

Student Academic Policies

The following academic policies apply to all students who matriculate during the academic year of this catalog publication. These policies will apply throughout the entire time a student is enrolled in the college. In the event that these policies need to be revised as the result of new accreditation requirements, mandates by the United States Department of Education, or other unforeseen circumstances, students will be notified in writing prior to the effective date of the new policy.

Faculty and students should also refer to the University Academic Policy section for additional policies that apply to all students at Northwestern University.

Academic Monitoring

All students enrolled in CGS are expected to:

1. Maintain satisfactory academic progress in their course of study.
2. Understand and meet all established Program/College academic and professional requirements and standards as described in course syllabi, program-related manuals, University Catalog, and Student Handbook.
3. Self-monitor their academic performance in all required courses.
4. Complete all course-related requirements in a timely and satisfactory manner.
5. Seek assistance if encountering academic difficulty.
6. Contact their Program Director and/or course coordinator/director when performance has been unsatisfactory.
7. Check University e-mail account and course management site (e.g., Canvas) daily for information. This is particularly important at the end of the quarter and during quarter breaks when information concerning academic performance may be distributed.

Academic Review and Progression

The academic progress of each student enrolled in the College is regularly monitored to determine whether the student is making satisfactory academic progress in their program of study based on criteria established by the program/College. The academic review process occurs at two levels: the Student Promotion and Graduation Committee, and the CGS Dean.

CGS Student Promotion and Graduation Committee

The University Faculty Senate appoints this committee annually as one committee across campuses. The minimum membership consists of two faculty members from each CGS Program (AZ Biomedical Sciences, IL Biomedical Sciences, Master of Public Health, Precision Medicine) with representation from each campus, and at least one basic science faculty member from each campus. The Dean of CGS (or designee), the Dean of Students (or designee), and the Registrar (or designee) are Ex Officio nonvoting members. Each campus has a subcommittee of at least five members from that campus. The CGS Dean appoints a co-chair (program director or faculty member) from each campus. The committee will review and act on the academic progress of students enrolled in a cross-campus program, and the subcommittee will review and act on the academic progress of students enrolled in a campus-specific program. The committee or subcommittee may request that a course

director and/or faculty advisor attend the meeting to provide additional information about the student's case. When the academic status of a dual-degree student is under review, a representative from the respective primary healthcare professional degree program may be invited as a nonvoting member.

At the end of each quarter and more often if necessary, this committee or subcommittee reviews and acts upon the academic progress of each student enrolled in the College as well as other factors such as professionalism. If satisfactory, the committee or subcommittee recommends progression of the student to the next quarter. If unsatisfactory, the committee or subcommittee decides whether a student is placed on academic warning, academic probation, extended program, academic leave of absence, or is dismissed. These decisions are forwarded to the student and the Dean of CGS. Following notification, a student may appeal the Committee’s decision to the Dean who will make a final determination but may, at their discretion, also form an ad hoc committee to review the appeal. The CGS Dean is responsible for reviewing all decisions for consistency with stated College academic policies and practices. The Dean makes the final decision on the appeals and action to be taken.

At the end of each academic year, the CGS Student Promotion and Graduation Committee or subcommittee reviews the academic and professional progress and performance of each student. For dual degree students, input from the primary healthcare professional degree program representative will be considered in determining actions, and academic progress in the primary healthcare professional degree program takes precedence over the secondary CGS degree program. If satisfactory, the committee or subcommittee recommends promotion of the student. In addition, the committee or subcommittee meets each spring, or as needed, to recommend for graduation all students who have satisfactorily completed all degree requirements specified by their program. The committee’s or subcommittee's recommendations are forwarded to the CGS Dean and the University Faculty Senate for approval. The co-chairs of the committee are responsible for submitting minutes of each meeting to the CGS Dean.

