



Procedure Manual of

The College of Public Health

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College of Public Health Office of Student & Academic Services

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

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This manual contains the key procedures for **The College of Public Health**.

This procedure manual is provided to maintain equitable and efficient operations and to reflect best practices. The goal of this manual is to have one document to reference procedures concerning UNT Health policies.

This manual will be updated regularly.

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Procedure No. 00.001– CPH- Certificate Completion Requirements

Procedure Statement

The purpose of this procedure is to delineate the process for certificate students in the College of Public Health (CPH) at UNT Health who wish to complete the requirements for earning the certificate.

Reason for Procedure

To instruct certificate-seeking students on completing all required materials for certificate completion.

Area of Responsibility

The student is responsible for progressing toward certificate completion and filing the appropriate certificate application in the College of Public Health (CPH) Office of Student & Academic Services.

The Office of Student & Academic Services is responsible for performing all certificate audits to verify that all requirements have been met and communicating the results to the Registrar's Office.

The Registrar's Office is responsible for mailing the certificate.

Procedure Details

1. Consult the Academic Calendar for final dates for payment of fees and meeting other completion requirements.

Responsible Party: Student.

2. Student must submit all required materials, including the Intent to Complete Certificate form (see Institutional Academic Policy), to the CPH Office of Student & Academic Services.

Responsible Party: Student.

3. A certificate audit is performed by the Office of Student & Academic Services to verify that all requirements have been met.

Responsible Party: Office of Student & Academic Services.

4. Results of the audit are communicated to the Registrar's Office.

Responsible Party: Office of Student & Academic Services.

5. The certificate will be mailed.

Responsible Party: Office of Student & Academic Services.

Related Policies and References

A certificate-seeking student's final cumulative grade point average must be at least 2.0 to earn the certificate. All fines, fees, etc. must be cleared before the certificate will be issued.

Definitions

N/A

Online Forms

Intent to Complete Certificate is available on the Office of Student & Academic Services web page, https://www.unthsc.edu/college-of-public-health/wp-content/uploads/sites/8/Intent-to-Complete-Certificate-Form_2025.pdf

Procedure No. 00.002 CPH- Certificate Student Probation and Dismissal

Procedure Statement

The purpose of this procedure is to establish guidelines for the quality of work required for students to continue their advancement in achieving certification and actions resulting in probation and dismissal in the College of Public Health (CPH) at UNT Health.

Reason for Procedure

To establish guidelines for the quality of work required for students to continue their advancement in achieving certification and actions resulting in probation and dismissal in the College of Public Health (CPH) at UNT Health.

Area of Responsibility

- The student must achieve a 2.0 GPA for completion.
- Appeals for dismissal must be submitted in writing and must follow the Grade Appeal Procedures.
- Upon dismissal, the student is not permitted to return to a certification program at UNT Health, College of Public Health. Appeals to dismissal must be made to the Dean of the College of Public Health.

Procedure Details

1. All certificate-seeking students must make satisfactory progress toward the completion of certificate requirements. Unsatisfactory progress toward a certification includes, but is not limited to the following:
 - a) All certificate-seeking students- Obtaining an “F” in any course attempted. The student is placed on probation and must meet with the Early Intervention Team to develop and implement an academic support and remediation plan. If a student receives no F’s in the subsequent semester of enrollment, the probation status will be removed.
 - b) If the certificate student receives 2 "F's" in their academic career, then the student will be dismissed.
 - c) All certificate-seeking students- Obtaining four “W’s” during certificate program enrollment. If a student receives four “W’s” will be dismissed from the program (notwithstanding extenuating circumstances).

Responsible Party: Student

2. Audit student records each semester to determine students who should be placed on probation or dismissed.

Responsible Party: Office of Student & Academic Services.

3. Appeals for dismissal may be submitted in writing and must follow the Grade Appeals Procedures.

Responsible Party: Student.

4. Upon dismissal, the student is not permitted to return to a certificate program at UNT Health, College of Public Health; appeals to dismissal must be made to the Dean of the College of Public Health.

Responsible Party: Student.

5. Completion. Certificate students must achieve an overall GPA of 2.0.

Responsible Party: Student.

Related Policies and References

7.103 Institutional Academic

Definitions

Academic Probation. “Academic Probation” serves as notice to the student that their continued enrollment is in jeopardy due to academic performance. Failure to improve academic performance while on Academic Probation can lead to dismissal from the program.

Dismissal. “Dismissal” means disenrollment from the curriculum. A dismissed student is not eligible for completion.

Online Forms

N/A

Procedure No. 00.003 Course Participation

Procedure Statement

The purpose of this procedure is to establish course participation required for all students in the College of Public Health (CPH) at UNT Health.

