



Department of Nursing  
Policy #018

### Grading and Evaluation of Student Performance

<b>Status:</b>	Approved 6.1.2017, Revised 10.5.17
<b>Effective:</b>	10.5.2017
<b>Initiated by:</b>	Admission, Progression Retention and Graduation Committee
<b>Relevant WAC, Standard or criterion:</b>	WAC 246-840-519

#### Purpose

The purpose of this policy is to provide guidelines for grading and grade requirements within the Nursing Department curricula.

#### Plan

Heritage University Department of Nursing recognizes the importance of maintaining consistent academic standards. Student grades are reviewed each academic term to determine that students remain within good standing in the University and Nursing.

#### Policies and Procedures

1. Non-Nursing Courses  
Non-Nursing courses required for the BSN nursing program must be completed with a grade of “C+” or better. If a student receives a “C” or lower grade, the course must be repeated with at least a “C+” achieved before the student may continue.
2. Nursing Courses
  - The course head assigned to a course has full responsibility for grading. (Policy 008).
  - Faculty are responsible for evaluating student performance in all didactic, laboratory and clinical nursing courses.
  - Each nursing course will have at a minimum of one key assignment. The syllabus that outlines the key evaluative assignment(s) is posted on MyHeritage so that it can be accessed by students.
  - Grading and progression policies are included in all course syllabi along with a statement of who is responsible for grading and evaluation of the students’ performance.
  - The rubric standardizes the evaluation process. The faculty’s evaluation of performance

of key assignments can be used to determine if the student is meeting the key requirements in the rubrics.

- For each nursing course there will be a minimum of a midterm and a final course evaluation. Students will be notified of their progress by midterm at the latest.
- The students' documentation in *Typhon*® software shows the quality and quantity of patient care experiences and helps to track and evaluate skills that are practiced/achieved by each student.
- Students are responsible for participating in their clinical evaluation. Students come prepared having done a self-evaluation and then discuss the evaluation with their clinical faculty supervisor.
- For senior practicum (a precepted experience), others will be giving input regarding the student's performance. However, it is still the faculty member that maintains the ultimate responsibility for assessing student performance.
- The criteria for students to maintain enrollment, in good standing in the BSN program, are applied consistently by each faculty member in each course.
- Successful completion of nursing courses requires students to achieve a grade of 80% or above in the course. If a grade less than 80% occurs, the student must repeat the course. Any single course may be repeated only once. If the student does not obtain a minimum of 80% on the second taking of the course the student is dismissed from the program.

### 3. Grading Scale for Determination of **Nursing** Course Grades

93 - 100 = A

90 - 92.9 = A-

87 - 89.9 = B+

83 - 86.9 = B

80 - 82.9 = B- \*\*Minimum Passing for Nursing Courses

77 - 79.9 = C+

73 - 76.9 = C

70 - 72.9 = C-

67 - 69.9 = D+

63 - 66.9 = D

60 - 62.9 = D-

0 - 59.9 = F

### 4. Clinical and Laboratory Courses

Several nursing courses are clinical and/or laboratory experiences. These courses are graded as Pass/Fail. In order to pass these courses the student must successfully achieve all learning outcomes. Thus, attendance at clinical practice and lab experiences is required and necessary to achieve learning outcomes. Attendance requirements and make-up work are fully outlined in Policy # 029, "Attendance".

If a student does not pass a clinical and/or laboratory course, this course must be repeated. Students may be also asked to repeat the theoretical course connected with the clinical and/or laboratory course. The Department Chairperson will make this final decision.

The course may be repeated once. However, a student may only repeat up to two nursing courses throughout the nursing program.

5. Standardized Testing

Standardized testing will be utilized throughout the programs. These exams provide good information to students about their grasp of the content in specific content areas. The completion of these exams is a required part of specified courses. Students pay a fee to cover the administration of the exam and the content and review materials provided to them. The standardized testing and remediation process is delineated by Policy #019, "HESI Testing and Remediation Policy".

6. Grades of Incomplete

The student is expected to complete all course requirements (class and clinical) for each semester. Grades of incomplete (I) are not automatically given when there are missing assignments at the end of the semester. However, because of extenuating circumstances (e.g. hospitalization or death of an immediate family member), a student sometimes is unable to complete all of the work.

To request an incomplete grade, the student must discuss with the faculty member the reasons for the request. This discussion is to occur as soon as the student recognizes that a problem exists. If this occurs, the student will initiate a "Contract for Removal of Incomplete Grade" form and the student may receive an "incomplete" instead of a letter grade for the course. The faculty will review and make a decision in each individual situation. Awarding of the Incomplete, once approved by the instructor, must be also approved by the department chair and the Provost/Vice President for Academic Affairs. Faculty members, should remain as flexible as possible, but are not obligated to grant the use of an incomplete grade. With no discussion of the need for an "I" grade, a student may receive a grade for a given course based on whatever percentage of the required material has been submitted.

To erase an incomplete and receive a letter grade, the student must fulfill the course requirements. The faculty member will complete a "Change of Grade" form. If an incomplete grade is not replaced by a final grade within the following semester, or the date indicated on the removal of incomplete form, or for which the instructor of record has not extended the date on the Contract for Removal of Incomplete Grade form filed in the Registrar's Office, the incomplete will be changed automatically to an F (failure) or the grade indicated on the contract.

7. Appeal of Grades

There is a process for appealing the grade received in a course, congruent with the policies of Heritage University. These steps are followed until the concern is resolved. The appeal of grade process is delineated by Policy #006, "Grade Appeal". The grievance procedure is explained in the Heritage University student handbook.

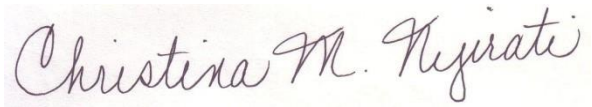
## Reviewers

Proposed revisions of this policy should be reviewed by:

- Nursing Faculty Assembly
- Policy and Bylaws Committee

## Forms

Contract for Removal of Incomplete Grade form  
Change of Grade form

A handwritten signature in cursive script, reading "Christina M. Kujrati", is written in black ink on a light-colored rectangular background.

Signature \_\_\_\_\_