PURPOSE
The purpose of the School of Nursing Midpoint Warnings and Student Contracts Operating Policy and Procedure (SON OP) is to ensure midpoint warnings and student contracts 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 student contract policy procedure pertains to all courses within the Traditional program. The procedure assures all midpoint warnings and contracts 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 director.
4. Midpoint warnings should be sent no later than 1 week after midpoint.

Student Contracts
1. Any student who receives a midpoint warning should be placed on a contract by the course facilitator.
2. Contracts should be specific for the at-risk section of the course. Example, didactic or clinical.
3. Contract templates should be used for all student contracts.
4. Didactic contracts should be approved by the program director or regional director prior to initiation.
5. Clinical contracts should be approved by clinical director prior to initiation.
6. The course facilitator is responsible for sending a copy of the contract to the course lead for archiving purposes.
7. All contracts should be kept on file for 1 year after the student graduates or leaves the program.