

# BASTYR UNDERGRADUATE PROGRAMS

## MISSION STATEMENT FOR UNDERGRADUATE PROGRAMS

*The mission of the Bastyr University bachelor's degree completion programs is to help each student build a strong foundation of basic knowledge and skills, as well as fostering a greater understanding of health of body, mind and spirit.*

## VISION STATEMENT FOR UNDERGRADUATE PROGRAMS

*The Bastyr University bachelor's degree completion programs provide students with opportunities to develop competency in basic skills such as written and verbal communication, critical thinking and the ability to work cooperatively with others. The degree completion programs also provide students with opportunities to develop competency in the fundamental theories, models, core knowledge and skills of their major field of study.*

*The degree completion programs uniquely emphasize the importance of holism and the natural health sciences. The programs provide students with opportunities to develop a deeper understanding of the interconnections between body, mind and spirit and learn to foster wellness in themselves and others through approaches found in the natural health sciences.*

## UNDERGRADUATE EDUCATION AT BASTYR UNIVERSITY

As Bastyr University continues to develop undergraduate degree offerings, we strive to maintain consistency across all programs in terms of admissions requirements, shared courses, double majors and undergraduate student support. The undergraduate experience at Bastyr encompasses a range of academic programs, which are coordinated by the undergraduate committee. Admissions requirements, the structure of interdisciplinary courses, double majors and general policy issues affecting undergraduates are all considered by this committee. The undergraduate committee works closely with the admissions office to ensure that applicants who meet all basic criteria are admitted to the University and to the undergraduate program of their choice.

## THE UNDERGRADUATE MAJORS

Exercise Science and Wellness (Curriculum can be found on page 52.)

Health Psychology (Curriculum can be found on page 49.)

Herbal Sciences (Curriculum can be found on page 65.)

Nutrition (Curriculum can be found on page 51.)

Nutrition and Culinary Arts (Curriculum can be found on page 56.)

Nutrition with DPD (Curriculum can be found on page 54.)

Nutrition and Exercise Science (Curriculum can be found on page 55.)

## FULL-TIME EXPECTATIONS

The undergraduate curricula are designed for full-time participants. Students may complete a program on a part-time basis, but should recognize that there may be scheduling conflicts between required courses. It is the responsibility of a student who wishes to complete a program on a part-time basis to work with an advisor to arrange an appropriate schedule. Special sections will not be offered to accommodate the needs of part-time students.

## DOUBLE MAJORS FOR UNDERGRADUATE STUDENTS

Bastyr University will allow students to complete two majors, provided a student is in good standing at the time he/she wishes to declare the second major. Students may start attending courses required for the second major in their first quarter of attendance. Students must submit the declaration of double major form to the registrar's office at the time the major is declared. The beginning of winter quarter of the junior year is the earliest time that a double major can be declared.

There are no predetermined schedules for the double majors, since students enter Bastyr with different courses and prerequisites. It is the student's responsibility to create appropriate schedules for double major combinations. Students are advised to meet regularly with the undergraduate advisor in the registrar's office for assistance in tracking the progress of the two majors.

Declaring a double major will increase the amount of time it takes to graduate. The minimum amount of time to complete any double major is three years. If the required courses for any quarter exceed the limit on student credit loads (20 credits) as outlined in Policy #97-C6 in the *Bastyr University Academic Policy and Procedures Manual*, the student is required to obtain the signature of the academic chairs of both majors.

Students must complete the courses listed for each major in their catalog of entry. Students are not required to make up credits in the case of course duplication/comparability between majors. When elective requirements have defined parameters, those electives must be completed, otherwise, additional elective credits are not required for double majors.

## UNDERGRADUATE POLICIES AND PROCEDURES FOR ACADEMIC PROBATION, DISMISSAL AND APPEALS

### A. Introduction

1. The following are the policies and procedures for probation, dismissal, and appeals relating to academic performance that apply to undergraduates at Bastyr University.
2. More specific standards, guidelines and practices may be developed and published by schools or programs of the University. The grade point average (GPA) required for graduation in each program and any additional guidelines are provided in the individual programs' sections of this catalog.
3. Notations of academic standing appear on the advisor's transcript for internal use, but with the exception of suspension and dismissal statuses are excluded from external transcripts.
4. The registrar will receive copies of all communications with students concerning changes in academic standing for the purpose of maintaining student records.

### B. Academic Status

1. **Good Standing:** Requires that a student maintain a minimum cumulative GPA of 2.0 and satisfy other specific conditions established by schools and programs.
2. **Probation:** A student will be placed on academic probation if his/her GPA falls below a 2.0, or he/she fails to satisfy other specific conditions established by schools and programs (see section E for examples).

3. **Suspension:** A student may be placed on suspension when the student's success in a program may be best facilitated by time away from the University (see section I).

### C. Notice of Academic Status

Each quarter the registrar will provide the dean or dean's designee with a list of students who have a cumulative GPA or quarterly GPA below 2.5. The dean or dean's designee of each school will review the status of students' records to make decisions about probation no later than the last day of the first week of the subsequent quarter.

### D. Notice of Probation

1. The dean or dean's designee will send a student notice of academic probation either by e-mail to the student's University e-mail address or via U.S. mail to the student's mailing address. Notices will be sent at the beginning of the quarter no later than the last day of the first week of the quarter. The date of the postmark on the envelope or the date stamp of the e-mail will serve as the date of notice.
2. A notice of academic probation should include the following information:
  - A statement that the student has been placed on academic probation.
  - The reason(s) that the student has been placed on academic probation.
  - A statement of the requirement that the student meet with his or her faculty advisor to develop an academic plan that the student must complete in order to be removed from academic probation.
  - A list of the potential consequences of not meeting the requirements outlined in the academic plan.

