

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. If 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 AZCPM are expected to:

1. Maintain satisfactory academic progress in their course of study.
2. Understand and meet all established College academic and professional requirements and standards as described in the 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 the Dean and/or course director when performance has been unsatisfactory; and
7. Regularly check home or campus mailbox at least twice a week and university e-mail account daily for information concerning educational programs. This is particularly important at the end of the quarter and during quarter breaks when information concerning academic performance may be distributed.

Academic Promotion and Graduation Committee

The Student Promotion and Graduation Committee is comprised of AZCPM faculty and a representative from Student Services who review the academic performance of students and assess students for promotion to the next academic year, or for graduation.

Student Promotion and Graduation Committee

The Student Promotion and Graduation Committee is comprised of AZCPM faculty and a representative from Student Services. The Student Promotion and Graduation Committee is charged with maintaining academic and professional standards of excellence in the preclinical courses as well clinical rotations. At a minimum, it meets after the conclusion of each academic quarter to assess the academic status of students with an academic failure, an incomplete, or an in-progress (IP) grade. The committee assesses the progress of each student at the end of the academic year. Students who attain satisfactory academic and professional progress are promoted to the next academic year, provided all tuition and fees have been paid. Students who accumulate 2 or more failures in the preclinical or clinical block are required to meet with the Promotion and Graduation Committee. Failure of the student to meet with the Student Promotion and Graduation Committee, when duly notified, does not constitute a reason for appeal. Students who have 1 failure have the option to meet with the committee but are not required to meet. Notification of the date, time and place of the committee meeting is sent to the student by priority e-mail to their official MWU e-mail account, or by telephone, at least 48 hours in advance. Decisions of the

committee are confidentially e-mailed to the student's official MWU e-mail account. The right to appeal a grade exists and is described elsewhere in this catalog. The right to appeal a decision for dismissal, program extension or leave of absence must be filed in writing, using the student's official MWU e-mail account to the Dean of AZCPM within three working days following official notification of the committee decision.

The Student Promotion and Graduation Committee also recommends to the Faculty Senate for graduation those students who have successfully completed all curriculum requirements, who have passed APMLE Boards Part I and who have taken APMLE Boards Part II and the CSPE portion of the National Boards exams, and who have paid all tuition and fees.

Satisfactory Academic Progress

To achieve satisfactory academic progress, a student enrolled in AZCPM must pass all required courses and maintain a minimum cumulative GPA of 2.25 or higher.

Student Promotion and Graduation Committee

Guidelines for Course and Rotation Failures*

Clinical Rotation or Didactic Course	Usual Action*	Academic Status	Repeat Course Timing**	Action Following Remediation
All Passed	Promote or Graduate	Good Standing	N/A	N/A
One course or one rotation failure	Retake course/rotation	Warning	Committee recommended schedule	Pass: Promote Fail: Dismiss
Any combination of course or rotation failures resulting in two failures	Retake courses/rotations	Probation	Committee recommended schedule	Pass both: Promote Fail either: Dismiss
Any combination of course or rotation failures resulting in three failures	Recommend Dismissal			

All course and/or rotation failures are cumulative throughout the duration of enrollment at AZCPM.

*Action may be modified by the Student Promotion and Graduation Committee

**Course repeat schedule is at the discretion of the Student Promotion and Graduation Committee

Withdrawal/Failing grade (W/F) may be considered a course failure by the Student Promotion and Graduation Committee.

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, academic leave of absence, or is dismissed. The Promotion and Graduation Committee may recommend any of the options listed among the usual actions described for each academic situation under review.

Good academic standing is achieved by maintaining a "C" or better average in all courses/rotations at all time. A student on academic warning or academic probation is not considered to be in good academic standing. To return to good academic standing, a student must pass the failed courses/rotations, and incur no further failures.

Academic warning is issued by the AZCPM Dean and does not require the student to meet with the Student Promotion and Graduation Committee when a student is currently failing or has failed a course/rotation.

