



MACON & JOAN BROCK VIRGINIA HEALTH SCIENCES

**EVMS School of Health Professions**

AT OLD DOMINION UNIVERSITY

# **School of Health Professions Policies and Procedures**

## **2025-2026**

**Effective July 1, 2025**

## Contents

Welcome from the Dean.....	2
Mission .....	3
Vision .....	3
Values .....	3
Background .....	4
Grading Policy.....	5
Grade Point Average Scale.....	5
Grade Point Calculation .....	5
Grading Scale .....	6
Withdrawals.....	7
Progress Review .....	7
Grade Appeals*.....	8
Satisfactory Academic Progress.....	8
Transfer Credits.....	9
Assigning Credit Hours.....	10
Academic and Non-academic Deficiencies.....	10
Deficiencies .....	10
Identification and Remediation of Deficiencies.....	11
Academic and Non-academic Grievance and Appeal Procedures .....	12
Student Complaints Processes .....	12
Tuition Charges if Graduation Requirements are NOT Completed on Time .....	13
Appendix A.....	14
SOM and SHP Expectations for Student Conduct .....	14



## Welcome from the Dean



Welcome to the Macon & Joan Brock Virginia Health Sciences at Old Dominion University, EVMS School of Health Professions. The health professions programs offered by EVMS provide training at a progressive, nationally recognized graduate institution and in clinical and community facilities throughout the Hampton Roads area. We are proud to offer a diverse mix of programs that use state-of-the-art classrooms and laboratories essential to the educational process. All programs in the School of Health Professions that are eligible have been individually accredited, and all adhere to the highest professional and ethical standards. EVMS has affiliations with many community partners, including rural and urban clinics, hospitals, and other health-care settings. Our faculty have advanced degrees in their area of expertise, supplemented by many years of professional experience in their respective disciplines. Our students are of the highest caliber, and consistently achieve highly competitive scores on licensing and related examinations.

I wish you the best of luck in achieving your professional and educational goals.

Sincerely,

C. Donald Combs, PhD, FSSH  
Senior Associate Vice President  
Dean, EVMS School of Health Professions  
Macon & Joan Brock Virginia Health Sciences at Old Dominion University

**Mission**

Macon & Joan Brock Virginia Health Sciences At Old Dominion University is an academic health center dedicated to achieving excellence in medical and health professions education, research and patient care. We value creating and fostering a diverse and cohesive faculty, professional staff and student body as the surest way to achieve our mission. Adhering to the highest ethical standards, we will strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine and Health Professions. Our commitment to ensuring institutional effectiveness is demonstrated by the continuous assessment processes we use to improve program performance and student learning outcomes.

**Vision**

Macon & Joan Brock Virginia Health Sciences at Old Dominion University will be recognized as the most community-oriented school of medicine and health professions in the United States.

**Values**

Three core values drive our daily efforts:

- Excellence: We determine with our stakeholders what is valuable and hold ourselves to high performance standards that fulfill our promises.
- Collegiality: We serve our community and one another, building strong and mutually supportive relationships. We work as a cooperative, united team to further our purposes of education, research, and patient care.
- Integrity: We strive to maintain the highest ethical standards and accept accountability for all we do and say.

## Background

The EVMS School of Health Professions (SHP) provides an administrative structure for the following academic programs:

### Doctoral Degree Programs

Health Sciences	Medical Science
Medical & Health Professions Education	Reproductive Clinical Sciences - Embryology and Andrology

### Master Degree Programs

Anatomical Science*	Medical and Health Professions Education
Biomedical Sciences - Medical	Nutrition
Counseling and Art Therapy	Pathologists' Assistant
Healthcare Analytics*	Physician Assistant
Healthcare Delivery Science*	Reproductive Clinical Science - Embryology and Andrology
Histotechnology*	Surgical Assisting
Laboratory Animal Science	

### Certificate and SHP Fellowship Programs

Advanced Cultural Humility	Laboratory Animal Anesthesia and Handling Techniques
Anatomy	Leadership
Clinical Andrology	Medical and Health Professions Education
Clinical Embryology	SHP Physician Assistant Fellowship in Pediatric Urgent Care Fellowship
Clinical Leadership and Administration	Simulation Program Management
Educational Leadership and Administration	Surgical Assistant
Trauma and Neuroscience Informed Art Psychotherapy	Surgical Assistant – Bridge

*\* These programs remain authorized by SCHEV; however, they are not currently accepting new applicants. This status reflects a pause in admissions rather than program discontinuation, and authorization is maintained should future enrollment resume.*

Old Dominion University (ODU) serves as the school of record for all programs shown above. In addition to the policies and procedures depicted below, each program may have additional grading or other essential requirements that are communicated to students in writing at the initiation of their first semester or at other times as deemed necessary.

All students in the EVMS School of Health Professions must meet high expectations for academic integrity. In addition to being required to maintain the guidelines outlined for Monarch Citizenship through the Honor Code, Honor Pledge, and Monarch Creed, students enrolled in the School of Health Professions must adhere to the Expectations for Health Professions Student Behavior Policy

### **Grading Policy**

This section specifies the general grading policies and procedures used by all of the health professions programs. In addition to the policies listed here, each program may have additional requirements and communicated to students in writing at the initiation of their first semester.

Grades at the end of each term are assigned according to the EVMS School of Health Professions grading scale.

### **Grade Point Average Scale**

All SHP programs for which EVMS serves as the school of record will use the following grading scale for those courses in which grades affect the Grade Point Average (GPA).

<b>Grade</b>		<b>Grade Points</b>	<b>Grades not affecting GPA</b>
A	=	4.00	I = Incomplete
A-	=	3.67	P = Pass
B+	=	3.33	W = Official Withdrawal
B	=	3.00	WF = Unofficial Withdrawal
B-	=	2.67	
C+	=	2.33	
C	=	2.00	
C-	=	1.67	
F	=	0.00	

A grading structure that is consistent with program or departmental guidelines will be established for each class by the instructor. These requirements, along with the goals and requirements for each course, the nature of the course content, and the methods of evaluation, are communicated to students at the initiation of each course. Programs are responsible for notifying students of final grades at the end of each term.

### **Grade Point Calculation**

The grade point average (GPA) is calculated by dividing the accumulated number of grade points earned by the accumulated number of credit hours attempted. Grades of "F" and repeats are included, but official withdrawals, audits, and grades on non-credit courses, non-degree credit courses, and pass/fail courses are not. If a student is required to repeat a course or receives permission from a Program Director to repeat a course, the grade point average will be calculated using only the repeated course grade and the corresponding point value. However, the original grade assigned for that course will remain on the transcript. Grades in courses accepted for transfer credit are not counted in the computation of grade point average.

Students must have a cumulative grade point average of 3.00 or higher for graduation. Students falling below the minimum GPA requirement may be placed on probation or suspended in accordance with procedures established below and by each program. Mathematical rules for rounding to the nearest whole number based on two decimal places apply.

### Grading Scale

Unless an exception is approved by the Dean, courses offered in the School of Health Professions will use the following grading scale.

Percentile	Grade
100 - 94	A
93 - 90	A-
89 - 87	B+
86 - 84	B
83 - 80	B-
79 - 77	C+
76 - 74	C
73 - 70	C-
Less than 70	F

### Incomplete Grades

A grade of "I" indicates assigned work yet to be completed in a given course, or absence from the final examination, and is assigned only upon instructor approval of a student request.

The "I" grade may be awarded only in exceptional circumstances beyond the student's control, such as illness, and only after 80% of the time allocated for the course has elapsed and substantial progress has been made toward completion of course requirements with the exception of courses that do not fit within the traditional semester calendar.

In cases of exceptional circumstances beyond the student's control, it is the responsibility of the student to approach the instructor to request an "I" grade and to provide documentation, including a written statement of when the work will be completed, to support the request. The authority to award an "I" grade rests with the instructor, whose decision is final.