Satisfactory Academic Progress

To achieve satisfactory academic progress, a student enrolled in a CGS program must pass all required courses and maintain or exceed the following minimum cumulative grade point average (GPA) as established for each CGS program:

- Master of Arts in Biomedical Sciences: 2.75 GPA
- Master of Biomedical Sciences: 2.75 GPA
- Master of Public Health: 2.5 GPA
- Master of Science in Precision Medicine: 2.5 GPA
- Post-Graduate Certificate in Precision Medicine: 2.5 GPA

Academic Progress

Outcome	Usual Action ¹	Transcript Notation
No course failures; and maintain minimal cumulative GPA ²	Allowed to progress to the next quarter	---
No course failures; and one quarter of cumulative GPA less than enrollment minimum allowed ²	Academic warning for the subsequent quarter of enrollment	Academic warning is not noted on the transcript.

Outcome	Usual Action ¹	Transcript Notation
	Academic probation for the subsequent quarter or until all academic requirements are met. In addition, one or more of the following may apply:	
	a) Retake of the failed course if eligible and/or if the course is required	
One course failure; and/or two quarters of cumulative GPA less than minimum allowed ²	b) Academic leave of absence for up to one year until course is retaken or any requirements for re-entry established by the program have been met c) Extended program <i>Note:</i> Students on an extended program may be subject to academic LOA or dismissal after additional course failures or failure to maintain the required cumulative GPA.	"F" grade is listed on transcript and is counted toward GPA calculation and total number of accumulated failures. Following successful retake of the course, the original "F" remains on the transcript as an "F" but is no longer factored into the GPA.
Three or more quarters of cumulative GPA less than minimum allowed ²	b) Academic leave of absence ³ and academic probation, or c) Extended program and academic probation, or d) Dismissal a) Academic leave of absence ³ and academic probation, or	Academic probation and extended program are not noted on transcript. Academic leave of absence and dismissal are noted on transcript.
Two or more course failures	b) Extended program and academic probation, or c) Dismissal <i>Note:</i> Two or more course failures will typically result in dismissal.	Academic probation and extended program are not noted on transcript. Academic leave of absence and dismissal are noted on transcript.

¹The CGS Student Promotion and Graduation Committee may decide from any of the options listed among the usual actions described for each academic situation under review.

²Minimum cumulative GPA for Master of Arts in Biomedical Sciences is 2.75; Minimum cumulative GPA for Master of Biomedical Sciences is 2.75; Minimum cumulative GPA for Master of Public Health is 2.50; Minimum cumulative GPA for Master of Science in Precision Medicine is 2.50; Minimum cumulative GPA for Post-Graduate Certificate in Precision Medicine is 2.50.

³May or may not be preceded by academic warning or probation.

Unsatisfactory Academic Progress

If a student fails to make satisfactory progress in completing the prescribed course of study, the student is placed on academic warning, academic probation, extended program, academic leave of absence, or is dismissed. The CGS Student Promotion and Graduation Committee may recommend any of the options listed among the usual actions described for each academic situation under review.

Additionally, for CGS dual degree students, academic progress in their primary healthcare professional degree program takes precedence over the secondary degree program. Dual degree students not sustaining sufficient academic progress in their primary degree program may be placed on an academic leave of absence from the secondary CGS degree program until academic deficiencies in the primary degree program are corrected, and the student returns to good academic standing, as defined by the primary degree program. The Student Promotion and Graduation Committee for the primary degree program communicates student academic status updates to the CGS Student Promotion and Graduation Committee.

Students will be notified by the CGS Dean when they are placed on academic warning as a result of their failure to achieve the required minimum cumulative GPA established by their program. Any student with academic deficiencies to be addressed by the CGS Student Promotion and Graduation Committee shall be notified in writing by campus e-mail by the Chair of the CGS Student Promotion and Graduation Committee at least two business days in advance of the scheduled meeting in which the student's case will be heard. The student may request and shall be permitted to appear before the CGS Student Promotion and Graduation Committee (in person or virtually) to present their case in matters that could result in academic probation, academic leave of absence, dismissal or any matter that could result in a permanent annotation on the student's transcript. In such instances, the student shall inform the Chair or Co-Chair of the CGS Student Promotion and Graduation Committee in writing, of their desire to appear before the committee or intent to waive this right. If the student chooses to appear before the committee, this prerogative extends to only the involved student and not to any other individuals. A student whose academic progress will be subject to review by the CGS Student Promotion and Graduation Committee and who wishes to appeal a course grade must do so in an expedited manner prior to the scheduled meeting of the Committee. Please refer to the Midwestern University Catalog Academic Policies section for a complete description of the Grade Appeals Policy.

