SON OP Graduate Progressions Policy
40.705

PURPOSE: The purpose of the School of Nursing (SON) Graduate Progressions Policy and Procedure is to establish the requirements and process for student progression through the curriculum toward completion of the designated degree. The intent of the policy is to provide guidance for decision-making by both students and faculty.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

1. Policy

The Graduate Progressions Policy serves to formalize the requirements and procedures for graduate student progression through the designated curriculum and documentation for evidence of learning outcome achievement. Minimal requirements for student progression include the following criteria:

- Grades are reviewed each semester and progression in the designated academic program are determined by the Associate Dean/Department Chair and designated Program Council;
- Graduate students are required to maintain a minimum 3.0 GPA with grades at the level of “B” or above for all graduate courses;
- Graduate students receiving a “C” or lower in a graduate course are eligible to repeat the designated course one time only pursuant to recommendation of course faculty.

Procedures

At the conclusion of each semester, the respective Associate Dean/Department Chair and program Faculty review course grades for graduate students. In depth review is conducted for students who have not met the criteria for GPA achievement and/or earned course grade for the semester. The steps of the review process are as follows:

- Schedule a called program council meeting at the end of each semester for the sole purpose of determining graduate student progression.
- Identify cases where graduate students have not met the minimum grade requirement in one or more courses or maintained the required minimum GPA for the semester.
- Conduct a review of course grades for the current and previous semesters and the current aggregated GPA.
- Develop recommendations for continued progression toward degree completion or recommendations for academic dismissal based on the following criteria:
Graduate criteria for continued enrollment are as follows:

- Minimum course grade of “B” for each course
- Minimum semester GPA of 3.0 for each semester
- Minimum cumulative GPA of 3.0
- Students receiving a course grade of “C” or lower in a graduate course are eligible to repeat the course one time only pursuant to recommendation of course faculty.

Graduate criteria for academic dismissal are as follows:

- Earned course grade of “C,” “D,” “F,” or “WF” in two or more graduate courses in one semester
- Earned course grade of “C,” “D,” “F,” or “WF” in the same nursing course twice
- Earned course grade of “C,” “D,” “F,” or “WF” in a second nursing course, even when a course with earned grades of “C,” “D,” “F,” or “WF” have been successfully repeated

- Select the designated progressions letter template for communication of program committee recommendation. (See Attachments A-C)
- Mail the letter via registered mail (requiring signature to document receipt of the letter).

Attachment A Grade Below “B” Letter and Academic Probation

Attachment B Academic Probation (GPA below 3.0)

Attachment C Academic Dismissal Letter

DATE
Name
Address
City, State, Zip

Subject: Grade below “B” in a Graduate Course (Prerequisite) and Academic Probation

Dear [Student Name]:

The MSN Council has received the grade reports of students enrolled in the School of Nursing. The academic achievements and progression standards students must meet are found in the School of Nursing Catalog and Student Handbook.

**Academic Requirements for the Graduate program:**
- Grades are reviewed each semester and progression in the Graduate Program is determined by the Department Chair and MSN Council.
- MSN students are required to maintain a 3.0 GPA with grades at “B” or above in all graduate courses.
- Students with a cumulative or semester GPA below 3.0 are placed on academic probation.
- Students receiving “C” or lower in a graduate course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

Also, keep in mind the Student Handbook states:

**Academic Dismissal:**
Dismissal from TTUHSC School of Nursing Graduate Program will result from the following circumstances:
- Students earning a “C” or lower in two or more graduate courses in one semester
- Students earning a “C” or lower in the same nursing course twice
- Students earning a “C” or lower in a second graduate course even though one graduate course has been retaken and a satisfactory grade of “B” or better has been obtained.

**Failing to meet expected standards in any program may result in academic dismissal at any time.**

The MSN Council has received the report that you have a grade of “C” or below in the following graduate course: [XXXXXX]. This course may be a prerequisite for other nursing courses. Please follow-up with your Program Advisor about registration to repeat this course and to enroll in future courses.

The Committee has also received the report that your accumulative GPA is below a 3.0, therefore you will be placed on “Academic Probation”.

If you have questions concerning this decision, please feel free to contact a Graduate Program Coordinator.

Sincerely,

[Required Signature]

XC: Registrar
Student file
Academic Probation (GPA below 3.0)

DNP Sample Letter

DATE

NAME
ADDRESS
CITY, STATE, ZIP

RE: Academic Probation

Dear [Name of Student]:

The DNP Council has received the grade reports of students enrolled in the School of Nursing Graduate Program. The academic achievements and progression standards which students must meet are found in the School of Nursing Student Handbook.

**Academic Requirements for the Graduate program:**

- Grades are reviewed each semester and progression in the Graduate Program is determined by the Associate Dean/Department Chair and DNP Council.
- DNP students are required to maintain a 3.0 GPA with grades at “B” or above in all graduate courses.
- Students with a cumulative or semester GPA below 3.0 are placed on academic probation.
- Students receiving “C” or lower in a graduate course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

Also, keep in mind the Student Handbook states:

**Academic Dismissal:**

Dismissal from TTUHSC School of Nursing Graduate Program will result from the following circumstances:

- Students earning a “C” or lower in two or more graduate courses in one semester
- Students earning a “C” or lower in the same nursing course twice
- Students earning a “C” or lower in a second graduate course even though one graduate course has been retaken and a satisfactory grade of “B” or better has been obtained.

Failing to meet expected standards in any program may result in academic dismissal at any time.

The DNP Council has received the report that your accumulative GPA is below a 3.0, therefore you will be placed on “Academic Probation”.

[Required Signatures]

XC: Registrar
     Student file
Academic Dismissal Letter

MSN Sample Letter

DATE
Name
Address
City, State, Zip

Dear Name:

Subject: Academic Dismissal

This letter is to inform you that the MSN Council has received the grade reports of students enrolled in the School of Nursing Graduate Program. The academic achievements and progression standards students must meet are found in the School of Nursing Student Handbook as well as the policy for dismissal:

Academic Requirements for the Graduate program:

- Grades are reviewed each semester and progression in the Graduate Program is determined by the Associate Dean/Department Chair and MSN Council.
- MSN students are required to maintain a 3.0 GPA with grades at “B” or above in all graduate courses. Students with a cumulative or semester GPA below 3.0 are placed on academic probation.
- Students receiving “C” or lower in a graduate course are eligible to repeat that course one time only pursuant to recommendation of course faculty.
- Students earning an overall cumulative GPA or a semester GPA less than a 3.0 in the semester of graduation/completion are ineligible for graduation/completion.

Also, keep in mind the Student Handbook states:

Academic Dismissal:

Dismissal from TTUHSC School of Nursing Graduate Program will result from the following circumstances:

- Students earning a “C” or lower in two or more graduate courses in one semester
- Students earning a “C” or lower in the same nursing course twice
- Students earning a “C” or lower in a second graduate course even though one graduate course has been retaken and a satisfactory grade of “B” or better has been obtained.

Failing to meet expected standards in any program may result in academic dismissal at any time.

You have failed to meet one or more of the stated standards for continuing enrollment in the Graduate Program. Therefore, the Committee recommends that you be dismissed from the School of Nursing Graduate Program.

Sincerely,

<Required Signature: Dean TTUHSC School of Nursing>

XC: Registrar
Student file

ATTACHMENT C
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Graduate Program Manual
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