

STANDARDS FOR STUDENT ACHIEVEMENT

GRADING SYSTEM AND PROGRESS EVALUATION

Students receive grades based upon classroom participation, laboratory and project work, written examinations as well as externship evaluation. Students will be given a grade record for each course participated in. AUHS utilizes the following grade system:

Grade	Percentage	GPA	Indicates
A	93.0-100	4.0	Superior Achievement
A-	90.0-92.99	3.7	
B+	87.0-89.99	3.3	
B	83.0-86.99	3.0	High Level of Achievement
B-	80.0-82.99	2.7	
C+	78.0-79.99	2.3	
C	76.0-77.99	2.0	Satisfactory Achievement
C-	70.0-75.99	1.7	Non-Passing
D+	67.0-69.99	1.3	
D	63.0-66.99	1.0	Marginal Achievement
D-	60.0-62.99	0.7	
F	<60	0.0	Failed
I/INC	Incomplete	0.0	

DEFINITION OF OTHER GRADES

OTHER GRADE	INDICATES	RECEIVED CREDIT	AFFECTS GPA	COMMENT
W	Withdrawal	No	No	
L	Leave of Absence	No	No	
CR	Credit	Yes	No	
U	Un-authorized Withdrawal	No	No	
Passed				Achievement grade of C or Better (Undergraduate) B or Better (Graduate)
Failed				Achievement grade of C- or below (Undergraduate) B- or below (Graduate)

Students failing to complete any course subject will be given an incomplete. To obtain credit, that portion would have to be retaken for a final grade credit.

NOTE: Certain programs may require higher standards for acceptable class pass – e.g., “**Masters in Clinical Research**” requires a “**B**” to pass. For “**Bachelor in Nursing**” a “**C+**” is required to pass. For further information, see the program student handbook.

Minimum Grade Point Average

The grade average required for certifying completion of a course is a minimum passing grade of 2.0 letter grade of C for the undergraduate program. The grade average required for certifying completion for the Post Graduate Certificate is 2.7 or B- or above.

For the Master's Program, the grade average required for certifying completion is 3.00 or B or above.

For the Doctor of Pharmacy program, the grade average required for certifying completion is 2.0.

NOTE: Certain programs may require higher standards for acceptable program pass – e.g., BSN requires a 2.5 to progress. For further information, see the program student handbook.

Conditions for Re-enrollment

Re-enrollment or reentrance will be approved only after satisfactory evidence is shown to the Program Dean/Academic Dean or a designated representative that conditions that caused the interruption for unsatisfactory progress have been rectified.

SATISFACTORY ACADEMIC PROGRESS

To be in good academic standing with the university and to be eligible to receive Title IV aid, students must maintain satisfactory academic progress (applicable only to students enrolled in an academic program). At the end of each quarter, each student is evaluated on three components to determine if they are maintaining satisfactory academic progress:

1. Cumulative GPA
2. Successful course completion rate
3. Maximum Time Frame
 - **Bachelor-** credits attempted relative to the maximum credits attempted that are allowed (1.5 times the credits in the student's program)
 - **Masters-** credits attempted relative to the maximum credits attempted that are allowed (2.0 times the credits in the student's program)
 - **Doctorate** - credits attempted relative to the maximum credits attempted that are allowed (2.0 times the credits in the student's program)

NOTE: Doctor of Pharmacy (2.5 times the credits in the student's program)

Evaluation Points

Satisfactory academic progress evaluation points are tied to the student's academic credits. The EVALUATION POINTS STANDARDS chart describes the evaluation point standards for undergraduate students.

Pass/No Pass Courses

Foundational courses that are graded pass (P) or no pass (NP) do not count in the Cumulative Grade Point Average (CGPA) or Maximum Time Frame (MTF) calculations.

Evaluation Points Standards

Evaluation Point	Minimum CGPA	Minimum Successful Completion % of Credits	Academic Status
1-18 Credits Attempted	2.0	67%	FA Warning/FA Probation/FA Dismissal
18.1-72 Credits Attempted	2.0	67%	FA Warning/FA Probation/FA Dismissal
72.1-300 Credits Attempted	2.0	67%	FA Warning/FA Probation/FA Dismissal

NOTE: Students enrolled in masters-level programs must complete a minimum of 67% of the cumulative credits attempted and maintain a minimum 3.0 CGPA at each evaluation point. AUHS students will be evaluated at the end of each quarter for the duration of his/her program.

AUHS will round of for pace of progression (example: 66.5% will be round of to 67%)

Cumulative GPA Requirements

The following summarizes the academic performance criteria for each degree level at the institution, according to the established CGPA requirements:

Undergraduate Programs

- **Initial Standard:** Students must achieve a Cumulative Grade Point Average (CGPA) of 2.0 by the end of the first 18 credit hours attempted.
- **Ongoing Requirement:** A CGPA of 2.0 must be maintained each quarter thereafter to remain in good academic standing.
- **Graduation Requirements:** Additional criteria for graduation may be specified in the undergraduate student handbook, including major-specific requirements and elective options.

