



Nursing Department

Policy #008

Progression

Status:	Originated 2017-06-01 Revised 2024-10-25, 2023-08-01, 2020-06-12, 2019-08-01
Effective:	2024-10-25
Initiated by:	Admission, Progression, Retention, and Graduation Committee
WAC:	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 Nursing Department 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).

As stated in the Heritage University Catalog, 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 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. A revised study plan should be developed by the student and their nursing faculty advisor or BSN Academic Coordinator, and must be approved by the APRG Committee, the Nursing Director, or the Nursing Department Chair.

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.

Additional options, besides waiting a year, after not passing a course required for the BSN Degree:

1) Non-nursing course required for the BSN Degree:

A grade of "B-" or higher is required in all courses for the BSN Degree following admission to the BSN Program. A grade of "C+" or higher is required prior to admission to the BSN Program.

If a student receives a "C+" and not a "B-" in a non-nursing course, 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, to progress. If the student is allowed to progress, this grade of C+ would be fully accepted and would not count against the student in terms of potential suspension or dismissal from the program. Follow 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+."

Use of other college/university nursing courses to remediate a course for a non-passing grade in an HU Nursing Course:

To support student progression through the BSN program, the HU BSN Program may consider the use of similar courses offered by other RN programs, to meet course outcomes of an HU BSN NURS course. This includes the potential to utilize asynchronous courses offered through and that meet the requirements of other RN Programs.

If this is to be considered, this is the procedure that will be followed:

- 1) The student or one of the student's nursing faculty advisors finds a suitable nursing course, potentially on a course exchange like Acadeum, and obtains the syllabus, topics/content, outcomes, and if available, specific learning objectives that will be met in specific content areas during the course.
- 2) A minimum grade of "C-" or higher is necessary in the first take of the HU BSN NURS course in order for a student to be eligible for a remediation course option, grades below "C-" necessitate retaking the Heritage University BSN program course the next time it is offered.
- 3) The student or student's nursing faculty advisor contacts the Chairperson of the BSN Curriculum Committee, with the above information, to be placed on the next available BSN Curriculum Committee meeting to review the proposed non-HU nursing course to be used for remediation.
- 4) The student or student's nursing faculty advisor presents the proposed course to be used for remediation at the next BSN Curriculum Committee meeting. The Curriculum Committee evaluates the course, asks pertinent questions, and considers whether to vote to accept the course, request more information to inform the decision, or decline the option to use the proposed course.
- 5) If the course is accepted by the BSN Curriculum Committee as satisfactory to meet the requirements of the course that the student did not originally pass, the student with assistance from the student's nursing faculty advisor, works on the necessary next steps to enroll the student in the approved course.
 - a. If approved by the BSN Curriculum Committee, the BSN Curriculum Committee Chair will notify the Nursing Department Chair that the course will be considered equivalent.
 - b. The Department Chair will notify the HU team involved in coordinating course exchange of the declared equivalency of the course.
- 6) Once the course is completed, the student receives the grade earned at the other institution on their HU transcript as an HU course.
 - a. If the course is not passed (minimum grade of the partner institution, or minimum grade of HU), this would not count as the student's second attempt at this course and would not result in dismissal from the BSN Program.
 - b. The minimum grade is "B-" regardless of the grading scale at the other university.
 - c. Grade appeals may be made by the student/advisor if the grade earned is less than "B-" but qualifies as a passing grade for the RN program at the other institution (Nursing Policy #006 Grade Appeal and Academic Grievance).

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 Nursing Department 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 Department 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

Academic suspension from the BSN Program occurs when a student obtains any of the following as the current grade in two or more courses required for the BSN degree:

- 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 Nursing Department 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 Nursing Department 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 Nursing Department 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 withdrawal 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 the BSN Program Director in writing 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 and/or the student's advisor 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

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 Nursing Director 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 Nursing Director may request a follow-up report at any time during the term.

MID-TERM AND FINAL COURSE SUMMARY PROGRESSION REPORTS

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 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 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

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>

FORMS

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

POLICY REVIEWERS

Proposed revisions of this policy should be reviewed by:

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

Nursing Director Signature:





Nursing Department
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.



Nursing Department

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



Nursing Department

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: