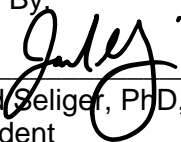


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 4/05, 10/05, 4/06, 5/07, 4/08, 5/09,  
2/12, 05/12, 3/13, 3/14, 5/15,  
3/16, 11/16, 3/17, 4/17, 11/17  
3/18, 11/18, 5/21, 5/22

No: 2-A-900-05a  
Last Review Date: November 2022  
Required Review Date: March 2025  
Administrative Unit: 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**

Any additional semester hours not part of the published curriculum require written permission by the 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. Regular progression students.
2. Students who have interrupted their studies but are in good academic standing.
3. Students who have withdrawn from one or more nursing courses.
4. Students who need to repeat a nursing, or general education prerequisite or co-requisite.
5. Students who have been dismissed and reinstated.

\* Priority placement does not apply to students who are on hold.

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

**Satisfactory Academic Progression of BSN Program**

Satisfactory academic progression 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. Maintain requirements according to SOP 2-S-800-03 Required Student Information-Monitoring and Tracking.
- 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 48 credit hours sponsored by Allen College for pre-licensure students and 24 credit hours sponsored by Allen College for RN-BSN students.

### **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. 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.
- C. If the student fails to obtain a 2.7 grade point average in any subsequent semester(s), the student is dismissed from the program.

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.
- D. 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 contact the Registrar's Office by the deadline dates printed in the current academic calendar. The designated course grade on the student transcript will be determined by the academic calendar available on the website.

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.

A student who has withdrawn from a course may continue to attend didactic classes. Students may not complete the following, including, but not limited to: attend clinical or any clinical related experiences, take and review exams and quizzes, or submit any course related work. Access to Black Board may be unavailable.

### **Repeating and Replacing a Course**

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 dismissal from Allen College.

Both the original and the repeated class are recorded on the student's transcript. Only the highest grade awarded is calculated into the cumulative grade point average, semester grade point average will reflect the grade earned during the current semester.

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

### **Academic Withdrawal from the College**

A student who wishes to discontinue the program should contact the Registrar's 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 enrollment management.

Students who have been dismissed may request to reenter the program by submitting a letter to the APG committee and submit documentation of additional academic performance since withdrawal or dismissal from the program if applicable.

The 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 and/or failure to meet progression criteria outlined in the reinstatement letter. 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 APG Committee.