GOOD ACADEMIC STANDING

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Master's Degree Students

To maintain good academic standing, Master's degree students are required to maintain a cumulative grade point average (GPA) of at least a 3.00 in their program of study.

Grades for all required MPH core courses must be a B- (2.67) or above. A grade of C (2.00) may be accepted for no more than one course (provided it is not a core course); receipt of two grades of C or any grade below C (2.00) is not acceptable for MPH credit and may result in dismissal from the program.

Certificate Students

To maintain good academic standing, students enrolled in a certificate program are required to maintain a cumulative grade point average (GPA) of at least a 2.75 in their program of study.

Receipt of more than two grades of C (2.00) or any grade below C (2.00) is not acceptable and may result in dismissal from the program.

Remediation

Any MPH or Certificate student not in good academic standing for reasons cited above, may not continue his/her program of study without the permission of his/her academic advisor, the CoPH Curriculum Committee, and the CoPH Associate Dean for Academic Affairs. In order to secure this permission, the student, in conjunction with his/her academic advisor, must submit a plan of remediation for approval to the Curriculum Committee (see Remediation Plan Document below for more details). The Curriculum Committee will review the student’s status and plan of remediation and forward a recommendation to the CoPH Associate Dean for Academic Affairs who after approval of the plan files it with the Office of Educational Services. To continue in his/her program, the student must successfully complete his/her approved remediation plan and return to good academic standing within the subsequent twelve (12) months.

Instructions for Developing a Plan of Remediation for Academic Standing MPH Students:

The following steps outline what must take place to address a situation prompting academic probation:

1. The student is placed on academic probation by the College of Public Health Associate Dean for Academic and Student Affairs.
2. The Office of Educational Services notifies the student that special permission is required for the student to continue his/her program of study.
3. The Office of Educational Services notifies the student in writing, with a copy to the academic advisor, that he/she must develop a remediation plan, in conjunction with his/her academic advisor, which addresses:
   a. how the student plans to master the essential content provided by the course(s) in which a low grade was received; and
   b. how the student plans to avoid receiving any grade less than B (3.00) in the future.
4. Along with the notification referenced in step 3 above, the Office of Educational Services informs the student and the academic advisor of the due date for the plan of remediation. Written remediation plans are due at least two calendar weeks prior to the next regularly scheduled Curriculum Committee meeting.
5. It is the student’s responsibility to contact his/her academic advisor about developing the plan of remediation. The remediation plan may need to include retaking the same course if it was a required core course.
6. The student and his/her academic advisor confer to develop a written remediation plan, which the academic advisor sends, along with his/her recommendation regarding approval, to the Director of Master’s Programs and the Office of Educational Services.
7. Although the plan may be forwarded by e-mail in order to meet deadlines, a hard copy signed and dated by the student and the academic advisor must be submitted. The academic advisor provides a copy of the plan to the student and keeps one for his/her advising records.
8. The Director of Master’s Programs places the remediation plan on the agenda for review/approval at the next regularly scheduled Curriculum Committee meeting.
9. If the plan is approved by the Curriculum Committee, the Director of Master’s Programs forwards a summary of the plan, with Curriculum Committee recommendation for approval, to the Office of Educational Services. If the plan is not approved by the Curriculum Committee, the plan is returned to the student and academic advisor with comments for revision. When the plan is approved by the Associate Dean for Academic and Student Affairs, the student and Director of Master’s Programs are notified. The Director of Master’s Programs will notify the academic advisor. If not approved, the plan will be returned with comment to the student and academic advisor with comments for revision.
10. If the student has not produced a written plan of remediation in consultation with his/her academic advisor by the due date specified in the written notice from the Office of Educational Services (step 4 above), the advisor informs the Office of Educational Services, which notifies the student in writing that he/she must produce same for review a minimum of 2 weeks prior to the next regularly scheduled Curriculum Committee meeting (date given), or they will be considered delinquent in the matter. If no plan of remediation is received in the allotted time, a memo will go to the Associate Dean for Academic Affairs, indicating that a plan of remediation has not been received. Action will follow from that office, which typically involves a block on registration for future terms and a hold on records, including transcripts, or graduation until the matter is resolve.