

Undergraduate Admission, Retention and Graduation Policies



Revised November 2008

**HOWARD UNIVERSITY
DIVISION OF ALLIED HEALTH SCIENCES**

**UNDERGRADUATE ADMISSION, RETENTION AND
GRADUATION POLICIES**

Contained herein are the Undergraduate Admission, Retention and Graduation policies of the Division of Allied Health Sciences, as amended November 2008.

The Division of Allied Health Sciences of Howard University has six undergraduate programs: Clinical Laboratory Science, Health Management, Nutritional Sciences, Physician Assistant, Pre-Physical Therapy, and Radiation Therapy. The Division offers the following undergraduate programs:

Bachelor of Science Degree with Lower and Upper Divisions

- Clinical Laboratory Science (BSCLS)
- Nutritional Sciences – Emphasis in Dietetics (BSNS)
- Physician Assistant (BSPHY)
- Radiation Therapy (BSRT)

Bachelor of Science Degree with Straight Four-Year Programs

- Health Management (BSHS)
- Nutritional Sciences – Emphases in Community Nutrition, Pre-Dent., and Pre-Med. (BSNS)
- Pre-Physical Therapy (BSHS)

The curricula in the individual departments are diverse and developed to satisfy the general requirements of Howard University, the Division of Allied Health Sciences, and the respective Accreditation Agencies. Following are the specific requirements as they pertain to applicants and students enrolled in programs or courses in the Division of Allied Health Sciences. Specific requirements of the individual departments are stated in the document.

Note: The Division of Allied Health Sciences makes every effort to provide accurate and current information in this publication. However, the Division reserves the right to make modifications to these policies.

**DIVISION OF ALLIED HEALTH SCIENCES
HOWARD UNIVERSITY**

**ADMISSION, RETENTION AND GRADUATION POLICIES
FOR UNDERGRADUATE PROGRAMS**

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**HOWARD UNIVERSITY
DIVISION OF ALLIED HEALTH SCIENCES**

ADMISSION, RETENTION AND GRADUATION POLICIES

ADMISSION STANDARDS

1. Admission: Lower Division and Straight Four-Year Programs

Lower Divisions Programs

- Clinical Laboratory Science
- Nutritional Sciences – Emphasis in Dietetics
- Physician Assistant
- Radiation Therapy

Straight Four-Year Programs

- Health Management
- Nutritional Sciences – Emphases in Community Nutrition, Pre-Dent., and Pre-Med.
- Pre-Physical Therapy

The Division of Allied Health Sciences adheres to the guidelines and procedures for admission and enrollment outlined by Howard University. Admission may be granted to any applicant who satisfies all admission criteria. The Division, at its discretion, may conditionally accept any applicant who may be deficient in one or more of the admission requirements.

1.1. New Entrants

The Division seeks to admit applicants who have graduated from secondary school meeting the following criteria:

1.1.1	Completion of a minimum of 16 college preparatory units. The specific course and unit requirements include English (4), Mathematics (3) including Algebra I and II, and either Geometry, Trigonometry, or Calculus, Biology (1), Chemistry (1), other courses (7).
1.1.2.	A minimum cumulative (cum.) grade point average (GPA) of 2.50.
1.1.3.	Ranking in the upper 50 th percentile of the graduation class.
1.1.4.	Minimum Scholastic Aptitude Test (SAT) score of 1000 (500 Mathematics and 500 Verbal), or 22 in each area on the American College Test (ACT).
1.1.5.	Applicants seeking admission based on the General Education Development (GED) diploma must have equivalent courses and performance specified under 1.1.1.

1.1.6.	Applicants who fail to meet the minimum test score requirements (1.1.4) must enroll in the appropriate academic reinforcement course(s) in the Center for Academic Reinforcement (CAR) and carry not more than 13 semester hours while enrolled in CAR courses, as a condition of admission.
1.1.7.	Applicants who completed secondary school requirements three or more years prior to application, may be granted admission based on factors such as maturity, work experience, military service, or other consideration as determined by the major department. However, these applicants must meet the Division's academic criteria for admission as stated above (1.1.1. – 1.1.2.).

