



# College of Biomedical and Translational Sciences

**B.S. in Biomedical Sciences**

**Student Handbook**

**Updated July 2024**

**The information provided in this document serves to supplement the UNTHSC Catalog with requirements specific to the B.S. in Biomedical Sciences program.**

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## I. Admissions

The College of Biomedical and Translational Sciences (the College) actively seeks applicants who are dedicated to pursuing a career in healthcare, public or private laboratory research, scientific industry, or any other career that will advance the biomedical sciences.

### A. General Admission Requirements

All applicants for admission to the College must meet the following requirements:

1. Applicants must have completed a minimum of 60 SCH, including all curriculum prerequisites, as outlined in the Program Requirements section of this document. Applicants are advised to contact the Office of Admissions and Recruitment if they have questions about program eligibility.
2. Applicants must have a minimum of a 2.0 overall GPA on a 4.0 scale. The overall GPA is calculated by dividing the total number of grade points earned by the total number of semester hours attempted.
3. Applicants must complete the application package by filing the following official credentials:
  - an online application for admission
  - completion of required essay questions
  - transcripts from all colleges or universities attended
  - the \$60 nonrefundable application fee, paid upon submission of the application.
  - the Centralized Application Service (CAS) fee
  - applicants who have attended foreign universities must provide, at their own expense, an official evaluation report listing course-by-course U.S. grade point equivalency from [World Education Services \(WES\)](#)
4. Applicants have the option to include in their application package one letter of recommendation and/or a resume to provide support of the applicant's ability to be successful in an online program.  
All application documents such as transcripts, letters of recommendation, entrance exam scores, and resumes, will be uploaded and/or sent directly to the appropriate centralized application system for the program.

Fees must be paid in U.S. currency and are paid directly through the CAS.

In addition to the above criteria, BS-BMSC to MS in Medical Sciences Bridge Program (Bridge Program) students must also meet all program requirements for the MS in Medical Sciences and have applied directly to the MS in Medical Sciences program. Only those applicants who have applied, but are *not* accepted into the MS in Medical Sciences Program *and* who have an overall GPA of 2.50 or higher are considered for admission to the BS-BMSC to MS in Medical Sciences Bridge Program.

Questions may be directed by telephone to 817-735-2003 or by email to [Admissions@unthsc.edu](mailto:Admissions@unthsc.edu).

## B. Admission Notification

Applicants are furnished with electronic notification of their admission status. Written or verbal statements are not valid until confirmed by the electronic notification.

Applicants may appeal their admissions decision by writing to [Admissions@unthsc.edu](mailto:Admissions@unthsc.edu) within 14 calendar days of the date the original decision is posted in the application portal. Applicants may supply additional documentation not provided with the original application, along with an essay explaining extenuating circumstances that were not previously addressed.

The Admissions Appeals Committee will make appeals decisions by majority vote. The decision of the Committee will be communicated in writing (email) to the applicant and the College Dean. The Committee's decision is final, and the appeals process ends with the communication of the Committee's decision.

## C. Admission Deferment

Applicants who are admitted to an undergraduate degree program and do not enroll in the semester for which they have applied may defer for up to two semesters with approval by the Associate Dean of Undergraduate Education. In the event the admitted applicant does not enroll within the aforementioned timeframe, they must reapply for admittance.. For example, a student admitted for the spring semester must enroll in the spring, summer, or subsequent fall semester or reapply for admission to a future semester.

## II. Program Requirements

All BS-BMSC students acquire a broad knowledge of biomedical sciences by completing courses that ensure the development of the following program learning outcomes:

- Graduates will be able to synthesize fundamental concepts of biomedical science.
- Graduates will be able to integrate concepts of biomedical sciences and the health professions.
- Graduates will be able to employ scientific inquiry in the study of health sciences.
- Graduates will be able to apply concepts of ethics to complex bioethical issues in the health sciences.
- Graduates will be able to develop culturally competent, effective communication strategies.
- Graduates will be able to illustrate the various roles of healthcare professionals in interprofessional settings.
- Graduates will be able to apply a whole health model to understand disparities within the healthcare system.

### A. Transfer of Course Credit

A candidate for the B.S. in Biomedical Sciences degree must earn a minimum of 60 Semester Credit Hours (SCH) that includes the Texas Core Curriculum prior to enrollment. Students who transfer from a Texas public community college or public university and are certified as core complete shall have satisfied the core requirements. Required courses for matriculation, including the Texas Core Curriculum, are provided in Table 1. Students with a Bachelor's degree from an accredited U.S. institution are considered core complete.

