

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

Supersedes: 02/15, 09/17

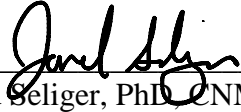
No: 2-A-900-06a

Last Review Date: May 2019

Required Review Date: February 2021

Administrative Unit: HS Graduate APG Comm.

Approved By:

  
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Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Academic Progression – Health Sciences Doctor of Education (Ed.D.) in Health Professions Education

**PURPOSE:** To provide guidelines for progression in the Allen College Sciences Doctor of Education in Health Professions Education

**EFFECTIVE**

**FOR:** Allen College doctoral students in the School of Health Sciences

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

**PROCEDURE:**

**Academic Load – Doctoral Students**

More than six semester hours per semester requires written permission by the Health Sciences (HS) Graduate Admissions, Progression, and Graduation (APG) Committee and are based upon a minimum grade point average of 3.50 and availability of space.

**Enrollment Status for Financial Aid**

The classification of an enrolled student is as follows:

Full-time: 6 or more semester hours

Half-time: 3-5 semester hours

Less than half time: 1-2 semester hours

**Enrollment in Program following Admission**

Admitted students must register for a course within the semester in which the student is admitted. Students who fail to enroll during their first semester must reapply for admission

**Continuous Enrollment**

Once a student is admitted, that student must be continuously enrolled in a minimum of one course each semester during the academic year. Students who fail to adhere to this requirement must seek reinstatement.

### **Time Limit for Completion of Program**

All requirements for the doctoral degree must be completed within seven consecutive years, beginning with the date the student enrolls in a course(s) carrying graduate credit applicable to the degree program either at Allen College or another institution. Course work older than seven years cannot be used to meet requirements for a graduate degree. This seven year time limit includes any leave of absence granted to the student.

### **Progression in the Program**

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

1. Full-time students who have completed 18 or more credit hours.
  2. Part-time students who have completed 18 or more credit hours.
  3. Full-time students who have completed less than 18 credit hours.
  4. Part-time students who have completed less than 18 credit hours.
  5. Students who have interrupted their studies but are in good academic standing.
  6. Students who have withdrawn from one or more Ed.D. courses.
  7. Students who have failed and successfully repeated an Ed.D. course.
  8. Students who need to repeat an Ed.D. course.
  9. Students who have been dismissed and reinstated.
  10. Non-Degree Seeking students.
- \* Priority placement does not apply to students who are on hold.

If additional criteria are needed to determine placement, the HS Graduate 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 the Program**

Progression within the program is demonstrated by the following:

- A. A cumulative grade point average (GPA) of 3.0 calculated on the basis of all attempted graduate-level courses following admission to the graduate program;
- B. Completion of all courses with a grade of "B" or higher in all coursework.
- C. Satisfactory completion of a minimum of 18 credit hours per year for full-time students.
- D. Satisfactory completion of one-half of attempted hours for part-time students.

### **Withdrawing from a Course**

Students wishing to withdraw from any or all courses must complete the official withdrawal form by the deadline dates printed in the current academic calendar. A grade of “W” will appear on student transcripts when students complete the official withdrawal forms. Once the deadline for course withdrawals without penalty has passed, a grade of either “WP” or “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. A student may withdraw from any course only one time while enrolled at Allen College.

### **Repeating a Course in the Program**

A student enrolled in the program must repeat any course in which s/he received a grade of “B-“ or lower. Students will be allowed to repeat a course one time only. A student will not be allowed to repeat more than one course sponsored by Allen College. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College.

### **Academic Withdrawal**

A student who wishes to discontinue the program should request an official academic withdrawal form from the Student Services Office. Students are strongly encouraged to seek counsel with their advisor prior to taking such action. An exit interview with an Allen College administrator to discuss implications of the withdrawal is recommended.

A Financial Aid exit interview is required for students receiving financial aid. All financial obligations must be fulfilled with the College upon withdrawal, as well as any obligations (checked out books, etc.) to the library.

The faculty reserves the right to retain only those students who satisfy the requirements of didactic 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 HS Graduate Admission, Progression, and Graduation (APG) Committee reviews all recommendations for dismissal of a student enrolled in a graduate program.

### **Request for Reinstatement Following Voluntary Withdrawal**

*Re-instatement of students who have voluntarily withdrawn from the program for any reason is not automatic and is not guaranteed.* Students in good academic standing who have voluntarily interrupted their program of study for any reason may request to reenter the program through the following procedure. This procedure applies to any student who has not been continuously enrolled each semester during the academic year.

- Submit a letter to the Director of Student Services the semester prior to reentry to the program. This request must be received by June 1 for fall semester, April 1 for summer semester, and October 1 for spring semester. The Director of Student Services will inform the student if her or his request is approved or may, at her or his discretion, refer the request to the HS Graduate Admissions, Progression and Graduation Committee for consideration.

Students who voluntarily withdraw from the program and are reinstated must adhere to the policies and curriculum of the College in effect at that time of reinstatement.

### **Academic Probation and Dismissal**

A. Academic probation: A graduate student failing to meet the criteria for satisfactory achievement will be placed on academic probation. A student on probation due to failure to meet the cumulative GPA requirement of 3.0 will be allowed one semester if a full-time student and two semesters if a part-time student to raise the cumulative GPA to a satisfactory level. If the student fails to be removed from academic probation at this time, he/she may be dismissed from the College.

B. Academic dismissal:

Students are subject to dismissal from the program for:

1. Failure to meet conditional admission requirements;
2. Failure to demonstrate satisfactory achievement within a probationary period;
3. Failure to complete requirements for the degree within a seven year period after initial registration
4. Failure to successfully complete a course on the second attempt.
5. Receiving two failing grades\* see failing grade definitions below

Faculty recommended withdrawal of a student for academic difficulties, health reasons, clinical performance, or personal conduct.

\*Failing Grade Definition

1. Grade of “B-or below in any course.

### **Request for Reinstatement Following Dismissal**

*Reinstatement of students who have been dismissed from the program for any reason is not guaranteed, and no dismissed student may be reinstated more than once. Students who are dismissed from the program for any reason may request reinstatement in the program by following the procedure outlined below:*

1. Submit a letter to the Director of Student Services the semester prior to reentry to the program. This request must be received by June 1 for fall semester, April 1 for summer semester, and October 1 for spring semester.
2. At the time of reapplication, the applicant must submit a statement that addresses the reason(s) for the failure, outlines what s/he has done to ensure success (e.g. courses taken successfully at other institutions since dismissal, etc.) in the program and why s/he should be readmitted. The statement must be written by the student.
3. The Director of Student Services will refer the request to the HS Graduate Admissions, Progression and Graduation Committee for consideration. In reaching its decision, the Graduate APG Committee will consider the circumstances related to dismissal, the applicant’s likelihood of success and the availability of resources (e.g., faculty, classroom, clinical). The HS Graduate APG Committee may request a meeting with the applicant as a part of their deliberations.

4. The HS Graduate APG Committee will communicate its decision in writing to the student indicating approval or denial of the request for readmission. If the request is approved, the date of readmission and any conditions of readmission will also be communicated to the applicant. The HS Graduate APG Committee's decision is final and must be communicated in writing by the HS Graduate APG chairperson to the student, with a copy of the communication sent to the Vice Chancellor of Academic Affairs.

A reinstated student previously academically dismissed will again be dismissed upon a failing grade (\*see failing grade definition) in one course. Students who are reinstated must adhere to the policies and curriculum of the College in effect at that time of reinstatement.

Students may progress to the next semester of courses upon the successful completion of all prerequisite coursework. Students wishing exception to this practice must petition the HS Graduate APG Committee.