1.2. Transfers

1.2.1.	Applicants from other colleges and universities must have completed at least 12 semester hours (or 18 quarter hours) at a regionally accredited college or university. Applicants with less than 12 semester hours must submit their most recent SAT or ACT scores, an official secondary school transcript/GED diploma, and satisfy all criteria for admission as new entrants.
1.2.2.	The official transcript must reflect a minimum cum. GPA of 2.50. The individual departments (except Health Management) reserve the right to deny admission to any applicant with a science GPA of less than 2.50.

1.3. International

1.3.1.	Applicants whose native language is not English must submit evidence of having scored 500 or above on the Test of English as a Foreign Language (TOEFL).
1.3.2.	Admission requirements for international applicants are the same as those of United States' resident applicants.

1.4. Intra-University Transfer

1.4.1.	The completed Intra-University Transfer form must be submitted to the chairperson of the department to which the student is seeking transfer. The department chairperson will determine eligibility for transfer and make recommendations to the associate dean.
1.4.2.	The Howard University transcript must reflect a minimum cum. GPA of 2.50. The individual departments (except Health Management) reserve the right to deny transfer to any applicant with a science GPA of less than 2.50.
1.4.3.	Completed 12 semester hours at Howard University.

2. Admission: Upper Division

Upper Divisions Programs

- Clinical Laboratory Science
- Nutritional Sciences - Emphasis in Dietetics
- Physician Assistant
- Radiation Therapy

Admission is competitive and enrollment is not guaranteed. For the upper division, priority in the selection process is given to currently enrolled lower-division students in the department who have earned at least 12 semester hours while enrolled in the Division of Allied Health Sciences.

2.1. Application

2.1.1	Individuals seeking admission for the fall semester to the upper-division phase of a program must submit a completed application to the appropriate department by February 1, or the deadline otherwise specified for that program.
2.1.2	Physician Assistant Program Application must be submitted on-line at www.caspaonline.org by the specified due date noted on this Website.
2.1.3.	Applicants from other colleges or universities must apply and qualify for admission to Howard University by February 1 and satisfy all criteria stated in 1.2.
2.1.4.	International applicants must satisfy criteria stated in 1.3. It is recommended that these students apply for admission to Howard University no later than January 1.

2.2. Minimum Admission Requirements

The applicant must have completed or be in the process of completing all required lower-division coursework satisfying the following criteria:

2.2.1.	A minimum final grade of C is required in all prerequisite courses for admission to the Physician Assistant and Radiation Therapy upper-division programs.
2.2.2.	A minimum final grade of C is required in all prerequisite science and math lower-division courses for admission to the Clinical Laboratory Science upper-division program.
2.2.3.	A minimum final grade of D in a single science or math course is allowed for an applicant to the Nutritional Sciences Dietetics Program. However, a minimum final grade of C is required in all other prerequisite science and math lower-division courses.
2.2.4.	Prerequisite science and math courses taken more than 7 years (5 years for Nutritional Sciences) prior to entry to the upper-division program must be updated as prescribed by the faculty of the major department. Radiation Therapy requires science and math courses to be taken 3 years or less.

2.2.5.	Exceptions may be considered by the admission committee of the major department.
2.2.6.	The Clinical Laboratory Science Department requires a minimum cum. GPA of 2.50.
2.2.7.	For all emphases in Nutritional Sciences, a 3.00 cumulative GPA is required effective Fall 2009.
2.2.8.	The Physician Assistant and Radiation Therapy Departments require a minimum GPA of 2.80 for science and prerequisite courses effective Spring 2009.
2.2.9.	The GPA for admission to the Clinical Laboratory Science Program and the Nutritional Sciences Dietetics Program are calculated based on required lower-division coursework only.
2.2.10.	Written verification of a minimum of 24 hours of clinical observation is required for admission to the Physician Assistant Program.

2.3. Selection of Candidates for Admission

The department's admission committee will review all application materials and supporting documentation for each candidate. Applicants who meet the minimum admission requirements will be interviewed by members of the committee. The interview process may include evaluative activities related to skills deemed necessary for success in the upper-division programs.

