ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 4/06, 9/06, 11/07, 10/11, 5/12, 8/12
03/13, 10/13
No: 2-A-900-06
Date: May 2015
Required Review Date: October 2015
Written By: Graduate APG Committee
Approved By: [Signature]

SUBJECT: Academic Progression – Graduate Nursing Programs

PURPOSE: To provide guidelines for progression in Allen College – UnityPoint Health
Graduate Nursing programs

EFFECTIVE FOR: Allen College – UnityPoint Health graduate students admitted for fall 2011 and after

POLICY: During enrollment at Allen College – UnityPoint Health, student progress will be continually evaluated.

PROCEDURE:

Academic Load – Masters Students
Twelve or more semester hours per semester or seven or more semester hours in the summer term requires written permission by the Graduate Admissions, Progression, and Graduation (APG) Committee and are based upon a minimum grade point average of 3.50 and availability of space.

Academic Load – Doctoral Students
More than six semester hours per semester requires written permission by the Graduate Admissions, Progression, and Graduation (APG) Committee and are based upon a minimum grade point average of 3.50 and availability of space.

Enrollment Status for Financial Aid
The classification of a student enrolled in the graduate programs is as follows:
Full-time: 8 or more semester hours for MSN; 6 or more semester hours for doctoral
Three-Quarter time: 6-7 semester hours for MSN
Half-time: 4-5 semester hours for MSN; 3-5 semester hours for DNP
Less than half time: 1-3 semester hours for MSN; 1-2 semester hours for DNP
Enrollment in Program following Admission in the Masters Program
Admitted students must register for a nursing course within the first 12 months from the
beginning of the semester to which the student is admitted. Students who fail to enroll during
this 12 month time period must reapply for admission
Undergraduate course requirement:
- Statistics: 3 credit hour undergraduate course must be completed prior to enrollment in
  NU540 Evidence Based Practice
- Nursing Research: 3 credit hour undergraduate course must be completed prior to
  enrollment in NU540 Evidence Based Practice
- Community Health: 3 credit hour undergraduate course must be completed prior to
  enrollment in NU530 Health Promotion and Disease Prevention

Enrollment in Program following Admission in the Doctoral Program
Admitted students must register for a nursing course within the semester to which the student is
admitted. Students who fail to enroll during their first semester of the two year cycle must
reapply for admission

Continuous Enrollment in Masters Programs
Once the student is admitted to the MSN program, that student must be continuously enrolled in
a minimum of one course each semester during the academic year or have an approved leave of
absence in order to remain in the program. Students who fail to adhere to this requirement must
seek reinstatement in the MSN program.

Continuous Enrollment in the Doctoral Program
Once the student is admitted to the DNP program, that student must be continuously enrolled in
a minimum of one course each semester during the academic year. Students who fail to adhere to
this requirement must seek reinstatement in the DNP program.

Time Limit for Completion of Graduate Programs
All requirements for a graduate degree must be completed within seven consecutive years,
beginning with the date the student enrolls in a course(s) carrying graduate credit applicable to
the degree program either at Allen College – UnityPoint Health or another institution. Course
work older than seven years cannot be used to meet requirements for a graduate degree. This
seven year time limit includes any leave of absence granted to the student.

Time Limit for Completion of RN-MSN Program
The seven year time limit for completion of the master’s degree will begin after the student has
completed the requirements for the BSN Degree at Allen College – UnityPoint Health.

Progression in the Master of Science in Nursing Program
After admission to the graduate program, placement in courses for the academic year is based on
the following priority placement:
1. Full-time students who have completed 18 or more credit hours.
2. Part-time students who have completed 18 or more credit hours.
3. Full-time students who have completed less than 18 credit hours.
4. Part-time students who have completed less than 18 credit hours.
5. Full-time RN-MSN students.
6. Part-time RN-MSN students.
7. Non-Degree Seeking students.
* Priority placement does not apply to students who are on hold.

If additional criteria are needed to determine placement, the Graduate APG Committee considers the date of becoming out of sequence and the student’s grade point average (GPA). Students who interrupt their studies for any reason are considered out of sequence and will be accommodated according to the above priority ranking on a space-available basis for the remainder of course work to be completed.

In addition, nurse practitioner students must provide evidence of 800 hours of clinical experience as a registered nurse prior to enrollment in a clinical specialty course.