Within two working days following the committee meeting, the chair of the CGS Student Promotion and Graduation Committee is responsible for providing notification via campus email, informing the involved student, of the committee's decision. In all instances, the chair of the CGS Student Promotion and Graduation Committee shall be responsible for informing the CGS Dean of each decision made by the committee. Following notification of the decision by the CGS Student Promotion and Graduation Committee, a student may appeal the decision to the CGS Dean (see Appeal Process). The Dean is responsible for reviewing all decisions for consistency with stated College academic policies and practices. The Chair of the CGS Student Promotion and Graduation Committee is responsible for providing written notification of the decision to all appropriate academic support offices (e.g., Registrar, Student Financial Services, etc.).

Academic Warning

Academic warning is a formal notification of substandard academic performance and cautions the student that continued performance at this level might result in academic probation or other academic disciplinary action. An academic warning is issued when a student earns a cumulative GPA below the minimum required by the student's respective program for one quarter and/or when the student fails to meet any other established program academic requirements. An academic warning is in effect for the subsequent quarter of enrollment. Academic warning is not noted on the student's transcript but is noted in the student's academic file that is kept in the Program office. If the student achieves the minimum standard of academic performance required by the program during the quarter of academic warning, the student is returned to good academic standing. This is also noted in the student's file.

Academic Probation

Academic probation represents notice of unsatisfactory academic progress. Academic probation typically occurs when the student fails a class during their academic program and/or earns a cumulative GPA below the minimum required by the student's respective program for two quarters (which do not have to be consecutive) and/or when the student fails to meet any other established program academic requirements. Academic probation is not noted on the student's transcript but is noted in the student's academic file in the Program office. The student remains on academic probation until the failure is successfully repeated and/or the cumulative GPA is at or above the program's required minimum and all deficiencies have been corrected. Subsequently, when the student is returned to good academic standing, this is also noted in the student's file.

Extended Program

When a student is not allowed to progress in the standard program curriculum due to course failure; failure to maintain the required cumulative GPA for two or more quarters; failure to meet any other established program academic requirement; or upon request due to extenuating personal circumstances, the CGS Student Promotion and Graduation Committee may place the student on an extended program. While on an extended program, students may be permitted to take courses and/or to retake courses in which they have received a grade of "C" or less, as approved by their CGS program. Students will be able to resume the standard program curriculum upon successful completion of all programmatic requirements. Extended program is not noted on the student's transcript. Leave of absence will be noted on the transcript for periods of non-enrollment during the extended program period for stand-alone degree students. No notation will be made on transcripts of a dual degree student who is concurrently taking coursework in their primary healthcare professional degree program.

Academic Leave of Absence

Academic leave of absence may occur when a student has failed one or more courses, has accumulated two or more quarters with a cumulative GPA less than required by the student's program, or has not met programmatic criteria required to proceed in the curriculum. Academic leave of absence may or may not be preceded by academic probation. This action results in the suspension of the student from all academic courses for a period of up to one year, or until all program requirements for re-entry have been fully met. A mandatory academic leave of absence is noted on the student's transcript.

The student who has been placed on a mandatory academic leave of absence does not have to re-apply for admission and is guaranteed reentry into their academic program upon successful completion of all failed required courses and/or when all programmatic requirements are met. Upon reentry to the academic program, the student is routinely placed on academic probation for the following quarter.

