

Student Performance Review and Grievance Committee (SPRGC)
School of Health and Medical Sciences
Seton Hall University

Academic Performance Standards

This document supersedes all other documents related to student performance review/grievance. Effective July 27, 2009
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I. Introduction

Preparing for a career in the health sciences is a rigorous undertaking. Practitioners are expected to possess not only excellent clinical skills, but also to practice according to the highest ethical and professional standards. Preparation for meeting these high standards begins during a student's education.

Some students may occasionally experience academic difficulties. Such difficulties are best addressed early, before they grow to an unmanageable size. As practitioners, students will be expected to exercise sound clinical judgment. As students, it is important to exercise sound academic judgment and seek academic assistance when necessary. Students should consult with course instructors, academic advisors and/or Department Chairs as soon as a difficulty becomes apparent.

This document outlines the academic performance expected of students in the School of Health and Medical Sciences. It also describes the nature of the Student Performance Review and Grievance Committee (SPRGC) and the procedures for submitting an appeal and addressing a grievance.

II. Satisfactory Academic Progress

The School of Health and Medical Sciences (SHMS) at Seton Hall University prepares students to become leaders in the health sciences. The role of the Student Performance Review and Grievance Committee (SPRGC) is to ensure that students in SHMS meet the school's high standards for 1) academic performance, 2) clinical skills, and 3) professionalism. The SPRGC also hears student appeals, and has a role in mediating student grievances that cannot be resolved at the program level.

Students in SHMS are required to meet the basic standards stated in each of the three important areas noted above, along with any additional, more stringent criteria, set in the student's program manual.

The University and the SHMS' academic standards policy require each student to maintain a minimum cumulative grade point average of 3.0. Students whose cumulative GPA falls below 3.0 will be placed on academic probation.

For dual-degree students, the calculation of the cumulative GPA will begin with the first semester of professional coursework.

The successful completion of academic course work and clinical practica represents the student's preparation for clinical competency and professional practice. Successful completion of each and every course requirement is mandatory with a passing grade of "C" or better. Any grade below this standard will be considered a failure.

III. Grading Structure

The grading structure for all academic coursework, effective Fall 2004, is as follows:

Letter		Quality Point
A	4.000	4.000
A-	3.667	3.667
B+	3.333	3.333
B	3.000	3.000
B-	2.667	2.667
C+	2.333	2.333
C	2.000	2.000
C-	N/A	1.677*
D+	N/A	1.333*
D	N/A	1.000*
F	0.000	0.000*
I	Incomplete	0.000
NR	No Record	0.000
IW	Incomplete Withdrawal	0.000
WD	Withdrawal	0.000
S	Satisfactory	full credits earned/no impact on GPA
U	Unsatisfactory	no credits earned/no impact on GPA
IP	In Progress	0.000

* Applies **only** to dual degree students in the first professional year of the program.

For students enrolled in a dual degree program, a grade of C-, D+, or D will be considered a failing grade for an SHMS core curriculum course.

IV. Academic Standing

To remain in good academic standing, the student is expected to complete a sequence of academic coursework as a prerequisite to subsequent academic program courses. It is SHMS policy that each course must be passed with a grade of "C" or better. Any grade below this standard will be considered a failure. A failure or a grade of unsatisfactory in a course or a cumulative grade point average less than 3.0 will result in the student's record being referred to the SPRGC.

A. GPA Requirement

A student earning a cumulative grade point average of less than 3.0 will be placed on academic probation. To remove the probation, the student must raise the cumulative grade point average to 3.0 or greater. Students placed on academic probation will be given up to two successive semesters in which to raise their cumulative GPA to 3.0 or better. Failure to do so could result in a recommendation of dismissal from the program.

B. Course Failure

Any student receiving a grade of less than C (C- or poorer, or receiving a U for courses graded on an S/U basis) shall be required to repeat the course and earn a grade of B or better and/or S (satisfactory) in the repeated course, as well as maintain a cumulative grade point average of 3.0 or better. The student shall be placed on academic probation. A student will have only one opportunity to repeat a course previously failed. For students enrolled in a dual degree program, a grade of C-, D+ or D in an undergraduate SHMS course will be considered a failing grade. Failure to successfully remediate a failed course could result in a recommendation of dismissal from the program.