**Timing of NU 696 Graduate Seminar II and NU 695 Graduate Project Courses**

Students must take NU 696 Seminar II two terms prior to their scheduled date of graduation. In other words, students scheduled to graduate in:
- a spring term will be enrolled in NU 696 the summer term prior to graduation, or earlier.
- a summer term will be enrolled in NU 696 the fall term prior to graduation, or earlier.
- a fall term will be enrolled in NU 696 the spring term prior to graduation, or earlier.

In addition, a student will not be allowed to enroll in the NU 695 Graduate Project course unless the student’s MSN evidence-based practice/quality improvement project proposal has been submitted to, and approved by, the Allen College Institutional Review Board (ACIRB) in the semester prior to the student’s scheduled date of graduation. Note that in order for this to occur, it is the student’s responsibility to meet all deadlines established and published by the ACIRB.”

**Satisfactory Completion of Master of Science in Nursing Program**

Progression within the MSN program is demonstrated by the following:

A. A cumulative grade point average (GPA) of 3.0 calculated on the basis of all attempted graduate-level courses following admission to the graduate program;

B. Completion of all courses with a grade of "C" or higher in non-clinical courses and a "B" or higher in clinical didactic courses and satisfactory performance in the clinical component of all clinical courses. These requirements apply to all master’s tracks.

C. Adherence to requirements related to CPR certification, RN licensure, and health requirements;

D. Adherence to reasonable standards of professional conduct in all activities in the academic, clinical, and service settings.
Progression into the Doctor of Nursing Practice Program: Early Entry DNP Students
In order to progress into DNP level coursework (i.e. before final admission to the DNP program is granted), students in the Early Entry DNP program must meet all admission requirements for the DNP program upon completion of the MSN degree. (See Admission Criteria for Doctor of Nursing Practice policy for all specific requirements)

Satisfactory Completion of Doctor of Nursing Practice Program
Progression within the DNP program is demonstrated by the following:
E. A cumulative grade point average (GPA) of 3.0 calculated on the basis of all attempted graduate-level courses following admission to the graduate program;
F. Completion of all courses with a grade of “B” or higher in all coursework and clinical preceptorships.
G. Adherence to requirements related to CPR certification, RN licensure, NP licensure (as applies) and health requirements;
H. Adherence to reasonable standards of professional conduct in all activities in the academic, clinical, and service settings.

Withdrawing from a Course
Students wishing to withdraw from any or all courses must complete the official withdrawal form by the deadline dates printed in the current academic calendar. A grade of “W” will appear on student transcripts when students complete the official withdrawal forms. Once the deadline for course withdrawals without penalty has passed, a grade of either “WP” or “WF” will be assigned as determined by the course instructor. Once the deadline for course withdrawals without penalty has passed, withdrawing from a course is not an option and a grade will be assigned. A student may withdraw from any course only one time while enrolled at Allen College – UnityPoint Health.

Repeating a Course in the Masters Programs
A student enrolled in the MSN program must repeat any course in which s/he received a grade of “C-” or lower in a non-clinical course and “B-” or lower in a clinical didactic course or unsatisfactory performance in the clinical component of all clinical courses. This policy applies to all MSN tracks. Students will be allowed to repeat a course one time only. A student will not be allowed to repeat more than one course sponsored by Allen College – UnityPoint Health. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College – UnityPoint Health.

Repeating a Course in the Doctoral Program
A student enrolled in the DNP program must repeat any course in which s/he received a grade of “B-“ or lower or unsatisfactory performance in the clinical preceptorship. Students will be allowed to repeat a course one time only. A student will not be allowed to repeat more than one course sponsored by Allen College – UnityPoint Health. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College – UnityPoint Health.
Academic Withdrawal
A student who wishes to discontinue the program should request an official academic withdrawal form from the Student Services Office. Students are strongly encouraged to seek counsel with their advisor prior to taking such action. An exit interview with an Allen College – UnityPoint Health administrator to discuss implications of the withdrawal is recommended.

A Financial Aid exit interview is required for students receiving financial aid. All financial obligations must be fulfilled with the College upon withdrawal, as well as any obligations (checked out books, etc.) to the library.

The faculty reserves the right to retain only those students who satisfy the requirements of didactic and clinical performance necessary for safe practice. The faculty may recommend withdrawal of a student for academic difficulties, health reasons, clinical performance, or personal conduct. The Graduate Admission, Progression, and Graduation (APG) Committee reviews all recommendations for dismissal of a student enrolled in a graduate program.

Request for Reinstatement Following Voluntary Withdrawal
Re-instatement of students who have voluntarily withdrawn from a graduate program for any reason is not automatic and is not guaranteed. Students in good academic standing who have voluntarily interrupted their program of study for any reason may request to reenter the program through the following procedure. This procedure applies to any student who has not been continuously enrolled each semester during the academic year.

- Submit a letter to the Director of Student Services the semester prior to reentry to the program. This request must be received by June 1 for fall semester, April 1 for summer semester, and October 1 for spring semester. The Director of Student Services will inform the student if her or his request is approved or may, at her or his discretion, refer the request to the Graduate Admissions, Progression and Graduation Committee for consideration.

Students who voluntarily withdraw from the program and are reinstated must adhere to the policies and curriculum of the College in effect at that time of reinstatement.

Academic Probation and Dismissal
A. Academic probation: A graduate student failing to meet the criteria for satisfactory achievement will be placed on academic probation. A student on probation due to failure to meet the cumulative GPA requirement of 3.0 will be allowed one semester if a full-time student and two semesters if a part-time student to raise the cumulative GPA to a satisfactory level. If the student fails to be removed from academic probation at this time, he/she may be dismissed from the College.

Prerequisite nursing courses that are not successfully completed must be repeated prior to enrollment in advanced courses. Failure to meet requirements related to professional standards will be evaluated on an individual basis and, if the student is allowed to continue enrollment, guidelines will be established. Students will be placed on hold due to failure to meet CPR, licensure, and health requirements will not be allowed in clinical activities and risk course failure.
B. **Academic dismissal:**

Students are subject to dismissal from the MSN program for:

1. Failure to meet conditional admission requirements;
2. Failure to demonstrate satisfactory achievement within a probationary period;
3. Failure to complete requirements for the degree within a seven year period after initial registration
4. Failure to successfully complete a course on the second attempt.
5. Receiving two failing grades* see failing grade definitions below

*Faculty recommended withdrawal of a student for academic difficulties, health reasons, clinical performance, or personal conduct.

*Failing Grade Definition for MSN Programs

1. Grade of “C-” or below in any didactic course.
2. Grade of “B-” or below in any clinical didactic course.
3. Unsatisfactory grade in any clinical course.

*Failing Grade Definition for DNP Program

1. Grade of “B- or below in any DNP course.

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**Request for Reinstatement Following Dismissal**

*Reinstatement of students who have been dismissed from a graduate program for any reason is not guaranteed, and no dismissed student may be reinstated more than once. Students who are dismissed from a graduate program for any reason may request reinstatement in the program by following the procedure outlined below:

1. Submit a letter to the Director of Student Services the semester prior to reentry to the program. This request must be received by June 1 for fall semester, April 1 for summer semester, and October 1 for spring semester.

2. At the time of reapplication, the applicant must submit a statement that addresses the reason(s) for the failure, outlines what s/he has done to ensure success (e.g., courses taken successfully at other institutions since dismissal, etc.) in the graduate program and why s/he should be readmitted. The statement must be written by the student.

3. The Director of Student Services will refer the request to the Graduate Admissions, Progression and Graduation Committee for consideration. In reaching its decision, the Graduate APG Committee will consider the circumstances related to dismissal, the applicant’s likelihood of success and the availability of resources (e.g., faculty, classroom, clinical). The Graduate APG Committee may request a meeting with the applicant as a part of their deliberations.

4. The Graduate APG Committee will communicate its decision in writing to the student indicating approval or denial of the request for readmission. If the request is approved, the date of readmission and any conditions of readmission will also be communicated to the applicant. The APG Committee’s decision is final and must be communicated in writing by the APG chairperson to the student, with a copy of the communication sent to the Vice Chancellor of Academic Affairs.
A reinstated student who had previously academically dismissed will again be dismissed upon a failing grade (*see failing grade definition) in one course. Students who are reinstated must adhere to the policies and curriculum of the College in effect at that time of reinstatement.

Students may progress to the next semester of courses upon the successful completion of all prerequisite coursework. Students wishing exception to this practice must petition the Graduate APG Committee.