**Table 1. Required Courses for Matriculation**

	<b>Texas Core Curriculum (or equivalent)</b>	
core code 010	Communication core	6 SCH
core code 040	Language, Philosophy, and Culture	3 SCH

core code 050	Creative Arts	3 SCH
core code 060	American History	6 SCH
core code 070	Government/Political Science	6 SCH
core code 080	Social and Behavioral Sciences	3 SCH
core code 090	Component Area Option	6 SCH
		<b>33 SCH</b>
	<b>Basic Science Transfer Courses (or equivalent)</b>	
CHEM 1411	General Chemistry I + Lab (satisfies TCC core code 30)	4 SCH
CHEM 2423	Organic Chemistry I + Lab	4 SCH
BIOL 1406	General Biology I + Lab	4 SCH
		<b>12 SCH</b>
	<b>Mathematics Transfer Courses (or equivalent)</b>	
MATH 1314/2412	College Algebra or Pre-Calculus (satisfies TCC core code 020)	3-4 SCH
		<b>3-4 SCH</b>
	Additional Courses of Student's Choosing	<b>11-12 SCH</b>
	<b>Total Minimum Transfer SCH</b>	<b>60 SCH</b>

Only those science courses with a grade of “C” (2.0 on a 4.0 scale) or higher are accepted in transfer. Only those non-science courses with a grade of “D” (1.0 on a 4.0 scale) or higher are accepted in transfer. Only the most recent grade for a course will be considered for transfer; previous grades for repeat courses will be disregarded. Grade points are not transferable and will not be used for UNTHSC GPA calculations.

The coursework must be transferred from a regionally accredited institution. Once coursework has been accepted and processed as transfer credit, the student’s official transcript will include the name of the transferring college/university, the number of credit hours awarded in transfer, and the names of the individual courses.

Extension and correspondence credit earned at other institutions will not be counted toward a degree at UNTHSC. The College does not award credit for portfolio-based experiential learning or noncredit courses.

## B. UNTHSC Course Credit

A total of 120 SCH are required for graduation.

A minimum of 47 SCH for the BS-BMSC program must be completed at the UNTHSC as outlined in the table below. These degree requirements are determined by the catalog currently in effect at the time the student’s degree plan is approved.

**Table 2. UNTHSC BS-BMSC Curriculum**

<b>Transfer Credit</b>		<b>60-73 SCH</b>
<b>BS- BMSC Required Courses</b>		
BMSC 3401	Biochemistry	4 SCH
BMSC 3402	Human Anatomy	4 SCH

BMSC 3403	Human Physiology	4 SCH
BMSC 3404	Applied Microbiology	4 SCH
BMSC 3101	Analysis of Scientific Literature	1 SCH
BMSC 3301	Biomedical Statistics	3 SCH
BMSC 3321	Biomedical Ethics	3 SCH
BMSC 3322	Scientific Communication for Health Professions	3 SCH
BMSC 3323	Introduction to Health Disparities	3 SCH
BMSC 3324	Fundamentals of Psychology	3 SCH
		<b>32 SCH</b>
<b>UNTHSC Elective Courses (15 - 28 SCH from the following)</b>		
BMSC 4301	Anthropology	3 SCH
BMSC 4302	Human Embryology	3 SCH
BMSC 4303	Genetics	3 SCH
BMSC 4304	Pharmacology	3 SCH
BMSC 4305	Histology	3 SCH
BMSC 4306	Immunology	3 SCH
BMSC 4307	Applied Molecular and Cellular Biology	3 SCH
BMSC 4308	Fundamentals of Neuroscience	3 SCH
BMSC 4309	Nutritional Biochemistry and Metabolism	3 SCH
BMSC 4310	Toxicology	3 SCH
BMSC 4311	Medical Biochemistry	3 SCH
BMSC 4312	Medical Microbiology	3 SCH
BMSC 4321	Applied Anatomy and Kinesiology	3 SCH
BMSC 4322	Epidemiology	3 SCH
BMSC 4330	Comparative Anatomy	3 SCH
BMSC 4329	Foundations of Health and Well-Being	3 SCH
BMSC 4125	Career Readiness in Health Professions	1 SCH
BMSC 4326	Scientific and Technical Writing	3 SCH
BMSC 4327	Biomedical Entrepreneurship	3 SCH
BMSC 4238	Genetic and Genomic Medicine	3 SCH
		<b>15 – 28 SCH</b>
	<b>Total Minimum SCH Required for B.S.</b>	<b>120 SCH</b>

A minimum of 35 SCH for the Bridge Program must be completed at the UNTHSC as outlined in the table below. These degree requirements are determined by the catalog currently in effect at the time the student's degree plan is approved.

**Table 3. BS-BMSC to MS in Medical Sciences Bridge Program Curriculum**

<b>Transfer Credit</b>		<b>85 SCH</b>
<b>BS – BMSC Required Courses</b>		
BMSC 3401	Biochemistry	4 SCH
BMSC 3402	Human Anatomy	4 SCH
BMSC 3403	Human Physiology	4 SCH
BMSC 3404	Applied Microbiology	4 SCH
BMSC 3101	Analysis of Scientific Literature	1 SCH
BMSC 3301	Biomedical Statistics	3 SCH

BMSC 3321	Biomedical Ethics	3 SCH
BMSC 3322	Scientific Communication for Health Professions	3 SCH
BMSC 3323	Introduction to Health Disparities	3 SCH
BMSC 3324	Fundamentals of Psychology	3 SCH
		<b>32 SCH</b>
<b>BS-BMSC Elective Courses (3 SCH from the following)</b>		
BMSC 4303	Genetics	3 SCH
BMSC 4321	Applied Anatomy and Kinesiology	3 SCH
BMSC 4322	Epidemiology	3 SCH
BMSC 4327	Biomedical Entrepreneurship	3 SCH
		<b>3 SCH</b>
	<b>Total Minimum SCH Required for B.S.</b>	<b>120 SCH</b>

### C. Degree Plan

Each student must have a degree plan on file with the Office of Student and Academic Services before completing their second semester of study. The degree plan is prepared by the student and their faculty mentor before being submitted by the faculty mentor. Course work deficiencies will be communicated at this time. Degree plans must be signed by the faculty mentor, Associate Dean of Undergraduate Education, and Dean for final filing with the Office of Student and Academic Services. Registration beyond the second semester is restricted until an approved degree plan has been filed.

Students must complete degree requirements in the catalog in effect at the time their degree plan is approved.

### D. Technology Requirements

Each student is responsible for ensuring they meet the following minimum technical skills and materials required to complete this online degree program:

- Students must ensure regular, reliable access to a computer and high-speed internet. A cell phone or tablet is not sufficient to complete this course.
- All assessments (exams) will be completed using the Exemplify software. Students must have a computer that meets the [Exemplify minimum system requirements](#).
- Students must be familiar with [Canvas requirements on the UNTHSC website](#).
- Students must be familiar with all the required software or programs (read Module/Week 0 in Canvas).
- Students must be able to use the M.S. Office Suite or similar office applications suite, email with attachments, install software, and use graphics programs that may be relevant to the course.

If a student experiences any technical issues regarding Canvas or other instructional technologies within Canvas (e.g., Zoom, Turnitin, Lockdown Browser, etc.), the student should email [canvas@unthsc.edu](mailto:canvas@unthsc.edu) for assistance. They may also go to the [Canvas Community](#) for video tutorials on how to navigate Canvas.

All other technology support needs (e.g., password reset, Outlook, Teams, MS Office, etc.) should be directed to [the UNTHSC Helpdesk](#) for assistance.

### III. Expectations of Students

Course enrollment is considered to be implicit acceptance of the rules, regulations, and guidelines governing student behavior at the UNTHSC. Students are responsible for familiarizing themselves with all policies and procedures governing academic conduct, which can be found in the UNTHSC Student Catalog and the Student Code of Conduct.

#### A. Academic Integrity

The College supports an environment that promotes professional and ethical behavior that achieves academic growth and individual self-discipline. Each student within the College, upon matriculation, shall have signed an Academic Integrity Agreement that articulates the following:

- The student must be familiar with all policies related to academic ethics and professional integrity within the College and UNTHSC;
- The student agrees to adhere to the Student Code of Conduct and Civility and other policies related to ethical behavior;
- The student agrees to conduct themselves professionally and ethically during all academic pursuits within the College at UNTHSC; and
- The student agrees to report observed and suspected violations of academic integrity to the Associate Dean of Undergraduate Education.

Therefore, student enrollment is an implicit acceptance of the rules, regulations, and guidelines governing student behavior at the UNTHSC.