Reason for Procedure

To establish course participation requirements for students to continue their advancement in achieving a degree or certification in the College of Public Health (CPH) at UNT Health

Area of Responsibility

All students in the College of Public (CPH) at UNT Health are responsible for attending all class meetings for all enrolled courses. Faculty members are responsible for reporting students who are not participating in courses to the Office of Student & Academic Services. Once a student misses 25% of course instruction, the Office of Student & Academic Services is responsible for communicating to the Registrar's Office to administratively withdraw the student for unsatisfactory course participation.

Procedure Details

1. All CPH students are required to maintain satisfactory course participation in all enrolled courses. Unsatisfactory course participation includes, but is not limited to any CPH student absent for more than 25% of instruction. Excused, unexcused, or no shows absences are included in a student's unsatisfactory course participation percentage. Responsible Party: Student.
2. The course instructor is responsible for communicating to the Office of Student & Academic Service when a student is not participating in their course. Responsible Party: Faculty.
3. Office of Student & Academic Services will communicate to the Registrar's Office to administratively withdraw the student from the course for unsatisfactory course participation when the student is absent for more than 25% of instruction. Responsible Party: Office of Student & Academic Services

4. The Registrar's Office will withdraw the student from the program and communicate confirmation of withdrawal to the Office of Student & Academic Services and the student.

Responsible Party: Office of Registrar.

Related Policies and References

7.103 Institutional Academic Policy

Definitions

Course participation is defined as attendance plus submission of assignments

Online Forms

N/A

Procedure No. 00.004 CPH-Dropping Courses

Procedure Statement

Students who wish to drop a course must follow the deadlines provided in the Academic Calendar provided through the UNT Health Registrar's Office.

Reason for Procedure

To instruct students on the process of how to drop a course.

Area of Responsibility

The student is responsible for contacting the Registrar's Office to drop a course.

Procedure Details

Students must contact the Registrar's Office to drop a course by following the deadlines provided in the Academic Calendar.

Related Policies and References

N/A

Definitions

N/A

Online Forms <https://www.unthsc.edu/registrar/forms/>

Procedure No. 00.005 CPH- Adding Courses

Procedure Statement

Following initial registration, students may add courses online at my.unt.hsc.edu. To be eligible for adding courses, students must have registered for coursework during the regular or late registration period.

Reason for Procedure

To instruct students on the process of how to add a course after initial registration.

Area of Responsibility

The student is responsible for adding courses through MyHSC or contacting the Registrar's Office or the Office of Student & Academic Services if encountering any difficulties.

Procedure Details

1. All students adding courses during the regular or late registration period can do so through MyHSC.

Responsible Party: Student.

2. All students requesting to add courses requiring a permission number may register online at my.hsc.unt.edu after contacting the academic department in which the course is being offered.

Responsible Party: Student.

3. If a student begins the initial registration process after late registration, the student must contact the Office of Student & Academic Services to begin initial registration.

Responsible Party: Student.

4. If a student encounters difficulty adding a course online, they may contact the Registrar's Office.

Responsible Party: Student.

Related Policies and References

N/A

Definitions

Initial Registration – the period in which students first enroll in courses (regular or late registration). Adding Courses – following initial registration, the addition of courses to a student’s schedule of classes during the regular or late registration period.

Online Forms

N/A

Procedure No. 00.006 CPH- Appeal – Time to Degree

Procedure Statement

Specific policies and procedures have been established for students seeking to appeal an extension of time to complete a degree. Advice concerning how to pursue appeals on any other matter can be sought from the College of Public Health's Office of Student & Academic Services. The procedures are outlined below.

Reason for Procedure

To instruct students on the process of how to seek to appeal an extension of time to complete a degree.

Area of Responsibility

The student is responsible for filing an appeal in writing. The student must submit the appeal request within five (5) business days to the Office of Student and Academic Services.

The Associate Dean for Academic and Student Affairs is responsible for reviewing appeals for extension of time.

Procedure Details

1. Appeals concerning time to degree should be addressed in writing to the Office of Student and Academic Services.

Responsible Party: Student.

2. A final decision regarding the appeal will be communicated to the student.

Responsible Party: Student.

3. Appeals for extension of time will be reviewed by the Associate Dean for Academic and Student Affairs in consultation with the Dean.

Responsible Party: Associate Dean for Academic and Student Affairs.

Related Policies and References

N/A

Definitions

N/A

Online Forms

N/A

Procedure No. 00.007 CPH- Application for the Completion of the Degree

Procedure Statement

It is the responsibility of the student to keep track of their progress toward the degree and to file an Intent to Graduate form in the College of Public Health Office of Student & Academic Services.

Reason for Procedure

To instruct students on the process of how to file an Intent to Graduate Form.

Area of Responsibility

The student is responsible for completing the Intent to Graduate Form and following the deadlines provided in the Academic Calendar.

Procedure Details

1. Students must follow Academic Calendar deadlines related to the filing of the Intent to Graduate form, which can be obtained online through the Office of Student & Academic Services or Registrar's Office website.

Responsible Party: Student.

2. The applicant's grade point average on all work attempted must be at least 2.8 to be eligible for graduation.

Responsible Party: Student.

Related Policies and References

N/A

Definitions

N/A

Online Forms

https://www.unthsc.edu/college-of-public-health/wp-content/uploads/sites/8/Intent-to-Graduate-Form_2025.pdf

Procedure No. 00.008 CPH- Auditing

Procedure Statement

With the written permission of the course instructor, an individual fully eligible to enroll in the College of Public Health may sit in a class as an auditor without receiving graduate credit. The auditor's name will not be entered on the class roster and the instructor will not accept any papers, tests, or examinations.

Attendance as an auditor may not be used as the basis of a claim for credit on the course. Students who are enrolled for credit may audit classes without payment of additional fees; others may 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 without payment of an audit fee if space is available and if approved by the course instructor. Such enrollment entitles the person to library privileges, but not the use of laboratory equipment and supplies, or health benefits.

Reason for Procedure

The auditor is responsible for getting written permission from the course instructor. The auditor is responsible for paying the auditor's fee.

Procedure Details

1. An individual interested in auditing a course must receive written permission from the course instructor.

Responsible Party: Auditor

2. Individuals required to pay an auditor's fee must make payment directly to the academic department in which the course is being offered.

Responsible Party: Auditor.

Related Policies and References

N/A

Definitions

N/A

Online Forms

N/A

Procedure No. 00.009 CPH- Concurrent Enrollment at Another Institution

Procedure Statement

Students must secure written permission from the advisor and department chair before registering for any course or courses at another institution while registering for any courses at UNT Health.

Reason for Procedure

To instruct students on the process of how to register for courses at another institution while registered for courses at UNT Health.

Area of Responsibility

The student is responsible for obtaining written permission from their advisor and the department chair.

Procedure Details

1. Students must obtain written permission from their advisor and department chair.

Responsible Party: Student.

2. Failure to secure the required permission for concurrent enrollment before registration at the second institution may cause UNT Health to refuse degree credit for the work taken elsewhere.

Responsible Party: Student.

Related Policies and References

Failure to secure the required permission for concurrent enrollment before registration at the second institution may cause UNT Health to refuse degree credit for the work taken elsewhere.

Definitions

N/A

Online Forms

N/A

Procedure No. 00.010 CPH- Change of Concentration

Procedure Statement

The purpose of this procedure is to delineate the process for students in the College of Public Health (CPH) at UNT Health who wish to change their area of concentration.

Reason for Procedure

To instruct students on change of concentration procedures.

Area of Responsibility

- The student is responsible for submitting a Change of Concentration application, a statement of purpose, and a resume to the Office of Student & Academic Services by the listed deadlines. The form will be signed by the student and their academic advisor prior to submitting the application to change concentrations.
- The student must have a minimum of a 2.8 GPA.

Procedure Details

1. The Change of Concentration Form and additional documentation must be submitted to the Office of Student & Academic Services.

Responsible Party: Student, Office of Student and Academic Services.

2. The student is responsible for meeting with their academic advisor to develop a new degree plan and review curriculum changes. The academic advisor will sign the change of concentration application indicating they have met with the student.

Responsible Party: Student, Academic Advisor.

3. The Executive Director of Student and Academic Services will review the application and additional documentation.

Responsible Party: Executive Director, Student and Academic Services.

4. The Executive Director of Student and Academic Services will notify the student of the decision.

Responsible Party: Executive Director, Student and Academic Services.

5. If the student is admitted to the new concentration, the Executive Director of Student and Academic Services will notify the academic advisor and the Registrar's Office to update the student record to reflect the change in concentration.

Responsible Party: Executive Director, Student and Academic Services, Academic Advisor,
Registrar's Office

Related Policies and References

N/A

Definitions

1. Statement of Purpose – a one to a two-page document outlining students' professional goals as it pertains to the student's area of concentration.

Online Forms

Change of Concentration Form is available on the Office of Student & Academic Services web page, https://www.unthsc.edu/college-of-public-health/wp-content/uploads/sites/8/Application-to-Change-Concentration_2025.pdf

Procedure No. 00.011 CPH- Enrollment of Continuing Students

Procedure Statement

Students who wish to continue to enroll in the College of Public Health will need to meet all required conditions.

