



Department of Nursing
Policy #003

Dismissal of Students from the BSN Program

Status:	Revised and Approved 04 Dec 2020, 01 Aug 2019, 01 June 2017
Effective:	04 Dec 2020
Initiated by:	Admission, Progression Retention and Graduation Committee
Relevant WAC, Standard or criterion:	WAC 246-840-519, WAC 246-840-700, WAC 246-840-710, National Student Nurses Association <i>Code of Academic and Clinical Conduct</i> (2017), American Nurses Association <i>Code of Ethics with Interpretive Statements</i> (2015), <i>Health Insurance Portability and Accountability Act</i> (1996)

Purpose

The purpose of this policy is to provide guidelines to the administration, faculty and staff for student academic or disciplinary dismissal from the BSN Program in the Department of Nursing.

Suspension:

Most commonly (unless an incident occurs during a school break), a student will be suspended from the clinical setting or from the BSN program, before a student is reviewed for potential dismissal by APRG.

The different types of suspensions are covered in the “Progression” policy.

Disciplinary Dismissal may result from the following:

1. Violation of the Heritage University Code of Conduct.
2. Violation of Washington State Nursing Care Quality Assurance Commission (NCQAC), Washington Administrative Code (*WAC 246-840-700*), *Standards for nursing conduct and practice*.
3. Unsafe, unethical, illegal or unprofessional behavior in violation of National Student Nurses Association (NSNA) *Code of Academic and Clinical Conduct* (2017) or the American Nurses Association (ANA) *Code of Ethics with Interpretive Statements* (2015).
4. Violations of the *Health Insurance Portability and Accountability Act (HIPAA)*; Pub.L. 104-191, 110 Stat. 1936) (1996).

Academic Reasons for Dismissal

Consistent with Policy #008 – Progression, academic dismissal may result from failure to remain in good academic standing in the BSN program.

As stated in the grading and progression policies, an academic failure results from achieving a grade lower than 80% (B-), a grade of “No Pass” in a “Pass/No Pass” course, or a recorded “withdrawal (“WX” or “WA”). If a grade of 80% (B-) is not achieved in a required nursing course, that course must be repeated before the student will be permitted to fully progress to the next academic term within the

program. Students may repeat a course only once following academic failure. If the student fails to achieve a grade of 80% or “Pass” (in a Pass/No Pass course) a second time, the student will be dismissed from the program. An academic failure in two or more courses required for the BSN degree will result in academic suspension and may result in dismissal from the program

As stated in the progression policy, the Chair of the Department of Nursing or the BSN Program notifies the student, student advisor, current course head(s) (if *during* a term), and APRG Committee Chairperson of the student's disciplinary or academic suspension. Then, the Chairperson of APRG has the authority and responsibility to determine the next course of action:

1. Reinstate the student temporarily, pending an investigation
2. Uphold a suspension, pending an investigation
3. Receive additional information from the student, clinical supervisor, course head, BSN program director, Chair of the Nursing Department, Registrar, and Provost.
4. Call the APRG committee to meet to consider reinstatement, continued suspension, or dismissal from the program.

A student may also be suspended or dismissed from Heritage University, and the relevant sections in the Catalog can be found here in the 2020-21 [catalog](#):

- Academic Warning, Probation and Suspension
- Academic Honesty Policy
- Academic Grievance Process

Voluntary withdrawal and compassionate leave:

The Progression Policy addresses voluntary withdrawal and compassionate leave from the BSN Program.

If a year from the end of the term that the student was last enrolled in classes, the student will be dismissed from the program.

In all situations, neither progression nor readmission to the program is guaranteed.

The BSN Student has the right to:

1. Request to meet with the course head, program director, department chair, and/or the APRG committee.
2. Appeal a grade. See the nursing Department grade appeal and academic grievance (Policy 006); the Heritage University grievance procedure is explained in the Heritage University Student Handbook.
3. File a formal or informal complaint (Policy 041 – Formal and Informal Complaint)
4. Proceed through the Heritage University Academic Honesty Review Process (if the suspension or dismissal is due to an allegation of academic dishonesty).

Appeals

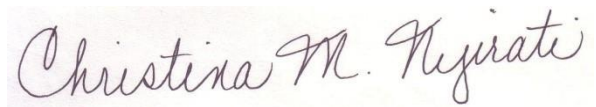
1. Dismissals due to alleged violations of the Heritage University [Code of Conduct](#) will be adjudicated through the procedures described in the Heritage University Student Code of Conduct and Disciplinary Action.
2. Issues of Academic Honesty follow the University Academic Honesty Procedure which first includes the intradepartmental nursing procedure, including the use of the Academic Honesty Form, and then potentially the Heritage University Academic Honesty Procedure.
3. Following a decision of dismissal from the BSN Program or from Heritage University the student has the right to appeal following the Heritage University Student Rights and Responsibilities policy.

Forms

The Nursing Department Academic Honesty Form is attached to this Policy.

Policy #003

Title: Dismissal of Students from the BSN Program

A handwritten signature in cursive script that reads "Christina M. Kujrati". The signature is written in black ink on a light-colored background.

Signature: _____

References:

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. American Nurses Association.

Health Insurance Portability and Accountability Act (HIPAA); Pub.L. 104–191, 110 Stat. 1936 (1996).

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>