Graduate Program Manual
Operating Policy and Procedure

SON OP 40.710  Graduate Student Graduation Policy

PURPOSE: The purpose of the School of Nursing (SON) Graduate Student Graduation Policy and Procedure is to establish the requirements and process for graduate student degree completion and graduation requirements. 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.

POLICY/PROCEDURE:

1. Policy

The Graduate Student Graduation Policy serves to formalize the requirements and procedures for student degree completion and graduation. Minimal requirements for achievement of evidence for degree completion and graduation include the following criteria:

- Grades are reviewed each semester and progression in the designated academic program is determined by the Associate Dean/Department Chair and designated program Council;
- Graduate students are required to maintain a minimum semester and cumulative 3.0 GPA with grades at the level of "B" or above for each graduate course;
- Graduate students earning an overall cumulative GPA less than 3.0, semester GPA less than 3.0 in a semester, or course grade of "C" or lower in the semester of graduation/degree completion are ineligible for graduation/degree completion.

2. Procedures

At the conclusion of each semester, the respective Associate Dean/Department Chair and program Council members review course grades for 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 student completion of graduation requirements.
- Identify cases where students have not met the minimum requirement for course grade in one or more courses or maintained the required minimum GPA for the semester of graduation.
- Conduct a blinded review of course grades for the current and previous semesters and the current aggregated GPA.
- Develop recommendations for remediation, including achievement of the SON OP 40.705 Graduate Progressions Policy, or recommendations for academic dismissal.
- Select the designated letter template for communication of program committee recommendation (see attachment A or Attachment B).
- Mail the letter via registered mail (requiring signature to document receipt of the letter).
Attachment A: Grade Below “B” Letter and Academic Probation in Semester of Graduation

Attachment B Academic Probation (GPA below 3.0) in Semester of Graduation

Date
Name
Address
City, State, Zip

Subject: Grade below “B” in a Graduate Course 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 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.

The Committee has received the report that you have a grade of “C” or below in the following graduate course: [XXXX]. 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.

[Required Signature]

XC: Registrar
Student file
Academic Probation (GPA below 3.0) in Semester of Graduation
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 Committee 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