



# California Health Sciences University

## COLLEGE OF OSTEOPATHIC MEDICINE

### COM SATISFACTORY ACADEMIC PROGRESS POLICY

#### **I. STANDARD OF ACADEMIC PERFORMANCE**

The academic year is divided into two academic terms with the first (fall) term consisting of courses offered between July and December and the second (spring) term consisting of courses offered between January and May. The student's cumulative GPA will be calculated at the end of each academic term. For the first and second years, an academic term is equal to a semester. For the third and fourth years, an academic term is equal to a year.

##### **A. Academic Monitoring**

The academic monitoring and alert process is a referral system through which faculty identify students who are having or are at risk of having academic difficulty. It is the responsibility of the Office of Academic Affairs and Assessment or Dean's Designee to continuously monitor the performance of students in order to identify students who are struggling with their coursework. Those students who are well below the class average on any cumulative individual component in a course will be referred for discussion at the StARC (Students at Risk Committee, to be discussed in a following section).

##### **B. Academic Support**

When a student is identified as being at risk and subsequently referred to StARC, the StARC will notify the student's faculty advisor, who will meet with the student to address any issues or concerns the student is having. Depending on the specific situation, the at-risk student and the faculty advisor will develop academic support plans that may include review sessions, tutoring services, or any of the available services at CHSU, which may include a learning specialist, psychologist, as needed. The faculty advisor will report to StARC a summary of the academic support plan developed.

##### **C. Year 1 and Year 2 Course Remediation**

Remediation is a phase which is a result of a course failure and potential approval for re-evaluation. Remediation may include any test or performance to re-assess some or all of the learning outcomes and materials presented during a course as determined by the Course Director or Dean's Designee, in conjunction with the Office of Academic Affairs and Assessment. Required student Remediation Plans may consist of, but is not limited to, self-study, tutoring, and meetings with the learning specialists and/or course instructor(s) as



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determined by the Year-Specific SPC Sub-Committee Chair or Dean's Designee. Course remediations will only take place during the specified times allocated during the academic calendar. The duration, content, and scoring of the Remediation Exam are determined by the respective Course Directors working with the Year-specific SPC Sub-Committee Chair or Dean's Designee for maintaining consistency of the process across the board. Remediation Exams are not subject to appeal. Satisfactory completion of the Remediation Exam will be determined by a score of at least 70 percent. The satisfactory remediation will be reported to the registrar as a grade of C (RC) and is used in the calculation of the student's cumulative GPA. If the student does not satisfactorily complete the remediation, they are referred to the Student Progress Committee (SPC). The full SPC process is described in the SPC policy.

### **D. Academic Probation**

A student with a GPA less than 2.250 will be placed on Academic Probation by the Associate Dean for Academic Affairs and referred to the Students at Risk Committee (StARC). To be removed from Academic Probation the student must improve to a cumulative grade point average of at least 2.250. Students with a GPA less than a 2.250 for multiple semesters may be placed on Academic Suspension. Students cannot appeal placement on Academic Probation or Suspension.

Students placed on academic probation will have their status monitored by a University faculty or staff member. In addition, students on academic probation must attend all classes. Academic probation may also include the suspension of the student's normal rights to participate in extracurricular, co-curricular, and other nonacademic activities, including but not limited to the student not being allowed to hold a leadership position in a student organization. Typically, students who are placed on academic probation cannot fail any other course, section, clerkship, shelf exam and/or national examination. The typical length of the academic probation is one year, unless otherwise specified, from the time the student is formally notified of being placed on this status.

Academic probation status is not tied to a student's SAP, as defined by Title IV. It is wholly separate and unrelated to SAP.

### **E. Academic Suspension**

University Suspension is a forced, temporary leave from the university. Academic suspension is the result of poor academic performance or violation of academic regulations and is imposed by the Associate Dean for Academic Affairs or the Dean.



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### **Suspended students may not perform the following or related functions:**

- Register for courses
- Attend classes
- Use campus facilities, including library, gym, study rooms, and computer labs (without permission).
- Participate in student activities
- Be members of student organizations
- Participate in student employment

### **F. Class Auditing Regulations**

Auditing of courses at CHSU is not allowed. Auditing courses while not being enrolled is not to be used as a means to remediate a course. The SPC will review the record of each student at the end of each year to evaluate and subsequently recommend those students to be promoted to the next year of study.

## **II. STUDENTS AT RISK COMMITTEE (StARC)**

- The StARC's purpose is to provide input on study strategies and programs for the COM students identified as being at academic risk. The StARC evaluates individual cases of students' declining academic performance or risks to the individual's expected academic performance. StARC shall recommend additional or alternate resources or student-specific curricular modification strategies.
- The StARC shall be comprised of up to five (5) members of the Voting Faculty and one (1) COM Student Affairs administrator. Additionally, a COM Learning Specialist and Clinical Psychologist will also be a member of StARC. All members are appointed by the Dean in consultation with the COM-CAC. The Chair of the committee will be the Assistant Dean of Student Affairs. All members shall have one (1) vote. Faculty members are appointed for two-year (2) staggered terms. Administrative members shall have no term limits. The StARC shall meet as often as necessary to conduct its business, as determined by the StARC Chair.

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  - Revised Date: 9/15/2021
  - Approved by the Dean of COM: 9/16/2021
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