



Department of Nursing

Policy #008

### Progression

<b>Status:</b>	Approved 6.1.2017, Revised and Approved 8.1.19
<b>Effective:</b>	8.1.19
<b>Initiated by:</b>	Admission, Progression, Retention & Graduation Committee
<b>Relevant WAC, Standard or criterion:</b>	WAC 246-840-519; WAC 246-840-700

#### Purpose

The purpose of this policy is to provide guidelines for progression within the BSN Program.

#### Plan

Heritage University Department of Nursing recognizes the need to set expectations for how students shall progress toward academic degree completion. Students are reviewed each academic term by the student's academic advisor and the BSN Program Director to determine that students remain within good standing in the university and nursing, and are progressing toward the BSN degree.

Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. Therefore, in addition to academic progression, to progress in the BSN program, the student must show evidence of continuing development in interpersonal relations and communication with patients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters.

#### Academic Progression Sequence Guidelines

Progression is based on the sequential arrangement of the curriculum. Students may not take a succeeding level course without completion of the previous level course(s) or prerequisite course(s), without recommendation of the Admission, Progression, Retention and Graduation (APRG) Committee and/or the approval of the BSN Program Director.

A student who takes fewer than the required nursing credits for the specified program of study will be considered 'out of sequence.' Courses are not offered every semester, which will affect the timing of re-entry and program completion. Out of sequence students will be allowed to register for nursing courses on a space-available basis.

#### Repeating a Course

A student who receives a grade lower than B- or a WP (withdrawal passing) in any nursing course must repeat that course. A student may repeat any nursing course only once.

A student who fails or withdraws from a clinical course must repeat the clinical course and may be required to repeat the related theory course(s) concurrently, at the discretion of the APRG Committee. Students must pass the repeated clinical course in order to progress. The student will be permitted to register for a course being repeated on a space-available basis.

Because repeating a course may put the student out of sequence, a new plan of study must be developed by the student in consultation with his/her nursing advisor for progression through the sequence of nursing courses. A copy of the plan will be placed in the student's academic file.

### **Professional Development Guidelines**

Preparation for professional nursing practice requires that the student develop behaviors consistent with the profession, as well as the acquisition and application of knowledge for clinical practice. Therefore, in addition to the academic criteria listed in the progression in the major guidelines, the student must demonstrate:

1. appropriate interpersonal relations and communication with patients, peers, faculty and other health care personnel;
2. fulfillment of class and clinical practice obligations, including provision of safe nursing care in the clinical practice setting; and
3. honesty and integrity in all academic and professional matters.

Failure to meet all Professional Development Guidelines may result in the student earning a grade failing to meet academic criteria for the course.

### **Standards of Conduct**

Students enrolled in the Heritage University Department of Nursing must conduct themselves so as to conform to The Washington State Nursing Care Quality Assurance Commission (NCQAC), Washington Administrative Code (*WAC 246-840-700*), *Standards for Nursing Conduct and Practice*, and the *National Student Nurses' Association Code of Academic and Clinical Conduct*.

### **Suspension from Clinical Practice**

Heritage University clinical faculty supervisors reserve the right to suspend a student from the clinical practice setting if the student is ill, unprepared, late, or a risk to patient safety. Suspension from clinical practice for any reason, excluding student illness, is unexcused, thus carrying the requisite grade consequences as described in the course syllabus for unexcused absence.

### **Dismissal**

The Department of Nursing may dismiss any student for failure to meet academic criteria, for failure to meet Professional Developmental Guidelines, or for not conforming to Standards of Conduct. The Department of Nursing Dismissal Policy (Number 003) outlines the procedures for dismissal of a nursing student from the BSN program.

### **Withdrawing From Courses**

If a student withdraws prior to completion of a course, and the student was failing the course at the time of withdrawal, the grade will be recorded as "WF" (withdrawal failing). A WF will be regarded as an "F". A student may withdraw only once from any nursing course. A student may not withdraw from a course that is being repeated.

### **Voluntary Withdrawal from the BSN Program**

Students seeking to withdraw from the BSN Program or Heritage University are strongly encouraged to meet with the BSN Program Director. To voluntarily withdraw from the BSN program, a student must

notify in writing the BSN Program Director prior to withdrawing.

A student who voluntarily has withdrawn and then wishes to return to the program is required to formally request, in writing, permission to return. The student will be accommodated on a space available basis.

If a student plans to continue as a non-nursing Heritage University student after withdrawal from the BSN program, the student is responsible for declaring a new academic major and meeting with appropriate advising staff in the department of the new major.

### **Summary**

The APRG Committee is responsible for monitoring the academic and professional development of students as described in the Heritage University Department of Nursing By-laws. It is the responsibility of the BSN Program Director to inform the APRG Committee of students deemed ineligible to continue in the BSN program due to academic or professional dismissal. The student names will then be forwarded to the Nursing Department Chair, who will then notify the student of the decision in writing. Students will be referred to the Office of Advising for major/career advising and counseling referral as appropriate.

### **Individual Student Progress Report**

In order to facilitate academic review of students' progression through the major, the following procedures are outlined:

1. At the midpoint of each semester, an Individual Student Progress Report is generated for a student who is having difficulty meeting, or is not meeting, clinical or theory course objectives.
2. For a student having difficulty meeting course objectives, the Individual Student Progress Report is to be completed and signed by the faculty member(s) involved and discussed with the student.
3. The student is to sign the report to indicate that the student has read it. Any student having difficulty meeting course objectives **MUST** write specific plans for improvement on the report.