Master's Programs

- **CGPA Requirement:** A minimum CGPA of 3.0 is required throughout the program by the end of the first 18 credit hours attempted.
- **Ongoing Requirement:** A CGPA of 3.0 must be maintained each quarter thereafter to remain in good academic standing.
- **Graduation Requirements:** Students must meet all prescribed academic criteria, and any additional departmental standards. *(For Licensure Program(s), see detail in the master's program student handbook.)*

Doctorate Program

- **Initial Standard:** Students must attain a CGPA of 3.0 by the end of the first 18 credits attempted. ***(NOTE: For Doctor of Pharmacy, 2.0 CGPA, see student handbook for additional requirements.)***
- **Ongoing Requirement:** A CGPA of 3.0 must be maintained each quarter thereafter. ***(NOTE: For Doctor of Pharmacy, 2.0 CGPA, see student handbook for additional requirements.)***
- **Graduation Requirements:** Detailed graduation criteria, including clinical rotations, capstone projects, and other program-specific requirements, are outlined in the student handbook. ***(NOTE: For Doctor of Pharmacy, see student handbook for additional requirements.)***

Completion Rate Requirements

At the midpoint of the first academic year (up to and including 18 quarter credit hours attempted), students enrolled in undergraduate-level programs must have completed a minimum of 67% of the cumulative credits attempted. From that point (18 quarter credit hours attempted) to the end of the second academic year (up to and including 72 quarter credit hours attempted), students must complete a minimum of 67% of the cumulative credits attempted to be making satisfactory progress. From 72.1 quarter credits to the end of his/her program, the student must complete a minimum of 67% of the cumulative credits attempted to be making satisfactory progress. Any credits for which the student has remained enrolled past the Drop period and has incurred a financial obligation are considered in this calculation.

Students enrolled in graduate-level programs must complete a minimum of 67% of the cumulative credits attempted at the end of each quarter to be making Satisfactory Academic Progress.

To calculate the completion rate, divide cumulative quarter credit hours attempted by cumulative quarter credit hours a student successfully completed by cumulative quarter credit hours student has attempted.

FINANCIAL AID WARNING, FINANCIAL AID PROBATION AND FINANCIAL AID DISMISSAL

At the end of each quarter, after grades have been posted, students' CGPAs and completion rates are reviewed to determine whether they are meeting the above requirements.

Financial Aid Warning (FA Warning) is the status students will be placed in for the first quarter that a student fails the SAP requirements listed above. Students on FA Warning must meet with their program chair/dean or designee to develop a Student Learning Enhancement Plan (LEP) that, if followed, will ensure the student is able to meet SAP in a maximum of three quarters. Students who meet the SAP Standards at the end of the FA Warning quarter will be removed from FA Warning and returned to a SAP Met/Good Standing status. Students not meeting the SAP requirements at the end of the quarter (payment period) may be dismissed and must appeal to remain in school (see SAP Appeals). Students placed on FA Warning are eligible to receive Title IV aid.

Students not meeting SAP at the end of the FA Warning quarter must appeal to the school in writing describing the mitigating circumstances that led them to not meet SAP (please see SAP Appeals). If a student chooses not to appeal or his/her appeal is denied, he/she will be dismissed. Students whose appeal has been approved will be placed on Financial Aid Probation (FA Probation). Students on FA Probation will continue on a Student Learning Enhancement Plan that, if followed, will ensure the student is able to meet SAP in a maximum of two quarters (payment periods).

Students who meet the SAP Standards at the end of their FA Probation quarter will be removed from FA Probation and returned to a SAP Met/Good Standing Status. Students not meeting the SAP standards at the end of the FA Probation quarter but continue to meet the requirements laid out in the Student Learning Enhancement Plan will be allowed to continue and do not need to re-appeal. Students failing to meet the requirements laid out in the Student Learning Enhancement Plan will be dismissed from the university. Students placed on FA Probation are eligible to receive Title IV aid.

Students not meeting SAP and not meeting the requirements listed on the Student Learning Enhancement Plan at the end of the FA Probation quarter will be dismissed from school. Students who have mitigating circumstances that led them to not meet SAP (see SAP Appeals) or adhere to the Student Learning Enhancement Plan can appeal this dismissal.

Students on FA Warning have a maximum of three quarters to meet SAP, students on FA Probation have a maximum of two quarters to meet SAP, and a FA Dismissal student has a maximum of one quarter to meet SAP. If at any point it is determined that it is mathematically impossible to meet the SAP standards in the maximum number of quarters allowed, the student must be dismissed.

SAP Chart

Situation	Academic Status	Federal Eligibility	Financial Aid
First quarter in which CGPA and/or completion rate is below minimum standards	Warning	Students are still eligible for federal financial aid	for the following quarter
Second consecutive quarter in which CGPA and/or completion rate is below minimum standards and who have appealed	FA Probation	Students are still eligible for federal financial aid	for the following quarter pending successful appeal
Third consecutive term in which CGPA and/or	FA Dismissal	Students are eligible for federal financial aid	because they are following Student

completion rate is below minimum standards			Learning Enhancement Plan and can meet the SAP requirements by the end of the quarter
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SATISFACTORY ACADEMIC PROGRESS (SAP) PROBATION OR DISMISSAL APPEAL

Students who are eligible to appeal may do so by submitting a Financial Aid Appeal form to the Financial Aid Administrator explaining the mitigating circumstances that affected their performance. The student must provide documentation of the circumstances that had an adverse impact on their performance. Below is a comprehensive list of the appeal process:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the quarter
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no other means of transportation
- Documentation from a Professional Counselor
- Student is following the Student Learning Enhancement Plan

In conjunction with Student Services/Student Affairs Department, the Program Deans/Academic Deans are responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness, and the student's ability to avoid the circumstances. Any consideration of the conditions outside of the list provided must be appealed to the Chief Academic Officer/Provost.

To appeal the application of the satisfactory academic progress standards, the student must follow the appeal process:

1. Obtain a Financial Aid Appeal Form from the Financial Aid Department. The appeal must include:
 - a. Why the student failed to meet SAP
 - b. What has changed that will allow the student to meet SAP at the next evaluation point
2. Prior to the last day of Drop or prior to the re-entry quarter, complete the form and submit it to the Financial Aid Department.
3. Should the appeal be granted, the student must meet with the Program Dean/ Academic Dean or designee to develop a Student Learning Enhancement Plan.
4. Continue to attend regularly scheduled classes during the review period.

