

**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 4/05, 10/05, 4/06, 5/07, 5/09, 04/11  
05/12, 05/13, 09/13

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Administrative Unit: Health Sciences APG Comm.  
Approved By:

  
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Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Academic Progression – Undergraduate Health Science

**PURPOSE:** To provide guidelines for progression in Allen College undergraduate health sciences programs

**EFFECTIVE**

**FOR:** Allen College students, faculty, and staff

**POLICY:** During enrollment at Allen College, student progress will be continually evaluated.

**PROCEDURE:**

**Academic Load**

Eighteen or more semester hours require written permission by the Health Sciences Admissions, Progression, and Graduation (APG) Committee and are based upon a minimum grade point average of 3.25 and availability of space.

**Progression in the Undergraduate Health Sciences Programs**

After admission to the undergraduate program, placement in health sciences courses for the academic year is based on the following priority ranking:

1. Full-time, regular progression students.
2. Part-time, regular progression students.
3. Students who have interrupted their studies but are in good academic standing.
4. Students who have withdrawn from one or more health sciences courses.
5. Students who have failed and successfully repeated a health sciences or required general education course.
6. Students who need to repeat a health sciences, or general education prerequisite or co-requisite.
7. Students who have been dismissed and reinstated.
8. Transfer students from other programs according to admission, progression, and graduation guidelines.

If additional criteria are needed to determine placement, the Health Sciences APG Committee considers the date of becoming out of sequence and the student's grade point average (GPA). Students who interrupt their studies for any reason are considered out of sequence and will be accommodated according to the above priority ranking on a space-available basis for the remainder of course work to be completed.

### **Satisfactory Completion of Health Sciences Programs**

Progression within the program is dependent upon the satisfactory completion of pre-requisite and/or concurrent courses. Satisfactory completion is defined as:

- A. Grade of C or above in each Health Sciences course,
- B. Grade of C- or above in each required general education (support course) for MLS, RA, PH or MI and a grade of C or above in each required general education course for DMS,
- C. Satisfactory clinical performance in all courses with a clinical component,
- D. Continued academic progress and good standing based on courses completed at cooperating or other institutions of higher education.
- E. Satisfactory completion of a minimum of 24 credit hours per year for full-time students.
- F. Satisfactory completion of one-half of attempted hours for part-time students.

### **Academic Warning**

Students will be informed of their midterm course grade through a course management system.

### **Academic Probation and Dismissal**

- A. Upon receipt of semester grades, the student will be placed on academic probation if the semester grade point average is less than 2.0.
- B. Academic probation allows the student one semester to obtain a semester grade point average of 2.0 or above.
- C. Students on academic probation or warning may only enroll in a maximum of 15 credit hours per semester. If the student obtains a 2.0 or above in any subsequent semester(s), the student will continue to progress in the program.
- D. If the student fails to obtain a 2.0 the student is dismissed from the program.

Academic Dismissal occurs if:

- A. The student's semester grade point average drops below 2.0 for two semesters.
- B. The student fails to meet program requirements in three required courses. (Courses designated with DMS, MLS, MI, PH, or RA.)
- C. The student fails to successfully repeat a health sciences course. (Courses designated with DMS, MLS, MI, PH or RA.)

Automatic Dismissal occurs when the student's **cumulative** grade point average is below 2.0 at any time.

### **Withdrawing From a Course**

Students wishing to withdraw from any or all courses must contact the registrar's office by the deadline dates printed in the current academic calendar. A grade of "W" will appear on student transcripts when students withdraw prior to the "W" deadline. Once the deadline for course withdrawals without penalty has passed, a grade of either withdrawal passing "WP" or withdrawal failing "WF" will be assigned as determined by the course instructor. Once the deadline for course withdrawals with penalty has passed, withdrawing from a course is not an option and a grade will be assigned.

### **Repeating a Course**

A student will be allowed to repeat no more than two courses designated with DMS, MLS, MI, PH or RA. If a third course is failed, the student will be dismissed from Allen College.

### **Academic Withdrawal from the College**

A student who wishes to discontinue the program should notify the registrar's office to start the withdrawal process. Students are strongly encouraged to seek counsel with their advisor prior to taking such action. An exit interview to discuss implications of the withdrawal is required.

An exit interview is required for students receiving financial aid. All financial obligations must be fulfilled with Allen College upon withdrawal, as well as any obligations (return checked-out books, ID Badge, etc.). An exit interview must be completed within thirty days of the last date of attendance or determination of withdrawal.

**Any student who fails to register for a semester and who is not on an approved leave of absence will be considered withdrawn.**

The faculty reserves the right to retain only those students who satisfy the requirements of theoretical and clinical performance necessary for safe practice. The faculty may recommend withdrawal of a student for academic difficulties, health reasons, clinical performance, or personal conduct. The Health Sciences Admission, Progression, and Graduation Committee review recommendations for dismissal of a student.

### **Reinstatement Following Withdrawal/Dismissal**

An undergraduate student's failure to register in each sequential semester, including summer sessions, constitutes an interruption in a student's program.

Students who have voluntarily withdrawn may reapply for admission by contacting the admissions office.

Students who have been dismissed may request to reenter the program through the following procedure:

1. Submit a letter to the Health Sciences APG Committee the semester prior to readmission. This request must be received by June 1 for fall semester, April 1 for summer semester, and October 1 for spring semester.
2. Submit official documentation of academic performance since withdrawal or dismissal from the program.

The Health Sciences APG committee will review these materials, and if approved, the date of readmission is determined by availability of clinical and classroom resources. All requests for reentry will be evaluated on the basis of availability of resources.

Reentry of students who have interrupted their study for any reason is not guaranteed, and no student may be reinstated more than once.

A reinstated student who had been academically dismissed will again be dismissed upon failure (grade of C- or below) of one additional course. (Courses designated with DMS, MLS, MI, PH or RA.) Students who are reinstated must adhere to the policies and curriculum of Allen College in effect at that time of reinstatement.

#### Prerequisites

Students may progress to the next semester of courses upon the successful completion of *all* prior semester health sciences (Courses designated with DMS, MLS, MI, PH or RA.). Students wishing exception to this practice must petition the School of Health Sciences APG Committee.

ASR students may progress to the fall semester of their first year upon the successful completion of the program's anatomy and physiology requirements. ASR students may progress to fall of their second year upon successful completion of 12 general education credit hours (courses include the anatomy and physiology requirements.) Students wishing exception to this practice must petition the School of Health Sciences APG Committee.