



California Health Sciences University

COLLEGE OF BIOSCIENCES AND HEALTH PROFESSIONS

MASTER OF SCIENCES IN BIOMEDICAL SCIENCES PROGRAM (MSBS) ACADEMIC PROGRESSION POLICY

PURPOSE

This policy is designed to ensure students reach specific benchmarks, maintain a high standard of learning, and reach recommended competency levels. Students must demonstrate that they have achieved the California Health Sciences University (CHSU), Master of Science in Biomedical Sciences (MSBS) program learning objectives. Students are required to pass all courses for the MSBS program as well as the Comprehensive exam.

SCOPE

The policy applies to all students enrolled at CHSU MSBS Program.

POLICY STATEMENT

This policy establishes CHSU MSBS Program standards of academic progression. They are defined to ensure students advance through the curriculum in a timely manner, while maintaining high standards of academic performance and professional conduct.

RELATED INFORMATION AND PROCEDURES

A. Academic Standing and Academic Progress

1. **Academic standing** is defined as a student's status at any time within a semester of the MSBS curriculum. A student who is in good academic standing is one with a passing grade in all courses at any given point in time.
2. **Academic progress** in MSBS curriculum requires passing of all courses in the semester, and any other requirements specified within the curriculum

B. Standard of Academic Performance



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The academic year is divided into two academic terms, with the first (fall) term consisting of courses offered between August 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 MSBS students an academic term is equal to a semester.

C. Grades

The only grades that will be assigned to students in the MSBS program pursuant to Department of Education standards for schools receiving Title IV funding are as follows:

1. Passing Grades:

A, A-, B+, B, B-, C+, C, RC (Successful Remediation), or P (pass).

2. Non-Passing Grades:

Withdrawal (W), Incomplete (I), Not Passing (NP), F (Fail) or RF (Unsuccessful Remediation).

D. GPA Standard

MSBS students must maintain a cumulative Grade Point Average (GPA) of ≥ 2.00 each semester, and for their overall GPA in the program. Any student with a semester or cumulative GPA < 2.00 will be referred to and required to meet with the Graduate Student Progression Committee (GSPC). Consequences of a semester or cumulative GPA < 2.0 may impact the student's progression through the program, including changing the overall cost of the program. Potential consequences for having a cumulative GPA < 2.0 will be determined by the GSPC and the Program Director and may include, but are not limited to, placement on probation or dismissal from the program.

E. Promediation

CHSU MSBS Program has established an early intervention program called Promediation. The Office of Academic Affairs (OAA) monitors the academic performance of MSBS students based upon the various academic assessments given in each course. If a student has an individual grade $< 80\%$ at any time during the semester or if the Course Director or Office of Academic affairs (or designee) determines the student is academically at risk, the student will be placed on



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Promediation. This mandatory process may involve tutoring services, structured support from the student's Course Director or instructors, and/or sessions with the Learning Specialist for additional coaching and mentoring. Students that fail to complete the Promediation process or continue to have academic difficulties while on Promediation will be referred to the GSPC for review.

Below is a summary of the following roles of the parties involved in the promediation process:

1. Graduate Student Progression Committee (GSPC)

The GSPC's role and process is described in the MSBS GSPC committee Policy in the General Catalog. The GSPC reviews the academic performance of students and makes recommendations on academic progression to the Program Director.

2. Tutors Program

CHSU offers tutors for a variety of topics and subjects to all students seeking these services at no additional charge. The tutors are current, high-achieving CHSU students that are employed to be a peer resource and offer an additional layer of academic support to any student, regardless of what their academic standing is.

3. Learning Specialist

Student may request the services of the Learning Specialist, at no additional charge, for additional support related to time management, study habits, goal setting, motivational support, and assistance in creating strategies to promote a greater chance of academic success.

4. Student Affairs

Students are encouraged to reach out to the Office of Student Affairs for additional support related to life challenges such as personal concerns and life situations. The Office of Student Affairs can assist with connecting students to additional outside resources related to student needs.



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5. Academic Affairs

Office of Academic Affairs can assist students with disabilities with requests for reasonable accommodations in compliance with the Americans with Disabilities Act (“ADA”) and related California state law.

6. Faculty Advising

Students are responsible for utilizing the support provided by their Faculty Advisor. By focusing on personal development, Advisors directly influence their Advisees, institutional, and professional success. Specifically, they help students become accountable members of their higher education community, think critically about their roles and responsibilities as students, and prepare to be educated professionals who are part of a global community.

