PURPOSE
The purpose of the School of Nursing Midpoint Warnings and Performance Improvement Plan (PIP) Operating Policy and Procedure (SON OP) is to ensure midpoint warnings and PIPs are consistent irrespective of who teaches the course or when the course is taught. The Program Council has the responsibility to review and recommend to the General Faculty changes in policies to maintain the integrity of the curriculum.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE
The midpoint warnings and PIP policy procedure pertains to all courses within the Traditional BSN program. The procedure assures all midpoint warnings and PIPs are conducted in the same manner. Changes in components require approval through the process developed and monitored by the Program Council.

Midpoint Warnings
1. Any student at risk for failing the course (77 average or below) at midpoint must be sent a formal letter stating their academic standing. Midpoint is defined as completion of ½ of the course work or after two exams.
2. The course facilitator on each campus is responsible for reporting all at-risk students to the course lead.
3. The course lead is responsible for emailing the course list to the student affairs liaison, program director, and regional program director.
4. Midpoint warnings should be sent no later than 1 week after course midpoint.

Performance Improvement Plans (Didactic and/or Clinical)
1. Any student who receives a midpoint warning should be placed on a PIP by the course facilitator.
2. PIPs should be specific for the at-risk section of the course (i.e. didactic or clinical).
3. A PIP template should be used to ensure consistency.
4. Didactic PIPs: The course facilitator is responsible for documenting the PIP under the remediation quiz in their respective courses for archiving purposes.
5. Clinical PIPs: The course facilitator should seek approval by a member of the Leadership Team. The Clinical Director should be aware of any students on PIP due to events in external clinical facilities.
6. Course leads and Level Lead faculty should be aware of students on PIPs.
7. PIPs should be delivered to students within the LMS for archiving documentation purposes.