Undergraduate study in the Carver College of Medicine is guided by the following academic rules and procedures.

**Health Insurance, Immunizations**

All health professions students are required to provide proof of health insurance coverage annually. Contact the University Benefits Office or visit its website.

All health sciences students must show proof of health examinations and screenings annually. For more information, contact Student Health and see Student Requirements and Forms on its website.

**Application for Degree**

Students who want to be considered for graduation must submit a Degree Application with the Office of the Registrar through MyUI before the deadline for the session in which the degree is to be conferred. Students who have fulfilled the requirements for a minor or a certificate must indicate this on the degree application form filed through MyUI so that completion of the requirements for the minor or certificate can be verified and noted on their transcript.

**Academic Recognition**

The University of Iowa and the Carver College of Medicine recognize academic achievement every fall and spring semester.

**Graduation with Distinction**

Graduating students may be recognized for their scholastic achievement upon recommendation by their academic program and with the dean's approval. Graduation with distinction, high distinction, or highest distinction is determined by both the cumulative and the University of Iowa grade-point average. Highest distinction requires a g.p.a. of 3.85 or higher; high distinction requires a g.p.a. of 3.75 to 3.84; and distinction requires a g.p.a. of 3.65 to 3.74.

To graduate with distinction, students must have completed a minimum of 60 s.h. of graded coursework at the University of Iowa. Both S (satisfactory) and A-F (letter) grades are included in the total semester hour total. However, S grades are not calculated into the grade-point average. Radiologic technology certificate course grades are not included in the grade-point average and are not considered graded coursework.

Students graduating with distinction have a notation added to their transcript and diploma. To be recognized for distinction, students must have completed 45 of their final 60 s.h. and earned the required grade-point average before their final semester of graduation.

**Dean's List**

Undergraduate students who achieve a g.p.a. of 3.50 or higher on 12 s.h. or more of University of Iowa graded coursework during a given semester or summer session and who have no semester hours of I (incomplete) or O (no grade reported) during the same semester are recognized by inclusion on the Dean's List for that semester. Students may qualify for the Dean's List with fewer than 12 s.h. of graded credit if deemed appropriate by the college.
Changes in Registration

Students may change their registration on MyUI. After the start of the semester, students should view Changes in Registration for information on how to change their schedule of courses and the permissions that are required.

Courses may be added with the approval of the advisor at any time during the first one-fifth of the course. They may be dropped at any time during the first two-thirds of the course. Approval is required from the dean of the Carver College of Medicine for all other changes in registration and is granted only in extraordinary circumstances. Students are assigned a mark of W (withdrawn) for any course dropped after the first one-fifth of the course. Students whose drop of one or more courses results in a W (withdrawn) on the transcript (see Changes in Registration below). Students are not allowed to register for full-semester courses after the second week of the semester or the first week of the summer session. Students must register for off-cycle courses before the first day of the course.

The maximum permitted registration for fall and spring semesters is 18 s.h. per semester. The maximum registration for summer session varies: 4 s.h. for the four-week session; 9 s.h. for the eight-week session; 9 s.h. for the six- and eight-week sessions combined; 12 s.h. for the four-week session and the eight-week session; and 12 s.h. for the four-, six-, eight-, and twelve-week sessions combined. Students may register for a maximum of 16 s.h. of fall semester or spring semester coursework during early registration. Students must obtain permission from the head of the division to register for more than the maximum semester hours allowed.

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toward the bachelor's degree, and it accepts a maximum of 

30 s.h. of credit graded P and/or S from all sources (UI and 

transfer credit) toward the bachelor's degree.

Second-Grade-Only Option

Repeating courses for the second-grade-only option is 

allowed in extraordinary circumstances. To repeat a course 

for the second-grade-only option, students must obtain the 

permission of the course instructor, the program director, and 

the dean before the end of the first one-fifth of the course. 

Both grades remain on the permanent record, but only the 

second one is used to calculate grade-point average and 

credit earned. Students using the second-grade-only option 

for courses that are not part of their major must follow the 

procedure for the college that offers the course.

Since clinical skills development is impacted by course 

sequence and many courses are prerequisites to others, it 

may not be possible to repeat a course. If course sequencing 

will have an impact on program progression, the decision 

will be made by the program faculty and/or the promotions 

committee.

