S-12: PROGRESSION, WITHDRAWAL, PROBATION, DISMISSAL (SEPARATION), SUSPENSION, AND REINSTATEMENT

UNDERGRADUATE PROGRAM

POLICY: From the time of the student's enrollment in the first nursing class, the program must be completed in three calendar years. If completion is not achieved within this time period, the student will have to petition the Student Affairs Council for an extension, and the student may be asked to repeat courses taken prior to the three year time limit.

RATIONALE: The School of Nursing changes its curriculum periodically and cannot guarantee that it will offer needed courses for longer than a three year period from matriculation.

PROCEDURE:

I. Progression
   A. To progress in the baccalaureate degree program, students must maintain a semester grade point average of 2.50 each semester enrolled, have no negative grade points, and achieve a minimum of a C (2.00) in each of the required nursing courses. Student Must Achieve a C (2.0) in all Nursing Courses to be Considered Successful

   1. Definition of non-successful:
      a. dropping a class in which the student has an average below C at the date of withdrawal from the course
      b. failing the clinical/lab component of a clinical/lab course
      c. completing the course with a grade average below C (2.00)
      d. obtaining an F grade resulting from failure to withdraw from the class
      e. having an average below C (2.00) at the time of complete withdrawal from UNLV.

   2. Unsuccessful in one nursing course:
      a. If a student receives less than a C (2.00) in a nursing class, and it is the first occurrence, the student will be allowed to repeat the nursing course. The student must renegotiate the nursing program contract and will be placed in the needed course at the next opportunity that space is available for that course.

   3. Unsuccessful in two nursing courses:
      a. If a student receives less than a C (2.00) in two nursing courses with the NURS prefix 300 and above (which may occur in the same semester or in different semesters), the student will be dismissed from the School of Nursing (SON).
II. Withdrawal from Nursing Courses

A. Withdrawal when Successful and Passing:
   1. If a student has been successful in previous and currently enrolled courses with a Nursing prefix (NURS), the student may withdraw from the nursing course(s), provided that the student has a 2.0 grade at the time of withdrawal. The student will repeat the nursing course(s) when available. The student is not considered unsuccessful for the withdrawn nursing course(s).

B. Withdrawal when Failing Present Course, but Successful in Other Nursing Courses:
   1. If a student withdraws from a nursing course when the student's grade at that point in the course is less than 2.0 (C), the withdrawal will be considered an unsuccessful completion of the course. If the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.

C. Withdrawal when Passing Present Course & Unsuccessful in Other Nursing Course:
   1. If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course with a passing grade (2.0) at the time of withdrawal, the withdrawal will not be considered a unsuccessful course outcome. The student will be allowed to repeat the course when available. It is not necessary for the student to petition to retake the nursing course.

D. Withdrawal when Failing Present Course & Unsuccessful in Other Nursing Course:
   1. If a student has been unsuccessful in a previous nursing course, and withdraws from a current nursing course when failing (grade average less than 2.0), the withdrawal will count as the second unsuccessful course. The student will be dismissed from the program of nursing. The student will be allowed to continue taking any non-clinical nursing courses enrolled in for that semester.

E. Withdrawal from Two Nursing Courses when Failing:
   1. If a student withdraws from two nursing courses when failing (whether in the same semester or two different semesters) the student is dismissed from the nursing program. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for dismissal.

F. Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.

G. If a course in which the student was unsuccessful is a prerequisite or co-requisite (requiring concurrent enrollment) to other nursing courses, as identified in the current catalog, the student will not be allowed to progress. All prerequisite or co-
requisites must be successfully completed prior to progression to any course scheduled in subsequent semesters. This policy would affect students as illustrated in the following example: NURS 350 identifies the following courses as prerequisites: (NURS 305, 306, 307, 329, & 342— including any corresponding clinical/lab components of same; if the student had not completed all of those courses with a satisfactory grade, the student could not enroll in NURS 350.

III. Temporary or Long-Term Suspension from a Course(s) or the SON

A. A temporary suspension lasts five (5) SON business days or fewer. A long-term suspension is a suspension lasting greater than five (5) days.

B. Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting

1. In addition to observation of the University regulations on classroom conduct and the statement on Academic Dishonesty, students in the SON must act in a safe and professional manner. Unsafe or unprofessional behavior in a clinical or classroom area may be grounds for immediate suspension from a nursing class, regardless of previous academic or clinical performance.