#### B. Academic Misconduct

Faculty members are expected to report any infractions of the Academic Integrity rules and regulations governing student behavior to the UNTHSC's Division of Student Affairs. These infractions include but are not limited to dishonesty, cheating, plagiarism, and theft. Possible sanctions for a violation of academic integrity include, but are not limited to, reduction in assignment or course grades, disciplinary probation, suspension, and dismissal from the university as described and assessed under the Student Code of Conduct and Civility (see Student Policy [website](#)).

Specific policies and procedures have been established for students wishing to appeal reports of academic misconduct. These policies and procedures appear on the [policy website](#). Instructions for pursuing appeals on any other matter can be sought from the Division of Student Affairs.

All students are responsible for making themselves aware of the definitions and implications of academic misconduct. For further information on academic misconduct, penalties, and appeal procedures, students should refer to the Student Code of Conduct and Civility at the [policy website](#).

#### C. Professional and Timely Interactions

All courses in the BS-BMSC program are composed of a minimum of 20% student-student and/or student-instructor interaction. This composition includes discussion boards, team projects, and formal and informal group activities. As such, all students are expected to ensure a professional learning environment for all by following the guidelines below.



- Students are expected to show respect to the instructors, teaching assistants, technical and support staff, and each other.
- Questions and responses on discussion boards and emails are to be written in complete, grammatically correct sentences without using informal language or jargon.
- Students are advised to review their discussion posts and emails for respectful language and tone prior to posting.
- Students will make every effort to respond to discussion board prompts in a timely manner. Students understand that chronic last-minute responses (within a few hours of the deadline) are subject to grade reductions as doing so precludes others from responding to their posts.
- Part of learning and working in a professional environment is communication. Just as you expect timely responses to your emails, you as a student are expected to respond to professional emails within 48 hours of receipt. Emails received after 5pm on Friday are expected to receive a response by Monday at the latest.

#### **D. Sexual Violence & Harassment**

All students should be able to study in an atmosphere free of harassment, sexual violence, and gender discrimination. UNTHSC's Title IX policy makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources on the UNTHSC's [Students Affairs website](#).

#### **E. Pregnancy and Parenting Accommodations**

HSC is committed to compliance with Title IX and to supporting the academic success of pregnant and parenting students. If you are a pregnant or parenting student (whose child under one-year needs documented medical care), who wishes to request reasonable related accommodations from the University, please fill out the form at this [link](#). The Title IX Coordinator will review your request and work with the Dean's office to assist you with any possible accommodations.

#### **F. Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, is a federal law designed to protect the privacy of educational records and guarantees students the following rights:

- Students who desire that all their directory information not be released must submit a written request to the Office of the Registrar. Forms for submitting the written request to withhold directory information are available in the [Office of the Registrar](#).
- The right to inspect and review their education records. Students who wish to review their education records should contact the Office of the Registrar. The Office of the Registrar or an appropriate University staff person will make needed arrangements for access and notify the student of the time and place where the records may be inspected.

FERPA permits disclosure without consent of the educational records containing both directory and non-directory information to school officials with legitimate educational interests. For more information about FERPA and what is considered directory information, please refer to the [Office of the Registrar website](#).

## G. Course and Instructor Evaluations

Effective instruction is vital to any outstanding university and is paramount at UNTHSC. The evaluation of courses and instructors by students is an important part of assessing the effectiveness and quality of the curriculum and instruction for UNTHSC schools and programs.

The purpose of course and faculty evaluation is to maintain and/or enhance the quality of instruction at UNTHSC. Student evaluation of courses and faculty plays a significant role in providing valuable data and feedback to allow faculty members and university officials to assess and manage instructional quality.

No student is *required* to complete a course and instructor evaluation. All evaluations are anonymous, and no instructor or administrator will know if a student has or has not completed any evaluations. However, for the betterment of the program, all students are strongly encouraged and *expected* to use their voice, participate in, and provide honest and constructive feedback on all course and instructor evaluations at the end of each term.

## IV. General Academic Procedures

Each student is responsible for the completion of the B.S. in Biomedical Sciences program according to the procedures that follow. Each item must be completed in the sequence and time period indicated. Forms are subject to revision at any time and should be obtained from the College's [Forms and Guidelines](#) website.

The policies and procedures of the College are determined by the Education Council and administered by the Dean. Policies may be modified at any time by the Education Council. Students should review the [policy website](#) for additional policies and procedures concerning their roles as students.