2.3.1.	Final determination of admission will be the responsibility of the admission committee of each department.
2.3.2.	Provisional admission may be offered pending satisfactory completion of required coursework prior to entry. In a case where pending coursework is not successfully completed, the offer of admission will be rescinded.
2.3.3.	In order to participate in clinical preceptorships and practicums, students must have an updated health clearance and an appropriate background screening.
2.3.4.	All applicants are sent written notification of admission status by the department chairperson.

3. Readmission

3.1. Lower Division and Straight Four-Year Programs

3.1.1.	Only students who were previously enrolled in the Division of Allied Health Sciences will be considered for readmission.
3.1.2.	Former Students Returning (FSRs) are subject to all regulations and requirements in force at the time studies are resumed, unless other arrangements have been agreed to by the department chairperson and the associate dean, and recorded in writing before the absence.

3.2. Upper Division

3.2.1.	A letter of request for readmission must be sent to the department chairperson. The department's admission committee will review each case and render a decision.
3.2.2.	Assessment for readmission of FSRs who were suspended will be based on grades, clinical experiences, written correspondence, other interim activities, and faculty recommendations.
3.2.3.	Students may be readmitted with special provisions as determined by the department's admission committee. Provisions may include repeating courses for a higher grade, auditing courses, taking specific skill courses, taking a reduced course load, completing required counseling, and meeting the minimum competency level on a comprehensive examination.

4. Criteria for Awarding Academic Transfer Credits

The Division of Allied Health Sciences retains the right to determine the acceptability of transfer credit to meet degree requirements. Acceptance of transfer credits will be determined by the faculty of the department in which the student seeks to enroll or is enrolled.

4.1	Scores of three or higher (or as determined by the department of the course) on the Advanced Placement Examinations of the College Entrance Examination Board are acceptable for transfer.
4.2.	Credit courses carrying a grade of C (not C-) or above from a regionally accredited institution will be considered for transfer.
4.3.	Credit courses carrying a grade of D (a grade of D is considered passing at A Level) or above from an International Advanced (A) Level Certificate will be considered for transfer.
4.4.	The number of semester hours transferred will be equal to the semester hours earned in the equivalent course at Howard University, as long as the transfer hours are at least 75% of the equivalent Howard University course. This policy applies to 3-credit hour courses and above only.
4.5.	A "Pass" grade may be accepted only if the grade is based on a minimum performance level of 70% as defined in an official document from the transfer institution.
4.6.	Credits earned by examination, through correspondence study, experiential learning or other nontraditional methods must be validated and approved by the faculty of the department, and may be accepted in exceptional cases.
4.7.	Credit in upper-division didactic courses from a regionally accredited institution may be awarded by examination at the discretion of the major department.
4.8.	Any course taken at another school by a student in the Division must have prior approval from the department chairperson.

RETENTION STANDARDS AND REGULATIONS

5. Lower Division and Straight Four-Year Programs

5.1.	Lower-division students are governed by the retention policies of Howard University regarding good standing, probation, and suspension.
5.2.	Any student officially enrolled in any Allied Health Sciences course is subject to the Division's code of ethics.

6. Upper Division

The upper-division is specific to the individual departments. Students must complete the prescribed courses of study, meet departmental academic, clinical and background clearance requirements, and adhere to standards of ethics and professionalism.

6.1. Health Assessment

6.1.1.	Upper-division students must provide evidence of a recent (within 30 days) complete history and physical examination, showing acceptable health and meeting all required immunizations, prior to the beginning of each academic year during the upper-division course of study.
6.1.2.	The Howard University Entrance Medical Record Form must be submitted to the University Student Health Service before the beginning of classes.
6.1.3.	Additional health clearance may be required by an individual clinical affiliation site.

6.2. Academic Requirements

6.2.1.	A minimum final grade of C is required in any upper-division course.
6.2.2.	The Clinical Laboratory Science and Physician Assistant Departments require a minimum semester GPA of 2.50 and cum. GPA of 2.50 each semester.
6.2.3.	The Radiation Therapy Department requires a minimum semester GPA of 2.80 and a cum. GPA of 2.80 each semester effective Spring 2009.
6.2.4.	For all emphases in Nutritional Sciences, a 3.00 cumulative GPA is required effective Fall 2009.
6.2.5.	Prompt and regular attendance in all lecture and laboratory classes as specified by the instructor of each course. A maximum of three unexcused absences will be allowed in any course. Students are responsible for any missed material or assignments given in their absence.