2. In accordance with (1) the SON’s purposes and (2) classroom/clinical objectives, examples of unsafe or unprofessional behavior include, but are not limited to: inadequate preparation for safe patient care; failure to seek appropriate assistance with new or unfamiliar procedures; questionable decisions based on expected knowledge level; lack of insight and understanding of own behaviors and behaviors of others; a requirement for continuous detailed supervision or direction to provide safe patient care; dishonest or unprofessional interactions with patients, families, staff, faculty or peers; engaging in practice when not mentally or physically fit; placing or leaving a patient in a hazardous condition or circumstance; and/or working the night shift or the previous eight hours prior to a scheduled clinical experience. These examples are in harmony with behavioral expectations of graduate nurses regulated by NRS Chapter 632 and NAC 632.

C. Steps in Suspension Procedure

1. The instructor will make the initial judgment as to a student's unsafe or unprofessional behavior. After conferring with the student concerning the behavior or incident, the faculty member has the right to immediately dismiss the student from the instructional area until further judgments regarding progression in the course can be made. The individual instructor must notify the course coordinator (if applicable), as well as the Associate Dean for Undergraduate Affairs (ADUA), the day of the decision and document the incident in E*Value within three (3) SON business days. (See Removal from Clinical Experience in the Student Policies Section for clinical removal).

2. For serious cases of misconduct, the individual instructor or the course coordinator (if applicable) will contact the ADUA. The ADUA will
contact the Office of Student Conduct to determine its level of involvement.

D. Removal of Suspension
   1. Temporary Suspension:
      a. Student must review and sign the E*Value contract before returning to course.
      b. Student must successfully fulfill the expectations stated in contract to pass the course.
   2. Long-term Suspension:
      a. Students must present evidence in a written statement and/or contract to the ADUA and/or the Office of Misconduct that deficiencies have been corrected.
      b. The clinical instructor, the course instructor, and the ADUA must all agree that the suspension can be removed.

IV. Dismissal from the SON
   A. Based on Academic Performance
      1. Unsuccessful completion of two or more nursing classes will result in immediate dismissal from the SON.
      2. ADUA notifies the student in writing of dismissal from program.
   B. Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting
      1. Egregious or repetitive cases of unprofessional conduct or unsafe practice.
      2. Procedures are outlined in S:4 Removal from Clinical Experiences policy
   C. Reinstatement to the Undergraduate Program following dismissal:
      1. Re-admission requires a petition for readmission and subsequent approval by the SON's Student Affairs Council. If the Student Affairs Council recommends re-admission, the recommendation may include stipulations. Readmission is not automatic and is dependent upon the student’s total record of performance. The privilege of reinstatement is granted only once at the next opportunity that class space is available. Student Affairs Council will notify student in writing whether petition is denied or granted.
      2. After dismissal, a student must petition for readmission.
      3. Students must be prepared to present evidence in a written statement that deficiencies have been corrected.
      4. Placement of students readmitted to a program in nursing shall be determined by the Student Affairs Council and are based on availability of space.
   D. Petitions for any other issues may be made to the University Standards Committee. Petition forms are obtained from the Faculty Senate Office and must have the signature of the student's advisor and the SON's Dean, or designee.
S-12: PROGRESSION, WITHDRAWAL, PROBATION, DISMISSAL (SEPARATION), SUSPENSION, AND REINSTATEMENT

GRADUATE PROGRAMS (MSN, DNP, and PhD)

POLICY: From the time of the student's enrollment in the first nursing course, including all approved transfer degree course work, students must complete the program in six calendar years. Students violating the six calendar year policy are no longer automatically eligible to complete their program under the requirements in place at the time of admission. If completion is not achieved within this time period, the student will be separated (dismissed) from the Graduate College.

RATIONALE: The SON changes its curriculum periodically and cannot guarantee that it will offer needed courses for longer than a six calendar year period from matriculation.