The Program Dean/Academic Dean will review the student's request and reach a decision no later than the 14th calendar day after the quarter starts.

Appeal Process for Financial Aid Probation

The appeal can be approved if:

1. The student has a mitigating circumstance and

2. The student will be able to meet SAP at the end of the next quarter (payment period) or
3. The student is following the Student Learning Enhancement Plan that, if followed, the student will meet SAP within two quarters.

If the appeal is granted, the student will be placed on a SAP status of Financial Aid Probation. As part of the FA Probation, the student must agree with and sign the Student Learning Enhancement Plan developed by the Program Dean/Academic Dean or designee.

Appeal Process for Dismissal

For students who successfully appealed FA Probation the previous quarter and are meeting the terms outlined in the Student Learning Enhancement Plan but still are not meeting SAP, they do not have to appeal the Dismissal and will continue to remain eligible for Title IV aid for one additional quarter (payment period). In such a situation, the student's academic progress would be re-evaluated at the end of the next quarter.

If the student is not meeting the conditions stated on the Student Learning Enhancement Plan (LEP), they must appeal this dismissal status. The appeal can be approved if:

1. The student has a mitigating circumstance that occurred during the FA Probation quarter and
2. The students will be able to meet SAP at the end of the next quarter (payment period).

Should an appeal be denied, the student's dismissal stands, and they can no longer attend classes; any tuition charges that have been posted for the current quarter will be reversed. A student may appeal academic dismissal only one time.

Reestablishment as a Regular (Title IV eligible) Student

Students who fail to meet the SAP standards for two consecutive quarters or who are dismissed must complete the appeal. Students whose appeal has been approved are eligible to receive Title IV aid in the subsequent quarter. During that quarter, the student must follow the terms outlined in the Student Learning Enhancement Plan. Students on FA Probation or FA Dismissal SAP Status will remain in active school status and will have their progress evaluated at the completion of each quarter by the Program Dean/Academic Dean or Student Services/Student Affairs Department.

MAXIMUM PROGRAM LENGTH

Undergraduate

Bachelor

Students must complete the entire program within one-and-one-half times the standard program length, which is defined by the college as the total number of credit hours in the program. Therefore, the maximum time frame for any program is calculated by multiplying the number of total credits by 1.5. For example, a student enrolled in a 90-credit-hour program can attempt no more than 135 credit hours. Should a student exceed the 150% maximum time requirement, he/she will be dismissed.

American University of Health Sciences, as directed by the federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance, regardless of the students' circumstances. See the chart on this page for further explanation. Students may appeal the dismissal. Appeals will be reviewed on a case-by-case basis.

Graduate

Masters

Students must complete the entire program within two times the standard program length, which is defined by the college as the total number of credit hours in the program. Therefore, the maximum time

frame for any program is calculated by multiplying the number of total credits by 2.0. For example, a student enrolled in a 90-credit-hour program can attempt no more than 180 credit hours. Should a student exceed the 200% maximum time requirement, he/she will be dismissed.

American University of Health Sciences, as directed by the federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance, regardless of the students' circumstances. See the chart on this page for further explanation. Students may appeal the dismissal. Appeals will be reviewed on a case-by-case basis.

Doctorate

Students must complete the entire program within two times the standard program length, which is defined by the college as the total number of credit hours in the program. Therefore, the maximum time frame for any program is calculated by multiplying the number of total credits by 2.0. For example, a student enrolled in a 90-credit-hour program can attempt no more than 180 credit hours. Should a student exceed the 200% maximum time requirement, he/she will be dismissed.

American University of Health Sciences, as directed by the federal government, does not allow students who do not raise their CGPAs or completion rates of progress to the necessary minimums to continue to receive federal financial assistance, regardless of the students' circumstances. See the chart on this page for further explanation. Students may appeal the dismissal. Appeals will be reviewed on a case-by-case basis.

(Note: For Doctor of Pharmacy- Because of the specific nature and delivery format of the professional education program, students must complete the entire program within two-and-one-half times the standard program length, which is defined by the college as the total number of credit hours in the program. Therefore, the maximum time frame for the program is calculated by multiplying the number of total credits by 2.5. For example, a student enrolled in a 90-credit-hour program can attempt no more than 225 credit hours. Should a student exceed the 250% maximum time requirement, they will be dismissed.)

American University of Health Sciences, in compliance with federal regulations, does not permit students who fail to meet the required minimums for CGPAs or completion rates to continue receiving federal financial aid, regardless of their individual circumstances. Further details are provided in the SAP chart on this page. Students have the option to appeal their dismissal, and each appeal will be considered individually.

DUAL DEGREE

Students may earn two or more degrees from American University of Health Sciences; however, a student may only be enrolled in one degree at a time. Credits earned for the first degree may apply toward subsequent degrees. Upon enrolling in a second degree, a determination will be made of the student's satisfactory academic progress in the credits attempted and grades earned that count toward the new program of study.

PROGRAM CHANGES

The maximum time frame for a student who changes from one field of study to another is adjusted by subtracting the earned course credits that are common to both programs and program levels from the total credits in the new program and multiplying that number by 1.5 for the undergraduate, 2.0 for the graduate, except for the Doctor of Pharmacy (2.5). Depending on the program, the academic/program dean or designee will evaluate a student's academic progress and transfer all relevant courses. All transfer courses will be counted in completion ratio and used in computing in the CGPA. Students must be admitted and enrolled in the new program by the end of the Add/Change and Drop period of the quarter applicable.

