

# EVALUATION OF UNDERGRADUATE STUDENTS

## UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

<b>Evaluation of Undergraduate Students</b>	Subsection: 5.2.15
Section 5.0 - Student Policies	Originating Date: March 1972
Responsible Reviewing Agency: Undergraduate Curriculum Committee	Revised: March 1992 Revised: October 1998 Revised: May 2008 Revised: May 2012
Final Approver: General Faculty Organization	Revised: November 2012 Revised: March 2018 Revised: October 2023
Related Documents: Clinical Performance Evaluation Tool	

9. Students shall be oriented to evaluation policies and procedures in each course at the beginning of the semester.
10. Regular clinical progress notes and a summarized statement of evaluation of undergraduate student's clinical progress shall be entered into the Clinical Performance Evaluation Tool.
11. Clinical Performance Evaluation Tools that are paper copies shall be dated and initialed during each clinical week, dated and signed for midterm, and final. For electronic Clinical Performance Evaluation Tools, students will at a minimum acknowledge in writing in the comment box after each clinical week, at midterm and at finals that they have reviewed the evaluation.
12. All grades must be completed and submitted to Academic Records by the final day of the semester.
13. Course coordinators shall be responsible for securing and presenting clinical evaluations to Student Services for filing in students' records each semester. Electronic clinical evaluations will be downloaded by designated staff and stored in an electronic file in Student Services.

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### Purpose

Establishes criteria for student evaluation and ongoing, systematic and comprehensive feedback regarding their performance.

### Scope

This policy applies to undergraduate students.

### Policy

1. Course objectives/outcomes/competencies shall be the basis for evaluating student achievement.
2. Course faculty shall develop methods for providing ongoing, systematic, and comprehensive feedback to students regarding their clinical performance in clinical and combined courses.
3. The students shall have access to their theory grade in the course at midterm and at final in didactic and combined courses.
4. Minimum evaluation of clinical achievement should include written feedback at the end of each clinical week, at mid-term, and at the conclusion of the course for courses that contain a clinical component.
5. Students may request an evaluation of progress at any time for the purpose of additional guidance.
6. Students shall have access to their own evaluations and records located in Student Services. Students may request and receive copies of any information in their own records located in Student Services to which they have not waived access. The cost of the photocopying shall be borne by the student. When students review original personal records in Student Services, an office associate, Student Services coordinator, or faculty member must be present.
7. Regular clinical progress and clinical evaluation records may be disposed of following a student's successful completion of the NCLEX-RN or one year after graduation, whichever occurs first.
8. Any faculty feedback on papers or projects that are factored into the final course grade are to be provided to the students in a timely manner and prior to any additional assignments for which feedback is needed for improvement.