, allowing for no more than two "C+" grades on their transcript.
- 22.3.1 Students must demonstrate that they have completed a minimum of twenty-five (25) clinical observation hours.
- 22.4 The student must have demonstrated to the satisfaction of the faculty the professional attributes desirable for careers in healthcare professions.
- 22.5 Misconduct such as cheating on examinations, falsifying data, or activities constituting criminal behavior may result in the denial of the pursued certificate, even though the individual has satisfactorily completed the academic program.

22.6 The University reserves the right to place on probation, suspend or dismiss from the institution any student who willfully violates any rule or regulation of the University or the laws of the Commonwealth of Pennsylvania or other state, federal, or local government whether or not convicted in a criminal court.

22.7 Upon satisfactory completion of the above academic and professional standards set by the Post-baccalaureate Program in Speech-Language Pathology, the faculty will recommend candidates to the Provost/Vice President of Academic Affairs for the appropriate certificate.

## **23. STUDENTS WITH DISABILITIES**

23.1 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 Speech-Language Pathology Program Director to inform them of the specific accommodations.

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