INCOMPLETES, REPETITION OF COURSES AND WITHDRAWALS

Students with course incompletes, withdrawals, repetitions, and those doing foundational work are eligible to continue receiving financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress.
2. Students who satisfactorily complete a course but choose to repeat the course are eligible to receive Title IV aid for the first time the course is repeated. Any subsequent course repeats will not be Title IV eligible.

Incomplete

The "I/INC" symbol is a notation on the transcript that reports that the student was registered in and attended a class, but that portion of the required coursework was not completed by the end of the Quarter. The incomplete grade is NOT to be used for other than serious and unavoidable problems that prevented the student from completing all course requirements on time. Typical reasons for an incomplete grade include serious illness or catastrophic event for the student or close family member. Documentation of the reason is required. The student must have a passing grade in the completed work at the time of the request and have completed more than 50% of the coursework requirements (pertains to completed work - not attendance). An incomplete cannot be given as a final grade.

At the end of the quarter, the student may, with prior approval of the Program Dean/Academic Dean or Faculty, be granted a minimum extension of 14 calendar days to complete the required class work, assignments and/or tests. The extension cannot be used to make-up for accrued absences from class. If the student does not complete the required work within the 14 days extension period, they will receive a failing grade of "F" or the grade achieved factoring in only the work completed by the end of the quarter, whichever is higher.

Note: *In extreme documented circumstances, and ONLY at the discretion of the Program Dean/Academic Dean, this may be extended for 7 (or more) additional calendar days.*

Note: *Students who have an incomplete in a prerequisite course will not be able to register for the next course in the sequence until the incomplete course is successfully completed.*

Procedures/Requirements for requesting an Incomplete:

The student meets with the faculty member to complete the "Assignment of Incomplete Grade Form" (posted on CANVAS). It is the student's responsibility to obtain required signatures and consent of the instructor and the Program Dean/Academic Dean before the last day of class and prior to the day of the final exam unless other arrangements have been made in advance (extenuating circumstances). The completed form should be given to the faculty member with a copy submitted to the Student Affairs/Services Department. Faculty must assign a default grade which is the current grade for completed work when approving an incomplete. Incomplete (Inc.) will be recorded on the student's transcript when a completed grade is not assigned by the instructor and/or an extension of the incomplete is not processed. If work is not completed, the "I" grade will revert to an F.

Repetition of Courses

For Undergraduate Programs

Courses that are required for a student's major/minor may only be repeated one time. Only courses for which C-, D, and F, were assigned may be repeated for a higher grade or CR. In cases of repeated courses, the units are counted once, and the higher grade is computed in the GPA if the course is repeated at AUHS.

**For specific program policy, see Student Handbook.*

For Graduate Programs

Only courses for which B- and below were achieved may be repeated for a higher grade. Courses that are required for a student's major may only be repeated one time at AUHS.

(Note: Doctor of Pharmacy Program-Courses that are required for a student's major/minor may only be repeated two times. Only courses for which C-, D, and F, were assigned may be repeated for a higher grade or CR. In cases of repeated courses, the units are counted once, and the higher grade is computed in the GPA if the course is repeated at AUHS.)

**For specific program policy, see Student Handbook.*

Repeating Courses

Any university course, theory, lab, or experiential may be repeated maximum of two times depending on the program.

**For specific program policy, see Student Handbook.*

WITHDRAWAL FROM COURSES

A grade of W indicates withdrawal from a course. Students wishing to withdraw from a course must meet the following requirements:

- Within the first seven calendar days of the quarter, students may withdraw from any course with no record of the individual course withdrawal on their permanent academic record.
- After the "no-record drop" deadline, students may withdraw with a W grade from any course, but only for serious and compelling reasons. In some cases, reduced tuition may apply. Please refer to the financial aid section of the catalog for further information.
- After the deadline for withdrawal (last day of the seventh week—refer to the calendar), a student may request permission to be allowed to withdraw from all of their classes because of a medical emergency or extraordinary circumstance by submitting a withdrawal form to the appropriate Program Dean/Academic Dean. The W designation carries no connotation of quality of student performance and is not calculated in the grade point average.

COUNTING GRADES FOR THE COMPLETION RATE CALCULATION			
Grade	Credits Attempted	Credits Completed	Calculated in GPA
A-D	Yes	Yes	Yes
F	Yes	Yes	Yes
Incomplete (I/INC)	Yes	No	Yes
Withdrawal (W)	Yes	No	No
Repeated course	Yes	No	No
Pass (P)	No	No	No
Fail (F)	No	No	No
Transfer Credit (TR)	Yes	Yes	No
NOTE: A student who receives an "I/INC" that results in a CGPA below the SAP standards will be placed on probation until such time as the "I/INC" is removed and the CGPA is reevaluated			

Foundation Course Credit

Foundation course credits do not count toward the total number of credits for graduation, nor do they count in the CGPA or completion rate.

Transfer Credit

Accepted transfer credit from external schools will count toward completion of the student's program as both hours attempted, and hours completed.

PROBATION

Academic Probation

A student is placed on academic probation if they fail to achieve a minimum grade point average (GPA) of 2.0 for all courses attempted in a quarter. To remain enrolled at the university, the student must attain a GPA of 2.0 or higher in the subsequent quarter.

Non-Academic Probation

A student may be placed on non-academic probation due to behavioral issues and is required to develop a remediation plan in collaboration with faculty or the Program Dean/Academic Dean. This plan may include requirement to participate in mental health counseling. The student must meet all probationary conditions to remain enrolled at the University. Additionally, behaviors that pose a risk to the individual or others, or that significantly disrupt university activities, may result in the student being immediately suspended or expelled from the University without prior notice.

