

Grades, Progression, and Retention

The student has rights which must be protected. These rights include, but are not limited to: fair evaluations, advisement and counseling, and assistance in identifying and meeting learning goals.

1. Goal-Directed Behaviors

With reference to learning and professional activities, the student is expected to demonstrate and maintain goal directed behavior by:

- a. Identifying verbally, or in writing, personal learning objectives and needs which are within the framework of course outcomes.
- b. Taking personal responsibility for his/her own actions relative to behaviors which facilitate, impede, or interfere with the achievement of learning objectives.
- c. Demonstrating efforts to understand one's own behavior as this relates to the achievement of learning objectives.
- d. Demonstrating collaborative behavior regarding teaching-learning activities that have been designed to achieve course outcomes by taking the responsibility for:

- 1) Utilizing faculty as resource persons.
- 2) Communicating with an appropriate faculty person when it is necessary to be absent from planned learning activities (clinical practice, seminar, etc.).
- 3) Communicating with appropriate persons when difficulties with faculty-student relationships are such that progress toward learning is impaired.
- 4) Taking the personal responsibility for managing information about course requirements, announcements, assignments (dates these are due, etc.).
- 5) Periodically evaluating, verbally or in writing, his/her own behavior relative to progress toward learning objectives.
- 6) Completing assigned written work on or before the specified date.
- 7) Offering constructive criticism or alternatives to faculty when certain learning activities are perceived as in need of change.

2. Drop/Add

The SON adheres to the University policy of drop/add dates for complete session courses. Students are expected to follow the dates as printed in the class schedule. For a clinical nursing course, the deadline for dropping is the Friday of the 3rd week of the course.

3. Grade Requirements

- a. Once provisionally or fully admitted to the SON, the student must achieve at least a "C" or a "Pass" in each required nursing course, at least a "C" in required related courses, and maintain a minimum of a "C" average in all courses. Courses in the nursing curriculum are sequentially arranged and progression is based on successful completion of the prerequisite course(s).

- b. When a nursing student receives no credit, D, F, NO PASS, or withdraws from a nursing course or required related courses while enrolled in the nursing major, the procedure to follow is:
- 1) Make an appointment to talk with your advisor to discuss options.
 - 2) Complete the “Change in Progression” form. See Appendix A. Be sure to obtain your advisor’s signature.
 - 3) Submit the signed “Change in Progression” form to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Admission and Progression Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.
 - 4) The Admission and Progression Committee makes recommendations regarding requests. While an alternative plan may be approved, taking a course is dependent on available space. (See Appendix G “Guidelines for Reviewing Student Requests for Returning to the School of Nursing”.)
 - 5) The Undergraduate Admission and Progression committee will notify the appropriate Undergraduate Program Coordinator (Basic, Accelerated or BS Completion).
 - 6) The Undergraduate Nursing Program Coordinator will notify the School of Nursing Chairperson of the Undergraduate Admission and Progression Committee’s recommendation.
 - 7) The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.
 - 8) If the student is dissatisfied with the Undergraduate Admission and Progression Committee’s recommendation, the student may appeal to the School of Nursing Chairperson.
 - 9) When the repeated course has been successfully completed, written notification by the student must be made to the Nursing Advisor and appropriate Undergraduate Program Coordinator, who notifies the School of Nursing Chairperson and the Admission and Progression Committee.
- c. A student is allowed to repeat the same nursing course only once. If a nursing course is not successfully completed after taking a second time, the student will not be allowed to continue in the nursing program. A student who must repeat a clinical may not do so with the same instructor except with the written permission of the instructor and approval by the Admission and Progression Committee.
- d. After being admitted to the School of Nursing, if a student receives two No Credits, D’s, F’s, NO PASSES or withdraws from two (2) courses or any combination of these in nursing or required related courses, the student will not be allowed to continue in the nursing program. Students who have earned two “no credit” grades **cannot** reapply to the nursing major.
- e. In the event of extenuating circumstances, the student may petition the Admission and Progression Committee requesting permission to continue in the Nursing Program. The procedure to follow is outlined below:
- 1) Make an appointment with your advisor to discuss options.

