



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES  
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## SUBJECT: Student Academic Standing

June 1, 2021

### Instruction: 1306

(OUR)

#### ABSTRACT

This Instruction assigns the responsibilities and prescribes the procedures to be followed in defining the rendering and recording of academic standing for the student record at the Uniformed Services University of the Health Sciences (USU).

**A. Reissuance and Purpose.** This Instruction reissues USU Instruction 1306 "Academic Standing of Graduate Fellows," (*Reference (a)*). This Instruction will establish academic standing recorded in the student record and Student Information System (SIS) for all USU students earning University credit at the undergraduate and graduate level.

**B. Background.** The University has four distinct schools/colleges at both the undergraduate and graduate level that monitor academic progress. Academic standing documentation is required for accuracy within the student record and SIS for all students earning University credit at USU PPM-014-2017, "Policies and Procedures on the Maintenance and Release of Student Academic Records and Information" (*Reference (b)*). Furthermore, this policy provides clarity to the Middle States Commission on Higher Education (MSCHE) with respect to the jurisdiction on matters pertaining to student violations of academic integrity and follows the standards that members of the United States military may be subject to non-judicial punishment or court-martial under the Uniform Code of Military Justice.

**C. Applicability.** This policy applies to all USU students enrolled in coursework that is transcribed as University credit.

**D. Policy.** It is USU policy that:

a. USU students must maintain satisfactory academic performance in all courses throughout their program to be eligible for advancement to candidacy and graduation. Academic performance is determined by performance in formal courses, research, and clinical settings judged by USU faculty or preceptors resulting in one of the following designations each semester: Good, Internal Remediation, Probation, or Disenrollment. Students may request to voluntarily withdraw with Dean's approval. If approved, the record will reflect one of the following designations: Withdraw or Withdraw – Not in Good Academic Standing. Academic standing is established during enrollment and upon departure from the University based on academic and non-academic performance.

b. Academic designations will follow Dean's policy and will be communicated by the school/college to the student and Office of the University Registrar (OUR) for recording in the students SIS record, electronic file, and at times, on the official transcript. These designations will be used for future verification inquiries when confirming enrollment and academic success by the OUR, unless otherwise notated.

c. Academic Standing by Semester: The following designations will be stored in the SIS and student's electronic file. The official transcript will not reflect the academic standing until the student departs the University (see final academic standing). These designations will be stored in the student's SIS record for advising, programmatic assessment, and verification requests.

1) Good: Meeting satisfactory performance criteria of course or program requirements in all learning environments.

2) Internal Remediation /Academic Notice: Internal programmatic concerns raised with the students' progress in the program. This step is taken before a student is placed on probation and provides time to review and add additional support to address the areas of concern, such as internal remediation within the problematic area as determined by the academic program. This status is assigned by the appropriate academic advisory committee.

3) Probation: Failure to meet the established criteria determined by the school/college thereby resulting in an opportunity to remediate the failed standard. In some circumstances this may result in a deceleration, recycle, or setback with the school/college. This status is assigned by the appropriate academic advisory committee.

4) Disenrollment: Failure to remediate academic deficiency or failure to maintain academic or professional integrity. This status is assigned after an academic advisory committee recommends that the student will be dismissed by the University and the dismissal is approved by the Dean of the student's school/college.

d. Final Academic Standing: The following designations will print on the student's transcript as the final or departing academic status at the University. These designations will be stored in the student's SIS record and electronic folder for programmatic assessment, annual reports, and verification requests.

1) Graduation: The University record keeping action confirming that the student has successfully completed the requirements of their academic program. The student's official transcript will indicate the degree awarded with the date of action.

2) Disenrollment: The University action on a student who fails to meet established criteria typically following a probationary or recycle opportunity. This final action is reached after reasonable attempts have been made to correct the academic deficiencies or when a student has committed serious acts of professional or personal misconduct. The

student's official transcript will indicate the final status of "DISENROLLMENT" with the date of the action.

3) Withdraw: Student initiated separation from the University which could be permanent or temporary. Students can request to withdraw when they are in good or poor academic standing pending the Dean's approval. The student's official transcript will indicate the final status of "WITHDRAW" or "WITHDRAW – Not in Good Academic Standing" with the date of the action as indicated by the school or college.

#### **E. Responsibilities.**

##### **1. The Academic Program shall:**


- a. Review academic performance of its students;
- b. Identify those students who do not meet the criteria for satisfactory academic standing and notify the student in writing of any deficiencies;
- c. Coordinate an academic advisory body to provide an objective review of a student's record and performance and make recommendations as to the status of the student; and
- d. Forward the final academic standing results and conditions in writing to OUR for recording and updating the student record.

##### **2. The OUR shall:**

- a. Provide an accurate record of academic performance of each student for the advisory body;
- b. Save all University official communication regarding the student status in the students' official file;
- c. Update the student academic status in the SIS;
- d. Inactivate the student record for Disenrolled or Withdrawn students and add the same status to their official transcript;
- e. Send notification to the USU community members that out-process departing students as noted in the Attachment of this Instruction; and
- f. Provide institutional academic data to the Office of Accreditation and Organizational Assessment (AOA) for annual University performance statistics required by the MSCHE.

**F. Effective date.** This Instruction is effective immediately.

Richard W. Thomas, MD, DDS, FACS  
President

  
Date 21 May 2021

Enclosures:

1. References

**REFERENCES**

- (a) USU Instruction 1306, "Academic Standing of Graduate Fellows," September 13, 2006 (hereby canceled).
- (b) USU PPM-014-2017, "Policies and Procedures on the maintenance and Release of Student Academic Records and Information," February 10, 2017.
- (c) USU Instruction 1105, "Grades and Grading Policies and Procedures," August 12, 2020.

**Out-Processing Student Notification**

Commandant, USUHS  
Brigade Commander  
Company Commander  
Dean, College of Allied Health Sciences  
Associate Dean for Graduate Education  
Assistant Dean for Graduate Education  
Associate Dean for Medical Education  
Associate Dean, Chief Diversity Officer  
Director, Military Personnel  
Director, Civilian Human Resources  
Administrative Assistant, Civilian Human Resources  
Chief Information Officer  
Learning Management System Team  
Air Force Institute of Technology Operations Officer  
Navy (DUINS)  
University Registrar  
Deputy Registrar  
School/College Administrative Staff