ACADEMIC DISMISSAL

A student is subject to dismissal for the following reasons:

- Failure to maintain a minimum CGPA of 2.0 during a probationary quarter.
- Failure to maintain a minimum cumulative GPA of 2.0.
- Failure of two courses in any quarter (*nursing only*).
- Second failure of a repeated course (*nursing only*).
- 3rd failure of a repeated course (*lower division*).

NOTE: For Doctor of Pharmacy, see program student handbook.

Students who are dismissed are formally notified by the relevant Program Dean or Academic Dean. In cases where extenuating circumstances, such as a prolonged illness, contribute to the student's disqualification, they may submit a written request to the appropriate Dean to be allowed to continue on probation for the subsequent quarter. Enrollment at AUHS signifies the student's agreement to adhere to all university requirements and regulations. If the student fails to comply with these requirements and regulations, or if it is determined by the Program Dean/Academic Dean that the student is not able to benefit from the opportunities offered by the university, withdrawal may be requested even though no specific breach of discipline is charged.

WITHDRAWAL FROM UNIVERSITY

Students considering withdrawal from the University are advised to schedule a consultation with the Director of Student Affairs/Services to discuss alternative solutions or receive assistance. Those who need to withdraw should officially submit a withdrawal request at the Student Affairs/Services Office. If students wish to return to the University, they must apply for re-admission through the Admissions Office.

WARNING (For Nursing Program Only)

Warning, probation, or dismissal will be initiated when a student has unsatisfactory achievement in any area of the nursing program. Below are the applications specific to the School of Nursing Conditions for warning are:

- Theory grade of "B-", or below at mid-quarter in any nursing course.
- Clinical grade of "B-", or below at any point in the course.
- Behavior not consistent with the School of Nursing's (SON's) Standards for Safe Care.
- Failure to meet attendance requirements.

- Failure to comply with established BSN policies.
- Any behavior that is contrary to the policies and procedures of AUHS and the SON and/or breaches in the Nursing Practice Act.

Clinical Warning (For Nursing Program Only)

The student who is placed on warning in a clinical course will remain on warning status until the end of the course. At the end of the course, the student will either:

- Receive a satisfactory grade.
- Receive an unsatisfactory grade and will not be allowed to progress in the program.
- For a rotation, which is less than one quarter, the warning may be extended into one or more rotations at the discretion of the faculty.

Theory Warning (For Nursing Program Only)

A student placed on academic warning in a theory course at any time during the quarter will remain on warning status until the end of the course. At that time, the student will either:

- Receive a satisfactory grade and be removed from the warning status.
- Receive an unsatisfactory grade and repeat the course. A nursing theory course can be repeated no more than once.

Procedure for Warning (For Nursing Program Only)

Students placed on warning must meet with the faculty, which will serve to:

- Clarify the problem.
- Initiate a plan for achieving a satisfactory grade.
- Complete the SON's Student Learning Enhancement Plan for clinical courses.

The student has the right to a meeting with the involved faculty. It is the student's responsibility to request, in writing, the meeting with the faculty. If the student does not attend the initial meeting, the SON's Student Learning Enhancement Plan for the course will reflect this non-attendance.

NOTE: For all other programs, see specific program student handbook.

FACTORS AFFECTING PROGRAM LENGTH

American University of Health Sciences is committed to helping students complete their programs within the designated timeframe. However, various factors might extend the length of a student's program, including part-time enrollment, course withdrawals, retaking courses, and financial constraints. To ensure appropriate progression through their programs, students are encouraged to maintain close communication with department program chairs, the Student Affairs/Student Services Department, the Financial Aid Office, and the Business Office.

THEORY COURSE FAILURE

For undergraduate and graduate program(s), students will:

- Receive a letter from the Program Dean/Academic Dean or Designee informing them of their failure.
- Meet with the course faculty to discuss circumstances of the failure.
- Meet with the Student Affairs/Services Director to clarify how to proceed with courses. The student may remain at the university but may not be allowed to proceed to the next course sequence.

- Repeat the failed class the next time it is offered.

READMISSION PROCEDURE

The following is the readmission process to undergraduate and graduate program(s):

1. If the student decides to write a request letter to the Admissions Committee for possible re-admittance to a university degree Program, the letter should include:
 - a. Reason for not passing the course(s)
 - b. What the student has done to take care of the problem(s)
 - c. How the student will prevent it from happening again
2. It is highly encouraged that a student meets with their Admissions Advisor for help with this letter.
3. The Admissions Committee will make the decision regarding re-admission. The committee may ask the student for additional information to help make this decision.
4. If the student is re-admitted, the student may be given contract/conditions of re-admittance when returning to the appropriate Program. The committee may communicate with Program Dean/Academic Dean and Student Affairs/ Services Director to ensure the student is following the contract/conditions of re-admittance. This contract/conditions of re-admittance will remain in effect throughout the student's enrollment.

EXAMINATIONS

Examinations are given as outlined on the schedule. Examinations reflect the focus of each lecture following each syllabus. Final examinations are given upon completion of all class work. A minimum passing score is set and required, prior to being placed into Preceptorship/Externship if applicable to your program. The tests administered by faculty to students aim to measure both the theoretical knowledge learned from books and lecture discussions as well as the clinical or application know-how learned from real and simulated exposure of students to the clinical setting. Under each program are specific and measurable objectives for actual student learning that must be achieved and realized by students upon completion of the course. The testing instruments serve the purpose of measuring and evaluating whether the students accomplished the course objectives or not.