Reason for Procedure

To instruct students on how to continue to be a student in the College of Public Health.

Area of Responsibility

The student is responsible for contacting the Office of Student & Academic Services if they do not meet the requirements for re-enrollment.

Procedure Details

1. Continuing Students do not need to reapply to the CPH to take classes if they meet all the following conditions: -the student has not received a degree from UNT Health since last enrollment; -the student does not have any current holds on his or her record (i.e., immunizations or academic); and the student has not attended any other academic institution during his or her absence from UNT Health without receiving written approval. Responsible Party: Student.
2. Students who do not meet the above requirements must provide a written statement surrounding the circumstances involving non-enrollment to the Office of Student & Academic Services.
Responsible Party: Student.
3. Students who are unsure if they meet all of the above conditions for re-enrollment should contact the Office of Student & Academic Services before the registration period.
Responsible Party: Student, Office of Student & Academic Services.
4. In some instances, the student may be required to provide additional information so an enrollment decision can be made.
Responsible Party: Student.
5. A decision regarding re-enrollment will be communicated by the Office of Student & Academic Services.
Responsible Party: Office of Student & Academic Services.

Related Policies and References

N/A

Definitions

Continuing Student. "Continuing Student" means any student who has enrolled in the CPH during the previous semester.

Online Forms

N/A

Procedure No. 00.012 CPH- Non-Degree Admission of Students

Procedure Statement

The purpose of this procedure is to delineate the process for admission to the College of Public Health as a non-degree seeking student. Admission may be granted subject to the applicant following the procedures outlined in this policy.

Reason for Procedure

To instruct non-degree seeking students on completing all required materials for admission into the College of Public Health.

Area of Responsibility

The applicant is responsible for completing all admission requirements by the deadline for the admissions period. The Director of Admissions is responsible for communicating admission status to applicants.

Procedure Details

1. The applicant must meet all the general admission requirements for non-degree-seeking students as outlined on the Admissions website.

Responsible Party: Applicant.

2. The applicant must meet all the application deadlines outlined on the Admissions website

Responsible Party: Applicant.

3. The applicant is furnished with written notification of his/her admission status by the Director of Admissions.

Responsible Party: Director of Admissions.

4. Students who are admitted to non-degree status and plan to enroll are required to submit an Admissions Decision Form along with a non-refundable \$200 assurance fee that will be used toward tuition upon arrival.

Responsible Party: Applicant.

5. A student in non-degree status is required to receive credit in all courses taken and must maintain a minimum cumulative grade point average of 2.0 or better.

Responsible Party: Student.

6. A student in non-degree status is not assured that work completed under this status will be applicable toward degree requirements should he or she subsequently be admitted to a degree program at UNT Health.

Responsible Party: Student.

7. A maximum of 12 semester credit hours are allowed while in non-degree status.

Responsible Party: Student.

8. Non-degree-seeking students are not eligible for financial aid.

Responsible Party: Student.

Related Policies and References

N/A

Definitions

1. Student in Non-degree Status - A student who has been accepted to the College of Public Health to take courses not necessarily leading to full admission status.

Online Forms

N/A

Procedure No. 00.013 CPH- Pass/No Pass Grading

Procedure Statement

The College of Public Health may elect to assign pass/no pass or satisfactory/unsatisfactory grades in graduate-level courses. Pass/no pass or satisfactory/unsatisfactory grades are not considered in computing the student's grade point average.

Reason for Procedure

To instruct students on the process of Pass/No Pass grading.

Area of Responsibility

The student is responsible for contacting the instructor regarding pass/no pass, or satisfactory/unsatisfactory grades will be assigned for the course.

Procedure Details

1. The student should inquire at the time of registration as to whether a letter grade, pass/no pass grade, or satisfactory/unsatisfactory grade will be assigned for the course.

Responsible Party: Student.

2. The instructor assigns grades by the grade submission deadline (see Academic Calendar for details).

Responsible Party: Student.

Related Policies and References

N/A

Definitions

N/A

Online Forms

N/A

Procedure No. 00.014 CPH- Re-Admission of Former Students

Procedure Statement

The purpose of this procedure is to delineate the process for students who previously have been admitted to the College of Public Health (CPH) at UNT Health but have not enrolled during the last three consecutive semesters (i.e., Fall, Spring, Summer). Students must follow the procedures outlined in this policy to be considered for re-admission.

Reason for Procedure

To instruct former students on how to be readmitted to the College of Public Health (CPH) at UNT Health.

Area of Responsibility

The former student is responsible for completing all admission requirements by the deadline for the admissions period.

