



# National University of Health Sciences General Policies

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| Title: Clinic Progression Policy    | Page                          | 1 | of | 2 |
| Date Adopted: 11/23/2015            | Date(s) Revised:              |   |    |   |
| _____<br>President <i>J. Arifal</i> | _____<br>Date <i>11/23/15</i> |   |    |   |

Each degree program in the College of Professional Studies sets its own standards for the requirements to proceed into and through clinic internships. This policy applies to any student who in the course of their academic program has failed to meet the standards for participating in clinic as set by their program. Specifically, when a student is faced with being unable to proceed with clinic as the result of insufficient grades in a course (other than the clinic course itself) or failure to pass a clinic entrance exam, this policy addresses when and how a student may remediate that deficiency.

## **A. Deficiencies qualifying for remediation to allow progression in clinic**

Any student who is deficient in one and only one course or clinic entrance exam *that has been designated as a required course or exam for progression to the beginning of or to the next level of clinical internship*, and who is otherwise in good academic standing and who is otherwise eligible to begin or has already begun the Clinical Internships may appeal to the Dean of the College of Professional Studies requesting an opportunity to remediate that grade through a make-up examination. The Dean along with the appropriate assistant dean will review the student's performance in the course or exam and make a determination if there is a reasonable expectation that a remediation period of study in the limited time allowed by this process (see below) could bring the student to a minimum passing grade.

If the appeal is granted and if the student passes the examination, the student will only be awarded a grade of "D" or "S" as appropriate in the course or exam and continue with clinic placement uninterrupted.

## **B. Deficiencies that do not qualify for remediation to allow progression in clinic**

Students who have failed their clinic course or who have multiple failures in other courses or who fail a course for lack of attendance, disciplinary reasons, or failure to complete assigned coursework are not eligible to appeal for remediation under this policy.

### **C. Procedures**

1. Before submitting an appeal to the Dean of the College of Professional Studies, the student must have reviewed the final exam with the course instructor or the clinic entrance exam with the appropriate assistant dean.
2. The appeal must be submitted within one week of the deadline for the posting of grades at the end of the term or in the case of an intern entrance exam, within two weeks of receiving their grade.
3. Before sitting for the reexamination, the student must pay a reexamination fee as set by the university.
4. The examination must be completed no later than the end of week one (1) of the trimester for which the student is otherwise eligible.
5. The repeat course examinations shall be coordinated and managed by the Chair of the Department of Clinical Sciences. Clinic entrance exams shall be coordinated by the appropriate assistant dean.

### **D. Consequences for failing the re-examination or being ineligible for remediation**

Students who either fail the re-examination, or who do not qualify for the re-examination (see section B above) must either:

1. if they have not begun their clinical internship sequence, repeat the deficient course or courses in question and be dis-enrolled from clinical internship or
2. if they have successfully completed a level of clinic internship, and where continuous participation in clinic is required, repeat the deficient course and re-enroll and repeat the clinic internship that had been passed.