



Department of Nursing

**Policy #008**

**Progression**

<b>Status:</b>	Originated 2017-06-01 Revised 2023-08-01, 2020-06-12, 2019-08-01
<b>Effective:</b>	2023-08-01
<b>Initiated by:</b>	Admission, Progression, Retention, & Graduation Committee
<b>WAC:</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.

### **AUDIENCE**

This policy applies to all students in the BSN Program.

### **PLAN**

The 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 the nursing department 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.

## **POLICIES AND PROCEDURES**

### **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 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 course required for the BSN degree must repeat that course. A student may repeat a nursing course only once. If the student does not pass a retake of a course, the student will be dismissed from the program (Nursing Policy #003 Dismissal of Students from the BSN Program).

A student may write a letter to petition a review by APRG of a grade of "C+" in a non-nursing course required for the BSN degree, in order to progress. If the student is allowed to progress, this grade would not count against the student in terms of potential suspension or dismissal from the program. Following receipt of the letter, the APRG committee will deliberate and vote in a convened meeting whether to accept the student's explanation as valid and to review the academic history of the student for acceptance of the grade of "C+."

As stated in the Heritage University Catalog, Academic Policies, Registration (2024-2025 ed.), courses dropped during the first two weeks of a semester are not recorded on the student's permanent record. Likewise, these will not count toward a student's progression record in the nursing department but will still place a student "out of sequence" with the need to develop a revised plan of study.

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

A student who fails or withdraws from a theory/didactic course must repeat the course in the next semester the course is offered. Failure of a didactic course will affect progression to other didactic courses as well as clinical/lab courses and will necessitate the development of a revised plan of study.

Repeating any course required for the BSN degree will interrupt a student's original plan of study. 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. If the revised plan of study has a student taking a course out of sequence from the model BSN plan of study, the student may potentially take some courses out of sequence with permission of the course head(s). This revised 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:

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

Failure to meet all Professional Development Guidelines may result in the student not meeting “Proficient” status for didactic or clinical course outcomes (Nursing Policy #036 Evaluation and Grading of Student Clinical Competencies) and thus not pass a 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 Board of Nursing 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. The clinical faculty course head will verbally communicate suspension to the student immediately, or if necessary, this will be done by the Nursing Dept. Chair or Course Head.

A student under investigation for alleged unprofessional, unethical, or illegal activities or behaviors listed under “Disciplinary Dismissal” (Nursing Policy #003 Dismissal of Students from the BSN Program) will be suspended from the clinical setting. Cause for disciplinary suspension will be reviewed by the APRG Committee and may lead to dismissal if the student is found to be in violation of professional and/or academic codes of conduct.

### **ACADEMIC SUSPENSION FROM THE BSN PROGRAM**

As stated in Nursing Policy #003 Dismissal of Students from the BSN Program, the Chair of the Department of Nursing or the BSN Program Director confers with the Chair of the Department of Nursing and then notifies in writing by official letter the student, student’s advisor, current course head(s) (if during a term), and APRG Committee Chair of the student’s disciplinary or academic suspension for:

- 1) Grades lower than “B-”
- 2) Grade of “NP”
- 3) Recorded withdrawal (WA or WX)

### **Notification of Suspension from the BSN Program**

Within one week of suspension, the Chair of the Department of Nursing or the BSN Program Director will notify the student, the student’s advisor, course head(s) of the student’s current courses (if mid-term), and the APRG Committee Chair of a student’s suspension from the nursing program.

The Chair of APRG has the authority to:

- 1) Reinstatement 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, and Chair of the Nursing Department.
- 4) Call the APRG committee to meet to consider reinstatement, maintaining the suspension, or dismissal from the program.

The BSN Student has the right to:

- 1) request to meet with the course head, program director, department chair, and/or APRG committee.
- 2) appeal the grade as delineated by Nursing Policy #006 Grade Appeal and Academic Grievance if the suspension is related to academic progress due to a non-passing grade. The Heritage University grievance procedure is explained in the Heritage University Student Handbook.
- 3) file a formal or informal complaint (Nursing Policy #041 Formal and Informal Complaints).
- 4) proceed through the Heritage University Academic Honesty Review Process outlined in the HU catalog, if the suspension is related to academic honesty, professionalism, or standards of conduct.

**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. If a student fails and/or withdrawals from the same nursing course twice, the student will be dismissed from the program. The Department of Nursing Policy #003 Dismissal of Students from the BSN Program outlines the procedures for dismissal of a nursing student from the BSN program. A student that does not make progress towards the BSN degree (successfully pass a "NURS" course) for one year will be dismissed from the program.

**WITHDRAWING FROM COURSES**

A student may withdraw from a course in accordance with the published academic calendar (first 10 days/2 weeks of the semester) without record on the student's transcript. A drop after the first 2 weeks will show up as a "WX" or a "WA" on the student's record (see the HU Catalog). A student may receive a recorded withdrawal only once from a nursing course. A student may not withdraw from a course that is being repeated.

Whether or not the drop is recorded on the student's transcript, the drop will disrupt progress toward completing the BSN degree and the student and the student's advisor must develop a revised plan of study before the student registers for the next term.

