



# National University of Health Sciences General Policies

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Date Adopted: <b>1-15-11</b>	Date(s) Revised:			
<i>James Winterstein</i> _____ President	<i>1-15-11</i> _____ Date			

## **POLICY STATEMENT**

A recent analysis of academic performance of incoming students in our first professional programs revealed that a significant portion of the student population is in poor academic standing (academic warning or probation) within the first year.

## PROCEDURE

Through academic counseling and implementation of academic strategies suggested by their advisors, many of the students were successful in achieving good academic standing by the end of the first year. However, there remained a portion of students who had difficulty in attaining good academic standing despite the best efforts of our advisors. Many of the students in this group continued to register for course loads beyond their capabilities using the strategy of simply withdrawing from courses in which they were not performing well. This is not a sound academic approach; it would benefit each student to register for and focus on a course load within his/her capabilities.

In an effort to enhance our academic advising process by identifying students who are not making satisfactory academic progress or performance and enabling our advisors to implement academic interventions early, the following changes to the course withdrawal procedures will be instituted beginning in the Summer 2011 trimester:

- The first week, the trimester is considered the add/drop week. Students may **add or drop** courses during this period without an advisor's signature. Courses that are dropped during this period **WILL NOT** appear on the transcript as an attempted course.

- Starting in the second week, and continuing through the fourth week of the trimester, a student may still withdraw from courses. These courses will be listed on the transcript as attempted with a grade of "W", and these course hours will add to the attempted hours for that trimester, as well as to the cumulative attempted hours. The GPA will not be affected by withdrawals during this period, as GPA is calculated by dividing grade hours by quality points. This will however, negatively impact academic progress, which is measured as earned hours divided by attempted hours. Advisors may therefore assess from this both academic progress, as well as academic performance via the GPA.
- After the fourth week of the trimester, students may not withdraw from any course, but must remain enrolled in each course to the end of the trimester to receive a final grade (A to F) that will factor into their GPA. **The decision to complete each class must therefore be made within the first four weeks of the trimester**, requiring students to assess their capability for successful completion within that span of time.
- The withdrawal deadline for first time enrolled students (those who are in their first trimester of classes after admission to a program) will be extended to the completion of the eighth week of the trimester. This is to allow the new student's time to acclimate to the curriculum and to develop their skill in assessing whether they can successfully complete a course. **This extension applies solely to first time-enrolled students**; the withdrawal deadline is the end of the fourth week for continuing students (in their second and later trimesters of enrollment regardless of classes being taken).
- Students are allowed just one withdrawal from any one course. For any course from which students withdraw, that course must be completed on the following attempt.
- Students may appeal to the Dean of the College of Professional Studies to have the course withdrawal deadline extended in cases of documented medical/family emergencies.

The above changes will affect how students choose to register for a trimester of course work. Students and their advisors must realistically assess the credit load that each student is capable of accomplishing prior to registration.