Procedure Details

1. File an admission application by the deadline for admission as established by the Office of Admissions.
Responsible Party: Former student.
2. Meet all current admission requirements for the College of Public Health and submit official transcripts.
Responsible Party: Former student.
3. Former students who have not enrolled elsewhere since leaving the Health Science Center and are in good academic standing are required only to submit an admissions application and the application fee. Responsible Party: Former student.
4. Admissions decisions will be communicated to the student by the Office of Admissions.

Responsible Party: Admissions Director.

Related Policies and References

N/A

Definitions

1. Good Academic Standing. "Good academic standing" means a grade point average of 2.8 or higher and no disciplinary actions noted on the student's transcript.

Online Forms

N/A

Procedure No. 00.015 CPH- Time Limitations

Procedure Statement

All requirements for the MPH, MS, and MHA degrees must be completed within six years. All requirements for the Ph.D. degree must be completed within seven years. Time limits are strictly enforced.

Reason for Procedure

To instruct students on the time limit of MPH, MS, MHA, and PhD degrees.

Area of Responsibility

The student is responsible for making sure that they complete their degree within the time limitations.

Procedure Details

1. Students exceeding the time limit may be required to repeat out-of-date credits, and/or show other evidence of being up to date in their major field of study.

Responsible Party: Student.

2. Holding a full-time job is not considered in itself sufficient grounds for granting an extension. Time spent in active service in the U.S. armed forces will not be used in computing the time limit. However, career members of the armed forces should consult the Office of Student & Academic Services concerning credit given to work completed before or during active military service.

Responsible Party: Student.

3. Students anticipating that they will exceed the time limit should apply for an extension before the normal period to complete the degree expires.

Responsible Party: Student.

4. Students requesting an extension should submit a written request to the Office of Student & Academic Services.

Responsible Party: Student.

5. The written request and the student's academic file will be evaluated by the Department Chair, who will determine if the request is granted.

Responsible Party: Department Chair.

6. Communication regarding the request will be submitted to the student by the Office of Student & Academic Services. If courses need to be repeated or other action needs to be taken on the part of the student, this information will be outlined in the letter to the student.

Responsible Party: Office of Student & Academic Services.

Related Policies and References

N/A

Definitions

N/A

Online Forms

N/A

Procedure No. 00.016 CPH- Use of Transfer of Credit

Procedure Statement

A student may transfer in up to 12 semester credit hours of graduate-level coursework completed at another institution toward completion of a graduate degree at the College of Public Health. All transfer credit is subject to the approval of the Department Chair and the instructor associated with the course. Only those courses with a grade of a B or higher or pass if a pass/fail course from an accredited institution will be transferred.

Reason for Procedure

To instruct students on the process of how to transfer credits towards completion of a graduate degree at the College of Public Health.

Area of Responsibility

The student is responsible for submitting all necessary documents for transfer credit.

Procedure Details

The student must submit the transfer credit form located on the College's website along with the syllabus of the course taken and the official transcript to the Office of Student & Academic Services.

Responsible Party: Student.

Related Policies and References

N/A

Definitions

N/A Online

Forms

https://www.unthsc.edu/college-of-public-health/wp-content/uploads/sites/8/Transfer-Credit-Request-Form_2025.pdf

Procedure No. 00.017 CPH- Probation, Dismissal, and Graduation

Procedure Statement

The purpose of this procedure is to establish guidelines for the quality of work required for students to continue their advancement in achieving a degree and actions resulting in probation and dismissal in the College of Public Health (CPH) at UNT Health.

Reason for Procedure

To establish guidelines for the quality of work required for students to continue their advancement in achieving a degree and actions resulting in probation and dismissal in the College of Public Health (CPH) at UNT Health.

Area of Responsibility

- The student must achieve a 2.8 GPA for graduation.
- Appeals for dismissal may be submitted in writing and must follow the Grade Appeals Procedures.
- Upon dismissal, the student is not permitted to return to a degree program at UNT Health, College of Public Health; appeals to dismissal must be made to the Dean of the College of Public Health.

Procedure Details

1. All master's and doctoral students must make satisfactory progress according to Federal Satisfactory Academic Progress Policy 34 CFR 668.34 and also demonstrate academic standing consistent with the CPH GPA requirements toward the completion of degree requirements. Unsatisfactory progress toward a degree includes the following:
 - a. Masters or Doctoral students (all programs) - Obtaining a "C" in any course attempted. Students who obtain a "C" will be required to meet with their academic advisor to develop an academic plan.
 - b. MPH Online, MS, or Doctoral Students-- Obtaining two-three "C's" or one "F". The student is placed on probation and must meet with the Early Intervention Team. If a student receives no "C's" in the subsequent semester of enrollment, the probation status will be removed.
 - c. (All programs) - If a student earns a culmination of two "F's", or four "C's" or lower in their academic career, the student is dismissed from the program.

