

**Westbrook College of Health Professions**  
**Graduate/Professional Program Progression Policies**  
**Effective Academic Year 2024-2025**

**I. Admissions**

PREAMBLE: The Westbrook College of Health Professions (WCHP) promotes diversity in its student body and non-discrimination in its policies. This effort is supported by the Office of Intercultural Student Engagement, whose goal is “to promote a welcoming and inclusive campus environment that supports the leadership development, social experience and academic persistence among all students, with an emphasis on those from traditionally under-represented groups on campus.” (<http://www.une.edu/ise>). Admissions expectations and details can be found on each program’s individual website.

**II. Academic Standards**

**A. ATTENDANCE AND PARTICIPATION**

Graduate education is demanding and exacting. Students are expected to be present, prepared for class, and actively engaged as evidenced by critical thinking and meaningful participation. Absences can and do occur, but students should inform their instructors in advance if they know they will be absent. Each program is responsible for clarifying expectations and requirements when absences occur.

**B. GRADING**

All programs in the Westbrook College of Health Professions, except Pharmacy, use the following scale to determine grades:

A	94-100	B-	80-83	D	64-69
A-	90-93	C+	77-79		



2. A minimum course grade is required in each program. The program standards are as follows:

**PT, NA, OT:** course grade of B-

**PA:** course grade of C

(See section “III. Student Progression” for procedural details)





## A. EVALUATION OF ASSIGNMENTS AND PERFORMANCE

The most sensitive and detailed assessment of student progress is that which is conducted on an everyday basis through the evaluation of assignments in the classroom and clinical performance. To enhance success, performance concerns should be addressed with the student by the instructor as soon as they arise and not held for mid-term reviews, or end-of term grades. This may also lead to involvement of the student's advisor and/or the SDC as determined by the faculty member.

## B. COMPREHENSIVE STUDENT REVIEW

At a pre-determined time or times in each semester, the faculty of each program will conduct a comprehensive review of student performance. Students' standing is defined as follows:

1. Good Academic Standing: Students who meet the minimum standards and requirements set by the program and UNE. Students in good standing may continue to progress without restriction toward graduation.
2. Probationary Standing: Students who do not meet minimum grade standards or who violate professional behavior expectations.

Any concerns newly identified by the Comprehensive Student Review may be referred for advising or to the SDC for resolution:

1. Referral for Advising: When initial or minor concerns are first noted by a faculty member at or prior to the Comprehensive Student Review, the respective faculty member will notify the student and may notify the student's academic and/or clinical/field advisor to review the circumstances in person or via conference call, and with the student. The content and action steps determined at any such meeting will be documented and available to the student in writing.
2. Referral to Student Development Committee: If a resolution cannot be reached at the level of the advisor, or the concerns are substantial in nature, then the matter is commonly referred to the SDC for a formal review.

## C. STUDENT DEVELOPMENT COMMITTEE REVIEW

SDC reviews are intended to support students' academic progression, and are required in cases where a student is failing to maintain academic standards in the classroom or field placement, is suspected of engaging in professionally inappropriate behavior, or is suspected of violating academic integrity. An SDC review can be recommended by any faculty, including the student's advisor or Program Director (PD)/ School Dean, or the faculty as a whole as an outcome of the Comprehensive Student Review. In the event of an alleged student role in a professional behavior violation, any aggrieved or responsible party may request in writing that an SDC Review be conducted. Through the review process, SDC is responsible for examining





stated outcomes, including the identification of responsible parties and expected dates of actions. This may include helping a student achieve educational objectives (e.g., remediation, use of the learning assistance center); employing alternate pathways to achieve educational objectives (e.g. extending field work hours beyond normal expectations, retaking a course, creating a targeted remediation course); or specifying other terms for a student to remain in the program. The plan of action also defines the criteria for success (e.g. performance needed to remove probationary status) or consequences of failure to achieve identified goals (e.g. progression delay, extension of probation, program dismissal).

### 3. Responsibilities of PD/School Dean/Faculty

The SDC recommendation regarding student status and plan of action are made following the meeting(s) and communicated to the program director/school dean/faculty in writing. The PD/school dean reviews the report and seeks clarification if needed. The PD/school dean then communicates the action steps to the student in writing. To insure the greatest chance for a successful outcome, educational and professional behavior concerns should be identified as early as possible, and the SDC Review process initiated promptly.

### 4. Responsibilities of the Student:

The student is required to participate in the SDC Review process.

share the SDC committee determination in writing with the final outcome to the student.

6. Responsibilities of the Associate Dean(s):

The Associate Dean(s) serves as a consultant to the SDC and PD regarding policies and procedures, on an as needed basis.

7. Student Appeals:

A student has the right to appeal to the Dean decisions affecting progression following the process outlined in the [UNE Student Handbook](#).

D. ADDITIONAL PROCEDURES

1. Leave of Absence (LOA). A LOA can be requested by a student, or recommended by the advisor, PD/school dean or SDC. Students requesting a leave of absence are encouraged to begin the process with a discussion with their Academic Advisor. If a decision is made to proceed, the appropriate LOA form is completed by the student and submitted to the PD/school dean, who has final approval. Leaves of absence can be requested for academic, medical or other personal reasons, and are granted for a period not to exceed one year. The petition form is available at:

