ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes:	4/06, 9/06, 11/07, 10/11, 5/12, 8/12 3/13, 10/13, 5/15, 10/15, 10/16, 5/17, 1/18, 12/18, 4/19, 8/19, 1/20, 5/20, 3/22, 3/24, 12/24	No:	2-A-900-06
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		Administrative Unit:	Graduate APG Committee
		Approved By:	

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President

SUBJECT: Academic Progression – Graduate Nursing Programs (MSN, Post Grad Certificate & DNP Programs)

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

EFFECTIVE FOR: Allen College graduate nursing students

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

PROCEDURE:

Academic Load – Graduate Students
More than twelve 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 approval is 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:

Graduate Credit-Hour Enrollment (Includes Master's, Post Graduate Certificate, and Doctoral Classification)

Fall Semester Credit Hours	**Spring Semester Credit Hours**	**Summer Semester Credit Hours**	**Enrollment Classification**
1-2	1-2	< 2	Less Than Half Time
3-4	3-4	3-4	Half Time
5	5	N/A	Three Quarters Time
6 +	6 +	5 +	Full Time

Undergraduate course requirement (for students who do not have a Bachelor of Science in Nursing)

Statistics: 3 credit hour undergraduate course must be completed prior to enrollment in NU 535 Evidence Based Practice I: Finding and Appraising Evidence

NU 501 Concepts of Professional Nursing Practice (includes nursing research content) course must be completed prior to enrollment in NU535 Evidence Based Practice I: Finding and Appraising Evidence

NU 502 Community and Population Health Nursing course must be completed prior to enrollment in NU530 Population Health

NU 504 Contemporary Leadership Practice

Continuous Enrollment in Graduate Programs

Once the student is admitted to a graduate 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 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 or another institution. Course work older than seven years cannot be used to meet requirements for a graduate degree, unless previous course work was used to confer a degree. This seven-year time limit includes any leave of absence granted to the student.

Progression in the Graduate Nursing Program

After admission to the graduate program, placement in courses for the academic year is based on the student's plan of study and the following priority placement:

1. Fully admitted Graduate Nursing students
2. Undergraduate students wishing to enroll in graduate courses

* 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 student's grade point average (GPA) and the space availability of the remainder of course work to be completed.

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

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.

NU 800 Clinical Scholarship Intensive Additional Enrollments
The DNP plan of study calls for students to be enrolled in the NU800 Clinical Scholarship Intensive course at least four separate times for a total of 400 clinical hours. Students will be enrolled in NU800 (with associated tuition charge) for additional semesters as needed until they have successfully defended their DNP clinical scholarship project.

Additionally, in order to allow time for implementation and evaluation of the DNP clinical scholarship project, it is the responsibility of each student to submit complete application materials to the Allen College Institutional Review Board (ACIRB) according to deadlines published on the ACIRB website. Failure to meet these deadlines will result in a delay in a student's planned graduation date.

NU 801 DNP Clinical Enrichment Enrollment
DNP students entering the program with less than 600 of the 1000 post baccalaureate clinical hours required of the DNP degree will be enrolled in NU 801 (with associated tuition charge) until they have completed 600 clinical hours. Students may submit up to 100 hours for credit for prior learning.

Satisfactory Completion of Graduate Nursing Programs
Progression within the Graduate Nursing programs 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 "B-" or higher in all courses;
C. Adherence to requirements related to CPR certification, RN licensure, NP licensure (as applies), and health requirements;
D. Adherence to reasonable standards of professional conduct in all activities in the academic, clinical, and service settings.

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

Withdrawing from a Course
Students wishing to withdraw from any or all courses must notify the Registrar 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 has passed, a grade will be assigned.

A student may withdraw from any course only one time while enrolled at Allen College.

Repeating a Course in the Graduate Nursing Programs
A student enrolled in the Graduate Nursing programs must repeat any course in which s/he received an unsatisfactory grade as indicated above or unsatisfactory performance in the clinical component of all clinical courses. Students will be allowed to repeat a failed course one time only. Failure to successfully complete the repeated course will result in automatic dismissal from Allen College.

If a course is repeated to improve the grade, the best grade will be used for the purposes of calculating cumulative GPA.

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 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 by contacting the Admissions Department. The process and documents needed for readmission may differ based on the length of time the student has been away from Allen College. This procedure applies to any student who has not been continuously enrolled each semester during the academic year.

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 on probation for failure to meet the cumulative GPA requirement of 3.0 will be allowed 3 semesters (including summer term, if enrolled) to raise the cumulative GPA to 3.0 or above. A student who is not removed from academic probation after the time period allowed will be dismissed from the College. In addition, a student previously on probation must maintain a cumulative GPA of 3.0 or above during the remainder of his/her time at Allen College. Failure to do so will result in dismissal.

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 who are 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 graduate nursing 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 in the Graduate Nursing programs * see failing grade definitions below;

*Failing Grade Definition for Graduate Nursing Programs

1. Grade of “C+” or below in all courses.
2. Grade of “NC” in a Credit/No Credit course

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 Graduate Nursing Admissions, Progression, and Graduation (APG) Committee requesting readmission. This letter should be submitted as soon as possible after student knows he or she plans to request readmission since readmission often requires a modified plan of study, and space is limited in many clinical specialty courses. The statement should address the reason(s) for the failure, outline 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.
2. 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.
3. 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 representative to the student, with a copy of the communication placed in the student’s electronic academic record.

A reinstated student who had been 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.