Academic warning represents notice that continued substandard academic performance may compromise the student's ability to pass one or more courses/rotations. Academic warning is not noted on the transcript. A student who is failing a course/rotation is required to meet with the course director or course faculty to formulate a plan of action. A student who is failing more than one course/rotation is required to meet with the Dean to formulate a plan to achieve academic success. Students on academic warning, academic probation, disciplinary warning, disciplinary probation or leave of absence for longer than one month must relinquish their elected office.

Academic probation is defined as failure of 2 or more courses/rotations. Academic probation is recommended by the Student Promotion and Graduation Committee and is issued by the Dean of AZCPM when a student meets this criterion, which represents notice that continued substandard academic performance may result in dismissal. When a student is placed on academic probation it is noted in the student's permanent academic file. A student on academic probation is required to meet with the Dean to formulate a plan for academic success. When a student passes the failed courses and returns to good academic standing, this is also noted in the student's file. Academic probation is not noted on the transcript.

Students on academic probation are ineligible to hold student organization offices, or to participate in international rotations.

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 when the cumulative GPA is less than required, 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 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 the academic program upon successful completion of all failed 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 recommendation of the Student Promotion and Graduation Committee. The dismissal is based on the determination that the student has not satisfactorily demonstrated that the individual can successfully achieve the standards and requirements set forth in the academic policies and professional expectations for the College. Students who accumulate two or more failures or three quarters below the minimum required grade point average may receive a recommendation for dismissal. 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 repeated course and new grade are entered on the transcript. The grade for a failed course repeated and passed at Northwestern University, or at an outside institution is recorded on the transcript as a grade of "C." For all failed clinical rotations at Northwestern University that are repeated and passed, a grade of "C" will be recorded on the transcript.

For both preclinical coursework and clinical rotations that are repeated, the original failing grade will remain on the transcript but will not be included in the GPA calculations. The grade of "C" will be included in the GPA calculation. If a repeated preclinical course or clinical rotation is failed, a grade of "F" is again recorded on the transcript. Students who fail a course a second time will be recommended for dismissal.

All repeated courses are subject to additional tuition. Students should consult with their financial aid advisor regarding the financial implications of repeated coursework.

Appeal Process

Following notification of a decision by the Student Promotion and Graduation Committee, a student may appeal the decision in writing within three working day to the Dean of AZCPM. The Dean may grant an appeal only if a student can demonstrate one of the following:

- Bias of one or more committee members
- Material information not available to the committee at the time of its initial decision (not to include student's decision not to appear at required attendance meeting of the committee)
- Procedural error

During the appeal process, students must continue to attend didactic classes. Failure of the student to meet with the Student Promotion and Graduation Committee does not constitute a reason for appeal.

Grading System

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	Percent (%)	Quality Points (per credit)	Comments
A	93-100	4.00	--
A-	90-92	3.67	--
B+	87-89	3.33	--
B	83-86	3.00	--
B-	80-82	2.67	--
C+	77-79	2.33	--
C	70-76	2.00	--

Grade	Percent (%)	Quality Points (per credit)	Comments
F	<70	0.00	--
I	--	0.00	<p>An Incomplete grade may be assigned by a course director 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 must be resolved within 10 calendar days from the end of finals for the quarter. In the case</p> <p>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 notice to the Registrar. If an incomplete grade remains beyond 10 days, it may be converted to a grade of "F," which</p> <p>signifies failure of the course.</p>
IP			In Progress grades may be assigned by a course director under certain circumstances (illness, family death, etc.) when incomplete work cannot be resolved within a 10-day period. An outstanding grade should not extend for more than one quarter with notification to the Registrar.
P	--	0.00	A Pass 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 is not counted in any GPA calculations.
W	--	0.00	Withdrawal is given if the grade achieved up to the time of the withdrawal is >70% or >C. Withdrawal is not counted in the GPA calculation and is not counted in credit hour accrual for graduation. Refer to Midwestern University academic policies for more information.
W/F	--	0.00	Withdrawal Failing is given if the work completed up to the time of withdrawal is below the passing grade level from the program. This grade is not counted in any GPA calculation and is not counted in credit hour accruals for graduation.
AU	--	0.00	This designation indicates an audited course, that is, a student registered for a course with the understanding that neither academic credit nor a grade is earned. The course status may not be changed from audit to full credit after the start of the quarter. The designation AU is not counted in the GPA calculation.
PG	--	0.00	The designation of PG indicates a pending grade.