- 2) Complete the “Change In Progression” form. See Appendix A. Be sure to obtain your advisor’s signature.
- 3) Submit the signed “Change in Progression” form and supporting documents to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday one week prior to the Friday afternoon Admission and Progression Committee meeting. Submission of documents one week prior to the Committee meeting is important so that the Undergraduate Admission and Progression Committee members have time to carefully review all materials prior to the meeting. Deadline dates are posted on bulletin boards for each admitting group.
- 4) The Undergraduate Admission and Progression Committee Chairperson will notify the appropriate Undergraduate Program Coordinator (Basic, Accelerated, or BS Completion) and the School of Nursing Chairperson of the upcoming appeal.
- 5) The student has the right to present information at meetings where recommendations are made regarding his/her progress in the School of Nursing. The student time will be limited to 15 minutes. The student may be accompanied by another individual; in this case, the student must inform the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM the day before the meeting as to who will be attending. It is recommended that no more than one additional person be present at the meeting.
- 6) The Undergraduate Admission and Progression Committee will make a recommendation for progression based on a review of the:
 - “Change in Progression” request,
 - Academic record of the student,
 - Factors contributing to the student's failure(s),
 - Supporting documentation if provided by the student, and
 - Student advisor and faculty member statements.
- 7) The Undergraduate Admission and Progression Committee Chairperson will notify the appropriate Undergraduate Program Coordinator and the School of Nursing Chairperson of the Committee's recommendation.
- 8) The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.
- 9) If the student is dissatisfied with the Undergraduate Admission and Progression Committee’s recommendation, the student may appeal to the Chair of the School of Nursing.
- 10) When the repeated course(s) has been successfully completed, written notification by the student must be made to the Nursing Advisor and the appropriate Undergraduate Program Coordinator, who notifies the School of Nursing Chairperson and the Undergraduate Admission and Progression Committee.

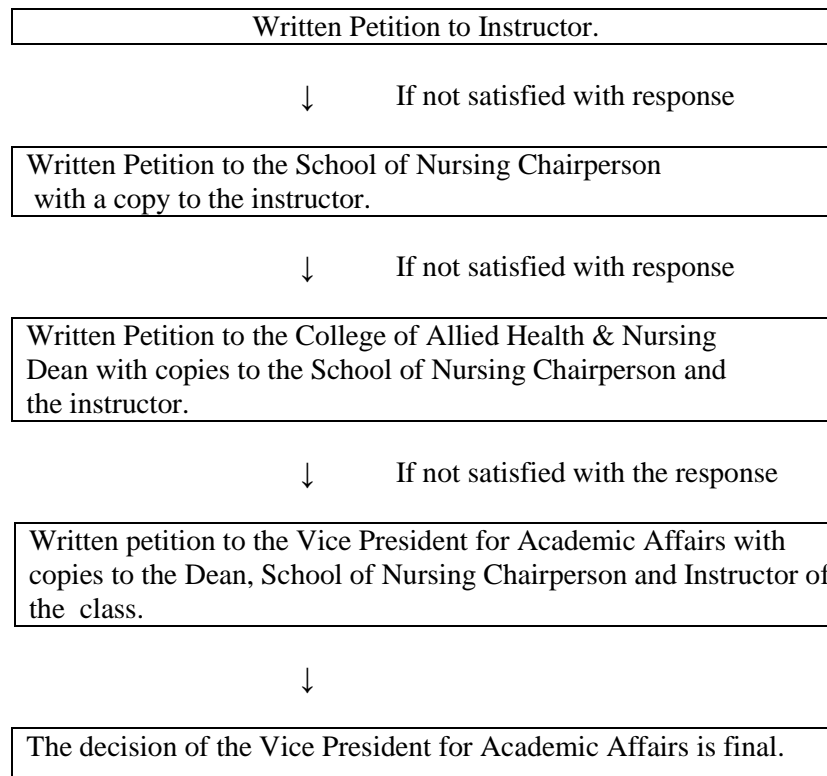
4. Grade Appeal Process

The student has the right to appeal decisions on academic matters. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Students have the right to ask an instructor for an explanation of any grade received. **Students are strongly encouraged to talk to their instructor before beginning the formal appeal process to attempt to resolve the matter informally.**

If there is no satisfaction, the student should follow the University policy as outlined in MSU's "The Basic Stuff Student Handbook" under "Grade Appeal Process". However, please note that **appeals must be filed within one week (excluding breaks) of written notification by the nursing faculty of the course grade earned by the student.** This differs from the University policy which states appeals must be filed within two weeks of University notification of a final grade. The reason for the earlier filing deadline is to facilitate student scheduling in our sequential nursing curriculum and in clinical rotations which end both mid-semester and at the end of a semester.

Petitions should contain the nature of the problem, relevant information which supports the appeal, the remedy sought, and a statement that an attempt was made to resolve the issue at the appropriate lower levels of appeal. The student should always retain a copy of all paperwork for his/her own records.