On the permanent record, the second-grade-only option 

appears as a pound symbol (#), showing that the first grade 

has been replaced by the second grade in grade-point 

average calculations, and that only the hours from the second 

registration have been counted as hours earned.

Students must request the second-grade-only option before 

the last day of class in order for the second grade to appear 

on the next grade report. The request also may be made 

after the close of the semester. The second-grade-only option 

cannot be applied to coursework for which a student has 

already been awarded a UI degree.

Incomplete

A grade of I (incomplete) may be reported if the reasons for 

inability to finish the course satisfactorily are acceptable to 

the program director and the course instructor. There also 

must be evidence that the coursework will be finished within 

a reasonable length of time, usually by the end of the next 

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for submission of final grades for the next session result in 

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Reports to Students

Instructors notify any student whose work falls below the 

minimum acceptable level once the problem is recognized. 

Grades are reported on a student's transcript, following 

University protocol. No formal midterm reports are given.

Degrees and Minors

Two Bachelor's Degrees

Students who want to earn two bachelor's degrees, each 

from a different college, must communicate the request to 

their academic advisor, who will then contact the University's 

Office of Admissions. Interested students must complete the 

degree requirements for both majors, including the residency 

requirements.

Second Bachelor's Degree

Students who already hold a bachelor's degree and wish 

to earn an additional bachelor's degree must complete at 

least 30 s.h. consecutively in the Carver College of Medicine 

and must meet college and program degree requirements.
Individuals interested in earning a second bachelor's degree must apply for admission to the degree program at the University's Office of Admissions.

Minors

Students graduating from the Carver College of Medicine may earn a minor or minors in any degree-granting department or program in the college outside of their major department or in another college of the University by meeting that department's requirements for the minor.

Academic Progress, Probation, Dismissal

Students are expected to maintain satisfactory academic and professional standards and to demonstrate reasonable progress toward the Bachelor of Science. Students who fail to maintain satisfactory academic progress or professional standards of behavior as determined by their program may be placed on probation or dismissed from the program. Probation serves as a warning that students will not graduate unless their academic performance and/or professional behavior improves.

Students on probation are restored to good standing upon evidence that the problem has been corrected, as determined by the program director and/or the promotions committee. Such action is usually taken at the end of a semester or session. Entering students may be admitted on probation if they fail to meet the minimum stated standards for admission.

Continued unsatisfactory scholarship or unprofessional behavior may result in dismissal from a program. Students dismissed from a program must reapply for admission through the regular, established program admissions process, following review by a faculty committee, at least four months before the requested date of readmission.

Radiation sciences RT to B.S. online students placed on probation or dismissed from a program are notified by email; copies are saved in their files. An academic probation notation is placed on the transcript.

Radiation sciences RT to B.S. students on academic probation are restored to good standing after they successfully complete a total of 9 s.h. either in one semester or cumulatively. Their University of Iowa cumulative and semester grade-point averages must be equal to or exceed 2.00. Students on academic probation who fail to meet the grade-point average requirement in the designated time frame for restoration to good standing are subject to dismissal.

Students are expected to attend classes regularly. Students who miss classes or examinations because of illness are expected to present evidence that they have been ill. Any other absences must be approved in advance by the course instructor.

Any offense against good order committed by a student in a classroom, clinical setting, or laboratory may be dealt with by the instructor or referred to the program director. The instructor reports in writing any disciplinary action taken against a student to the program director. Repeated or exceptional instances are reported to the dean.

Academic Misconduct

Plagiarism and Cheating

All cases of plagiarism and cheating in the Carver College of Medicine are reported to the dean with a statement of relevant facts. The program director and the instructor may submit recommendations for appropriate disciplinary action.

The individual instructor may reduce the student's grade, including assignment of the grade of F in the course. A report of this action is sent to the student, the program director, and the dean.

The dean, or a faculty committee appointed by the dean, may impose the following or other penalties, as the offense warrants: disciplinary probation, requirement of additional hours for the degree, suspension from the program for a period of time, or recommendation of expulsion from the program.

Appeals Procedure

Students who want to appeal a decision should appeal in writing to the dean within two weeks after the date of receipt of the decision in writing.