### A. Undergraduate Advising

Each undergraduate student is assigned a Student Navigator to provide guidance in completing the degree requirements. The Student Navigator is responsible for student identification verification, course scheduling, academic advising, degree audits, referral to resources, and student support to assist the student with registration and meeting all program requirements and deadlines. The Student Navigator is the first stop for any questions about enrollment, calendars, course loads, academic progress, and any other general assistance the student may need during their time at the College.

Each student is also assigned a faculty advisor and mentor by last name, according to the table below.

Faculty Advisor	Student Last Name
Dr. Amber Heck	A - F
Dr. Joseph Malaer	G - M
Dr. Bern Perchalski	N - S
Dr. Roxanne Zascavage	T - Z

The faculty advisor is responsible for conducting focused academic advising, career advising, and student support services to ensure students persist in their program of study and establish

appropriate career goals. Faculty advisers help their students prepare for graduate or professional School and select elective courses that best prepare them for their career of choice.

Each student is required to meet with their faculty advisor at least once during their first semester to remain in good academic standing.

## **B. Program Orientation**

Orientation is mandatory for all incoming UNTHSC students and occurs in two parts. In the UNTHSC and BS-BMSC program-specific orientations, students will learn about academic and community expectations, campus culture, as well as how to access the services and resources available to them. Administrators, faculty, and staff are introduced throughout the sessions, answering questions and providing advice for student success.

Between admissions and orientation week, each student must schedule a time to meet remotely with the Student Navigator to verify their identity. Any U.S. State-issued driver's license or identification card may be used for identity verification.

Orientation dates are provided on the [Student Orientation](#) website.

## **C. Graduation**

Prior to registration for the final semester, the student must file an "Intent to Graduate" form with the Office of Student and Academic Services. The form is available on the College's [Graduation](#) website.

It is the student's responsibility to stay abreast of progress toward the degree and to file the necessary forms in the College's Office of Student and Academic Services. A final cumulative grade point average of 2.5 is required to qualify for graduation. Students earning a final cumulative GPA of 3.5 or higher are eligible to graduate with honors, as outlined in [Section VII. F. Graduation Honors Distinctions](#).

Information concerning graduation fees is contained in the Tuition and Fee Register. Students anticipating graduation should consult the [Academic Calendar](#) for final dates for payment of fees, form submissions, and meeting other graduation requirements. All fines, fees, and holds must be cleared before the diploma is issued.

Due to the time required to receive and process transcripts for transfer credit, students who complete their final course(s) necessary for graduation at an outside institution will be eligible for graduation in the semester following course completion.

Commencement ceremonies are held annually in May; however, degrees are conferred at the end of each semester. All information related to commencement ceremonies is available from the Division of Student Affairs. Diplomas may be obtained from the Office of the Registrar after verification is received from the College that all requirements for the degree have been satisfied.

## **V. Enrollment Procedures**

To be classified as full-time in a long semester (fall/spring), students must be enrolled in a minimum of 12 semester credit hours (SCH), to be split across two eight-week terms. Students

are not required to take summer courses to be classified as full-time; however, students may need to enroll in summer courses to meet financial aid and/or degree requirements. All summer courses will be taken across one eight-week term.

The maximum course load for any student is 16 SCH in a long semester and 8 SCH in the summer semester. Only in exceptional circumstances, and only with the approval of the Associate Dean of Undergraduate Education, will students be allowed to exceed these course load limitations.

<b>Fall / Spring Semester Enrollment Verification Guidelines</b>				
<i>Student Type</i>	<i>Fall / Spring Full-Time</i>	<i>Three Quarter Time</i>	<i>Half-Time</i>	<i>Less Than Half-Time</i>
Undergraduate	12 or more hours	9-11 hours	6-8 hours	5 or fewer hours

#### **A. Concurrent Enrollment at Another Institution**

Students must complete a “Request to Enroll at another Institution” form and secure written permission from the Associate Dean of Undergraduate Education before registering for any courses at another institution that they wish to count toward their degree at UNTHSC.

Failure to secure the required permission for concurrent enrollment prior to registration at the second institution may cause the College to refuse degree credit for the work taken elsewhere. In no case may the combined total of semester hours enrolled at the two institutions exceed the maximum load permitted to students.

#### **B. Course Withdrawal**

A withdrawal from a course is a formal procedure that must be initiated by the student. The student should consult with the Course Director and the Student Navigator prior to withdrawing from a course. A student who stops attending class and does not follow the procedure to formally withdraw from the course by the defined deadline will continue on the roster and receive a failing grade.