Study Sessions

Study sessions are scheduled and pre-arranged by the Center for Academic Success (CAS). Any students who seek additional help are encouraged to request a study session. Students are requested to come prepared to ask specific questions of difficulty to facilitate time efficiently. Additional times may be arranged with the faculty as needed. In addition, each of the programs offered by the University may require group projects. These projects are research-oriented, extensive, and detailed in nature and permit the students the chance to work together as a team in putting together the resources needed for presentation and submittal purposes.

ACADEMIC AWARDS

Graduation Awards

Graduate Academic Honors

- **With Highest Distinction:** Awarded to graduate students who achieve a perfect Cumulative Grade Point Average (CGPA) of 4.0, signifying exemplary academic excellence across all evaluated coursework.
- **With Distinction:** Awarded to graduate students who achieve exceptional academic performance by achieving a Cumulative Grade Point Average (CGPA) of 3.5 or higher that places them in the top percentile of their program.

Undergraduate Academic Honors

- **Summa Cum Laude:** Achieved with a Cumulative Grade Point Average (CGPA) of 3.80 to 4.00.
- **Magna Cum Laude:** Achieved with a CGPA of 3.70 to 3.79.
- **Cum Laude:** Achieved with a CGPA of 3.50 to 3.69.

Certificate/Diploma Academic Honors

- **Highest Honors:** Granted to students achieving a CGPA of 3.50 or higher upon completion of the program.

Quarter Awards

President's List

Students maintaining a term GPA of 3.80–4.00 will be placed on the President's List.

Dean's List

Students maintaining a term GPA of 3.50–3.79 will be placed on the Dean's List.

ACADEMIC HONOR CODE

Academic Integrity

The Administration of American University of Health Sciences (AUHS) holds that integrity is a fundamental attribute for its student body. Students are granted the autonomy to learn, explore, and question within their academic journey, which must be conducted as a personal and individual experience. It is vital for all students to grasp the seriousness of academic dishonesty, including cheating, collusion, plagiarism, and fabrication.

Forms of Academic Dishonesty

- **Plagiarism:** This involves acquiring the work of another student, by any means, and presenting it as one's own.
- **Collusion:** This is the unauthorized cooperation with another student in preparing academic work.
- **Cheating:** This includes copying or tracing work from another student, using unauthorized materials or devices, or collaborating without permission in a testing situation or on a class project.
- **Fabrication:** This entails providing false information related to university affairs to gain an advantage.

Violations and Sanctions

- **Possible Violations:** Breaches of the AUHS Academic Honor Code include, but are not limited to, plagiarism, cheating, collusion, fabrication of data, and misuse of artificial intelligence tools.
- **Sanctions:** The consequences for these violations can range from a warning to more severe repercussions such as failing grades, suspension, or expulsion, depending on the gravity of the misconduct.

Reporting and Adjudication Procedures

- **Reporting Protocol:** Community members are strongly encouraged to report any suspected instances of academic dishonesty to the designated academic authorities at AUHS.

- **Adjudication:** The university ensures that investigations are conducted with fairness and confidentiality. All breaches of the Honor Code are documented and submitted to the University's administration for further investigation. Each instance is examined individually and in relation to any ongoing patterns of dishonest behavior. Both the faculty and administration will assess the implications of verified honor code violations on the affected student's academic standing and course grades. This ensures that all incidents are adjudicated equitably and upholds the university's academic integrity. Accused individuals are afforded the right to present their side of the story and to appeal any imposed sanctions.

Potential Consequences for Students

Students found guilty of academic dishonesty such as plagiarism, collusion, or cheating at the university may face the following consequences:

- **Loss of Credit:** Students may lose credit for the project involved in the dishonest act.
- **Failing Grade:** Receiving a failing grade for the course in which the dishonesty occurred.
- **Dismissal:** Potential dismissal from the university based on the severity of the misconduct.
- **Rescinding a degree or certificate:** Rescinding a degree or certificate involves revoking an academic qualification previously awarded to a student, typically due to discovered violations of academic integrity after graduation.

Commitment to Ethical Conduct AUHS is committed to fostering a culture of integrity and ethical behavior that extends beyond the university into professional settings. The university stresses the importance of these principles, which are crucial for the ethical conduct expected in healthcare professions. By instilling these values, AUHS aims to prepare students not only for academic success but also for responsible and ethical participation in their future careers.

This comprehensive approach to academic integrity is designed to maintain the high standards of education and professionalism expected at AUHS, ensuring that students are well-prepared for their professional and ethical obligations in the healthcare industry.

STUDENT CONDUCT POLICY

All members of the American University of Health Sciences (AUHS) community are responsible for understanding and adhering to the Academic Honor Code and Student Conduct Code. These Codes are designed to guide behavior and decision-making, fostering a safe, respectful, and ethical learning environment. While comprehensive, the Codes are not exhaustive. They apply to all students, including applicants, as well as activities and events on AUHS grounds or related to the AUHS community, whether on or off campus.

Conduct occurring off campus that violates AUHS policies or the law may result in disciplinary action. If misconduct is discovered after graduation or after a degree or certificate has been conferred, AUHS reserves the right to rescind the degree or certificate. Students are also held accountable for the behavior of their guests while associated with AUHS.

Student organizations are similarly required to adhere to the University's professional standards and codes of conduct. Both individuals and groups may face consequences for violations.

Students, guests, and visitors are expected to conduct themselves in a manner that aligns with AUHS's mission as an institution of higher learning. The University expects responsible, considerate, and respectful behavior, upholding the rights, freedoms, and safety of others. AUHS's mission emphasizes partnership with students in their professional preparation, including adherence to ethical and professional behavioral standards.

