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Faculty of Health Guideline: CONTINUANCE OF STUDENTS

TITLE:	CONTINUANCE OF STUDENTS
DATE OF REVIEW:	February 15, 2019
REVIEWED BY:	Offices of the Vice Provost – Academic and Students Faculty of Health Dean's Office Faculty of Health Curriculum Committee
APPROVED BY:	Faculty of Health Curriculum Committee April 18, 2019 Faculty of Health Faculty Council June 28, 2019

GUIDELINE:

The purpose of this guideline is to define the basis for a student's continuance through the programs offered in the Faculty of Health. This guideline also outlines the process for requesting re-entry to a program.

KPU students, instructional staff, and faculty members refer to The Office of Student Rights and Responsibilities website and the KPU Bylaws and Polices website. In addition to the above websites, Instructional staff, faculty members and university personnel refer to The KPU Faculty and Instructional Staff Handbook.

DEFINITIONS:

- **Continuance Requirements:** Students must maintain a stipulated cumulative GPA with a stipulated minimum grade in all required program courses, including electives. Non-adherence to these requirements will result in removal from the program.
- **Program Requirements:** Curricular stipulations that must be fulfilled by a student in order to become eligible to receive a particular credential.

RELATED GUIDELINES:
- Practice Experiences Guideline
- Program Expectations Guideline (specific to each program)

PROCEDURAL GUIDELINES:

1.   PROGRAM CONTINUANCE:

    1.1   All students are required to meet continuance requirements as defined in KPU's Academic Calendar in effect at the time of admission.

1.2 Students who do not meet the specific continuance requirements may provide written rationale to the Faculty of Health (FoH) program Progression Committee to continue in the program. Each circumstance will be considered on an individual basis.

1.3 In addition to KPU Policy ST6 located here, this FoH Continuance Guideline is also in effect and states students must maintain a minimum cumulative program GPA of 2.67 (B-), with no grade lower than C+ (64% - 67%), (GPA of 2.33) in all required program courses, including electives. Refer to KPU Policy AC4 here.

Exceptions:
- Health Care Assistant (HCAP) program requires no grade lower than C in any required course (60% - 63%), (GPA of 2.00).
- Traditional Chinese Medicine (ACUP) program requires no grade lower than C in any required course (60% - 63%), (GPA of 2.00).

1.4 Students must complete all program courses in each semester as they are outlined in KPU's Academic Calendar before they can continue to the next semester.

1.5 Repetition of courses – As per KPU Policy AC4, located here, students may repeat any given course only once.

Note: The Certificate in Health Foundation program is excluded from item 1.5.

2. Re-entry to a Faculty of Health Program after Removal

2.1 A student that has been removed from a program due to non-compliance of Continuance and/or Program Requirements may apply for re-entry to the program after a minimum period of 6-months to demonstrate growth and reflection. The student may provide a written request with rationale to be exempt from the 6-month waiting period. The student shall submit a letter (no greater than 750 words) to the Coordinator of the program's Progression Committee requesting re-admission to the program. The letter should contain the following:
- Current date
- Student's full name, student number, current email address
- Courses for which the student was unsuccessful including dates
- Description of why the students was unsuccessful in the course
- Desired date and semester of return
- Learning Plan

2.2 Requests for re-admission will be reviewed by the Progression Committee. The committee may request additional information in writing or in-person prior to a decision. The Progression Committee will decide the semester and date for the qualified student's return to the program, pending seat availability and any conditions of re-admission. The student will be formally

notified of the decision in writing.

2.3 Students applying for re-admission are required to meet all Admission Requirements as stated in the Academic Calendar for the year in which they are re-applying to the program.

2.4 Courses completed prior to re-admission will be considered towards program requirements for graduation purposes based on the date the student first entered the program, to enable program completion within the timeframe stipulated as per Program Requirements and as stated in the Academic Calendar.

2.5 If there are more qualified students for re-admission than there are seats available in any semester, the committee will select students on the basis of academic qualifications, including plans for achievement and remediation, to make the final decision.

2.6 The Committee does not learn about seat availability until late in the semester, after final grades are submitted. Therefore, students are often notified and offered a seat very close to the start date of classes and are required to confirm the offer in a short period of time. If the student does not confirm or register in the required course(s) within the specified time frame, the seat will be offered to the next qualified candidate.

Note:

- Proven violation(s) of academic honesty and integrity may result in denial for re-admission

- Occurrence of non-adherence to professional standards may result in denial for readmission (such as incidents or occurrence of patterns of unsafe or incompetent behaviour in the practice setting violating professional integrity and competence)