Texas Legislature enacted [Senate Bill 1231](#) (SB1231), which provides that, except for several specific instances of good cause, undergraduate students entering as first-time freshmen at a Texas public institution of higher education in the fall of 2007 or later are limited to a total of six dropped courses during their undergraduate career.

Under current law ([Texas Education Code, Sec. 51.907](#)), “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” The law applies to courses dropped at public institutions of higher education in Texas, including community and technical colleges, health science centers that offer undergraduate programs, and universities. Students who are close to the drop limit should contact the course director before dropping a course.

#### **C. Leave of Absence**

If a situation arises where a student must set aside studies for an extended period of time, a leave of absence (LOA) may be requested. The student initiates the request by obtaining the LOA form from the College’s [Forms and Guidelines](#) website and returning the completed form to the Office of Student and Academic Affairs and the Office of the Registrar.

#### **D. Auditing**

With written permission of the course director, Faculty Advisor, and Associate Dean of Undergraduate Education, an individual fully eligible to enroll in the BS-BMSC program may attend a class as an auditor. Attendance as an auditor may not be used as the basis of a claim for credit in the course.

Students enrolled for credit may audit classes without payment for additional fees; others pay an auditor's fee, as shown in the Tuition and Fee Register.

A person 65 years of age or older may enroll as an auditor and observer without credit and payment of an audit fee if space is available and if approved by the course director and the appropriate faculty.

### **E. Course Duplications**

A student may enroll in a completed course for grade improvement and have it count as part of the semester's load. If a course is repeated, the last recorded grade is used in calculating the GPA and certifying the student's eligibility for graduation.

Courses may only be repeated one time unless an exception is granted by the Associate Dean of Undergraduate Education.

## **VI. Course Procedures**

All courses in the B.S. in Biomedical Science program are eight-week courses. As such, a semester credit hour (SCH) indicates two hours of instruction and four hours of independent work/study time per week. Factors in determining the SCH values, such as type of course (lecture, laboratory, internship, etc.), may require proportional adjustment. Any adjustments will be outlined in the Schedule of Classes.

Each week begins on Monday and end on Sunday. Every day of the week is an academic day except for UNTHSC observed holidays. Students can find all important dates and holidays on the [Academic Calendar](#).

### **A. Course Syllabus**

The course syllabus contains specific educational requirements such as assignments, evaluations, grading, and other conditions of performance that must be satisfactorily completed in order to receive a passing grade. Modifications to the requirements and procedures of a course may be made when judged necessary to improve instruction or to conform to academic regulations of the College.

Syllabi include the following information as appropriate to the course: required textbooks and materials, exam dates, lecture topics and assignments, participation requirements, course objectives, explanation of how grades are determined, and information on contacting the course director. Syllabi must be available to students via the learning management system prior to the first day of the semester.

### **B. Class Attendance and Participation**

Federal regulations require that students enrolled in an online course establish attendance/participation each term to be eligible for federal financial aid. UNTHSC verifies student attendance in accordance with this regulation.

Logging into an online class is not sufficient, in and of itself, to demonstrate attendance by the student. A student's "online presence" is noted throughout the course via early alert detection, discussion board posts, activities, and/or assignment completion. Any student failing to complete 15% or more of a course's requirements/assignments to date are in violation of the attendance policy and may be dropped from the course. If students miss an assignment for any reason, they are encouraged to contact the Course Director to avoid being dropped.

Students who do not engage in academically related activities prior to the census date may have their federal financial aid eligibility adjusted.

Any instructor who informs students in writing about the necessity of class attendance/participation may request the Registrar to drop a student from the course with a grade of W.F. upon the accumulation of the stated number of absences.

If the instructor-initiated drop action falls within the time that the student is eligible to drop with instructor consent and without penalty, the Office of the Registrar notifies the student that a W.F. will be recorded unless the student initiates the drop procedure, in which case a W will be assigned.

For information regarding absence due to religious observances, visit the [policy website](#).

### **C. Examinations**

All summative assessments (exams) are administered through Testing and Evaluation Services (TES) using Examplify software. Every exam is available for 48 hours and requires following the complete exam protocol established by TES. Any violation of the protocol may result in a scoring penalty for the exam on while the violation occurred. Penalties range from a warning to receiving a zero on the exam, depending on the student's violation history and the violation.

### **D. Make-Up Examinations**

As each summative exam is available for 48 hours, there is no make-up option for missed exams. In the event of an unexpected circumstance, students should contact the Course Director and the Associate Dean of Undergraduate Education immediately.