C. Multiple Failures

A student with two or more course failures (initial F or U grade) in one semester may be subject to a recommendation of dismissal from their respective program.

D. Program Specific Requirements

The standards in this document may be superseded by more stringent programmatic requirements. Students should refer to their program policy manual to ensure that they understand all requirements. If questions arise regarding academic requirements, students should address them with their advisor or Department Chair.

V. Clinical Performance Standards

It shall be the responsibility of each program within the SHMS to develop the performance standards for students who are involved in clinical practica. Students should refer to their program manuals for the standards of their respective program.

The standards for successful completion of clinical practica shall be consistent with the academic and accreditation standards of the respective programs.

These standards shall be provided in writing to each student upon admission to their respective program. These standards shall be the basis for the academic review at the end of each semester for students who are enrolled in clinical practica.

VI. Professionalism

It is critical that students in the health sciences maintain the highest standards of ethical integrity and professional behavior. Students are expected to honor their responsibilities to the health professions, to the School, to the University, and in terms of their relationships with faculty, supervisors, students, and patients. Professionalism is defined as behaviors

demonstrating respect for others, responsibility, accountability, professional skills, leadership, caring and compassion. Students should refer to their program manuals to identify specific professional behavior standards relevant to performance in their field of study.

Students in SHMS may not:

- engage in dishonesty, fraud, deceit, misrepresentation, sexual harassment, criminal behavior, or other forms of conduct that adversely reflects on the health professions or on the individual's fitness to serve persons professionally;
- engage in sexual activities with clients/patients or others for whom they are responsible;
- discriminate in their relationships with students, faculty, clients/patients, and supervisors on the basis of race or ethnicity, gender, age, religion, national origin, sexual orientation or disability;
- violate the code of ethics in their respective profession.

These behaviors may result in dismissal from the University.

Academic honesty is considered an important part of professionalism. The SPRGC position statement regarding academic dishonesty can be found at the end of this document.

VII. Leave of Absence

Students who will be away from their program for more than two weeks must submit a letter to their Department Chair requesting a leave of absence (LOA). If the Chair supports the student's request, the Department Chair will forward the letter to the Chair of the SPRGC along with a memo of support. The Chair of the SPRGC will record the student's change in status from active to LOA, and then forward the request for LOA on to the Office of the Dean. A LOA may be granted for up to one year, and may not be renewed.

If a leave is taken for medical reasons, the department may require certification from a licensed healthcare professional attesting to a student's fitness to resume their coursework.

Granting of an LOA does not imply full or partial refund of tuition and fees. Any potential refund is subject to University policy.

VIII. Sanctions

Students who fail to meet the academic standards outlined in this document may be subject to academic sanctions including academic probation, suspension, establishment of a learning contract, and/or dismissal.

A. Academic Probation

Grounds for being placed on academic probation include, but are not limited to:

- failure to maintain a cumulative GPA above 3.0;
- course failure;
- lapses in professionalism.

Any student admitted to their program on academic probation must receive a cumulative GPA of 3.0 or better (regardless of course load) in their first semester or they may be recommended for dismissal from the program.

B. Suspension

Most courses in the School of Health and Medical Sciences are offered only once an academic year and serve as prerequisites for subsequent courses. In the event of course failure, a student may be suspended from taking subsequent courses until the failed course is successfully retaken.

In the event that a student is found to pose a danger to themselves, faculty, staff or patients at clinical sites, the student may be suspended until the situation is investigated or the student is dismissed from the program.

C. Learning Contract

A learning contract is a document created by a department when a student's performance fails to meet expected standards. The contract describes how a student's performance has been deficient and outlines steps that should be taken to remediate a deficiency or improve performance. Learning contracts may be established independently of or in addition to one of the above sanctions. Failure to comply with the conditions established in a learning contract constitutes grounds for further disciplinary action, including dismissal.

