

Additional Academic Policies and Procedures by School

School of Community Medicine

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Advising

School of Community Medicine (SOCM) students are assigned advisors, and can also reach their program director, any faculty member, instructional facilitator for advice on topics of interest. Students are encouraged to attend faculty and instructional facilitators' office hours and set up appointments through email requests to meet. Faculty and instructional facilitators can provide advice and mentorship regarding academic coursework, the relationship of KGI curriculum to careers, and provide guidance and provide referrals to support resources for academic and social needs. Advisors will also track students' professional requirements and program progression. Students will be required to meet with their assigned advisors every semester.

Satisfactory Academic Progress (SAP)

MSCM students are considered to be making Satisfactory Academic Progress (SAP) when a cumulative GPA of 3.0 or higher is maintained. SAP refers to students matriculating through the program with a grade of "C" or better in all courses. A graduate student whose cumulative GPA falls below 3.0 will be placed on academic probation and provided advising and support to address unsatisfactory progress. Academic probation is a serious warning to the student that their scholastic record is unsatisfactory. For more information on probation, please see below.

Curricular Design | MSCM Program

To view curriculum and course descriptions for all programs in the School of Community Medicine, [click here](#).

Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards

Probation

A student who exhibits unsatisfactory or deficient academic performance or inappropriate professional conduct may be placed on probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation. The Program Director may recommend that the Dean dismiss students who have not fulfilled the terms and conditions of their probation.

Academic Probation/Withdrawal "Not in Good Academic Standing"

If a student's performance is unsatisfactory on any academic program requirements, the student will be placed on academic probation. The Program Director will acknowledge the student's placement on academic probation and will specify the terms of probation in a written document. Included in this document will be:

- A statement outlining the area of deficiency
- A statement reiterating the SOCM's Withdrawal Policy, and
- The terms and conditions for returning to good academic standards

This document will be delivered by email, certified mail, or hand-delivered to the student. The student must sign a copy acknowledging receipt of the letter and return it to the Program Director. A copy of the letter will be submitted to the Dean.

Under normal circumstances, a student will be removed from academic probation once he/she has successfully passed all deficient assessments/objectives. During academic probation a student is required to meet regularly with the Program Director, Dean of Students, and their assigned advisor.

Probation for Professional or Personal Misconduct

Students who exhibit inappropriate professional or personal behavior may be placed on Probation for Professional or Personal Misconduct. Inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absence or disruptive behavior in class; inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, staff/employees at community sites; inappropriate or disrespectful interaction with community members and, unprofessional dress, language or conduct as defined by the school or the respective of community sites. This also includes online behavior and interactions, including social media. At all times, intentional or otherwise, SOCM students must be aware that the violation of legal statutes (e.g., HIPAA, etc.), and Institute policies and procedures (e.g., Professionalism Policies, Sexual Harassment Policies, etc.) in their online activities may result in disciplinary actions up to and including probation or dismissal from the Institute. Please see the section on "STUDENT HONOR CODE" in the KGI Student Handbook.

Matters involving a student's inappropriate professional or personal behavior will be brought to the attention of the Dean of Students through the Honor Code Intake Form . The student will meet with the Dean of Students. The issue will be resolved or referred to the Student Conduct Committee, in either case the outcome will be documented in the student's file .

The Student Conduct Committee may recommend that the Program Director place the student on Probation for Professional or Personal Misconduct, and will specify the terms of probation. The Program Director will acknowledge the student's placement on probation as described above.

The Dean of Students and assigned advisor shall be responsible for monitoring the student's progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the Dean of Students shall communicate to the Program Director that the student be reinstated to non-probationary status.

Dismissal

The Dean reserves the right to dismiss a student at any time in order to safeguard the School of Community Medicine's standards of scholarship, professional and personal conduct, and orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the SOCM are cause for immediate dismissal of the student. A student who is dismissed may not be reinstated under any circumstances.

Total withdrawal is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The SOCM Dean reserves the right to require withdrawal at any time they deem necessary to safeguard the SOCM's standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation.

Withdrawals

A student who withdraws from a course after the official drop date (and before the final date to drop with a "W") will receive a notation of "W" on their transcript for the course. Students who choose to withdraw from a course, must first contact the program director or academic coordinator. Withdrawals must be made through and approved by petition submitted to the Office of the Registrar. The petition must be submitted during the semester during which the course in question occurs, and in accordance with the deadlines posted in the academic calendar and may not be made retroactively. The Dean will approve or deny the petition. Neither a grade nor credit will be given for a withdrawal; if successful completion of the class is required for graduation, the student may attempt the class again.

Voluntary Withdrawal

Application for voluntary withdrawal from the SOCM must be made in writing to the Division of Student Affairs. A withdrawal form must be requested from the Division of Student Affairs. This form will need to be signed and submitted to the Division of Student Affairs by the student. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. Following the submission of the form by the student, the Dean of Students will notify the SOCM Dean. A student who leaves the SOCM without notifying the Division of Student Affairs and completing the established withdrawal procedures within 30 days will automatically be dismissed from KGI and will not be considered for re-admission at a later date. Withdrawal is not complete until the required forms are signed by the student, the Dean of Students, the SOCM Dean, the KGI Registrar, the Financial Aid office and the Student Accounts office.

Mandatory Withdrawal

As stated in Academic Policies and Procedures above, students who have made unsatisfactory progress may be required to withdraw from the program "not in good academic standing". Students who leave the School without completing the established withdrawal procedure within 30 days will automatically be dismissed from KGI and will not be considered for re-instatement at a later date.