6.3. Clinical Requirements – Upper Division

6.3.1	A student must be in good academic standing and receive endorsement of the faculty of the program in order to proceed to clinical affiliation.
6.3.2	A minimum competency level must be achieved in all assigned areas of clinical practice (clinical clerkships, clinical rotations, fieldwork, and preceptorships) for the following undergraduate programs - 70 % Clinical Laboratory Science, 75% for Physician Assistant and Nutritional Sciences, and 80% Radiation Therapy
6.3.3.	Prompt and regular attendance at all clinical rotation sites is required. In the event of missed days, it is the student’s responsibility to arrange for make-up time with the clinical coordinator.

7. Grading System

7.1. The following is the University grading system:

Grade	Score	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0-59	0
P	60-100	-

7.1.1	In the Upper Division, a final grade of D or F is a failing grade and the course must be repeated. Until a course in which a D or F has been successfully retaken, the student will not be eligible to take subsequent courses which are based on the course in which the D or F was earned.
7.1.2.	Pass/fail grading is not assigned for upper-division didactic courses. Pass/fail may be assigned for clinical practice in some departments. A grade of pass in a clinical practice course is 70%.
7.1.3	Students in the Health Management Program must complete all Health Management and Business School courses with a minimum grade of C. See Health Management Department for details.

7.2. Special Grading

7.2.1.	An incomplete with an alternate grade (e.g., I/F, I/D, etc.) may be assigned for a student whose completed work was satisfactory, but course requirements were not completed due to non-academic reasons (e.g., personal illness and family emergencies). The student must initiate the request for an incomplete grade and will have to provide written evidence of the hardship. Before an instructor assigns an incomplete grade, the student must meet with the instructor regarding the completion of work agreement. The instructor will fill out the agreement on an Incomplete Grade Processing Form, and both the instructor and student will sign the document. The incomplete must be satisfied by the end of the next semester enrolled.
7.2.2.	For students in the Upper Division, a grade of W will be acceptable only when a student obtains approval by the department chairperson prior to withdrawal. The student must be able to provide evidence of hardship. Students who withdraw from an upper-division course without the written approval of the department chairperson will be suspended from the program.

8. Academic Actions

Any student who fails to meet the minimum performance standards will be recommended for academic action by the department chair in the form of probation, suspension, or dismissal. The director of Academic Services or his/her designee will review departmental recommendations at the end of each semester and forward the findings to the associate dean for action. Students will be notified in writing if adverse actions are warranted.

8.1. Probation

8.1.1. Lower Division and Straight Four-Year Programs

8.1.1.1.	Lower-division students are governed by the retention policies of Howard University regarding good standing, probation, and suspension.
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8.1.2. Upper Division

Academic probation is a specified period of academic rehabilitation during which the student corrects deficiencies as stipulated by the major department and the associate dean. A student on probation may not be allowed to progress to a clinical affiliation until the probationary status has been removed.

Any one of the following deficiencies is cause for probation:

8.1.2.1.	Final grade of D in one upper-division course.
8.1.2.2.	For the Departments of Clinical Laboratory Science and Physician Assistant, a semester and cum. GPA of less than 2.50. For the Department of Radiation Therapy, a semester and cum. GPA of less than 2.80 effective Spring 2009. For the Department of Nutritional Sciences, a cum. GPA of less than 3.00 effective Fall 2009.

8.2. Removal of Probationary Status - Upper Division

In the event of an academic action, the curriculum may be interrupted, thus extending the length of time to complete program requirements by one or two semesters due to cyclic scheduling of upper-division courses. The faculty of the program reserves the right to make necessary changes in the student's program for reasons such as changes in course offerings, changes in curriculum, or maintaining sequencing of courses.

8.2.1.	The period of probation will be for one semester or one year if a course to be repeated is offered only once each year.
8.2.2.	The student must correct all deficiencies by the end of the probationary period.
8.2.3.	A course with a final grade of D or F must be repeated at the first regularly scheduled offering.
8.2.4.	Remediation of a course must be approved by the faculty of the department and directed by the instructor of the course. Course remediation is offered only to students on probation.
8.2.5.	For the Radiation Therapy Department, the semester and cum. GPA earned during the probationary period must be at least 2.80 effective Spring 2009.

