

# MSBS Academic Progression Policy

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.

## 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

## Standard of Academic Performance

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.

## 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:

### Passing Grades:

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

### Non-Passing Grades:

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

## GPA Standard

MSBS students must maintain a Grade Point Average (GPA) of  $\geq 2.00$  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.

## Promediation

CHSU 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 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:

### **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.

### **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.

### **Learning Specialist**

Students 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.

### **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.

### **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.](#)

### **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.

## **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 the following conditions:

- Failure to maintain a cumulative GPA  $\geq$  2.0
- 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:

- Raising their GPA  $\geq$  2.0 if cumulative GPA was < 2.0

- Successfully repeating or remediating a course in which a grade of “F” or “NP” was received
- Successfully remediating any course or laboratory in which a non-passing grade was received
- 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, repeat the academic year or dismissal from the program.

## 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.

## Academic Progression

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

Scenarios	GSPC Recommendations
1 non-passing grade (F or NP)	Remediate the course
Up to 2 non-passing grades (F or NP)	Remediate all failed courses (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 to repeat the course or dismissal from the program.
NP grade in Comprehensive Progression Exam	Remediate the Comprehensive Exam. If remediation is failed recommend 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.