Examples of Conduct Code Violations

The following are examples of behaviors that may result in disciplinary action. This list is not intended to be exhaustive:

1. **Legal Violations:** Suspicion, charges, or breaches of federal, state, or local laws, on or off campus.
2. **Policy Violations:** Breaches of AUHS policies, rules, or regulations, including those of clinical affiliates.
3. **Abusive Behavior:**
 - Verbal abuse, including hostility, profanity, derogatory language, or defamation.
 - Actions or threats that pose harm to others, including hazing, bullying, harassment, violence, or stalking.
4. **Disorderly and Disruptive Conduct:**
 - Obstructing teaching, University activities, or the rights of others.
 - Use of unauthorized technology or disruptive behavior during classes or events.
5. **Dishonesty:**
 - Academic dishonesty, falsification of information, or fraud.
 - Forgery or misuse of records, documents, or identification.
6. **Property Misuse:**
 - Theft, vandalism, or unauthorized entry or use of university property.
7. **Noncompliance:**
 - Failure to follow directives from university officials or adhere to disciplinary procedures.

Sanctions for Violations

Sanctions for violations are determined case by case, considering the nature of the offense, the student's disciplinary history, and relevant circumstances. Sanctions aim to promote personal development, community safety, and campus integrity.

Possible sanctions include:

- **Warnings:** Verbal or written notices for minor infractions.
- **Restitution:** Compensation for damages caused by misconduct.
- **Loss of Privileges:** Restriction of campus privileges or access.
- **Probation:** Behavioral or academic probation with specific conditions.
- **Suspension:** Temporary removal from AUHS.
- **Dismissal:** Permanent removal from AUHS.
- **Educational Activities:** Assignments such as reflection papers, community service, research projects, or presentations.

NOTE: The Dean may but is not required to, give notice of the decision to other parties (like the student making the accusation), but only if there is an institutional need to do so, and only if the person is authorized to receive the information. For example, sharing details about a student's suspension or expulsion resulting from a code of conduct violation with other students would likely constitute a breach of the student's right to privacy.

Appeal of the Sanction

If the Dean imposes a sanction of Suspension, or Dismissal, the student has the right to appeal the sanction to the Student Services Director or their designee. Appeals may be made on the grounds that the assigned sanction is substantially disproportionate to the severity of the violation. Below are the details regarding the appeal process:

- **Grounds for Appeal:**
 - Appeals must clearly articulate and support the grounds for appeal, demonstrating why the sanction is disproportionate.
- **Deadline for Submission:**
 - Appeals must be submitted within five (5) business days of the notice from the Dean regarding the action.
- **Methods of Submission:**
 - Appeals can be submitted via email to the Student Services Director, using the student's official university email account.
 - Alternatively, appeals may be submitted in writing to the Student Services Director or designee and signed by the student.

During the appeal process, any sanction involving Suspension or Dismissal will be in place.

The Student Services Director or their designee has the authority to impose any one or more of the sanctions listed above. They are not limited to the original sanctions assigned by the Dean, and the resulting decision may lead to a more or less severe disciplinary action.

The Student Services Director or designee will provide a written decision within ten (10) business days of receiving the appeal unless an extension is granted. The decision is final and will be communicated to both the student and the Dean.

In cases involving allegations of physical assault, the decision outcome, including any sanctions imposed, will also be communicated to the alleged victim.

Extraordinary Circumstances

In emergencies or extraordinary situations, the President, in consultation with University Administration Leadership, may bypass the standard conduct process to impose immediate sanctions, including suspension or dismissal. This may occur to ensure community safety in cases of dangerous or disruptive behavior. If further investigation determines the emergency action was unwarranted, the standard conduct process will be initiated to provide the accused student with due process.

AUHS remains committed to fostering a professional, safe, and ethical educational environment. All students are encouraged to uphold the University's values and contribute positively to the AUHS community.

STATEMENT OF NON-DISCRIMINATION

The American University of Health Sciences (AUHS) is committed to fostering an inclusive and equitable environment for all members of its community. In compliance with federal, state, and local laws, AUHS

does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected under applicable laws.

This policy of nondiscrimination applies to admissions, financial aid, academic programs, employment, and access to university-sponsored services, activities, and programs. AUHS is committed to promoting diversity, equity, and inclusion as integral components of its mission.

For inquiries or complaints related to discrimination under Title IX, please contact the Provost, Title IX Coordinator:

Title IX Coordinator

Marilyn Uvero, PhD(c), EdD, MSN, RN
1600 East Hill Street
Signal Hill, CA 90755
Phone: 562.988.2278 ext. 2049
Email: muvero@auhs.edu

Additionally, complaints can also be directed to the **Student Services Director or designee** for assistance. The Student Services Director or designee will ensure complaints are addressed promptly and equitably in accordance with applicable laws and regulations.

This dual reporting structure ensures accessibility and timely resolution of all concerns.

EQUAL OPPORTUNITY

American University of Health Sciences supports Equal Opportunity for all people regardless of their race, religion, sex, or disability.

WRITTEN PAPER FORMAT

The required format for submitting papers in all programs is the Publication Manual of the American Psychological Association (APA), most current edition. This book is available in the library or online Library platform.

MAKE-UP WORK

Students are required to make up all assignments and work missed as a result of excused/unavoidable absence. The instructor may assign additional outside make-up work to be completed for each absence. The instructor may also choose to assign a "0" for missed work. Arrangements to take any tests missed because of an absence must be made with the faculty and/or approved by the Program Dean/Academic Dean. These accommodations are not guaranteed and reserved for emergency/unavoidable situations.