D. Dismissal

Grounds for dismissal include but are not limited to the following:

- failure to raise the cumulative GPA above 3.0 at the completion of two academic program semesters of probation (this includes the summer session);
- multiple course failures;
- failure to meet conditions established in a learning contract;
- failure of a student admitted on probation to earn a cumulative GPA of 3.0 in their first semester;
- lapses in professionalism.

IX. The Student Performance Review and Grievance Committee (SPRGC)

A. Scope of SPRGC Activities

The Student Performance Review and Grievance Committee (SPRGC) is a Faculty Committee with advisory responsibilities to the Dean of SHMS. The function of the SPRGC is to review the academic progress of students referred to it by the programs of the Division of Health Sciences. The SPRGC also receives and investigates appeals and grievances presented by students in the Division of Health Sciences. The SPRGC serves to ensure that the policies outlined in this document and in program policy manuals are applied in a fair, equitable fashion to all students.

B. Composition of the SPRGC

The SPRGC is comprised of one member from each of the six departments in SHMS' Division of Health Sciences, appointed by their respective Department Chair. Terms of appointment are for two years, and may be renewed.

C. SPRGC Meetings

The SPRGC will meet at the conclusion of each semester after official grades have been posted by the University to review the academic records of students referred by their department. The SPRGC reviews the academic progress of students who have:

- failed to maintain a cumulative grade point average of 3.0;
- failed a course (grade of less than C or a grade of U) within the current semester;
- been placed on probation.

The SPRGC will also meet on an as needed basis to address events arising during the course of the semester.

X. Referral of Students to the SPRGC

It is the responsibility of the Department Chair to notify the SPRGC of any students who fail to meet the standards for academic performance, clinical performance or professionalism outlined above.

A. Academic Performance

At the conclusion of each semester, the Department Chair will forward to the SPRGC the name and student identification number for each student who:

- is presently on academic probation;
- has a cumulative GPA below 3.0;
- has failed one or more courses.

B. Professional and Clinical Performance

If concerns should arise regarding a student's clinical performance or professional behavior that cannot be addressed at the department level, the Department Chair may refer the student to the SPRGC at any time.

C. Student Status Changes

If a department recommends that a student be granted a leave of absence or a student elects to withdraw from a program, the Department Chair will notify the SPRGC.

XI. Presenting an Appeal to the SPRGC

A. Conditions for Requesting an Appeal

Students may address the SPRGC if they want to:

- appeal the manner in which their academic, clinical, and/or professionalism has been graded/evaluated;
- appeal a letter received for failing to meet school/program standards;
- appeal a letter of dismissal from the Office of the Dean.

B. Appeal Procedure

In order for an appeal to be heard by the SPRGC, students should take the following actions:

1. The student should attempt to address the contested grade with the course instructor(s).
2. If a resolution satisfactory to both parties cannot be reached, the student should contact the Department Chair for guidance.
3. In the event that a student cannot resolve the matter at the department level, or if the issue involves the Department Chair, the student should submit the *Request to Present a Grievance or Appeal to SPRGC* (attached) form to the Chair of the SPRGC. This form should be submitted within 10 days of determining that the issue cannot be addressed at the department level.

In the event that a student has not taken the actions above, the SPRGC will refer the student back to the department to attempt to resolve the matter.

C. Referral of Appeal

In some circumstances, the SPRGC may determine that it is not the appropriate authority to address an appeal. Should this be the case, the Chair of the SPRGC will work with the Office of the Dean to refer the case to the appropriate authority.

XII. Presenting a Grievance to the SPRGC

A. Conditions for Presenting a Grievance

Students may address the SPRGC if they want to:

- submit a grievance against a faculty/staff member;
- submit a grievance against a clinical supervisor; or
- submit a grievance against another student.