Academic Dismissal

A student may be dismissed from the College for academic reasons upon the decision of the CGS Student Promotion and Graduation Committee. The dismissal is based on the determination that the student has not satisfactorily demonstrated that the student can successfully achieve the standards and requirements set forth in the academic policies and professional expectations for the program (see "Professional Conduct").

Students who accumulate two or more failures or three quarters below the minimum required grade point average may be dismissed. The course failures and/or the three-quarters with less than the required minimum cumulative GPA do not have to be consecutive.

Retake of a Failed Course

If a student passes a repeated course, the original failure remains on the transcript as an "F" grade and is included in the total number of accumulated failures in the student's academic record. The grade from the original failed course is no longer used in the computation of the GPA following repeat of the course. The grade from the repeated course will be factored into the overall GPA.

Students may retake a Northwestern University course in which they have earned a "C" if the student's GPA is below the Program's minimum requirement. The Program Director and the CGS Dean must approve this retake option. Typically, a maximum of three courses with "C" grades can be retaken, and a course may only be retaken once. The original "C" grade will remain on the transcript but will not be used in the computation of the GPA following the completion of the repeated course. The new grade will be factored into the overall GPA. All repeated courses are subject to additional tuition. Students should consult with their financial aid advisor regarding the financial implications of repeated coursework.

With program approval, the CGS may allow students to take equivalent courses at an accredited university as a replacement for a failed course or for the purpose of raising their cumulative GPA to the Program minimum. In order to qualify as replacement credits, such courses must be at the graduate level and must be approved by the CGS Program Education Committee and Program Director before the grades can be accepted for transfer. These courses and assigned grades will be recorded on the transcript along with the equivalent Northwestern University courses and assigned grades. The original "C" and "F" grades will remain on the transcript but only the new grades will be factored into the overall GPA.

Readmission After Dismissal for Poor Academic Performance

It is at the discretion of the Program to readmit a student who has been dismissed for poor academic performance. To initiate the reapplication process, candidates must complete and submit a new application and proceed through the standard application process established by the program. Before reapplying, however, individuals should seek the advice of an admissions counselor. It is expected that the individual would have addressed documented deficiencies before reapplication and be able to demonstrate that they meet all admission requirements and technical standards of the program.

The program's Admissions Committee will review completed applications of candidates and submit recommendations to the Program Director for action. The CGS Dean, via the Office of Admissions, then notifies applicants in writing of readmission decisions. No guarantee of readmission is implied, and questions related to advanced standing and similar issues will be addressed as they are for new applicants. Readmission will be granted only once.

Advanced Placement/Exemption from Coursework

The CGS Program may allow for the transfer of credits from graduate-level coursework completed at other institutions prior to matriculation at Northwestern University. The Program decides upon all requests for advanced placement by newly admitted students on a course-by-course basis. To request such consideration, a student must submit a letter of request to the Program Director in which the student lists the course previously taken which might be similar in content to the Northwestern University course that the student is required to take. The student must also provide an official description and syllabus of the course previously taken. The Program Director will share the submitted course materials with the appropriate Course Director to determine if the course is an appropriate substitute. All requests must be submitted prior to matriculation. Typically, advanced

placement will only be considered for coursework in which a minimum letter grade of "B" has been earned. A "C" letter grade is not acceptable for advanced placement consideration. If the Program denies the request for advanced placement, the student may appeal this decision to the CGS Dean.

If a course is accepted for credit, the equivalent Midwestern University course and the Advanced Placement (AP) notation will be recorded on the transcript along with the name of the institution at which the credit was earned. Any earned letter grade will not be included on the transcript or used in the GPA calculation. Further details may be found in the individual CGS program catalogs.

Coursework Completed in Midwestern University Professional Programs

For CGS dual degree students enrolled in a Midwestern University healthcare professional degree program, coursework completed in the healthcare professional degree program may be applied towards the CGS degree. Further details may be found in the individual CGS program catalogs.