A student who is appealing an academic decision is permitted to continue with the next sequential course in order not to place him/her in jeopardy for continuing the appeal. However, the student must have written verification of clinical safety by a nursing faculty member in order to enroll in a course which includes clinical practice.



Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (CSU 218A, 389-2611).

5. Dismissal

- a. The student who fails to meet the stated requirements of the SON regarding grades, progression, and retention may be advised to change career goals or required to leave the program.
- b. A student may be dismissed from the nursing major for behavior or actions which threaten the health or safety of clients/patients. **This includes behaviors indicative of drug or alcohol abuse.**

As stated in the Patient's Bill of Rights, the client's right to safe and quality nursing care must be protected. Students are encouraged to seek counsel from his/her advisor.

- c. A student may be required to withdraw from a clinical course at any time during the semester when her/his clinical performance is such that the student jeopardizes patient safety or requires an excessive amount of supervision which interferes with the instructor's ability to adequately supervise other students in the clinical group. The student must then seek counsel from his/her advisor. The student may petition the Admission and Progression Committee following the procedure outlined in 3.c above.
- d. Evidence of plagiarism, false documentation or cheating constitutes grounds for dismissal.

6. Leave of Absence (LOA)

A student may request a personal or academic leave of absence (LOA) after the successful completion of **at least 14 credits of nursing**. The LOA can be for a minimum of one academic semester and a maximum of one academic year. While registered in the School of Nursing, STUDENTS WILL BE ALLOWED TO TAKE A MAXIMUM OF TWO LOA'S.

The procedure to follow for initiating an LOA is as follows:

- a. Make an appointment to talk with your advisor to discuss implications for progression and ramifications of the LOA.
- b. If the LOA request still is the preferred action, complete the "Change in Progression" form. See Appendix A. Be sure to obtain your advisor's signature.
- c. Submit the signed "Change in Progression" form to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.
- d. The Admission and Progression Committee makes recommendations regarding requests.
- e. The Undergraduate Admission and Progression Committee will notify appropriate Undergraduate Program Coordinator (Basic, Accelerated or BS Completion) and the School of Nursing Chairperson of the Committee's recommendation.
- f. The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.
- g. If the student is dissatisfied with the Undergraduate Admission and Progression Committee's recommendation, the student may appeal to the School of Nursing Chairperson.

7. *Returning from an LOA:*

- a. Notify the Undergraduate Admission and Progression Chairperson of intentions to return by completing the "Change in Progression" form. See Appendix A. The Undergraduate Admission and Progression Committee will notify the appropriate Undergraduate Program Coordinator (Basic, Accelerated or BS Completion). It is especially important that the appropriate Undergraduate Program Coordinator know of intentions to return so that clinical placement possibilities can be determined. Deadlines for notification are the:

1) first Friday of the prior spring semester, if planning to re-enter the nursing program fall semester rotation one or two.

2) first Friday of the prior fall semester, if planning to re-enter the nursing program spring semester rotation three or four.

- b. Students will be admitted into the nursing course(s) IF THERE IS SPACE AVAILABLE.
- c. In the event that a student left the nursing program without requesting an LOA or an LOA was denied, and at a later date the student desires readmission to the School of Nursing, s/he must petition the Admission and Progression Committee using the "Change in Progression" form. See Appendix A. Deadlines for student requests are the same as those in policy 7a.
- d. A student who is planning to re-enter the School of Nursing is required to meet with his/her advisor or the appropriate Undergraduate Program Coordinator prior to registering for nursing courses. The purpose of this meeting is to plan for successful completion of the nursing major.

8. *Part-time Status*

A student may request part-time status. The procedure to follow for initiating part-time status is as follows:

- a. Make an appointment to talk with your advisor to discuss implications for progression and ramifications of part-time status.
- b. If part-time status still is the preferred action, complete the "Change in Progression" form. See appendix A. Be sure to obtain your advisor's signature.
- c. Submit the signed "Change in Progression" form to the Undergraduate Admission and Progression Committee Chairperson by 4:30 PM on the Thursday before the Friday afternoon Committee meeting. Deadline dates are posted on bulletin boards for each admitting group.
- d. The Undergraduate Admission and Progression Committee makes recommendations regarding requests.
- f. The Undergraduate Admission and Progression Committee will notify the appropriate Program Coordinator and the School of Nursing Chairperson of the Committee's recommendation.
- g. The student can expect a written response from the Undergraduate Admission and Progression Committee within one week following the date of the Committee review.