If the absence is approved by the Associate Dean, a make-up examination will be administered within the appropriate timeframe determined by the Course Director.

A student who misses a scheduled examination and was not approved for a make-up examination will receive a grade of zero for that examination.

### **E. Final Examinations**

If a final examination is administered, faculty members are expected to schedule it during the last scheduled day of class.

If a final examination is not given in a particular course, the faculty member is expected to use the final examination period for summary, evaluation, or other productive purposes.

Students who have as many as three final examinations scheduled on one day may appeal to the Program Director to reschedule one of those examinations on another day during the final week of the semester.

## F. Grading

Final course grades are based on the cumulative outcome of student performance on the various assessments. Final grades are computed to the nearest 0.1; A grade of 89.4 will be rounded to 89; a grade of 89.45 will also be rounded to 89; a grade of 89.5 will be rounded to 90. The following grades will be reported to the Registrar:

Grade Percentage	Final Grade	GPA points/SCH
90 – 100%	A	4
80 – 89%	B	3
70 – 79%	C	2
60 – 69%	D	1
59% and below	F	0

For more information on the College’s grading policy, refer to the [Course & Grading System](#).

## G. Incomplete Grades

In the event of extenuating circumstances that occur in the last quarter of the semester/term, the course director may assign a grade of Incomplete (I). To be eligible for an incomplete grade, the student must:

- be in good academic standing (earning a passing grade), and
- have a justifiable and documented reason beyond their control (e.g., hospitalization or military deployment) for not completing the work as scheduled.

A student must remove an “I” within the first six weeks of the start of the next semester following the receipt of the initial grade by completing the stipulated work. If a student does not complete the stipulated work within the time specified, the instructor may change the grade of “I” to a grade of F, if appropriate, or the “I” will remain on the transcript. The student will be required to register for and repeat the course for it to count toward the requirements for the degree. The GPA is adjusted accordingly.

## VII. Academic Standing Policies and Procedures

Each student’s academic performance is reviewed at the completion of every eight week term.

### A. Quality of Work Required

To remain in good academic standing, an overall GPA of 2.5 or better must be maintained. Additionally, the following qualifications must be met to maintain good academic standing:

- Students must earn a C or better in each core course to remain in good standing. A student receiving a D or lower in a core course will not earn credit towards degree completion for the course and will be required to retake the course in question. The student will be on probation until a grade of C or better is earned in the course. The student will only be allowed one opportunity to retake the course. A student who does not receive a C or better in a repeated course will be at risk of being dropped from the program.
- Students may earn credit towards degree completion for an elective course in which they have earned a grade of D or higher. The student may continue in their program in good

standing with D grades in elective courses as long as the student's overall GPA is maintained at 2.5 or better. A student will not earn credit towards degree completion for an elective course in which they have earned a grade of "F." However, students may continue their program in good standing with F grades in elective courses as long as their overall GPA is maintained at 2.5 or better.

Students may not repeat a course at another institution and have the grade replace that of a course grade originally received at UNTHSC; all course duplications must be completed at UNTHSC.

## **B. Academic Performance Referrals**

The UNTHSC Center for Academic Performance (CAP) offers services designed to enhance all levels of academic performance through academic consultations, learning assessments, and self-management. CAP offers a variety of services, including academic support, time management, and organizational assistance, writing and presentation support, and peer tutoring.

In order to ensure student success and that students remain in good academic standing, faculty members monitor student progress throughout each course and advise students to obtain academic support as follows:

- Students earning a 75% or lower on any examination in a course will be contacted by CAP to determine if the student desires to schedule an appointment with their office. It is highly recommended the students take advantage of these services and obtain tutoring and/or assistance to ensure the successful completion of their coursework.
- Students falling behind in a course, as noted by early alert detections, lack of participation, poor grades, and/or other indicators, may be referred to CAP by the Course Director or Student Navigator. The student will be contacted by CAP to determine if the student would like to schedule an appointment with their office. It is highly recommended the students take advantage of these services and obtain tutoring and/or other assistance in a timely manner.

Appointment scheduling and additional information can be found on the [CAP website](#).

## **C. Grade Appeal Processes**

Any student who believes an earned grade on a course assignment was made in error or in an inequitable manner should contact the Course Director within five business days of receipt of the grade to discuss and attempt to resolve the issue. If the issue cannot be resolved with the Course Director, the student has five business days from the date of the communication with the Course Director to file a written appeal to the Associate Dean of Undergraduate Education. The appeal shall include the rationale for the appeal, evidence to support the rationale, and the student's desired resolution. The Associate Dean reviews the evidence and makes a final decision regarding the appeal. The Associate Dean's decision is final.

