Education Support and Student Affairs
Operating Policy and Procedure

SON OP 30.405 – Midterm Warning Policy

PURPOSE
The purpose of the midterm warning policy is to define the Programmatic Council process for notifying students who are not satisfactorily progressing at the mid-term of courses.

REVIEW
The OP shall be reviewed by the Associate Academic Dean of Education Support Services and Student Affairs by October 1st of each even numbered year (ENY), with recommendation for revision forwarded to the Dean of the School of Nursing. Final approval of the OP is provided by the Dean.

POLICY
At the midpoint of each course, student progress is evaluated. Students who are failing at the midpoint of the course, according to the course requirements outlined in the syllabus, will be notified of their grade status. Students will be notified using the procedures outlined below.

PROCEDURE
Midterm warning letters will be sent to students who are failing at course midpoint following the procedures outlined below:

1. All course facilitators submit names of students via email who are failing at the midpoint of each course to the Enrolled Student Management Student Affairs Coordinator and program director.
2. The Enrolled Student Management Student Affairs Coordinator sends the letter (OP 30.405.01 Attachment A Midterm Warning Letter) to the student signed by the course facilitator, with a carbon copy (CC) to the course facilitator and lead faculty.

Developed: ABSN Policy Task Force: 11/21/17
Approved: ABSN Program Council: 12/5/17; 4/5/21
Reviewed: ABSN Policy Task Force: 9/28/18; 3/25/21
Revised: ABSN CLG 3/11/21