B. Grievance Procedure

In order for a grievance to be heard by the SPRGC, students should take the following actions:

1. The student should attempt to resolve the issue with the party resulting in the alleged grievance.
2. If a resolution satisfactory to both parties cannot be reached, the student should attempt to address the matter with their Department Chair.
3. In the event that a student cannot resolve the matter at the department level, or if the matter directly involves the Department Chair, the student should submit the *Request to Present a Grievance or Appeal to SPRGC* (attached) form to the Chair of the SPRGC. This form should be submitted within 10 days of determining that the grievance cannot be addressed at the department level.

In the event that a student has not taken the above steps, the SPRGC will refer the student back to the department to attempt to resolve the matter.

C. Referral of Grievance

In some circumstances, the SPRGC may determine that it is not the appropriate authority to address a grievance. Should this be the case, the Chair of the SPRGC will work with the Office of the Dean to refer the case to the appropriate authority.

XIII. Report of SPRGC Findings

The SPRGC seeks to address appeals, grievances and review the performance of all referred students in a timely fashion. However, in many cases it will be necessary to review the situation in detail with the parties involved. After the case has been discussed to the satisfaction of the SPRGC, the SPRGC will forward written recommendations to the Dean.

XIV. Additional Remedies

Students may have additional rights outside of the School of Health and Medical Sciences. For a complete understanding of these rights students should refer to the University *Student Handbook*.

Policy on Academic Honesty and Integrity
School of Health and Medical Sciences
Seton Hall University

In both an academic environment and in clinical practice, honesty and integrity are essential. As part of our preparation of future leaders in health sciences and as part of the Catholic mission of Seton Hall University, we are committed to upholding the highest standards at every level. Much of what is presented and discussed in class is about ideas. We use the term “intellectual property” when we discuss ownership of ideas. Whenever scholars or clinicians use ideas from others, use their property, we must acknowledge ownership by citing the source of the information we have used. Honesty and integrity are basic values of our School, professions, and the University.

Violations of the policy on Academic Honesty and Integrity in any of its forms will not be tolerated.

DEFINITIONS OF ACADEMIC DISHONESTY

Cheating = the giving, receiving, taking, or purchasing of any information or written work not your own during examinations or on any written assignments.

Plagiarism = presenting the published or unpublished work (ideas and/or language) of any person as your own. Citations must be provided for any paraphrased or quoted ideas.

Complicity = assisting or contributing to academic dishonesty.

PENALTIES

Under ordinary circumstances, there is a set of increasingly severe consequences if you engage in any form of academic dishonesty while you are taking courses in SHMS. Records will be kept of any and all offenses (cumulatively) and all faculty will be notified of both charges and consequences. In the event of particularly serious or egregious violations, the faculty has the option of moving directly to recommendation to the Dean for dismissal from the University.

First offense: receive a 0 (zero) for the assignment/examination

Second offense: automatic failure of the course

Third offense: recommendation to the Dean for dismissal from the University

PROCEDURES faculty will follow when they have found any evidence of cheating, plagiarism, or any other form of academic dishonesty by you:

1. Professor will meet with you along with the Department Chair
2. You will be shown the evidence and asked for an explanation
3. In cases of plagiarism, you will be required to bring in past papers to check for similar instances of copying. You must keep all returned papers while enrolled in an SHMS program with your professor’s written comments and be able to produce

them at any time during the semester. You should also keep all preparatory notes, outlines and drafts to prove, if necessary, that the paper is your own work.

4. Plagiarism of published works will result in the penalties listed above.
5. In instances of cheating between students, distinction will be made between the “borrower” and the “lender” of written work. The borrower will receive a 0 (zero) on the assignment, but the faculty (in consultation with the Department Chair and faculty) will determine whether the lender is a deliberate cheater who knowingly gave her/his work to be copied, a misguided or confused student who (albeit wrongly) gave her/his paper to a friend without realizing that it would be copied, or a totally innocent student whose paper was taken without her/his knowledge. In the first case, the lender will also receive a 0 (zero) on the assignment. Penalties in the second and third cases will be decided by the faculty in consultation with the Department Chair and faculty.
6. Cheating or any form of academic dishonesty will result in the penalties listed above.
7. Any concerns about plagiarism, cheating, and/or academic dishonesty will be discussed at faculty meetings.
8. Disciplinary consequences will be documented in your academic file (kept locked in the Department Chair’s office).