Appeal Process

Following notification of a decision from the CGS Student Promotion and Graduation Committee, a student may appeal. The student has three working days to submit a formal written appeal of the Committee's decision to the Dean. The appeal must be submitted in writing to the Office of the Dean within this three-day period. A narrative explaining the basis for the appeal should accompany the request. An appeal must be based on one of the following documented premises:

1. Bias of one or more members of the CGS Student Promotion and Graduation Committee *Note: The student must present specific evidence that the committee member(s) demonstrated bias against the student in conducting the academic review process*
2. Material, documentable information not available to the committee at the time of its initial decision. *Note: The student must provide a detailed explanation of why the new information is relevant and why it was not made available to the committee members during the academic review process. The student should be prepared to produce pertinent documentation at the appeal meeting.*
3. Procedural error. *Note: The student must provide evidence that the committee did not correctly follow the procedures related to the conduct of the academic review process; for example, the student was not given notice of the meeting or committee decision in accordance with stated policies.*

Upon receipt of the student's appeal, the Dean will consider the appeal and may, at their discretion, form an ad hoc appeal committee. In all cases, the Dean must make a decision, typically within ten working days, and then notify the student, the Chair of the CGS Student Promotion and Graduation Committee, and all appropriate support offices via campus email. The decision of the Dean is final.

Students must attend all courses in which they are registered until the appeal process is complete. Students who fail a required or prerequisite course should consult with the Program Director regarding attendance in courses in the subsequent quarter.

Auditing a Course for Remedial Purposes

The CGS Student Promotion and Graduation Committee may determine that a student should be enrolled to audit a previously taken course. Please refer to the Midwestern University Catalog Academic Policies section for a complete description of the Course Auditing Policy.

Faculty Advisor Program

The CGS Program assigns a faculty advisor to students in each entering cohort. The responsibilities of the faculty advisor are as described below. In addition to these faculty advisors, the Program Director, the CGS Dean's Office and the Dean of Students are also available to assist students. It is the student's responsibility to initiate contact with the faculty advisor for assistance.

The responsibilities of CGS faculty advisors include:

1. Serving as the student's advisor and academic/professional counselor;
2. Overseeing and monitoring the academic progress and professional growth of the student;
3. Referring the student to academic and personal counseling services provided by the institution;
4. Serving as an advocate for the student;
5. Providing career counseling to the student.

Grades

Students receive letter grades corresponding to the level of achievement in each course, based on the results of examinations, required course work, and, as applicable, other established criteria. The letter grades, percent ranges, and quality points per credit are as follows:

Grade	Quality		Comments
	Percent (%)	Points (per credit)	
A	93-100	4.000	-
A-	90-92	3.670	-
B+	87-89	3.330	-
B	83-86	3.000	-
B-	80-82	2.670	-
C+	77-79	2.330	-
C	70-76	2.000	-
F	< 70	0.000	-
I	-	0.000	An Incomplete grade may be assigned by an instructor when a student's work is of passing quality but incomplete, or if a student qualifies for re-examination. It is the responsibility of the student to request an extension from the course instructor. By assigning an "I" grade, it is implied that an instructor agrees that the student has a valid reason and should be given additional time to complete required coursework. All incomplete grades will be resolved within 10 calendar days from the end of the final examinations for the quarter or they will automatically be converted to a grade of "F". In the case of courses ending prior to final exam week, it is the obligation of the course director to monitor the use and resolution of the incomplete grade with a notice to the Registrar.
IP	-	0.000	An In-Progress grade may be assigned when extenuating circumstances make it necessary to extend the grade completion period past 10 calendar days (e.g. illness, family death). Authorization by the Dean is required, and the completion period should not typically exceed one quarter.
P	-	0.000	Pass (for a pass/fail course); designation indicates that the student has made satisfactory progress or completed required coursework satisfactorily. Grade of "P" is counted toward credit hour accruals for graduation but does not affect GPA calculations.

