



Department of Nursing
Policy #018

Grading and Evaluation of Student Performance

Status:	Approved 2014-05-18 Revised and approved 2017-06-01, 2017-08-05, 2020-06-30
Effective:	2020-06-30
Initiated by:	Admission, Progression Retention and Graduation Committee
Relevant WAC, Standard or criterion:	WAC 246-840-519

Purpose

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

- “B-” is the minimum passing grade (or “P”) for courses required for the BSN degree following admission to the BSN Program.

A failing grade in two different courses required for the BSN degree will result in academic suspension [Nursing Policy #008 – Progression] and possible dismissal from the program [Nursing Policy #003 – Dismissal of Students from the BSN Program]. A failing grade in the same course twice will result in Academic Dismissal.

As stated in Nursing Policy #008 – Progression, a student may write a letter to petition a review by the Admission, Progression, Retention and Graduation Committee (APRG) of a grade of “C+” in a non-nursing course required for the BSN degree in order to progress. If allowed to progress, this grade would not count against suspension or dismissal from the program.

2. Nursing Courses

- This policy, Nursing Policy #018 – Grading and Evaluation of Student Performance, is to be referenced in all Nursing course syllabi along with a statement of who is responsible for grading and evaluation of the students’ performance.
- The course head assigned to a course has full responsibility for grading [Nursing Policy #008 – Progression].
- 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 outlining the key evaluative assignment(s) is to be posted on MyHeritage so that it can be accessed by students.
- Rubrics are established in many course syllabi to standardize 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 clinical 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 [Nursing Policy #036 – Evaluation of Student Clinical Competencies].
- 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 [Nursing Policy #036 – Evaluation of Student Clinical Competencies].
- Students are responsible for participating in their clinical evaluation. Students come to the evaluation prepared, having done a self-evaluation, and then discuss the evaluation with their clinical faculty supervisor [Nursing Policy #036 – Evaluation of Student Clinical Competencies].
- For senior practicum (a precepted experience), preceptor(s) will give 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.

As stated in Nursing Policy #008 - Progression, 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. Failure to meet all professional development guidelines and/or violation of Nursing Policy #009 – Professionalism may result in the student either:

- not meeting “Proficient” status for didactic or clinical course outcomes [Nursing Policy #036 - Evaluation of Student Clinical Competencies] and thus not passing a course, or
- dismissal from the BSN program [Nursing Policy #003 – Dismissal of Students from the BSN Program].

3. Clinical and Laboratory Courses

Many nursing clinical and laboratory courses are graded as “Pass”/“No pass”. 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 Nursing Policy #029 - Attendance.

As stated in Policy #036 - Evaluation of Student Competencies in Achieving Student Learning Outcomes in the Clinical Setting, failure to demonstrate growth and performance at the “Proficient” level will result in unsatisfactory course outcome evaluation and failure of the course. If at any time during the educational experience the faculty supervisor determines that the student is not providing safe, competent, and ethical care, or not acting in a professional manner, the faculty member has the responsibility to remove the student from the setting and document the incident.

As stated in Nursing Policy #008 – Progression, if a student does not pass a clinical and/or laboratory course, the course must be repeated and a student cannot progress to subsequent clinical or laboratory courses.

Students may be also asked to repeat the theoretical course connected with the clinical and/or laboratory course. The APRG Chair will make this decision, with possible guidance from the APRG Committee, the Department of Nursing faculty, and the BSN Program Director.

4. Standardized Testing

Standardized testing will be utilized throughout the BSN program. These exams provide useful information to students about their grasp of the content in specific 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 Nursing Policy #019 – Standardized Testing and Remediation.

5. Grades of Incomplete

The student is expected to complete all course requirements (classroom, laboratory 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, death of an immediate family member, epidemics/pandemics, natural disasters, etc.), a student sometimes is unable to complete all of the work on time.

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. Together with the faculty member, 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 also be 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. The incomplete will be changed automatically to an F (failure) or the grade indicated on the contract if the grade is not replaced by a final grade either within the following semester or by the date indicated on the removal of incomplete form.

6. 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 Nursing Policy #006 - Grade Appeal and Academic Grievance. The grievance procedure is explained in the Heritage University Student Handbook.

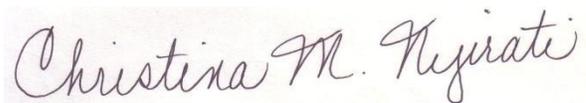
Reviewers

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



Signature _____