- d. (All Programs) - Obtaining two to four "W's" in one semester. The student must meet with the Early Intervention Team to develop a corrective action plan moving forward.
- e. (All Programs) - Cumulatively obtaining two "W's". The student must meet with the Early Intervention Team to develop a corrective action plan.
- f. (All Programs) - If a student received four "W's" (excluding all in one semester to account for extenuating circumstances), the student may be dismissed from the program.

Responsible Party: Student.

- 1. A student who meets the above guidelines regarding the number of "C's", "F's", or "W's" will be placed either on Academic Probation for the subsequent semester or Dismissed from the program. Students must achieve 2.8 for graduation.

Responsible Party: Student

- 2. If a cohort student in the MPH or MHA program receives an F in any semester, an official notification of probation will be sent to the student.

Responsible Party: Office of the Registrar, Office of Student & Academic Services.

- 3. If a student receives 2 "C's", 1 "F", or in any semester, an official notification of probation will be sent to the student.

Responsible Party: Office of the Registrar, Office of Student & Academic Services.

- 4. If academic performance improves, and no more C's or F's are earned, the student will be removed from probation, and probationary status will be removed from the transcript for subsequent semesters.

Responsible Party: Office of the Registrar, Office of Admissions, and Office of Student & Academic Services.

- 5. If probationary status occurs a second semester, the student will receive a corrective action plan in the form of a letter. If the corrective action plan is followed successfully, the probationary status will be removed.

Responsible Party: Associate Dean for Academic and Student Affairs, Office of the Registrar.

- 6. Audit student records each semester to determine students who should be placed on probation or dismissed.

Responsible Party: Office of Student & Academic Services

- 7. Appeals for dismissal may be submitted in writing and must follow the Appeal/Grievance process.

Responsible Party: Student.

8. Upon dismissal, the student is not permitted to return to a degree program at UNT Health, College of Public Health. Appeals to dismissal must be made to the Dean of the College of Public Health.

Responsible Party: Student.

9. Graduation. Students must achieve an overall GPA of 2.8 to graduate from the program.

Related Policies and References

7.127 - Student Academic Grievance Policy

15.616 CPH - Repeating Courses

15.618 CPH - Grade Appeal

Definitions

Academic Probation. "Academic Probation" serves as notice to the student that their continued enrollment is in jeopardy due to poor academic performance. Failure to improve academic performance while on Academic Probation can lead to dismissal from the program.

Dismissal. "Dismissal" means disenrollment from the curriculum. A dismissed student is not eligible for graduation.

Online Forms

<https://www.unthsc.edu/college-of-public-health/office-of-admission-and-academic-services-forms/>

Procedure No. 00.018 CPH- Repeating Courses

Procedure Statement

Students must repeat a required course if a grade of F is received. Students are not obligated to repeat a course if a grade of F is obtained in an elective, however, students must maintain a cumulative GPA of 2.8 to graduate.

Reason for Procedure

To instruct students on the process of how to repeat a course.

Area of Responsibility

The student is responsible for enrolling to repeat a course.

Procedure Details

1. Students may repeat any course twice (maximum enrollment of 3 times).

Responsible Party: Student.

2. The best grade obtained will be used in the calculation of the GPA.

Responsible Party: Student/Office of Registrar.

3. If a grade of "W" (withdrawal) is recorded on the student's transcript, this is considered one of the three allowable attempts at successfully completing the course.

Responsible Party: Office of Registrar.

Related Policies and References

N/A

Definitions

N/A

Online Forms

<https://www.unthsc.edu/college-of-public-health/office-of-admission-and-academic-services-forms/>

Procedure No. 00.019 CPH- Graduating Requirements

Procedure Statement

The purpose of this procedure is to delineate the process for degree-seeking students in the College of Public Health (CPH) at UNT Health who wish to complete the requirements for graduation.

Reason for Procedure

To instruct students on completing all required materials for graduation.

Area of Responsibility

The student is responsible for progressing toward degree completion and filing the appropriate degree application in the College of Public Health (CPH) Office of Student & Academic Services.

The Office of Student & Academic Services is responsible for performing all degree audits to verify that all degree requirements have been met and communicating the results to the Registrar's Office.

The Registrar's Office is responsible for mailing the diploma to the graduate.

Procedure Details

1. Consult the Academic Calendar for final dates for payment of fees and meeting other graduation requirements.

Responsible Party: Student.

2. Student must submit all required materials, including the Intent to Graduate form (see Institutional Academic Policy), to the CPH Office of Student & Academic Services.

Responsible Party: Student.