PROCEDURE:

I. Progression

   A. To progress in the MSN, DNP, or PhD program, the student must:

      1. Maintain a cumulative grade point average of 3.00 (B) or above each semester enrolled.
      2. Receive a grade of “B” or above in all required cognate and nursing courses. If less than a “B” occurs, for example a “B-“is earned, the student must repeat the course. The student may repeat a course only one time.
      3. Register for any course offered through the MSN, DNP, or PhD program only two times. Exceptions to this are courses NURS 788 and NURS 797, in the DNP and PhD programs. A student who has registered for the same course twice and has withdrawn or received a grade of less than a “B” is ineligible for readmission unless approved by the Graduate College.
      4. Complete a minimum of six degree program credits per calendar year (3 credits per semester; calendar year defined as fall and spring semesters).
      5. Continuously register for three semester hours of credit each semester while working on dissertation, thesis, research utilization project, professional paper, culminating project, or DNP project.
      6. Maintain clinical competency by MSN-FNP students by continuously registering NURS 773 (Clinical Practicum) for at least three credits each semester while working on their culminating project.

a. The student must maintain the standards of academic and professional integrity expected in a particular discipline or program.
II. Probation and Separation (Dismissal)
   A. If the appropriate Program Director determines that a student is not making satisfactory progress toward the degree, he/she may request the Graduate Dean place the student on probation or separate the student from the Graduate College. The appropriate Program Director will provide the student with the specific requirements, including deadlines, which must be completed to be removed from probation. If the Graduate Dean approves the request, the student will be placed on probation. Failure to meet the conditions of the probation will result in separation (dismissal) from the Graduate College.
      1. Definition of Unsuccessful:
         a. Dropping a class in which the student has an average less than a “B” at the date of withdrawal from the course.
         b. Failing the clinical component of a clinical course.
         c. Completing the course with a grade below a “B.”
         d. Obtaining an “F” grade resulting from failure to withdraw from the class.
         e. Having an average below a “B” at the time of complete withdrawal from UNLV.
      2. Failure to make satisfactory progress may include, but is not limited to, the following. Failure to maintain these standards may result in termination of the student’s progression in the graduate program. For violation of items a through f below, the student will be placed on probation for one calendar year from the time that the documented probation status starts. For violation of item g, students will remain on academic probation until completion of the program of study.
         a. Failure to complete six credits per calendar year toward the degree program.
         b. Failure to consult with the advisor when requested.
         c. Failure to establish a DNP project or PhD dissertation committee.
         d. Failure to develop an official, approved degree program.
         e. Failure to establish the groundwork for an acceptable dissertation, DNP project, or other culminating experience.
         f. Failure to maintain the standards of academic and professional integrity expected in a particular discipline or program (examples include but are not limited to: HIPAA violations, falsification of medical records, falsification of clinical logs, or other violations as outlined in the Nevada Nurse Practice Act (NRS 632, NAC 632).
         g. Unsatisfactory grades (including Incompletes, grades below a “B,” or Withdrawals).
      3. Unsuccessful in One Nursing Course:
         a. If a student receives less than a “B” in one nursing course, and it is the first occurrence, the student will be allowed to repeat the nursing course but will be placed on academic probation. Students will remain on academic probation until completion of the program of study.
4. Unsuccessful in Two Nursing Courses:
   a. If a student receives less than a “B” in two nursing courses with the NURS prefix (which may occur in the same semester or in different semesters), the student will be separated from the SON.

III. Withdrawal from Nursing Courses in the Graduate Program:
   A. Withdrawal when Successful and Passing:
      1. If a student has been successful in previous and currently enrolled courses with a Nursing prefix, the student may withdraw from the nursing course(s), provided that the student has a “B” grade at the time of withdrawal. The nursing course(s) are repeated when available. The student is not considered unsuccessful for the withdrawn nursing course(s).
   B. Withdrawal when Failing Present Course but Successful in Other Nursing Courses:
      1. If a student withdraws from a nursing course when the student's grade at that point in the course is less than “B,” the withdrawal will be considered an unsuccessful completion of the course. If the student has been successful in all other nursing courses, the withdrawal will be considered the student's first unsuccessful nursing course. The student will be allowed to repeat the nursing course when available. It is not necessary for the student to petition to retake the course.
   C. Withdrawal when Passing Present Course & Unsuccessful in Other Nursing Courses:
      1. If a student has been unsuccessful in a previous nursing course, and withdraws from a different nursing course with a passing grade of “B” at the time of withdrawal, the withdrawal will not be considered an unsuccessful course outcome. The student will be allowed to repeat the course when it is available. It is not necessary for the student to petition to retake the nursing course.
   D. Withdrawal when Failing Present Course & Unsuccessful in Other Nursing Courses:
      1. If a student has been unsuccessful in a previous nursing course and withdraws from a different nursing course with a grade less than “B,” the withdrawal will count as the second unsuccessful course. The student will be separated from the SON.
      2. Withdrawal from Two Nursing Courses when Failing:
         a. If a student withdraws from two nursing courses with a grade less than a “B” (whether in the same semester or two different semesters) the student will be separated from the SON. Withdrawing when failing is considered unsuccessful, and two unsuccessful nursing courses are criteria for separation.
   E. Decisions related to grading will be determined by the faculty member according to the work the student has made available to the faculty member at the time of withdrawal. It is the student's responsibility to obtain written documentation from the course instructor to verify the passing/failing status at the time of withdrawal.
F. If a course in which the student was unsuccessful is a prerequisite or co-requisite (requiring concurrent enrollment) to other nursing courses as identified in the current graduate catalog, the student will not be allowed to progress. All prerequisite or co-requisite nursing courses must be successfully completed prior to progression to any nursing course scheduled in subsequent semesters.