WAYS TO AVOID INVOLVEMENT IN CHEATING:

1. Do not lend your work to anyone. If you wish to help a friend, go over the work together and do not leave any copies in her/his possession.
2. Do not leave your work in any public place. Put your papers in an envelope and leave them in the faculty member’s mailbox. Give them to the department secretary if you cannot locate your faculty member.
3. When using campus computers, disguise file names or keep files only on personal drives. Be aware that print commands will result in printed copies, even hours later. Be sure to pick up all printed copies of your work, or delete any extra print commands when you are finished.

WAYS TO AVOID PLAGIARISM

1. Acknowledge any ideas, facts, or language taken from a source. Use citations appropriately and include a reference list (see the most recent editions of the Publication Manual of the American Psychological Association or American Medical Association Manual of Style for specific information).
2. Quote—any language taken from your original source, even key words or short phrases, must be within quotation marks and quoted accurately. Reorganizing a sentence, substituting a synonym, or altering a word or two does not make it your own work!
3. Paraphrase—this means summarizing the source in your own words. Remember: paraphrased ideas must still be acknowledged. To paraphrase well, you must read carefully enough to digest ideas and make them your own.

“A final note on plagiarism: When you put your name on academic work and submit it, you are claiming ownership of the work. If through carelessness or design you've blurred the lines between what's yours and what you've taken from others, you are stealing intellectual property. Don't do it. Plagiarism is risky and counterproductive. It harms your intellectual and moral development. It leaves a permanent paper trail that can have devastating consequences, even years down the line. And, most of all, it's wrong” (Harvey, 2002)

The School of Health and Medical Sciences' Policy on Academic Integrity, as published in the 2009-2010 Seton Hall University Graduate Catalogue is as follows:

“All forms of dishonesty, whether by act or omission, including, but not limited to, cheating, plagiarism, and knowingly furnishing false information to the University, are prohibited. Intentional disruption or obstruction of teaching, research, or administrative proceedings is prohibited. University sanctions may extend to suspension and dismissal.

“Work submitted in courses must be the product of the efforts of the student presenting it, and contributions of others to the finished work must be appropriately acknowledged. The presentation of another's work as one's own is a serious violation of the academic process, and it is penalized accordingly. The decision on the appropriate penalty is in the first instance the professor's and it may extend to a failing grade for the course”.

SOURCES:

Seton Hall University English Department Cheating and Plagiarism Policy

Harvey, M. (2002). The nuts and bolts of college writing. Retrieved August 11, 2003, from <http://www.nutsandboltsguide.com/plagiarism.html>.

2009-2010 Seton Hall University Graduate Catalogue



SCHOOL OF HEALTH AND MEDICAL SCIENCES
SETON HALL UNIVERSITY

Student Request to Present Appeal or Grievance to the Student Performance Review and Grievance Committee (SPRGC)

Name: _____ **Department:** _____

Address: _____

Telephone: _____ **Email:** _____

What is the purpose of your request to meet with the SPRGC?

- To appeal the manner in which my academic, clinical, or professional performance has been graded
- To appeal a letter received for failing to meet school/program standards
- To submit a grievance against: Faculty/Staff Supervisor Student

Please provide a summary of allegations or the reason you are requesting this review. If presenting a grievance, please provide the date, time and location of the alleged offense and the name(s) of any witnesses. Please attach additional pages as necessary.

Please summarize the steps you have taken to attempt to resolve this matter with the party/parties involved. Please attach additional pages as necessary.

Please summarize the steps you have taken to attempt to resolve this matter with your Department Chair. Please attach additional pages as necessary.

Signature

Date

Submit this form to the Chair of the SPRGC within 10 days of a failure to resolve the matter at the Department level. Every effort will be made to address the matter in a timely fashion, but the SPRGC may need to contact you and/or other parties to obtain further information. Please contact the Chair of the SPRGC with any questions about this process.