Incomplete grades are not considered "failures" or "withdrawals," at least not initially (Nursing Policy #018 Grading and Evaluation of Student Performance).

**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 (Nursing Policy #002 Reinstatement to the BSN Program).

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.

### **COMPASSIONATE LEAVE FROM THE BSN PROGRAM**

In special circumstances, a student may petition (writing a letter) for a compassionate leave from the BSN program. Examples include, but are not limited to:

- Personal or family illness or death
- Military deployment

A written arrangement including a revised plan of study must be developed by the BSN program Director, the student's advisor, the student, and approved by the Chair of APRG. If a year from the end of the term when the student took leave passes without progress toward the degree, the student will be dismissed from the program.

### **SUMMARY**

The APRG Committee is responsible for monitoring the academic and professional development of students as described in the Heritage University Nursing Department Bylaws. 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 Course Head 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 Course Head 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.

### **CITED AND RELATED POLICIES**

#### **Cited**

- Nursing Policy #002 Reinstatement to the BSN Program
- Nursing Policy #003 Dismissal of Students from the BSN Program
- Nursing Policy #006 Grade Appeal and Academic Grievance
- Nursing Policy #009 Professionalism
- Nursing Policy #018 Grading and Evaluation of Student Performance
- Nursing Policy #036 Evaluation and Grading of Student Clinical Competencies
- Nursing Policy #041 Formal and Informal Complaints
- Heritage University Academic Grievance Process
- Heritage University Code of Conduct
- Heritage University Student Rights and Responsibilities

#### **Related**

- Nursing Policy #033 Student Rights and Responsibilities

### **POLICY REVIEWERS**

Proposed revisions of this policy should be reviewed by:

- 1) Admission, Progression, Retention & Graduation Committee [initiating committee]
- 2) Bylaws, Policies, & Handbooks Committee
- 3) Nursing Faculty Assembly
- 4) Nursing Program Evaluation Committee
- 5) Heritage University Undergraduate Curriculum Committee

### **FORMS**

- Individual Student Progress Report (attached)
- Mid-term Course Summary Report (attached)
- Final Course Summary Report (attached)

### **WAC**

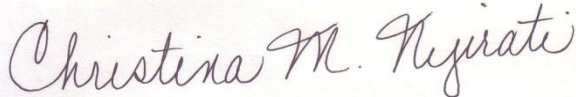
Washington State Legislature. (2016). WAC 246-840-519. Student requirements in all approved nursing education programs. <https://app.leg.wa.gov/wac/default.aspx?cite=246-840-519>

Washington State Legislature. (2022). WAC 246-840-700. Standards of nursing conduct or practice. <https://app.leg.wa.gov/wac/default.aspx?cite=246-840-700>

### **REFERENCES**

National Student Nurses Association. (2017). Code of academic and clinical conduct. <https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>

Nursing Director Signature:

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



Department of Nursing

**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 \_\_\_\_\_ 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)

Today's Date:

Course Title: NURS \_\_\_\_\_

Course Head Name:

1. Number of nursing students enrolled at beginning of term
2. Number of nursing students at mid-term
3. At the time of this report, what percentage of course points have been complete
4. Have you submitted mid-term course grades online on MyHeritage? Yes / No
5. How many of your students are:  
Below passing threshold:   
Slightly above passing threshold, but at risk   
On track:
6. For students near or below the passing threshold, have you met with the students and/or notified the students' advisor to request they meet regarding not passing and at-risk students.

7. Describe any interventions\* for specific at-risk students:

\*Examples: with student "X" I discussed study habits and proper preparation for class; with students "X" and "Y" I discussed attendance, participation, and on-time completion of assignments; student "Z" is struggling with basic concepts in clinical and may also be struggling in multiple lab and didactic courses and I have contacted his/her advisor, etc.

Please delete the examples from the document you submit, and replace with your description of interventions.

Please provide any other information that would be helpful to the APRG committee or any interventions you would like for the APRG to take:

Thank you very much. \*Please send to the Chair of the APRG committee at mid-term



Department of Nursing

**FINAL COURSE SUMMARY REPORT**

for the Admissions, Progression, Retention and Graduation Committee (APRG)

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

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

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

Course Lead: \_\_\_\_\_;

1. Number of nursing students enrolled at beginning of term
2. Number of nursing students completed at the end of the term: \_\_\_\_\_
3. Number of nursing students who currently have an "incomplete" or "in progress" grade 
  - a. Is there a written contract in place for completion of the course requirements? Yes \_\_\_\_\_; No \_\_\_\_\_;
  - b. Please attach a copy to this report.
4. How many of your students received grades:  
At passing threshold or above (B- or higher, or "pass")   
Below passing threshold (C+ or lower or a "no pass"):   
WP (withdrawal passing) or WF (withdrawal fail)
5. Number of students who received an "individual student progress report" or "academic contract" during your
6. If a HESI Exam was offered in your course, indicate the number of students with scores in these ranges on the first attempt.
  - a. > 900
  - b. 800-900
  - c. 700-799
  - d. < 699

What was the range of HESI Scores?

Did/do any students need to take a second version of the HESI to pass the course? Explain.

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