IV. Leave of Absence:
A. Leaves of absence will be granted in accordance with the UNLV Graduate School policy. The SON policy grants students up to one year leave of absence after the application for absence has been filed and approved. It is the student's responsibility to follow-up and ascertain that approval has been granted. If a student requests more than a one year’s leave of absence, the appropriate Program Director will review and may approve the request on a case by case basis.

V. Suspension from the SON Graduate Program:
A. Based on Unsafe or Unprofessional Conduct in Classroom, Lab, or Clinical Setting:
   1. In addition to observation of the University regulations on classroom conduct and the statement on Academic Dishonesty, students in the SON must act in a safe and professional manner. Unsafe or unprofessional behavior in a clinical or classroom area may be grounds for immediate suspension from a nursing class, regardless of previous academic or clinical performance. If a student receives two suspension notices (either in the same semester or in different semesters), the student will be separated (dismissed) from the SON.
   2. In accordance with (1) the SON's purposes and (2) classroom/clinical objectives, examples of unsafe or unprofessional behavior include, but are not limited to:
      a. Inadequate preparation for safe patient care.
      b. Failure to seek appropriate assistance with new or unfamiliar procedures.
      c. Questionable decisions based on expected knowledge level, lack of insight and understanding of own behaviors and behaviors of others.
      d. Requirement for continuous detailed supervision or direction to provide safe patient care.
      e. Dishonest or unprofessional interactions with patients, families, staff, faculty or peers.
      f. Engaging in practice when not mentally or physically fit.
      g. Placing or leaving a patient in a hazardous condition or circumstance.
      h. Working the night shift or the previous eight hours prior to a scheduled clinical experience.
      i. Falsification of clinical logs.
         i. These examples are in harmony with behavioral expectations of graduate nurses regulated by NRS Chapter 632 and NAC 632.

VI. Steps in Suspension Procedure:
A. The preceptor and clinical instructor of record will make the initial judgment as to a student’s unsafe or unprofessional behavior. After conferring with the student concerning the behavior or incident, the clinical instructor of record has the right to immediately dismiss the student from the instructional area until further judgments regarding progression in the course can be made.

B. The behavior or incident will be documented by way of anecdotal notes by the clinical instructor of record (and/or preceptor/clinical agency personnel if appropriate).

C. The clinical instructor of record in consultation with the appropriate Program Director and Associate Dean for Graduate Affairs (ADGA) will determine if the student may continue in the course or is to be dropped (voluntarily or administratively) from the course. The ADGA will consult with the student and other parties as appropriate.

D. The ADGA will notify the student in writing within five (5) SON working days of suspension from the course or steps necessary to continue in the course, if continuation is determined to be applicable.

E. For serious cases of misconduct, the individual instructor and/or the course coordinator (if applicable) will contact the appropriate Program Director and the ADGA. The ADGA will contact the Office of Student Conduct to determine its level of involvement.

VII. Removal of Suspension:

A. Students must present evidence (in a written statement) to their clinical instructor of record, the course coordinator, and the appropriate Program Director, that deficiencies have been corrected.

B. The clinical instructor of record, the course coordinator (if any), and the appropriate Program Director must all agree that the suspension can be removed.

Approved by Student Affairs Council: Date: 9/13/10 4/11/11, 6/22/15, 2/13/17, 7/16/18
Approved by Faculty Organization: Date: 9/27/10 4/25/11, 7/27/15, 2/27/17, 7/30/18
Approved by Dean: Date: 9/27/10 4/25/11, 7/27/15, 2/27/17, 7/30/18