3. The degree audit is performed by CPH to verify that all degree requirements have been met.

Responsible Party: Office of Student & Academic Services.

4. Results of the degree audit are communicated to the Registrar's Office.

Responsible Party: Office of Student & Academic Services.

5. A diploma will be mailed to the graduate.

Responsible Party: Office of Student & Academic Services.

Related Policies and References

The student's final cumulative grade point average must be at least a 2.8 to qualify for graduation. All fines, fees, etc. must be cleared before the diploma will be issued. Because of the time required to receive transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere will not graduate at the end of the semester in which the work is completed but will receive their degrees at the close of the subsequent semester.

Definitions

N/A

Online Forms

Intent to Graduate Form is available on the Office of Student & Academic Services web page, https://www.unthsc.edu/college-of-public-health/wp-content/uploads/sites/8/Intent-to-Graduate-Form_2025.pdf

Procedure No. 00.020 CPH- Grade Appeal Procedures

Procedure Statement

The purpose of this procedure is to delineate the process for students in the College of Public Health (CPH) at UNT Health to appeal a grade. A grade may be appealed if the student believes the grade was awarded inequitably.

Reason for Procedure

To instruct students on grade appeal procedures.

Area of Responsibility

The student is responsible for contacting the instructor.

The chair is responsible for deciding if the student and instructor are unable to resolve the differences.

The Associate Dean for Academic and Student Affairs is responsible for deciding if the chair, instructor, and student are unable to resolve the differences.

Procedure Details

1. Assignment Grade. Any student who believes that a grade on an assignment has been awarded inequitably should first contact the instructor who awarded the grade in writing within 5 business days of receipt of the grade to discuss and attempt to resolve the issue. The student who is unable to resolve the differences with the instructor has five (5) business days to complete the grade appeal form from the College of Public Health website. The department chair then has five (5) business days to review. The chair's decision is final for an assignment grade.

Responsible Party: Student, Instructor, Chair.

2. Course Grade. Any student who believes that a course grade has been awarded inequitably should first contact the instructor who awarded the grade in writing within 5 business days of receipt of the grade to discuss and attempt to resolve the issue. The student who is unable to resolve the differences with the instructor has five (5) business days to complete the grade appeal form on the College of Public Health website. The department chair has five (5) business days to review. If the differences remain unresolved, the student has five (5) days to file another grade appeal form. The Associate Dean has five (5) business days to review.

The decision by the Associate Dean is final.

Responsible Party: Student, Instructor, Chair, Associate Dean.

3. If the instructor is the Chair or the Associate/Assistant Dean, the appeal will be reviewed by the Dean, who will act as a substitute. The Dean's decision is final.

Responsible Party: Student, Dean.

4. Probation or Dismissal. If a student is dismissed due to unsatisfactory academic progress, the student may appeal to the Dean of the College of Public Health in writing within five (5) business days of receipt of dismissal status. The Dean of the College of Public Health will review the documented information and will render a decision in writing within 5 business days. All decisions made by the Dean are final.

Responsible Party: Student, Dean.

5. All written appeals must be filed with the Office of Student & Academic Services.

Responsible Party: Instructor, Chair, Associate Dean, or Dean.

Related Policies and References

The student's final cumulative grade point average must be at least a 2.8 to qualify for graduation. A certificate-seeking student's final cumulative grade point average must be at least 2.0 to qualify for completion. All fines, fees, etc. must be cleared before the diploma will be issued. Because of the time required to receive transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere will not graduate at the end of the semester in which the work is completed but will receive their degrees at the close of the subsequent semester.

Definitions

N/A

Online Forms

The grade appeal form can be found on the College of Public Health website, https://unthsc.qualtrics.com/jfe/form/SV_6gqSiFDVFJIEBXn

Procedure No. 00.021 CPH- Leave of Absence

Procedure Statement

Students who wish to drop a course must follow the deadlines provided in the Academic Calendar. If a situation arises where a student must set aside his/her graduate studies for some time, a leave of absence (LOA) may be requested. LOA may be requested for up to three semesters. If additional leave is needed, a new form must be submitted. The maximum amount of LOA is six semesters (two academic years). A student on LOA cannot receive funding as a graduate student. LOA status may affect student loans.

Reason for Procedure

To instruct students on the process of how to request a leave of absence (LOA).

Area of Responsibility

The student is responsible for completing the LOA Request form and submitting it to the Registrar's Office.

Procedure Details

1. The student initiates the request by completing the LOA Request form and submitting it to the Office of the Registrar.

Responsible Party: Student.

2. Registrar updates EIS records by placing the student on LOA status and notifying CPH and department/advisor.

Responsible Party: Office of Registrar.