8.3. Suspension - Upper Division

Suspension is an indefinite period in which a student is denied matriculation in the upper-division. A student on suspension may reapply to the program, however, readmission is not guaranteed.

Anyone of the following is cause for suspension:

8.3.1.	A final grade of F in any upper-division course.
8.3.2.	Final grades of D in two or more courses in the upper-division program, earned during the same semester, or in two separate semesters (include course repeats).
8.3.3.	A grade of W (withdrawal) in an upper-division course without prior written approval of the department chairperson.
8.3.4.	For the Radiation Therapy Department, the semester GPA earned during the student's period of probation must at least 2.80 effective Spring 2009.

8.3.5.	For the Departments of Clinical Laboratory Science and Physician Assistant, a semester GPA below 2.50 for two semesters.
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8.4. Dismissal – Upper Division

8.4.1.	Any student who has been readmitted after suspension and subsequently shows cause for academic action (i.e., probation or suspension) will be permanently dismissed from the upper-division programs.
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9. Code of Ethics

Division of Allied Health Sciences students are expected to display the highest level of honesty and integrity in both academic and personal life. The faculty, through its Student Judiciary Committee, will exercise its responsibility to suspend or dismiss any student who is found guilty of violating ethical standards as articulated by the departments, the Division, the College, and the University. Each student enrolled in the Division, as well as students who are taking courses in Allied Health Sciences must:

9.1.	Abstain from cheating, avoid the appearance of cheating, and avoid assisting or otherwise making it possible for others to cheat. Any act of dishonesty in the fulfillment of academic course or program requirements is academic cheating.
9.2.	Give credit for ideas or materials that have been taken from another source. To copy and submit intentionally (as one's own the ideas) the writings and other creations of another, without acknowledging the author/creator, are regarded as plagiarism.
9.3.	Respect the rights, privacy, and dignity of all patients, and render quality service irrespective of race, color, religion, age, sex, national ancestry, sexual orientation and/or mental disability.
9.4.	Adhere to the legal and ethical standards of professional behavior while engaged in clinical practice.
9.5.	Hold all patient information confidential and adhere to all HIPAA policies.
9.6.	Present a neat, professional appearance, with attention to good personal hygiene at all times. Students in clinical practice must adhere to the dress code requirements of the Division and/ or the affiliation (clinical) site to which she/he is assigned.
9.7.	Recognize and respect authority.
9.8.	Be courteous to others, respecting the privacy and dignity of peers and professional colleagues.
9.9.	Be a responsible, trustworthy and dependable member of the health team.
9.10.	Refrain from negligent behavior which may result in injury to the patient, or from conduct involving deliberate misrepresentation to patients and others.
9.11.	Adhere to the professional code of conduct for the student's discipline enrolled, and the affiliation (clinical) site to which the student is assigned.

9.12.	Adhere to Howard University regulations and guidelines governing the use of alcoholic beverages and narcotics.
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GRADUATION

10. Degree Requirements

10.1. Lower Division and Straight Four-Year Programs

10.1.1.	In order to graduate, students in the straight four-year programs, one must complete the total number hours required by their departments, meet all departmental academic requirements, and must have at least a 2.50 cum.
10.1.2.	Students in the Health Management Program must earn a grade of C or better in all Health Management and Business School courses that are required in the curriculum (see program for list of required courses).

10.2. Upper Division

10.2.1.	In order to graduate, students in the upper-division programs, one must complete the total number of semester hours required by their department.
10.2.2.	Successful completion of all required upper-division coursework.
10.2.3.	Students in the Clinical Laboratory Science Program are required to graduate with a cum. GPA of 2.50 or higher (overall and upper-division).
10.2.4.	Students in Radiation Therapy Program are required to graduate with a cum. GPA of 2.80 or higher effective Spring 2009.
10.2.5.	Students in the Nutritional Sciences Dietetics Program are required to graduate with a cum. GPA of 3.00 or higher effective Spring 2009.
10.2.6.	Twenty-four (24) of the last 30 semester hours must be earned in residence.
10.2.7.	Passing score on the comprehensive examination in the major (CLS, PA, NS, & RT).
10.2.8.	For the Departments of Physician Assistant and Radiation Therapy, a student who fails the comprehensive examination and/or clinical skills examination on the third attempt will not be recommended for graduation. For the Department of Clinical Laboratory Science, a student who fails the comprehensive examination on the second attempt will not be recommended for graduation in that semester. The student has two additional attempts to pass the comprehensive examination in order to graduate.

