

Academic Status: Evaluation, Remediation & Dismissal

POLICY STATEMENT

Enrollment in the Upstate Public Health Program is privilege, not a right. As such, the faculty and administration reserve the right to terminate, at any time, the enrollment of any student within the Program, if they are considered in any way unfit for the study and practice of Public Health, or if they do not meet the standards set forth by the Program, the College of Medicine, the State University of New York and Upstate Medical University. To be considered in good academic standing, a student must be making reasonable progress toward graduation.

PROCEDURES

Academic Evaluation

Students are evaluated through examinations, both oral and written, and by direct observation in discussion groups, projects, and applied practical experiences. Summative evaluation results in a grade for each course, and may also include a narrative evaluation of the student.

Each course director will provide counsel to students whose academic performance, or attitude suggest they will not be successful in passing a particular course or in pursuing a degree in the Upstate Public Health Program. The course director will discuss the evaluation directly with the student. Each course director is further urged to counsel students early, assist them to achieve success, and to detect academic difficulties prior to the final grade.

Success or failure, especially as it relates to applied practical experience, may depend as much upon non-cognitive personal factors as upon the acquisition of factual knowledge. Thus, the assessment of a student's ability to relate to preceptors and clients, honesty, attitude, and professionalism may affect grades positively or negatively.

The College may terminate enrollment at any time for due cause. This includes deficient academic performance or unprofessional personal behavior as judged by the Upstate Public Health Academic Review Board (ARB), or for inappropriate conduct as judged by the Judicial Board (see Student Code of Conduct and Judicial Policies).

The Student Progress Committee for each class makes decisions regarding advancement in the program, remediation and graduation eligibility while the ARB considers cases of dismissal.

Grading

The grading system used for all program courses within the Upstate Public Health Program includes passing grades of: "A", "A-", "B+", "B", "B-", "C+", "C", "C-", "D+", "D", "D-", and "S" and failing grades of "F", "U", and "Incomplete". "F" and "U" are failing grades and are included in the student's GPA.

Minimum Grade for Graduate Credit

A minimum course grade of "B-" is required for students in the program to earn graduate credit.

Minimum GPA

To be considered in good academic standing, students in the Upstate Public Health Program must maintain a "B" average or a cumulative Grade Point Average (GPA) of 3.0 or higher.

Incomplete Grades

Upon adequate and successful completion of course requirements, an Incomplete Grade may be changed to a passing grade, at the discretion of the instructor, within a time span specified by the course director - not to exceed one year. If the coursework is not satisfactorily completed within the time designated by the course instructor, or within one year, the Incomplete grade will be converted to a Failing grade and will be recorded on the student's official transcript. A student in their final year of graduate work, must remove any incomplete grade in order to be eligible for graduation.

Notice of Academic Deficiency

At the end of the semester, if the student's academic performance does not improve to a "B-" or greater, the student will be reviewed by the Student Progress Committee and be notified in writing of their Academic Deficiency and that their academic standing is in jeopardy. At this time, students may also be referred to Academic Support Services at Upstate Medical University.

Deficient Grades

A single deficient grade may be remediated by repeating and passing the course in its entirety, or as defined by the Course Director. Any student who receives an "U" or grade lower than "B-" in a foundational, concentration specific course, applied practice experience, or culminating experience will be required to repeat the course. The student and course director should meet to discuss a plan to improve academic performance. Any student who receives a grade lower than "B-" in an elective, may remediate the same elective, or may identify a different elective to satisfy the program requirements. The initial grade will remain on the student's record and all courses (including the repeated course) will be used to calculate the student's cumulative grade point average. Multiple deficiencies and/or other performance meeting the criteria for dismissal must be reviewed by the Academic Review Board.

Academic Probation

Any student who falls below the required 3.0 cumulative grade point average, in any semester, will automatically be placed on Academic Probation. A student on academic probation has one year to raise their grade point to 3.0 or higher. Three consecutive semesters with a cumulative grade point average below 3.0 results in dismissal.

Students placed on academic probation will be required to develop a remediation plan with their academic advisor in order to successfully continue in the Program. The remediation plan may include repeating a course. This plan will be submitted to and monitored by the Student Progress Committee.

Failure to Register

Students who do not register for any coursework for two consecutive semesters (not including the summer) and who fail to formally request a leave of absence for that period will be automatically withdrawn from the Program at the end of the second semester.

POLICY ON DISMISSAL

The faculty and administration of the Upstate Public Health Program reserve the right to terminate at any time the enrollment of a student who has not met the program standards or who is considered in any way unfit for the study and practice of Public Health.

The Upstate Public Health Academic Review Board is responsible for the final academic decision regarding dismissal from any of the degree programs within the Upstate Public Health Program. Students may also be dismissed through the judicial process. Before voting on the dismissal of a student, the Academic Review Board will review the student's entire record. The student will receive written notification of the date and time when the Academic Review Board will meet to discuss their case, and will be given full opportunity to bring to the attention of the Board any extenuating circumstances and to clarify any other matters relevant to consideration of dismissal.

A student may be dismissed from all of the degree programs within the Upstate Master of Health Program, under the following circumstances:

1. Unprofessional behavior of a nature that is judged by the Academic Review Board or the Judicial Board to be inconsistent with the award of the Master of Public Health or Certificate of Advanced Study
2. Failure to make reasonable progress toward graduation, regardless of probationary status and following review by the Upstate Public Health Academic Review Board:
 - a. Having a cumulative grade point average below 3.0 for three full consecutive semesters.
 - b. Receiving a grade lower than "B-" when repeating a foundational, or concentration specific course, applied practice experience, the culminating experience or an elective.
 - c. Failure to successfully pass the Comprehensive Exam, after two attempts.
 - d. Inability to meet all graduation requirements within five years of matriculation (excluding a Leave of Absence).
 - e. Failure to register for coursework for two consecutive semesters (not including the summer term) and failure to take a Leave of Absence.