

Academic standing policy

Previously Earned Credits:

All credits that a student wishes to apply to the Master of Public Health (MPH) program earned prior to admission must have a grade of B or above. A grade of B carries a value of 3.00 quality points. Grades with pluses (+) and minuses (-) have different quality point values than the grade itself: e.g. B+ = 3.33, B = 3.00, and B- = 2.67. Grades for courses approved for transfer/application to the MPH program will be included in the cumulative grade point average calculated by MPH program staff using University of Nebraska quality point equivalents as outlined in the table below.

Credits Earned in the MPH Program:

To maintain good standing, MPH students are required to maintain a grade point average of at least a B (3.00) in their program of study. MPH Program staff will calculate grade point averages for coursework applicable to the MPH degree using official transcripts and grade reports from UNMC and UNO.

To receive credit in an MPH course, it is generally expected that students will perform at the level of B (3.00) or above. Grades for all required core courses must be a B- (2.67) or above. This is consistent with University policy as long as a 3.0 GPA is maintained for core courses and overall in the program. A grade of C (2.00) may be accepted for no more than one course; receipt of two grades of C or any grade below C (2.00) is not acceptable for graduate credit and may result in dismissal from the program.

A student who fails to maintain a grade point average of B (3.00) or above will automatically be on academic probation and may not continue his/her program of study without the permission of his/her academic advisor, the MPH Graduate Program Committee (GPC), and the Dean for Graduate Studies. In order to secure this permission, the student, in conjunction with his/her academic advisor, must submit a plan of remediation for approval to the Graduate Program Committee at least two (2) calendar weeks prior to the next scheduled GPC meeting (see "Instructions for Developing a Plan of Remediation for Academic Standing" below for more details). The GPC will review the student's status and plan of remediation and forward a recommendation to the Dean for Graduate Studies. To continue in the MPH program, the student must remove the probationary status (i.e., return to an overall 3.00 or above grade point average) within the next twelve (12) months.

Grading System and Calculating Grade Point Averages:

Graduate students are graded by letter grades with associated quality points for courses completed as indicated on the table at the top of the next page:

Grade	Quality Points
A+	4.00
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F -	0.00

Grade point averages are determined by multiplying the quality points earned in each course by the number of credit hours for that course, adding the products for all courses, and then dividing the sum by the total number of credit hours in which quality points were earned. A student must repeat any required core course for which he/she received a B- or below and may repeat any course in which he/she received a grade below a B (3.00) with the approval of the student's academic advisor, course instructor, and the Dean for Graduate Studies for their home campus. A student registering for such a course should notify the Office of Academic Records of re-

registration in the course. Both grades will appear on the transcript but only the last grade will be used in determining the grade point average.

Incompletes and Withdrawals:

The grade of "I" can be used by an instructor at the end of a term to designate incomplete work in a course. It is used when a student is unable to complete the requirements of the course in the term in which he/she is registered for credit, but has completed the majority of the work for that course. The instructor must judge each situation and indicate by a departmental record, with a copy to the student, how and by when the "I" is to be removed. If the instructor is at the University at the time of the removal, he/she will supervise the completion of the work and report the permanent grade. In the event that the instructor is not available at the time of the student's application for removal of an "I", the department chairperson shall supervise its removal and turn in the permanent grade for the student.

Grades of "I" must typically be completed within one semester after they have been awarded. The student's academic advisor, the MPH Graduate Program Committee, and the Dean for Graduate Studies for the campus on which the course was taken must approve extensions to the one semester time frame. A student with two or more "I" grades will not be permitted to enroll in any new courses until he/she has less than two "I" grades. All grades of "I" on courses that are part of the degree requirements must be removed in accordance with that campus' requirements for graduation. Students are encouraged to check with the UNMC and/or UNO Graduate Studies Office for details.

The UNO campus utilizes a code of "IP" meaning "in progress" for special courses that may logically extend over one semester, such as independent study, thesis research or capstone courses. The one semester requirement does not apply to those courses.

Students may drop a course in accordance with the requirements of the campus where the course is taught or withdraw from the University in accordance with requirements of their home campus. Students are encouraged to check with the appropriate campus Graduate Studies Office for details.

Appeals of Grades and/or Dismissal/Disenrollment:

Grade appeals are handled on the campus where the class is taught. Students must first attempt to resolve the matter of grade appeals with the course instructor and then the department through which the course is offered. If the matter is not resolved, the student may file an appeal with the Dean for Graduate Studies for the campus where the class is taught. Because campus policies and procedures vary to some degree, students wishing to file a grade appeal should check with the Graduate Studies Office for the campus where the class is taught for further details.