**Students receiving an incomplete grade should not register for the class in the next term.** Faculty that need to give the student access to course materials in Canvas in a later offering of the class can do so by emailing a request to [ITShelp@odu.edu](mailto:ITShelp@odu.edu). The email should include the student's UIN, the CRN of the class they need access to, and indicate that the reason is for the student to finish an incomplete. Once the student has completed their work, the "I" grade in the original class should be changed to the final letter grade. The "I" grade becomes an "F" if not removed by the day grades are due for following term as follows:

- "I" grades from the Fall semester become "F" if not removed by the day grades are due for the Spring semester.
- "I" grades from the Spring semester and Summer session become "F" if not removed by the day grades are due for the Fall semester.
- An "I" grade may be changed to a "W" (official withdrawal) only in very unusual

circumstances and when the student's situation has changed since the "I" grade was awarded. In these cases, the request for a change to a "W" must be made in writing, documented, and approved by the instructor, department chair, and dean. Students will not be allowed to graduate until all grades of "I" have been resolved.

- Grade changes from "I" (or "I" rolled to "F") to another grade must be made in writing. See [Grade Reporting](#) for more information on grade changes.

## **Withdrawals**

Students who wish to withdraw from a course must follow the official withdrawal policies and procedures outlined by Old Dominion University. Complete information, including deadlines, processes, and the impact of withdrawal on financial aid and academic standing, is published on the ODU Registrar's website and in the University Catalog.

Key points include:

- Students who drop a class by the official drop deadline incur no financial obligation or grade for that class.
- After the drop deadline, students may withdraw from classes by the deadlines published on the ODU Academic Calendar. Withdrawals result in a grade of "W," which does not affect GPA.
- Students who stop attending a class without officially withdrawing will receive a grade of "WF" unless the student's performance was already failing, in which case an "F" will be assigned. The "WF" grade is treated the same as an "F" in the GPA calculation.
- Withdrawal after the posted deadline is usually not permitted. In cases of illness or severe hardship beyond the student's control, students may petition for an exception. The completed Request for Exception–Permission to Withdraw After Deadline form must be submitted to the Registrar's Office by the last day of classes. Appeals of denied petitions should be directed to the department chair of the course.
- Students are strongly encouraged to consult their instructor, academic advisor, and financial aid counselor before withdrawing, to understand the academic and financial implications.

All questions regarding grades, grade changes, or withdrawal processes should be directed to the course instructor or the ODU Registrar's Office.

## **Progress Review**

Regular assessment of students and feedback to them is essential to effective teaching and learning. All possible effort should be extended to identify students whose performance is unsatisfactory to establish remedial intervention. Course Instructors and Program Directors will regularly review the academic progress of their designated students and evaluate the overall progress of each student at the conclusion of each grading term and academic year. Each program will establish policies and procedures for completing assessments, communicating results to students, and documenting outcomes. Procedures for addressing performance deficiencies or circumstances that may prohibit students from successfully completing a program are outlined in subsequent pages in the *Academic and Non-Academic Deficiencies* section. Programs may have additional remediation policies and procedures, and students should contact the appropriate program office or Program Director for this information. Program Directors shall provide periodic reports to the Dean of the School of Health Professions that summarize student progress issues for their respective programs.

Additional information regarding policies and procedures not listed in this Handbook, including elective, pass/fail, and audit course options and procedures for evaluating, dropping a course, and reporting of grades vary for each program and will be communicated to students at the initiation of their first semester and other times as deemed necessary.

### **Grade Appeals\***

Students in the School of Health Professions have the right to due process involving appeals and complaints.

For academic appeals, the student should discuss the appeal with his or her Program Director. If the appeal is not resolved, a student may file a written appeal to the Dean of the School of Health Professions within five business days of the student's notification of the Program Director's decision. Upon receipt of the appeal, the Dean will notify the Registrar accordingly. The Dean or a designee will review all pertinent material and meet with the student. The Dean may convene an Appeals Committee composed of Program Directors, faculty, students, and/or chairs of departments not directly involved in the appeal. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this Committee. The student has the right to appear before the Committee, present testimony and such witnesses or evidence as is deemed relevant by the Committee. The student shall not have the right to be represented by counsel at these Committee meetings. The Committee will submit its recommendations to the Dean after the review is completed.