Attending Off-Campus Meetings, Conferences, and Events

Students interested in attending podiatric conferences, lobby days, specialty-focused meetings, or any medically or educationally related presentation offered while classes are in session must submit a written request for an excused absence a minimum of 30 days prior to the event date.

First- and second-year students must be in good academic standing and receive written approval from the Course Directors of the courses they will miss and from a representative of the Office of the Dean to attend the event. Third- and fourth-year students should follow the procedure for obtaining an excused absence from rotations as described in the Clinical Handbook.

Students are advised to wait until approval has been granted prior to making travel arrangements. Any costs incurred due to a student being denied approval to attend an off-campus event are the sole responsibility of the student.

Please refer to the Clinical Handbook for further information regarding third- and fourth-year students making similar requests.

Clerkship Attendance Policy

Third- and fourth-year students must attend all clerkship rotations. The Office of Clinical Education establishes its own attendance requirements as stated in the Clinical Handbook. Attendance and on-call requirements for clinical rotations, as well as AZCPM scheduled events, take precedence over non-rotation events. Students must assure that the requirements of each clinical rotation are understood and will be met prior to scheduling non-rotation events. Students are advised to refer to the Clinical Handbook for more details.

Immunization and Screening Policy

Full-time students enrolled in a program with a clinical component are required to follow the immunization and screening policy as outlined in the general screening policy section of the Student Handbook.

Immunization requirements for AZCPM students are subject to current applicable state health department protocol and affiliated hospital rotation requirements. Students who do not follow the immunization and screening policy by the stated deadline may jeopardize their acceptance or continued enrollment in the College. If, at any time, testing attestation of disease-free state, or immunizations expire, students may be placed on a mandatory leave of absence until such time that they are in full compliance with this requirement.

Insurance Coverage Policy

AZCPM students are required to follow the insurance policy as outlined in the Student Handbook. Insurance requirements for AZCPM students are subject to state health department protocol and affiliated hospital rotation requirements. Students who do not follow the insurance policy by the stated deadline may jeopardize their acceptance or continued enrollment in the College. Proof of insurance will be required annually.

Class Standing

To progress to the next year of the College, students must have satisfactorily completed all academic requirements for the preceding year.

Supervision of Medical Students by Licensed Healthcare Providers

While on clinical rotations, medical students must have direct, on-premises supervision by licensed healthcare providers within their scope of practice who are licensed to practice in the state in which care is being provided. Any licensed healthcare provider, as defined above, who is designated as a teacher for AZCPM students, is recognized to be a member of the extended faculty.

Criminal Background Check

AZCPM conducts pre-matriculation criminal background checks as required by Arizona state law. Students are expected to obtain and produce a copy of their fingerprint background card obtained at their own expense upon matriculation. Affiliation agreements may require additional background checks, which will be done at the expense of AZCPM.

Grade Point Average

The grade point average is a weighted average computed using the number of credits assigned to each course and the quality points corresponding to the letter grade earned in each course. It 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 beginning at the end of the first quarter of enrollment and does not include any grades or credits for courses audited or coursed with a grade of withdrawal (W), withdrawal failing (WF), pass (P) or failed (F) that were later repeated.

Readmission after Dismissal

Students who have been dismissed are not eligible for readmission. Students who have withdrawn when facing dismissal are not eligible for readmission.