3. Before returning from LOA, the student notifies the Registrar's Office of his/her intention to resume academic enrollment.

Responsible Party: Student.

4. Registrar updates EIS records by removing LOA status and notifying CPH and department/advisor, thereby enabling the student to register for courses. Responsible Party: Office of Registrar.

Related Policies and References

7.103 Institutional Academic

Definitions

N/A

Online Forms

LOA form can be requested by contacting the Registrar's Office.

Procedure No. 00.022 CPH- Course Waiver Policy

Procedure Statement

This policy states that a student may request the waiver of a required course by submitting documentation concerning an equivalent course(s) that accomplishes the competency(ies) and learning outcomes included in the waived course.

Reason for Procedure

To instruct students on the process of how to request a waiver for a required course.

Area of Responsibility

The student is responsible for taking the steps needed to request a waiver for a required course.

Procedure Details

1. The "Request for Modification to Degree Plan" form is provided to the student to request the waiver, which must be accompanied by a syllabus for the course(s) which provide the content that is the basis for the waiver. The form and associated syllabus(i)are submitted to the Office of Student & Academic Services. Waiving a required course does not waive the required hours for the degree. Students must complete elective hours to fulfill this requirement.

Responsible Party: Student.

Related Policies and References

N/A

Definitions

N/A

Online Forms

https://www.unthsc.edu/college-of-public-health/wp-content/uploads/sites/8/Modification-to-Degree-Plan-Request-Form_2025.pdf

Procedure No. 00.023 CPH- Student Expectations

Procedure Statement

The purpose of this procedure is to establish expectations for all CPH students to successfully graduate from the College of Public Health.

Reason for Procedure

This procedure was put in place to reinforce accreditation requirements for co-curricular professional development.

Area of Responsibility

Procedures and Responsibilities

1. All students are required to attend all required classes and co-curricular sessions and activities unless they complete an excused absence form that can be found on the CPH Current student website.
2. All students are required to participate in any session that is defined as a mandatory session from the College of Public Health per the College of Public Health calendar that is distributed by the Office of Student & Academic Services. If dates, times, or locations change, students are responsible for reading their HSC email and Canvas course announcements.
3. Any student who does not complete the required sessions will not be permitted to enroll in the subsequent semester or if in the graduating semester, will not be eligible for graduation.

Responsible Party: Student, Office of Student & Academic Services

Related Policies and References

N/A

Definitions

N/A

Online Forms

Procedure No. 00.025 CPH- Incomplete Grade Procedure

Procedure Statement

The purpose of this procedure is to outline the steps for students that request an Incomplete in a course during the semester in the College of Public Health (CPH) at UNT Health. An Incomplete can only be assigned when a student: (1) has surpassed the final withdrawal date according to the UNT Health Academic Calendar; (2) is passing the course; (3) is unable to finish the remaining required scheduled work due to circumstances beyond the student's control (such as serious illness or injury); and (4) has the permission of the instructor to finish the course at a later date by completing specific requirements that the instructor must identify. All work in the course must be completed by the deadline noted in the table below. An Incomplete grade is not used to avoid a failing grade or to address student convenience.

Incomplete Form Approved	Deadline to Complete Course
Fall 2025	End of Spring 2026
Spring 2026	End of Fall 2026
Summer 2026	End of Fall 2026

Reason for Procedure

To instruct students of the process and requirements for requesting an Incomplete in a course.

Area of Responsibility

The student is responsible for contacting the instructor, completing the student portion of the Incomplete Request Form, obtaining documentation verifying the unforeseen circumstances, and submitting the final Incomplete Request Form to the Office of Student and Academic Services.

The instructor is responsible for communicating with the student and if they agree that an Incomplete may be appropriate, the instructor will complete the instructor portion of the Incomplete Request Form.

The Office of Student and Academic Services is responsible for routing the form to the Executive Director of Student and Academic Services.

The Executive Director of Student and Academic Services is responsible for evaluating the request and communicating the final decision to the student and instructor.

Procedure Details

1. The student must complete the student portion (section 1) of the Incomplete Grade Request Form.
Responsible Party: Student
2. The student must communicate with their instructor about the request. Responsible Party: Student
3. The course instructor must complete the instructor portion (section 2) of the Incomplete Grade Request Form.
Responsible Party: Course Instructor
4. The student must obtain documentation to verify the unforeseen circumstances.
Responsible Party: Student
5. The student must submit the completed Incomplete Grade Request Form and supporting documentation to the CPH Office of Student and Academic Services where it will be evaluated by the Executive Director for Student and Academic Services. Final approval of an incomplete grade rests with the Executive Director of Student and Academic Services.
Responsible Party: Student, Office of Student and Academic Services, Executive Director of Student and Academic Services