Grade	Percent (%)	Quality Points (per credit)	Comments
F	-	0.000	Fail (for a pass/fail course); designation indicates that the student has not made satisfactory progress or completed required coursework satisfactorily. Grade of "F" is counted toward credit hour accruals as attempted but not completed. Grade of "F" is calculated into the GPA (quality points are lowered due to unsuccessful course completion).
W	-	0.000	Withdrawal is given if the work completed up to the time of withdrawal was satisfactory. This grade is not counted in any GPA calculation and is not counted in credit hour accruals for graduation.
WF	-	0.000	Withdrawal Failing is given if the work completed up to the time of withdrawal is below the passing grade level for the program. This grade is not counted in any GPA calculation and is not counted in credit hour accruals for graduation.
AU	-	0.000	This designation indicates an audited course in which a student is registered with the understanding that neither academic credit nor a grade is earned. The status of the course cannot be changed from audit to full credit after the start of the quarter.
AP	-	-	This designation indicates the decision of a college to award academic credit that precludes a student from taking required course work. The designation of Advanced Placement is applied toward credit hour accruals, but is not counted in the GPA calculation.

Grade Point Average

The grade point average (GPA) is determined by calculating the total number of quality points earned and dividing them by the total number of credits carried. The total quality points earned for each course is determined by multiplying the quality points earned per credit (corresponding to the letter grade) by the number of credits assigned to the course. The student's cumulative grade point average is computed and recorded by the Office of the Registrar. It is calculated initially at the end of the first quarter of enrollment and does not include any grades or credits for courses audited or accepted for advanced placement or for courses with a grade of withdrawal (W), withdrawal failing (WF), or pass (P). Additionally, failing (F) grades for courses that are successfully repeated are not included in the GPA. Under exceptional circumstances and with the approval of the Program Director and Dean, students may retake a course in which they received a grade of "C". In such cases, the original grades remain on the transcript but only the new grades are used in the computation of the GPA.

Criminal Background Checks

CGS performs criminal background checks as described in the Northwestern University policies.

Graduation

The following degrees and certificate will be conferred upon candidates who have completed all academic requirements, satisfied all financial obligations, and completed all graduation requirements: Master of Biomedical Sciences (M.B.S.), Master of Arts in Biomedical Sciences (M.A.), Master of Public Health (M.P.H.), Master of Science in Precision Medicine (M.S.), and Post-Graduate Certificate in Precision Medicine (PGCert).

Immunization Policy

Students enrolled in a program without a clinical component are required to follow the immunization policy, as outlined in the Student Handbook, but are not required to have titers.

Leave of Absence

Please refer to the *Midwestern University Catalog Academic Policies* section for a complete description of the Leave of Absence Policy. Before voluntarily requesting a leave for personal reasons or after being placed on a mandatory leave for academic reasons, a student must make an appointment with the appropriate Program Director or designee and representative from the Dean's Office to discuss the implications of the leave of absence and a revised program of study, if applicable. Typically, a single leave of absence will not exceed 12 months, and consecutive or multiple interrupted leaves of absence will not exceed 18 months. Periods of non-enrollment do not count towards the allotted time for completion of academic programs.

Professional Conduct

Students are expected to emulate the legal, moral, and ethical standards expected of professionals and display behavior that is consistent with these qualities. A Code of Responsibilities and Rights of the Students of Midwestern University is included in Appendix 1 of the *MWU Student Handbook*. This code clearly states the mode of behavior that is expected of students and covers both on-campus and off-campus activities. Students are expected to read and follow this code.

Unsatisfactory professional behavior, as defined in Appendices 2 and 4 of the *MWU Student Handbook*, is subject to disciplinary sanctions that may preclude a student's academic progress in their program of study. The Dean of Students investigates formal complaints concerning student misconduct and recommends disciplinary action to the CGS Dean. A student who is found to have engaged in improper conduct is subject to disciplinary action which includes, but is not limited to, disciplinary warning/probation, suspension, or dismissal. Disciplinary warning and probation are not noted on the transcript but are kept in the student's disciplinary file. Suspension and dismissal as a result of disciplinary action are noted on the student's transcript. Disciplinary information may be shared with sites that are affiliated with Midwestern University educational programs.