Any student who believes a final course grade was made in error or in an inequitable manner should contact the Course Director within five business days of receipt of the grade to discuss and attempt to resolve the issue. If the issue cannot be resolved with the Course Director, the student has five business days from the date of the communication with the Course Director to file a written appeal to the Associate Dean of Undergraduate Education. The appeal shall include the rationale for the appeal, evidence to support the rationale, and the student's desired



resolution. The Associate Dean reviews the evidence and renders a decision regarding the appeal. If the appeal remains unresolved, the student has five business days from the date of the Associate Dean's decision to appeal to the Dean of the College of Biomedical and Translational Sciences. The Dean's decision is final

#### **D. Non-Academic Complaint/Grievance Procedures**

UNTHSC strives to provide its students with a fair and efficient process to present and resolve complaints and grievances against employees. Complaints and grievances concerning their treatment by an employee related to their status as a student may be presented. UNTHSC provides students with a procedure for resolving complaints against UNTHSC faculty, staff, and agents of the university, via the Student Academic Grievance Policy and the Non-Academic Complaint/Grievance Policy, located in the [Student Affairs Policy Manual](#).

Students with questions concerning discrimination, grade appeal, academic integrity, disability, financial aid, accommodations, or the Student Code of Conduct must contact the appropriate academic personnel or compliance officer and refer to the appropriate policies. All complaints and grievances should note the basis of the dispute, including specific facts, provide relevant documentation or other pertinent information, and should include the student's desired result.

UNTHSC believes that most complaints can be resolved informally. A student must first make a concerted effort to resolve the matter informally by discussing their concerns with the employee against whom they have a complaint. The person to whom the complaint is presented must respond orally or in writing within (five) business days after receipt of the complaint. All university contacts with the aggrieved student will stress the preferred mechanism of an informal solution.

If the grievance cannot be satisfactorily resolved in discussions between the student and the employee, the student must submit a formal written complaint. To file a complaint, please complete the Student Complaint [Form electronically](#). If you choose to provide your contact information, you will be contacted via phone or e-mail to confirm that the formal complaint has been received. The Office of Student Affairs will assist the student throughout the complaint process.

A student's complaint may be withdrawn at any point by the student, thereby halting the complaint.

#### **E. Student Representatives and Ambassadors**

A student must be in good academic standing to hold a representative position in any UNTHSC or School student organization and must remain in good academic standing throughout the term of office if elected.

Students may nominate classmates or self-nominate for three BS-BMSC program ambassador positions: president, secretary, and social media director. Program ambassadors serve for one-year terms and may be re-elected once.

#### **F. Graduation Honors Distinctions**

Students may be awarded "Honors" upon graduation if their overall grade point average (OGPA) meets one of the following criteria:

- Candidates for graduation whose OGPA, based on grades earned at the University of North Texas Health Science Center, is at least 3.500 but less than 3.700 are eligible to graduate *cum laude*.
- Candidates for graduation whose OGPA, based on grades earned at the University of North Texas Health Science Center, is at least 3.700 but less than 3.900 are eligible to graduate *magna cum laude*.
- Candidates for graduation whose OGPA, based on grades earned at the University of North Texas Health Science Center, is 3.900 to 4.000 are eligible to graduate *summa cum laude*.

Hours earned through correspondence and extension courses, or pass/no pass courses, may not be counted in calculating the OGPA for determination of eligibility for graduation with honors. No graduate who has failed a course, or who has not been enrolled as a full-time student, or who has been placed on academic or disciplinary probation during their enrollment can receive a degree with honors.

#### **G. Probation, Suspension, and Dismissal**

Students who fail to maintain good academic standing are subject to academic probation. If the student's grades do not improve within the next eight-week academic term, the student may be subject to suspension for a period of up to one calendar year before becoming eligible to re-enroll for further courses. Coursework completed elsewhere during a period of suspension from UNTHSC may not be counted for credit toward the degree.

The student whose GPA falls below 2.5 must make up the deficit, either by repeating courses in which the grades are low or by completing other courses with grades high enough to bring the GPA up to 2.5. Courses in which a student earns an F can only be repeated once. If a student fails the same course twice, they are dismissed from the program. Courses from other institutions may not be used to duplicate grades made in courses at UNTHSC.

Students may be dismissed from the program for failure to sustain academic progress or for egregious violations of the Student Code of Conduct.