

Student Advancement Guidelines

There are two academic status designations:

1. "Good Academic Standing"—describes a student whose record at the time of determination shows no unremedied "F" grades for any course completed
2. "In Academic Difficulty"—describes the student who has one or more unremedied "F" grades on his/her record.

Incomplete: The notation of Incomplete for a course will be amended upon satisfactory completion of the work within a reasonable length of time specified by the Dean for Student Affairs after consultation with the department in question, the student and the student's adviser. Normally, the "I" notation will be removed within a period of 12 months following its designation; unusual or extenuating circumstances may warrant extension of this time at the discretion of the Dean. A notation of incomplete not removed within the amount of time determined by the department in question, the student, the student's adviser, and the Dean for Student Affairs will be converted to an "F".

Withdrawal: No student will be allowed to withdraw from a course, clerkship or other learning experience at any time, except under unusual or extenuating circumstances as determined by the Dean for Student Affairs. A student wishing to withdraw from a course must petition, in concert with his/her adviser, the appropriate Student Review and Promotion Committee. This committee will make recommendations to the Dean for a final decision. Upon discretion of the appropriate Student Review and Promotion Committee, consideration of withdrawal from a course, clerkship or other learning experience may be recommended to the student, his/her adviser and the Dean.

A student may not leave school prior to completion of an academic year unless granted leave of absence by the Dean for Student Affairs. A student who leaves without such permission or who fails to return by the end of his/her granted term of leave is considered terminated from his/her class. By letter addressed to the Dean, the student may request readmission setting forth circumstances that in the opinion of the student would justify readmission.

Failure: No student will be advanced from one curriculum year to the next unless he/she is in Good Academic Standing; i.e. has no unremedied "F" grade (s). Students receiving an "F" will be required to remedy it prior to advancement to the next curriculum year.

At the discretion of the Department and with endorsement of the Review and Promotion Committee, an "F" grade can be remedied by repeating the entire course or that portion of the course that resulted in the student's failure. The "F" grade will not be erased from the transcript but will be noted to show successful remediation and subsequent award of the achieved grade.

A notation of incomplete not removed within the amount of time determined by the department in question, the student, the student's adviser, and the Dean for Student Affairs will be converted to an "F".

Remediation of two "F" grades may not occur concurrently with a normal schedule of courses. Remediation of two "F" grades must be completed prior to enrollment in the next curriculum year. Students who receive two "F" grades within one curriculum year may be recommended for an individualized curriculum. At the discretion of the appropriate committee, receipt of two "F" grades may be grounds for recommending dismissal.

Students will be recommended for dismissal if they receive three or more "F" grades within one curriculum year or if they receive three or more "F" grades within the combined M-1 and M-2 curriculum years.