The Dean will notify the student within ten business days of receipt of the appeal of his/her decision. The decision may include reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. The judgement of the Dean concerning the appeal shall be final and binding to all parties, with the exception of recommending the termination of a student's participation in an academic program.

In the case of termination from an academic program, the student may file a written appeal to the Eastern Virginia Medical School Executive Vice President/Dean within five business days of the student's notification from the Dean of the EVMS School of Health Professions. The EVMS Executive Vice President/Dean will review all pertinent material and notify the student within fifteen business days of receipt of the appeal of his/her decision. The decision of the EVMS Executive Vice President/Dean is final.

For information on the student complaints process, students should refer to the [ODU website](#).

\*This policy is currently under review and subject to change.

### **Satisfactory Academic Progress**

All students in the EVMS School of Health Professions are expected to attain a term GPA of at least 3.00 to be considered in good academic standing and maintain a cumulative GPA of at least 3.00 to graduate. Students who do not meet these criteria are subject to formal

warnings, probation, and/or dismissal. Students who receive a warning or are placed on probation must demonstrate sufficient academic progress in the following term, as determined by the Program Director, to remain in the program. Students on probation who fail to demonstrate academic progress in the following term may be subject to dismissal. The Program Director should consider the extent to which a student is performing at a level necessary to attain the knowledge, skills, and competencies required to succeed in the program, including ability to meet the cumulative GPA and other graduation requirements. All programs must review the academic progress of their students on a regular basis and at such intervals deemed appropriate, but not less than once at the end of each grading term.

### **Transfer Credits**

A maximum of twelve (12) semester hours of graduate credit earned as a non-degree graduate student at Old Dominion University may be applied toward a graduate degree program; additional credits may be applied from approved graduate certificate programs within ODU. An extra combined maximum of twelve (12) graduate credits may be applied toward a graduate degree program from another accredited institution, if those credits were not part of a conferred degree, or through Prior Learning Assessment (see the Graduate Catalog Policy on “Prior Learning Assessment Credit Options at the Graduate Level”). Programs may grant exceptions to the number of transfer credits in the case of approved inter-institutional programs or in extraordinary circumstances with the approval of the dean or designee of the Graduate School. Students beginning their graduate studies at another institution and wishing to follow their faculty mentors who may have relocated to Old Dominion University will have their total allowances for transfer credits evaluated on a case-by-case basis and approved by the dean or designee of the Graduate School. Without exception, a majority of the total credits for the completion of a graduate degree or graduate certificate must be earned at Old Dominion University (see the Graduate Catalog Policy on “Institutional Credit Requirements for Graduate Degrees and Graduate Certificates”). Transfer credit will be given only for those courses that are certified as being applicable toward a comparable degree or certificate at the institution that offered the courses, and that were completed with a grade of B or better. Specifically, in-service courses that are established especially for groups of teachers and are not intended by the home institution to be part of a degree program will not be acceptable for transfer at Old Dominion University. Exceptions to this regulation may be made only with the approval of the graduate program director and, the dean of the college. In case of doubt, it is the responsibility of the student to show that the course in question would be acceptable toward a comparable degree at the home institution.

No credit toward a graduate degree may be obtained by examination (except through the Prior Learning Assessment options noted above). Credits earned at another institution for a graduate degree may not transfer, however, experiences gained in those courses could be evaluated with Prior Learning Assessment with appropriate credit given. No credits may be transferred or be eligible for Prior Learning Assessment if they are older than eight years.

**Process:** Students who wish to transfer allowable credit earned prior to admission to a degree program at Old Dominion University must submit a special request for evaluation of transfer credits through the graduate program director to the Office of the University Registrar. Following admission to a degree program, students must obtain written

permission from the graduate program director before registering for a course at another institution with the intention of transferring the credit for that course toward a graduate degree at Old Dominion University. In no case is a transfer of credit final without the signed approval of the graduate program director and the academic dean overseeing the program on the Evaluation of Transfer Credits Form.

### Assigning Credit Hours

SHP programs use the calculus in the table below to assign course credit hours for all courses, on- site or asynchronous.