The Individual Student Progress Report is reviewed by the student's academic advisor and the Director of Nursing in order to provide for a systematic process of:

1. Evaluating and summarizing student's academic performance.
2. Evaluating continued progress to make recommendations for:
  - a. Assistance and advocacy
  - b. Progression/Retention
  - c. Dismissal

After an Individual Student Progress Report is reviewed, the Director of Nursing may request a follow-up report at any time during the term.

### **Mid-Term and Final Course Summary Progression Reports**

In order to facilitate academic review of the progression of all students through individual Nursing courses, the following procedures are outlined:

1. At the midpoint of each semester, Mid-Course Summary Reports are generated by the Lead Course Instructor and sent to the Admission, Progression, Retention, and Graduation (APRG) Committee Chairperson. This report will be used by the APRG committee in order to assess overall course and progression and retention activities.
2. At the end of each semester, Final-Course Summary Reports are generated by the Lead Course Instructor and sent to the APRG Committee Chairperson. This report will be used by the APRG committee in order to assess overall course progression and retention activities.
3. The APRG Committee Chairperson will keep the Departmental Chairperson, Curriculum Committee, and Faculty Assembly Meeting members informed of key summative findings.

### **Reviewers**

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Title: Progression

Proposed revisions of this policy should be reviewed by:

1. Admission, Progression, Retention and Graduation Committee
2. Policy and Bylaws Committee
3. Nursing Faculty Assembly
4. Heritage University Undergraduate Curriculum Committee
5. Program Evaluation Committee

### Forms

Individual Student Progress Report – see attached

Mid-term Course Summary Report – see attached

Final Course Summary Report – see attached

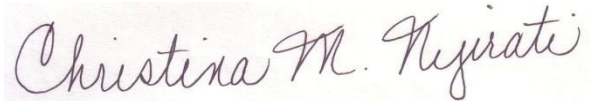
### References

Washington State *Standards of nursing conduct or practice, WAC 246-840-700*

<http://app.leg.wa.gov/wac/default.aspx?cite=246-840-700>

National Student Nurses Association (2017). *Code of academic and clinical conduct*. Retrieved from

<https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>



Signature



## Individual Student Progress Report\*

Student Name: \_\_\_\_\_ Course: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Year: \_\_\_\_\_ Semester: \_\_\_\_\_ Type of Progress Report: \_\_\_\_\_Mid-term; \_\_\_\_\_Final

Theory course (select one):  
 Performed marginally  
 Demonstrated deficiency  
 Follow-up report

Clinical course (if applicable)  
 Performed marginally  
 Demonstrated deficiency  
 Follow-up report

**Description of performance:**

- A. Theory- List grades/scores to date
- B. Clinical –(Attach clinical evaluation tool)

**Summary of statement of marginal performance/deficiency:**

**Student comment: (Required)** Include comments/documentation that is felt pertinent.

**Specific plan(s) for Improvement** (please attach):

**Signatures:**

_____	_____
Student name	Date
_____	_____
Faculty	Date
_____	_____
Department Chair	Date

\*Please send a copy to the student's advisor.



Department of Nursing

**MID-TERM COURSE SUMMARY REPORT**  
for the Admissions, Progression, Retention & Graduation Committee (APRG)

Date \_\_\_\_\_;

Course Title: \_\_\_\_\_;

Course Lead: \_\_\_\_\_; (filling out this report)

1. Number of students enrolled at beginning of term:\_\_\_\_\_:
2. Number of student at mid-term\_\_\_\_\_;
3. Number of students who are at an: A\_\_\_\_\_; A-\_\_\_\_\_; B+\_\_\_\_\_; B\_\_\_\_\_; B-\_\_\_\_\_; Failing grade\_\_\_\_\_;
  - a. Is this failing grade related to not passing a NURS non-clinical course (yes\_\_\_); or was this failing grade associated with a laboratory/clinical course (yes\_\_\_);
4. Number of students who have received a formal written contract to assist with remediation \_\_\_\_\_;
5. Number of students who have been referred to their advisor for remediation/guidance due to inadequate academic and/or clinical performance\_\_\_\_\_;

Please provide any other information that would be helpful to the APRG committee:

Thank you very much.

\*Please send to the Chair of the APRG committee at mid-term.



**FINAL COURSE SUMMARY REPORT**  
for the Admissions, Progression, Retention and Graduation Committee (APRG)

Date\_\_\_\_\_;

Date course ended\_\_\_\_\_;

Course Title: \_\_\_\_\_;

Course Lead: \_\_\_\_\_; (filling out this report)

1. Number of students enrolled at beginning of term:\_\_\_\_\_;
2. Number of student completed at the end of the term:\_\_\_\_\_;
3. Number of students who received an: A\_\_\_\_\_; A-\_\_\_\_\_; B+ \_\_\_\_\_; B\_\_\_\_\_; B-\_\_\_\_\_; Failing grade\_\_\_\_\_;
  - a. Was this failing grade related to not passing a NURS non-clinical course (yes\_\_\_); or was this failing grade associated with a laboratory clinical course (yes\_\_\_);
4. Number of students who received an IP\_\_\_\_\_; WP\_\_\_\_\_; or WF\_\_\_\_\_;
5. Number of students who received a formal written contract to assist with remediation \_\_\_\_\_;
6. Number of students were referred to their advisor for remediation/guidance due to inadequate academic and/or clinical performance (e.g., due to inadequate mid-term performance)\_\_\_\_\_;
7. Number of students who passed the HESI benchmark: Yes \_\_\_\_\_; No\_\_\_\_\_; N/A\_\_\_\_\_;

Please provide any other information that would be helpful to the APRG committee:

Thank you very much.

Send completed document to APRG Chair before the beginning of the following academic semester.