11. Academic Honors for Undergraduate Programs

11.1. Honors at Commencement will be awarded as follows:

11.1.1.	Cum laude - 3.20 to 3.49 cumulative GPA
11.1.2.	Magna cum laude - 3.50 to 3.79 cumulative GPA
11.1.3.	Summa cum laude - 3.80 to 4.00 cumulative GPA

11.2. Honors Stipulation

11.2.1.	Must have been full time (at least 12 credits) for each semester enrolled (with the exception of the last semester in residence)
11.2.2.	Must have completed the last half (50%) of the work required for the degree in residence at Howard.
11.2.3.	Although only the better of two grades earned for a repeated course contributes to the cumulative GPA, both grades will be included in the calculation to assess honors.

POLICY CHANGES

When changes in prerequisite courses or the minimum grade requirement in a course, program, or the Division are implemented, the following will apply.

1. Students who have successfully completed the requirement prior to the change will have satisfactorily completed the requirement.
2. Students enrolled in a program before the time of change will be permitted to meet the old requirement.
3. Students who have taken a course prior to the change and did not meet the grade requirement, must complete the course under the new requirement.
4. Students who are not enrolled in the upper-division phase prior to the change must meet the new requirement.

Referring Students for Psychological Assessment to the University Counseling Service

Referring a student to the University Counseling Service (UCS) is an important and sometimes difficult task. It is recommended that you approach the student in a gentle, caring and non-judgmental manner, and specifically state why you are concerned. Then suggest he or she seek professional assessment at the UCS. Most often, the student will feel relieved that there is help available and will agree to make an appointment. Depending on the circumstance, you may want to offer extra support by calling the UCS and make an appointment for the student. If you believe this situation is an emergency, it is recommended that you escort the student to the UCS.

For a student who has been referred for psychological assessment to UCS – The Division reserves the right not to permit such a student to attend clinical rotations without a written clearance from the UCS or an authorized psychological professional.

The University Counseling Service is located in the C.B. Powell Building at 6th and Bryant Streets, NW. The phone number to the office is 202-806-6870.

Student Grievance/Complaint Form
(Used to file and process all student Grievances)

Part 1

Grievance Action Pertaining to: _____

Grievance Action Initiated by: _____ **Student ID#** _____

Major _____ **School/Division** _____

Classification: *Undergraduate*__ *Grad Student*__ *Prof Student*__ *Year: 1_2_3_4_*__

Local Address: _____

Phone No. _____

Grievance statement and specific request Attachments Received: Yes__ No__

(List and attach detail statement and supportive evidence and submit separately within 5 days)

Grievance filed with: _____

Print Name of Person and Title

Date

Signature of Student

Date

Part 2

Grievance Process and Action Sequence

(To be completed by the person or committee chair responsible for the action taken, and return to student)

	Initial:	Date:	Action Taken:
Informal Grievance: Yes__ No__			
Faculty	_____	_____	_____
Chairperson	_____	_____	_____
Associate Dean	_____	_____	_____
Formal Grievance: Yes__ No__			
(C/PNAHS) Grievance Committee	_____	_____	_____
Recommendation to Dean	_____	_____	_____

(All documents from informal and formal procedures and a detailed statement of action taken shall be attached and case document submitted to dean within 10 working days of the hearing)

Part 3

Dean's Final Action:

(Detailed statement of action taken, with justification, shall be attached if decision differs from committee's recommendation)

Print name of person making final decision

Signature

Date

Deans' Office (White)

Assistant Dean for Student Affairs (Green)

Faculty Person (Yellow)

Chairperson (Pink)

Associate Dean (Blue)

Student (Goldenrod)

(Pick Up Form from the Office of Academic Services, Annex I, Room 111)