### E. Reasons for Academic Probation

A student may be placed on academic probation in the following circumstances:

- The student's cumulative GPA falls below a 2.0.
- The student's GPA for the quarter is below that required for graduation, even if the student's cumulative GPA is above that required for graduation.
- The student earned a grade lower than the minimum required by the school or program in a required course, internship or clinical rotation.
- The student's record shows that he or she has failed a course more than once, or that the student has a number of incompletes and/or

withdrawals that the dean or dean's designee considers to be of concern.

#### F. Conditions During Academic Probation

A student placed on academic probation will be required to meet with a faculty advisor to develop an academic improvement plan that the student must complete in order to be removed from academic probation. The academic plan may require the student to do any one or more of the following:

- Earn a grade of C or above in all courses while on probation.
- Reduce the number of credits taken while on probation.
- Participate in academic initiatives such as tutorials and workshops aimed at improving study approaches.
- Receive permission from the faculty advisor for taking incompletes or withdrawals.
- Other requirements outlined by the school or academic program.

#### G. Duration of Academic Probation

1. A student is generally placed on academic probation for one quarter. If the dean or dean's designee determines that the student has not satisfied the conditions of the probation, the dean or dean's designee will determine whether the student will be either:
  - Continued on probation and the circumstances for continued probation.
  - Placed on suspension (see section I).
  - Recommended for dismissal (see section J).
2. The dean or dean's designee will notify the student each quarter that the student remains on probation and whenever the student's academic status changes.

#### H. Appeal of Probation

1. A student placed on academic probation may not appeal the decision unless the student is able to produce specific documentation demonstrating a factual error.
2. A student may not appeal a decision to withdraw him or her from an internship, practicum, clinical site or service-learning placement unless there is a factual error.
3. If a student placed on academic probation has specific documentation demonstrating an error in the data underlying the probation decision, the student must submit that documentation to the dean or dean's designee within five (5) business days of receipt of the notice of probation.

#### I. Academic Suspension

1. Academic suspension is used when the dean or dean's designee believes the student will benefit from a period of time away from his/her program track, and that the student has sufficient opportunity to be successful upon his/her return from suspension.
2. The terms of a suspension are unique to each student and will be established by the dean or dean's designee. A suspension will last at least one quarter, and a student may be required to receive remedial academic assistance before being readmitted.
3. Suspended students must petition the dean for reinstatement; they may be required to meet with the dean or dean's designee and must show that all terms of the suspension have been met before receiving approval to return to the University. If a student is unable to demonstrate that he/she has adequately resolved the issues that led to the suspension, the student may be eligible for dismissal.

#### J. Dismissal for Academic Deficiencies

1. Each school at Bastyr University has a Student Promotions Committee that follows the individual school dismissal policy. Recommendations for dismissal are submitted to the provost for consideration. The provost will make the final decision on student dismissals.
2. Academic dismissal must be preceded by at least one written warning, notifying the student of the problem area(s) and providing an adequate time period for response and/or improvement before taking action. Academic probation is one such warning.
3. The provost or his or her designee will send a student notice of academic dismissal either by e-mail to the student's University e-mail address or via certified U.S. mail, requiring confirmation of receipt, to the student's mailing address. Notices will be sent at the beginning of the quarter no later than the last day of the first week of the quarter (as published in the official academic calendar). The date of the postmark on the envelope or the date stamp of the e-mail will serve as the date of notice.
4. A notice of dismissal should contain the following information:
  - A statement of the decision to dismiss the student from the academic program.
  - The reason(s) for dismissing the student.
  - The students' right to appeal the decision.

5. A student may be dismissed from Bastyr:
  - If the student fails to fulfill the conditions of academic probation.
  - After the second consecutive quarter on probation (including summer if enrolled).
  - After the third quarter on probation (including summer, if enrolled); the quarters need not be consecutive.
6. Students who are dismissed will be dropped from all classes for which they are registered at the time of dismissal.

#### K. Appeal of Dismissal

1. A student may appeal a decision dismissing the student for academic deficiencies only if the student is able to produce specific evidence demonstrating a factual error in the process.
2. Appeal of a dismissal is made to the provost and can only be made in the event of factual error. The written appeal must be made to the provost within five working days of the date on the suspension or dismissal letter. The appeal must specify and include the alleged documented inaccuracy and the relevance of that fact(s).
3. The provost will respond within 10 working days to the appeal of academic dismissal and can only consider an appeal based on an error of fact. The decision of the provost is final and cannot be appealed.

#### L. Student Status Pending Appeal

During the appeal process, the dean or dean's designee will determine whether the student will be allowed to register for classes or continue other activities available to students in good standing such as internships.

#### REMEDIATION IN PUBLIC SPEAKING AND/OR WRITING FOR UNDERGRADUATES

If a faculty member has concerns about a student's ability to progress satisfactorily in the area of writing proficiency and/or communication and public speaking and all efforts to provide assistance and remediation in the classroom have been unsuccessful, the student shall be referred to career services with a recommendation for remediation. It is up to the student to seek remediation and make continual efforts to improve competency in this area. Further recommendations for remediation may be made in future courses as needed. This policy applies to students in all undergraduate programs.

## SUMMER MASSAGE INTENSIVE

Bastyr University and the Bellevue Massage School Center for Healing Arts offer a summer massage training program that allows students to apply coursework taken at Bastyr University toward the Washington state requirements for licensure. This course cannot be audited. Students interested in further information may meet with their academic advisor in the registrar's office or with their department's program supervisor to discuss the program availability and the course prerequisites.