CHEATING

Cheating on an examination will lead to an automatic failing grade for that exam and will place the student on probation for the duration of the quarter. Additionally, students should be aware that incidents of cheating may also result in dismissal from the University, particularly if the administration deems the act to be serious and intentional.

REMEDIATION

AUHS has a formal remediation program through CAS, which is established to identify those students "at risk" for program progression. Students are referred to remediation formally via the remediation referral document called the Learning Enhancement Plan (LEP), which outlines the student's areas of weakness and deficiencies. Students may be identified by a faculty member, and/or other staff members who may be working with the student. The following factors may indicate a student's need for remediation:

- Failure to participate in learning activities.

- Performance on a course exam or quiz, as manifest by a test grade of B- or lower (nursing program only).
- Poor mid-term course evaluation.
- Poor clinical performance.
- Failure to adequately demonstrate Level competencies.
- Possession of a cumulative course grade with a grade of B- or lower (nursing program only).

Once identified, the student will be required to create a joint remediation/retention plan with a faculty member and participate in activities as specified within the approved plan.

NOTE: *Enrolled students who demonstrate a need for additional services may self-identify.*

Student Learning Enhancement Plan

The Student Learning Enhancement Plan may include, but is not limited to:

- Meetings with a Faculty, frequency as identified in the plan but not less than two instances per plan.
- Attendance in supervised tutoring.
- Monitored completion of skill practice hours in the Labs.
- Verified participation in web-accessible tutorials or other available tutoring tools, inclusive of ATI and/or other Total Curriculum Support programs.
- Completion and submittal of an academically approved written paper and/or presentation inclusive of research on the deficit subject area.

End-of-Quarter Remediation Plan

Designated Program(s) allow opportunity for end-of-quarter remediation plan if student did not achieve the passing grade benchmark. (Additional requirements can be found in the specific program's student handbook.) Once the areas of remediation are completed, the student will have the Student Remediation Plan signed off by the designated faculty member, as appropriate. Additional costs related to the remediation plan are the responsibility of the student and must be paid before advancing to the subsequent quarter.

LEAVE OF ABSENCE POLICY

The purpose of a leave of absence (LOA) is to provide students with the opportunity to leave the university for an extended period of time without withdrawing or affecting his/her satisfactory academic progress calculations. The Program Dean/Academic Dean, Student Services/Student Affairs director, or a designee may authorize a leave of absence under the following circumstances:

- A leave of absence may only be granted to a student who has completed a quarter and has not been in class past the end date of the published Add/Change and Drop period of the current quarter in which he/she wishes to take the leave of absence.
- The student must resume classes at the same point at which he/she exited the program.
- The student must provide a signed written request for the leave of absence. The last date of attendance and return date must be clearly identified on the accompanying Leave of Absence form.
- The student has not completed his/her program.
- Under no circumstances will a leave of absence be extended beyond 180 days.
- Multiple leaves of absences may be granted during any 12- month period, beginning with the start of the most recent leave of absence as long as the total days do not exceed 180.
- All loans and grants will be returned to appropriate parties or disbursements rescheduled for the term of an approved leave of absence.
- The student will incur no additional tuition charges during an approved leave of absence.

- If the student is eligible under the authority of the Higher Education Relief Opportunities for Students Act, he/she may verbally request a leave of absence. However, all other conditions apply

Reasons for granting a leave of absence may include, but are not limited to:

- Serious student medical problems
- Pregnancy
- Military duty
- Death of an immediate family member

If a student does not resume classes on or before the approved return date, the student will be withdrawn from the program. **(Note: If a student does not return from an approved leave of absence, the grace period for Stafford Loans will begin on the last date of attendance.)**

Deployed Military Leave of Absence (LOA)

A student required to take a leave of absence (LOA) due to military deployment will not have a loss of academic credits earned, institutional scholarships awarded, or registration fees paid when returning from deployed status. Under the 180-day LOA limitation (Subsection [a] [2] [B] of 484B, Higher Education Act of 1965 [20 U.S.C. 1091b]) the student shall not be treated as withdrawn unless the student fails to return upon the completion of the leave of absence.

TERMINATION PROCEDURES

Students may be terminated by the school for cause. Examples include, but are not limited to:

- Violation of the school's attendance policy to include excessive tardiness or absenteeism.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.
- Falsified his/her educational status certification.
- Possession, distribution, or use of alcohol or illegal drugs.
- Violation of academic honesty policy.
- Failure to comply with established University or department regulations and policies.
- Placing self and/or others in physical and/or emotional jeopardy.

In severe instances, such as unsafe clinical practices, a student may be dismissed immediately without prior warning or probation. This decision requires the agreement of the Program Dean/Academic Dean, the Director of Student Affairs/Services, the Chief Academic Officer, and the University President. Students facing dismissal will receive written notification and have the right to appeal the decision either to the respective Program Dean/Academic Dean or through the process outlined in the Grievance Procedures.

ATTENDANCE/TARDINESS

All students are expected to attend regularly. Absences from class can seriously affect the progress of training. An absence may only be excused by the faculty. Students who are absent will still be required to complete the assigned class work.

Attendance for Undergraduate and Graduate Courses

Attendance and punctuality are important for the successful pursuit of study. Therefore, the number of a student's absences will be considered in determining academic grades. Students may be expected to explain to the faculty the reason for any absences from class and, in some cases, be asked to provide appropriate documentation. The University does not have a predetermined number of absences. Students who miss 20% or more of their classes may be removed from the course if the instructor determines that further participation would not be advantageous for the student.