



SCHOOL OF HEALTH AND MEDICAL SCIENCES

SETON HALL UNIVERSITY

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

Composition

The SPRGC is a Faculty Committee with advisory responsibilities to the Dean of SHMS. It is comprised of one member from each of the six programs of the Division of Health Sciences, appointed by their respective department chair. Terms of appointment are for two years, unless otherwise arranged by the committee member and the chair of the SPRGC.

This document supersedes all other documents related to student performance review/grievance.

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 of this document, 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.

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. For students enrolled in

a dual degree program, a grade of D+ or D will be considered a failing grade for an SHMS core curriculum course.

Students may address this committee 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;
- submit a grievance against a faculty/staff member;
- submit a grievance against a supervisor; or
- submit a grievance against another student.

Students must submit the *Request to Present a Grievance or Appeal to SPRGC* (attached) form to the Chair of the SPRGC. This form can be submitted, provided attempts to mediate the issue at the program level are unsuccessful. Students appealing academic decisions can maintain matriculation until a final decision has been made.

Department chairs have the option to refer students to this committee with academic, clinical and/or professionalism issues that cannot be mediated at the program level.

Academic Performance

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

Letter	Quality Point
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	N/A
D+	N/A
D	N/A
F	0.000
I	Incomplete
NR	No Record
IW	Incomplete Withdrawal
WD	Withdrawal
S	Satisfactory
U	Unsatisfactory
IP	In Progress

full credits earned/no impact on GPA
no credits earned/no impact on GPA
0.000

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

Grade Requirements

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 one course or a grade point average less than 3.0 will result in the student's record being reviewed by the Department Chair of the student's respective program and referral to the school's student performance review committee.

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. These standards may be superseded by more stringent programmatic requirements.

In order to remove academic probation status, the student must raise the cumulative GPA to 3.0 or better, and/or must repeat and pass the failed course with a passing grade (B or better; or S for courses graded on an S/U basis). Failure to do so will result in a recommendation of dismissal from the program. Students who remain on academic probation for more than two successive semesters will be recommended for dismissal from the program.

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. The Student Performance Review and Grievance Committee will review the academic record of a student recommended for dismissal from the program.

A student earning a cumulative grade point average of less than 3.0 and /or an Unsatisfactory (U) will be placed on academic probation. To remove the probation, the student must raise the grade point average to a 3.0 and/or repeat and pass the course with Satisfactory (S). Students placed on academic probation will be given up to two successive semesters in which to raise their GPA to 3.0 or better. Failure to do so could result in a recommendation of dismissal from the program

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

Clinical Performance

It shall be the responsibility of each graduate program within the School of Health and Medical Sciences 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.

Satisfactory Progress Review

The Student Performance Review and Grievance Committee meets at the completion of each academic semester once official grades are posted and reviews the academic progress of students who have:

- failed to maintain a grade point average of 3.0 within the current semester
- 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
- failed more than one course within the current semester
- requested appeal of academic decision
- submitted a student grievance not resolved at the program level

In addition, the committee will review the academic progress of students who have been previously placed on probation.

It is the responsibility of the Department chairs to notify the SPRGC of any students for whom any of the above conditions apply. The SPRGC shall meet as outlined below following completion of each academic semester, and make written recommendations to the Dean within 24 hours regarding all student academic matters.

Meeting guidelines:

- 1) Fall semester – the committee will meet the first Wednesday in January after the New Year holiday*
- 2) Spring semester – the committee will meet the first Wednesday after the May graduation ceremony*
- 3) Summer semester – the committee will meet the first Wednesday in July*

**In cases where the committee cannot meet due to a holiday, the meeting will be held on the first workday after the holiday.*

Following written notification from the Dean, students have the opportunity to appeal the decision of the Dean before the SPRGC by completing the *Request to Present Grievance or Appeal to SPRGC* form (attached). Student appeals will only be heard when one or more of the criteria enumerated in page one of this document are met to the satisfaction of the SPRGC Chair.

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

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 in the addendum at the end of this document.

