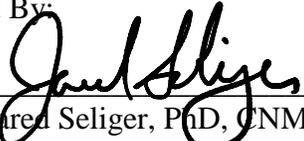


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 4/05, 10/05, 4/06, 5/07, 4/08, 5/09
02/12, 05/12, 03/13, 03/14, 05/15
03/16, 11/16, 03/17, 04/17,
11/17

No: 2-A-900-05a
Date: March 2018
Required Review Date: March 2020
Written By: APG Committee
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Academic Progression – Undergraduate BSN

PURPOSE: To provide guidelines for progression in Allen College undergraduate BSN programs

EFFECTIVE

FOR: BSN Allen College students, faculty, and staff

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

PROCEDURE:

Academic Load

Eighteen or more semester hours, not including a nursing elective, require written permission by the division Admissions, Progression, and Graduation (APG) Committee and are based upon a minimum grade point average of 3.25 and availability of space.

Progression in the Undergraduate Programs

After admission to the undergraduate program, placement in nursing courses for the academic year is based on the following priority placement:

1. Full-time, regular progression students.
 2. Part-time, regular progression students.
 3. Students who have interrupted their studies but are in good academic standing.
 4. Students who have withdrawn from one or more nursing courses.
 5. Students who have failed and successfully repeated a nursing or required general education course.
 6. Students who need to repeat a nursing, or general education prerequisite or co-requisite.
 7. Students who have been dismissed and reinstated.
 8. Transfer students from other nursing programs according to admission, progression, and graduation guidelines. Students on hold will not be registered until hold is removed, potentially affecting progression.
- * Priority placement does not apply to students who are on hold.

If additional criteria are needed to determine placement, the division APG Committee will review. 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.

Progression Criteria for All Admitted Pre-licensure BSN Students

Once an applicant has been admitted to Allen College and to the Pre-licensure Track of the BSN program, the applicant must:

1. Successfully complete a minimum of 45 semester hours of general education requirements prior to enrolling in nursing coursework to include at a minimum:
 - A. 18 semester hours in natural sciences, including all prescribed natural science courses and human nutrition (In the Upper Division program, human nutrition may be taken while at Allen College);
 - B. 12 hours of coursework in social sciences, including lifespan growth and development;
 - C. 12 semester hours humanities, including three hours of written composition and three hours of oral composition; and
2. Have attained a grade of “C” or higher in the following courses:
 - A. Anatomy and physiology I;
 - B. Anatomy and physiology II;
 - C. Microbiology;
 - D. Chemistry;
 - E. Lifespan human growth and development; and
 - F. General Psychology;
 - G. Nutrition
3. Have attained a grade of “C-“ or higher in all other required general education courses; and
4. Maintain a minimum semester grade point average of 2.7 on a 4.0 scale while enrolled at Allen College.

Admitted students who fail to meet all of the progression criteria will not be allowed to enroll in nursing courses.

Satisfactory Completion of BSN Program

Progression within the program is dependent upon the satisfactory completion of pre-requisite and/or concurrent courses. Satisfactory completion is defined as:

- A. Grade of C or above in each required course while maintaining cumulative GPA average of 2.0
- B. Satisfactory clinical performance in all courses with a clinical component
- C. Proof of current CPR training, and
- D. Continued academic progress and good standing based on courses completed at cooperating or other institutions of higher education.
- E. Satisfactory completion of a minimum of 24 credit hours per year for full-time students.
- F. Satisfactory completion of one-half of attempted hours for part-time students.

- G. Must complete at the minimum 45 credit hours sponsored by Allen College for pre-licensure students and 24 credit hours sponsored by Allen College for RN-BSN/MSN students; up to 6 semester hours for RN-BSN/MSN students may be challenged or transferred into the program. Refer to the RN Challenge Policy.

Academic Warning

Students will be informed of their midterm course grade through a midterm course grade that is calculated and posted in on-line course delivery system.

Academic Probation and Dismissal

- A. Upon receipt of semester grades, the student will be placed on academic probation if the semester grade point average is less than 2.7.
- B. Students on academic probation may only enroll in a maximum of 15 credit hours per semester.
- C. If the student obtains a 2.7 grade point average or above in all subsequent semester(s), the student will continue to progress in the program.
- D. If the student fails to obtain a 2.7 grade point average in any subsequent semester(s), the student is dismissed from the program.

For Students Admitted Prior to Summer of 2017 Academic Dismissal occurs if:

- A. The student's semester grade point average is below 2.7 in any two semesters.
- B. The student fails to meet program requirements in 3 required courses.
- C. The student fails to successfully repeat an Allen College course.

For Students Admitted Summer of 2017 or After Academic Dismissal occurs if:

- A. The student's semester grade point average is below 2.7 in any two semesters.
- B. The student fails to meet program requirements in 2 required courses.
- C. The student fails to successfully repeat an Allen College course.

Automatic Dismissal occurs when the student's cumulative grade point average is below 2.0 at any time.

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 with 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. A student who is repeating a course may not withdraw from the course. A student may only enroll in the same course twice.

Repeating a Course (for students admitted prior to Summer of 2017)

A student will be allowed to repeat no more than two nursing courses. If a third course is failed, the student will be dismissed from Allen College.

A student may only enroll in the same course twice. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College.

Transfers within BSN options will be considered on individual and space available basis.

Repeating a Course (for students admitted Summer of 2017 or after)

A student will be allowed to repeat no more than one nursing course. If a second course is failed, the student will be dismissed from Allen College.

A student may only enroll in the same course twice. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College.

Transfers within BSN options will be considered on individual and space available basis.

Academic Withdrawal from the College

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.

A financial aid exit interview is required for any loan recipients and must be completed within 30 days. All financial obligations must be fulfilled with Allen College upon withdrawal, as well as any obligations (return checked-out books, ID Badge, etc.). **Any student who fails to register for a semester and who is not on an approved leave of absence will be considered an inactive student.** Loan repayment will begin 6 months after the last day of attendance.

The faculty reserves the right to retain only those students who satisfy the requirements of theoretical 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 program Admission, Progression, and Graduation Committee reviews recommendations for dismissal of a student.

Reinstatement Following Withdrawal/Dismissal

An undergraduate student's failure to register in each sequential semester, constitutes an interruption in a student's program.

Students who have voluntarily withdrawn may reapply for admission by contacting student services.

Students who have been dismissed may request to reenter the program through the following procedure:

1. Submit a letter to the program APG Committee the semester prior to readmission. This request must be received by June 1 for fall semester, April 1 for summer, and October 1 for spring.
2. Submit official documentation of academic performance since withdrawal or dismissal from the program.

The program APG committee will review these materials; if approved, the date of readmission is determined by availability of clinical and classroom resources. All requests for reentry will be evaluated on the basis of availability of resources.

Reentry of students who have interrupted their study for any reason is not guaranteed, and no student may be reinstated more than once.

A reinstated student who had been academically dismissed will again be dismissed upon failure (grade of C- or below) of one additional course. Students who are reinstated must adhere to the policies and curriculum of the College in effect at the time of reinstatement.

Students may progress to the next semester of courses upon the successful completion of *all* prior courses. Students wishing exception to this practice must petition the program APG Committee.