

STANDARDS OF ACADEMIC PROGRESS

A. Academic Performance

GRADING POLICY: *The passing grade for all courses in the Practical Nursing program is 80%.*

The student is responsible for monitoring his/her own grades. Grades will be reviewed at the midpoint and end of each course by the instructor. The student must seek assistance for any difficulty with the material or below-passing grades.

Any student absent on the day of a unit test or course final shall:

- 1) Make arrangements with the instructor to take the test on their own time either prior to or the day of their return.
- 2) Bring a doctor's excuse for their absence.
- 3) Receive a zero if the excuse is illegal.
- 4) Discuss any exceptions to the above with the coordinator and the course instructor.

An 80% average is required to progress into the clinical sessions. Successful completion of the NCLEX-PN (State Board Examination), which is necessary for licensure, becomes improbable when grades fall below the 80-range. It is expected that the student will maintain passing grades in all subjects.

All assignments are to be turned in WHEN DUE. All assignments/reports/projects must be typed. Assignments handed in late will not be given full credit. If work is not submitted (case studies, nursing care plans and other reports) the student may be given a zero. Any work for missed assignments/quizzes will be made up at the instructor's discretion. Students may not participate in clinical unless they have a passing grade in all courses to date.

The final grade for all courses is determined as follows:

- a. Two-thirds, the average of all quizzes, homework, performance and unit exams.
- b. The course final exam is 1/3 the final grade.

If a student fails a mid-term or course final examination, it may be repeated once. The student may retake the final examination only if he/she has maintained an 80% average in the course. Examinations that are repeated will be graded no higher than 80%.

Students whose class or clinical grades fall below the passing grade will be placed on probation for a period of time as the faculty determines is appropriate. The student will be given, in writing, specific guidelines for improvement. The student will complete a contract for success to be submitted to the instructor within two days of being placed on probation. During probation, the financial aid disbursement may be withheld. The financial aid director will receive a copy of all probation forms. The student's progress will be evaluated weekly throughout the probation period. Action resulting from this review could include removal from probation, recommended dismissal

from the program, and Title IV funding may be rescinded. The Financial Aid Officer will check the probationary status before the second disbursement is authorized.

If a student desires to appeal the imposed probationary status, he/she may do so by:

1. Submitting a written statement to the instructor and the program coordinator detailing the rationale for the appeal.
2. Submitting a copy of the statement to the Director of Career & Technical Education.
3. Meeting with the coordinator and the Director of Career & Technical Education to discuss the above.

The final decision regarding the appeal will rest with the Instructor, Coordinator, and Director of Career and Technical Education.

Honesty and integrity are essential in the health care field. Therefore, cheating will result in failure of the course and immediate withdrawal from the program.

B. Clinical Performance

A student must continually maintain a minimum average of 80% in all courses to be eligible to attend clinical experiences. Make-up time will be required for all clinical absences due to averages below 80%. If a student is put on probation for poor clinical performance he/she will be given specific guidelines for clinical improvement and the progress will be evaluated at the end of the specified time. The student will be advised of probationary status by instructors; verbally and in writing. The student must complete a contract for success. If the student does not meet the guidelines for clinical improvement in the specified time, the student will be dismissed from the program. A student may be placed on clinical probation one time throughout the length of the program. Clinical evaluations are issued quarterly during the school year and once during the summer clinical rotation. Individual conferences are held with the clinical instructor at this time. Clinical performance evaluations are graded on a PASS/FAIL basis.