Procedure for Student Performance Review

Responsibilities of the Faculty Academic Advisor

- Maintain communication with student concerning academic progress
- Recommend referral for student to appropriate resources
- Document in student file all advisement and recommendations concerning academic performance
- Notify department chair/director of student at academic risk
- Advise student to attend academic review when appropriate

Responsibilities of the Student

- Maintain communication with faculty advisor and/or program director concerning academic progress when on academic probation
- Follow through on recommendations and referrals to resources and maintain record of such
- File the *Request to Present a Grievance or Appeal to the SPRGC* form with the Chair of the SPRGC within 5 days of receipt of letter and/or incident
- Attend the meeting of the SPRGC to present a grievance, when a course has been failed, and/or consideration is being given to dismissal from the program.
- It is recommended that the student provide the committee with a written summary for the grievance of reasons for academic difficulties and pertinent documentation

Responsibilities of the Program Director/Department Chair

- Review academic progress of all students enrolled in respective program(s) at the end of each semester
- Prepare written report for the SPRGC summarizing students in the program who should be considered for probation, dismissal or leave of absence. Include an update on students previously reviewed by the committee
- When a grievance has been filed, provide written summary and make student files available to the SPRGC the day before the scheduled review meeting
- Attends or appoints a program representative to attend SPRGC review to present pertinent student information
- Monitors the status of students on academic probation or on a leave of absence from their respective program

Responsibilities of the Office of the Dean

- Annually inform incoming students of the school's policy on academic and professional standards and grievance procedures at New Student Orientation of each year.
- Review the recommendations of the SPRGC in grievance cases
- Notify all students of their right to attend SPRGC meeting
- Review recommendations for probation, dismissal or leave of absence made by the SPRGC
- Notify students via overnight, certified letter of decisions involving academic probation, dismissal from the program and leave of absence
- Provide copy of letter to the chairperson of the SPRGC and respective program director
- Hear and rule on all student appeals in a timely manner. The Office of the Dean will resolve financial issues resulting from extension of the review beyond course add/drop period

Responsibilities of the Student Performance Review and Grievance Committee

- The SPRGC will be available to meet within 5 working days when a grievance or appeal is filed with the Chair of the SPRGC
- The SPRGC is comprised of one representative from each program
- Convene meeting at the completion of each academic semester
- Review student file and documentation submitted by program director/chairperson
- Review student documentation submitted to the committee
- Attend review meeting , discuss and vote on each case presented
- The SPRGC reviews submitted cases and generates, in writing, a recommendation for each student case to the Office of the Dean within 24 hours of the committee meeting
- The SPRGC is available to mediate student grievances that cannot be mediated at the program level
- In cases of a grievance, the SPRGC attempts to mediate the dispute and forwards a recommendation to the Dean. If the dispute cannot be mediated, then the matter is forwarded to the Dean
- The Committee chairperson will serve as a liaison to the Office of the Dean for discussion and follow up on cases as needed
- The SPRGC Chair maintains documentation of all proceedings

Appeal Process for Academic Honesty and Integrity Issues

A student who has received a letter of University dismissal from the Office of the Dean, may appeal the decision to the Office of the Provost in writing within **five** working days of receipt of the Dean's letter of dismissal.

Addendum to Student Performance Review and Grievance Committee (SPRGC) Policy

Policy on Academic Honesty and Integrity

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 2008-2009 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” (p. 285).

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>.

2008-2009 Seton Hall University Graduate Catalogue



SCHOOL OF HEALTH AND MEDICAL SCIENCES
SETON HALL UNIVERSITY

Request To Present Grievance Or Appeal To SPRGC

Date Complaint Filed: _____

Your Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

SUMMARY OF ALLEGATIONS OR REASON FOR REVIEW OF ACADEMIC DECISION

If this is a grievance, please provide the following information:

Name of Person(s) charged (if applicable): _____

Address: _____

Telephone: _____

Dates/Times/Places of Alleged Offense (if applicable):

Witness Name, if any: _____

Address: _____

Telephone: _____

Signature _____

Submit to:
Chair, SPRGC Committee, School of Health and Medical Sciences