F. REMEDIATION

A student that receives any final individual course grade of F will be referred to the GSPC for review and approval to remediate the course in which the F grade was received. Remediation is a self-study process in which the student is given the opportunity to improve their grade typically by taking a cumulative remediation examination at a later time (Remediation). During Remediation, students may seek faculty assistance, or utilize other resources listed in the Remediation section to help prepare them for the remediation exam. Satisfactory completion of remediation is determined by a grade of $\geq 70\%$ on the remediation exam. Regardless of their score on the remediation exam, the highest grade for students successfully remediating a course is a grade of “C” and the student will be assigned a grade of RC on their transcript (Successful Remediation). Students who earn 2 “F” grades cumulatively at any time in the program, irrespective of whether those F grades have been successfully remediated, will be referred to the GSPC for review and may not be allowed to remediate any future courses.

Unsuccessful remediation will result in a grade of RF (Unsuccessful Remediation) being reported to the Registrar. The RF grade is the equivalent to the original F grade in terms of computing GPA.



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An unsuccessful remediation will cause the student to have to retake the course the next time it is offered in the following year. This will impact normal progression through the program and may affect financial aid eligibility as well as may change the student's total cost of attendance in the program.

G. Repeat of Courses in Which a Student Has Received A Non-Passing Grade or Withdrawn From a Course

Receiving a grade of "RF" or "F", or "NP" or "W" in one or more classes will impact students' progress through the MSBS academic program:

- GSPC may recommend that the student: (i) repeat the failed course the next time it is offered; (ii) repeat the entire semester; or (iii) repeat the entire academic year.
- Students who receive approval to repeat a failed course will only be allowed to repeat the failed course one time. If a student receives a non-passing grade in any repeated course, they will be referred to the GSPC.
- If a student repeats a course, the grades received for both the original and repeated course will be recorded on the student's official transcript. However, only the grade received in the re-take will be used to calculate the cumulative GPA and the number of credits received toward degree completion requirements.
- In any retaken course, students must achieve a minimum score of 70% in order to pass and satisfactorily meet the standards of satisfactory academic progress.
- Students will be charged tuition for any repeated course, semester or academic year. Students are advised to contact the Financial Aid Office to determine if they are eligible to receive financial aid for any repeated course.

H. Academic Probation

Academic probation is a conditional status indicating that the student is not meeting satisfactory academic progression. Students are placed on probation by the Office of the Program Director for



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the following conditions:

1. Failure to maintain a cumulative GPA ≥ 2.0
2. Receipt of any grade of "F", or "NP"

Failure to successfully remediate any course in which a non-passing grade was assigned. Students on probation need to meet progression standards and may be removed from probation by meeting the following standards:

1. Raising their GPA ≥ 2.0 if cumulative GPA was < 2.0
2. Successfully repeating or remediating a course in which a grade of "F" or "NP" was received
3. Successfully remediating any course or laboratory in which a non-passing grade was received
4. Students that remain on probation because of failure to achieve the above will be referred to the GSPC for review. The GSPC may recommend the following actions, including but not limited to retake the failed course when it is offered next time or repeat the academic year or dismissal from the program.

I. Time Limit

Students placed on an extended track (due to repeating the year) must complete the MSBS program within a reasonable period of time, and in all circumstances in compliance with the MSBS Graduation requirements.

J. Academic Progression

Specific consequences for students that fail to meet the academic progression standards include but are not limited to the following:



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TABLE A

<u>Scenarios</u>	<u>GSPC Recommendations</u>
1 non-passing grade (F or NP)	Remediate the course
Up to 2 non-passing grades (F or NP)	Remediate all failed courses (but if both courses are in the same semester, then repeat the semester) or recommend for dismissal from the program
1 RF (Failure to successfully remediate a course)	Recommend for repeat the course or dismissal from the program
NP grade in Comprehensive Progression Exam	Remediate the Comprehensive exam. If remediation is failed recommended for repetition of the academic year or dismissal from the program

Note: Each condition listed above will require the student to be referred to the GSPC, and the recommendations will be sent to the Office of the Program Director for a final decision.

The above table is only for guidance purposes. GSPC will review and consider student's overall performance in other courses and may recommend remediating the course or retake the course when it is offered next time or repeating the entire semester or may recommend for dismissal from the program and the recommendations will be sent to the Office of the Program Director for a final decision.



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RESPONSIBILITIES

This policy is the responsibility of the program Director, who has delegated responsibility for the standards within the policy to the GSPC, Office of Academic affairs, Office of Student Affairs for the MSBS Program and Registrar for CHSU.

HISTORY (R*)

Approval Date(s):

6/20/2023

Revision Date(s):

6/12/2023

Reviewed Date(s):

5/15/2023

R: Program Director

A: GSPC, Office of Academic Affairs, Office of Student Affairs, Registrar

C: Faculty, Staff, and Legal

I: All CHSU Community