Type of Course	Credit/Contact Hours
Lecture, Seminar, Independent Study	1 credit = 15 contact hours
Laboratory	1 credit = 30 contact hours
Clinical Rotations, Internship	1 credit = 80 contact hours

Student contact hour workload equivalency for asynchronous courses shall be determined using the following calculus, with hours adjusted proportionately up or down based on the credits awarded and course length:

Semester Format	Credit Hours	Total Hour Commitment	Weekly Course Time Commitment
16-week	3	135	8.4 hours
15-week	3	135	9 hours
13-week	3	135	10.4 hours
12-week	3	135	11.3 hours
10-week	3	135	13.5 hours
9-week	3	135	15 hours
8-week	3	135	16.9 hours
6-week	3	135	22.5 hours

### Academic and Non-academic Deficiencies

Procedures for addressing academic and non-academic deficiencies that may impede student progress or prohibit students from successfully completing a program are defined below, including student appeals to ensure appropriate due process. These procedures apply to programs in which EVMS is the school of record.

### Deficiencies

Deficiencies, which may result in probation or dismissal/termination of a student, include both academic and non-academic areas. The Dean of the School of Health Professions or designee may intervene to address academic and non-academic deficiencies and may impose such remedies as are determined to be in the best interests of EVMS.

- a) Academic Deficiencies include but are not limited to an inadequate knowledge base; a lack of information gathering ability, problem solving difficulties, poor clinical and technical skills; or errors in judgment.
- b) Non-Academic Deficiencies include but are not limited to any action or behavior that is considered unacceptable to the training program faculty; poor professional

relationships; moral and ethical values unacceptable to the profession; failure to comply with the standards of student behavior including the [SOM and SHP Expectations for Student Conduct Policy](#) (Appendix A), the rules, regulations and bylaws of EVMS and/or affiliated practicum sites or the laws which govern the healing arts in the Commonwealth of Virginia; and/or a lack of abilities and talents that are necessary for the performance of expected duties for that health profession.

Each academic program has its own criteria for determining when and how to intervene on matters of academic and non-academic deficiencies. Some may require a written or verbal notification and/or warning from an Instructor, Advisor, or Program Director to convey concern about student performance and/or to inform the student of the risk of probation unless performance improves. In all programs, a student placed on probation will be informed in writing and his/her performance will be monitored. The written notification must specify if termination in the educational program is a potential outcome of the probationary status. Interventions typically follow the progressive hierarchy of warning, probation, and dismissal.

Probationary status will be defined by the program's faculty, and the terms of probation must be signed by the Program Director and the student. While on probation, the student will be provided close faculty supervision and may or may not be given credit for the time period during which the probationary status is in effect. If the probationary period is not creditable toward the required time for the educational program, an extension of training time (within timeliness for the degree) may be considered at the discretion of the Program Director.

If a student's conduct compromises acceptable standards of patient care or jeopardizes the welfare of patients under his/her care, the Program Director has the option of immediately suspending the student from clinical duties until such time as an appropriate investigation of the allegations can occur. The Dean of the School of Health Professions, the Associate Dean for Student Affairs, the Director of Financial Aid, and the Registrar must all be notified when a student is placed on probation.

### **Identification and Remediation of Deficiencies**

Faculty and other professional staff will promptly notify the Program Director of areas of concern regarding a student's academic progress, professional behavior, and development. Upon notification of a potential problem, the Program Director or designee will investigate the report and develop a remediation plan, if warranted. The Program Director or designee will meet with the student to discuss areas of concern, including development of a remediation plan with clear goals and objectives, a specific time frame for completing the plan, and potential outcomes. The plan will be signed by the Program Director or designee and the student. Follow-up meetings will occur with the student, key program faculty, and the Program Director. Program faculty and Program Directors should use reasonable judgment in documenting academic and non-academic student issues, including remediation plans, progress reports, and supervision meetings. Written documentation is required if a student receives a warning, is placed on probation, or is dismissed from the program.