Students may be dismissed from the MPH program and disenrolled from graduate coursework for unsatisfactory academic performance. Dismissal/disenrollment appeals are handled on the student's home campus. Because campus policies and procedures vary to some degree, students wishing to file a dismissal/disenrollment appeal should take check with their home campus Graduate Studies Office for further details.

A student who has been dismissed for failure to meet academic standing requirements may reapply to Graduate Studies and the MPH Program following standard application procedures.

Petitions for Reinstatement:

UNO has a policy which allows UNO students disenrolled for failure to meet academic standing requirements to petition for reinstatement rather than formally reapplying to the program. Students may apply to the MPH Graduate Program Committee (GPC) for reinstatement. Application for reinstatement must occur within 30 calendar days of notification of disenrollment (i.e., the date of the letter or email) by the Graduate College. The application for reinstatement must be submitted in writing (letter or email) to the MPH Program office, with a copy to the student's academic advisor, and must address reasons why the student failed to meet academic standing expectations and how the student will rectify the situation upon readmission.

Conditions for reinstatement will be specified on an individual basis, but will include securing faculty approval to retake the course or courses for which unsatisfactory grades were received and receiving a "B" (3.00) grade or better.

The MPH GPC will take the application into consideration at the next feasible regularly scheduled meeting. The GPC will decide each case on an individual basis, pending approval by the UNO Dean for Graduate Studies. The UNO Dean for Graduate Studies will notify the student of the decision in writing.

Students can appeal a decision not to reinstate by appealing to the MPH GPC, and then if necessary, to the UNO Graduate Council. The decision of the Graduate Council will be final.

UNMC has no process for petitioning for reinstatement. UNMC students must follow the general procedures for academic and grade appeals for graduate students and/or reapply to UNMC Graduate Studies and the MPH Program using standard application procedures.

Instructions for Developing a Plan of Remediation for Academic Standing:

The following steps outline what must take place to address a situation prompting academic probation:

The student is placed on academic probation by his/her home campus Dean for Graduate Studies.

The Graduate Studies Office notifies the student and the MPH Program that special permission is required for the student to continue his/her program of study.

The MPH Program Coordinator notifies the student in writing, with a copy to the academic advisor, that he/she must develop a remediation plan, in conjunction with his/her academic advisor, which addresses:

how the student plans to master the essential content provided by the course(s) in which a low grade was received; and
how the student plans to avoid receiving any grade less than B (3.00) in the future.

Along with the notification referenced in #3 above, the MPH Coordinator informs the student and the academic advisor of the due date for the plan of remediation. Written remediation plans are due at least two calendar weeks prior to the next regularly scheduled GPC meeting.

It is the student's responsibility to contact his/her academic advisor about developing the plan of remediation. The remediation plan may need to include retaking the same course if it was one of the required core courses.

The student and his/her academic advisor confer to develop a written remediation plan, which the academic advisor sends, along with his/her recommendation regarding approval, to the MPH Program Coordinator.

Although the plan may be forwarded by email in order to meet deadlines, a hard copy signed and dated by the student and the academic advisor should be submitted. The academic advisor provides a copy of the plan to the student, and keeps one for his/her advising records.

The MPH Program Coordinator places the remediation plan on the agenda for review/approval at the next regularly scheduled GPC meeting.

If the plan is approved by the GPC, the MPH Program Coordinator forwards a summary of the plan, with GPC recommendation for approval, to the applicable Graduate Studies Office. If not approved by the GPC, the plan is returned with comment for the student and academic advisor to rework.

When the plan is approved by the Dean for Graduate Studies, the student and MPH Program Coordinator are notified. The MPH Program Coordinator will notify the academic advisor. If not approved, the plan will be returned with comment for the student and academic advisor to rework.

If the student has not produced a written plan of remediation in consultation with his/her academic advisor by the prescribed due date specified in the written notice from the MPH Program Coordinator (step 4 above), the advisor informs the MPH Program Coordinator, who notifies the student in writing that they must produce same for review a minimum of 2 weeks prior to the next regularly scheduled GPC meeting (date given), or they will be considered delinquent in the matter. If no plan of remediation is received in the allotted time, a memo will go to the appropriate Dean for Graduate Studies, indicating that a plan of remediation has not been received. Action will follow from that office, which typically involves a block on registration for future terms and a hold on records, including transcripts, or graduation until the matter is resolved.