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

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
1. Policy
The Undergraduate Progressions Policy serves to formalize the requirements and procedures for undergraduate student progression through the designated curriculum and documentation for evidence of achievement of student learning outcomes. Minimal requirements for student progression include the following criteria:

- Grades are reviewed each semester and progression in the designated academic program is determined by the Associate Dean/Department Chair, program directors and Program council officers.
- Undergraduate students are required to maintain a minimum 2.0 GPA with grades at the level of “C” or above for all undergraduate courses.

2. Procedures
At the conclusion of each semester, the respective Associate Dean/Department Chair, program directors and the program council officers review course grades for undergraduate students.

- The program director will schedule a progressions meeting at the end of each semester for the purpose of determining undergraduate student progression.
- Identify cases where undergraduate students have not met the minimum requirement for course grade in one or more courses or maintained the required minimum GPA for the semester.
- Develop recommendations for continued progression toward degree completion or recommendations for academic dismissal based on the following criteria:
Undergraduate criteria for the Traditional BSN Program for academic dismissal are as follows:
- Earned course grade of “D,” “F,” or “WF” in two or more undergraduate courses in one semester, or
- Cumulative semester or cumulative GPA less than 2.0 for two consecutive semesters

For a student who has voluntarily dropped the program, the following is required for evaluation of readmission:

All requests for readmission must be made no later than two (2) months prior to the first day of the semester in which readmission is requested. The Traditional Program Council is responsible for overseeing all requests for readmission via the Admissions and Progressions Committee. A student who left in good standing and seeking readmission shall complete and submit a readmission application showing the expected entry point to the appropriate Student Affairs Coordinator and Admissions Program Director. The Coordinator will notify the chair of the Admissions and Progressions Committee of the request for readmission along with providing the most current transcript, and a summary of the circumstances of the student’s withdrawal, if known.

A student who left with a record not in good standing (academic or disciplinary causes) must complete and submit a readmission application to the appropriate Student Affairs Coordinator along with a letter explaining the circumstances resulting in the withdrawal/dismissal and the plan to improve or correct performance if offered readmission. The appropriate Student Affairs Coordinator will forward the application, the letter, any observations regarding academic performance and behavior during prior enrollment at the School of Nursing, and any available academic records including the most recent transcript to the chair of the Admissions and Progressions Committee. The Admissions and Progressions Committee review all such requests and may take one of the following actions regarding readmission of a student:

1. eligible and admit,
2. eligible pending space availability in nursing courses and in sequence to date of action in relation to other readmission applicants,
3. not eligible.

The Admissions and Progressions Committee may assign requirements to be met as a condition of enrollment, i.e. readmission on a part-time degree plan.

Forward recommendations to office of Student Affairs. Route Select the designated progressions letter template for communication to the Office of the Dean.