## **Academic and Non-academic Grievance and Appeal Procedures**

Students in the School of Health Professions have the right to due process involving grievances and appeals:

The student should discuss the grievance with his or her Program Director. If the grievance is not resolved, a student may file a written appeal to the Dean of the School of Health Professions within seven days of the student's notification of the Program Director's decision. Upon receipt of the appeal, the Dean will notify the Registrar accordingly. The Dean or a designee will review all pertinent material and meet with the student. The Dean may convene a Grievance/Appeals Committee composed of Program Directors, faculty, students, and/or chairs of departments not directly involved in the grievance. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this committee. The student has the right to appear before the committee, present testimony and such witnesses or evidence as is deemed relevant by the committee. The student shall not have the right to be represented by counsel at these committee meetings. The Committee will submit its recommendations to the Dean after the review is completed.

The Dean will notify the student within ten business days of his/her decision. The decision may include reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. The judgment of the Dean concerning the grievance shall be final and binding on all parties, with the exception of recommending the termination of a student's participation in an academic program.

In the case of termination from an academic program, the student may file a written appeal to the EVMS Executive Vice President within five business days of the student's notification from the Dean of the EVMS School of Health Professions. The EVMS Executive Vice President will review all pertinent material and notify the student within fifteen business days of receipt of the appeal of his/her decision. The decision of the EVMS Executive Vice President is final.

## **Student Complaints Processes**

The student complaints process may be found on the ODU website [here](#).

### ***1. Academic or Non-Academic Grievances***

Students who desire to file academic or non-academic grievances related to their program must follow the grievance procedures outlined in the applicable Doctor of Medicine or Health Professions Student Handbooks.

### ***2. Compliance Complaints***

Old Dominion University has a [Compliance Program](#) whereby all members of the ODU community (students, faculty, staff, visitors, Board members, etc.) may report ethics and compliance concerns such as violation of laws, regulations, ODU policies, discrimination or harassment, and student or employee mistreatment. At the Macon & Joan Brock Virginia Health Sciences at Old Dominion University, the Compliance Program is administered by the Associate Vice President of Compliance and Legal Services.

Complaints may be made directly to the Associate Vice President of Compliance and Legal Services by phone at 757.446.6008, or by written or verbal report through the [Ethics and Compliance Hotline: 1.800.461.9330](#) (anonymous reporting available). If the issue is related to patient services provided by the Macon & Joan Brock Virginia Health Sciences EVMS Medical Group, complaints may be made to the EVMS Privacy Line, 757.451.6298 or using the hotline above. For more information about compliance at the Macon & Joan Brock Virginia Health Sciences and EVMS Medical Group Compliance Programs, please see the [Compliance Programs page](#).

### 3. *State Council of Higher Education for Virginia (SCHEV)*

SCHEV is the regulating body for all Virginia institutions of higher education. Once a student has exhausted all available grievance options for a complaint, a complaint can be filed with SCHEV, who will investigate all matters that fall within SCHEV's authority. For more information, please see the [SCHEV student complaints web page](#).

SCHEV also oversees the participation of eligible Virginia institutions in the State Authorization for Reciprocity Agreement (SARA), which establishes national standards for postsecondary distance education courses and programs. Student complaints related to distance education first go through the VHS EVMS procedures outlined above. If a student is not satisfied with the institutional process, the complaint may be appealed:

- *For students from [NCSARA states](#) ODU is a participant in NCSARA and accepts the authority of SCHEV in resolving complaints made by distance education students from NCSARA states. Students may, within two years of the incident about which the complaint is made, appeal to SCHEV. Note, however, that complaints regarding student grades or student conduct violations are governed entirely by institutional policy and the laws of the Commonwealth of Virginia. The resolution of the complaint by SCHEV will be final. For more information about filing a complaint with SCHEV, please see the [SCHEV student complaints web page](#).*
- *For students from [non-NCSARA member states](#). Students residing in California, a non-SARA member state, may file a formal complaint with their home state by using [this form](#).*

### **Tuition Charges if Graduation Requirements are NOT Completed on Time**

Students who do not complete graduation requirements on time may be charged prevailing tuition rates if they retake a course or if a new course is necessary to finish their program of study. In general, students will not incur additional tuition charges if they complete courses or clinical rotations within approximately 90 days of the original anticipated graduation date.

**Appendix A**  
**SOM and SHP Expectations for Student Conduct**

[Link to Policy](#)