

UNDERGRADUATE ACADEMIC PROBATION, DISMISSAL, WITHDRAWAL POLICY

UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

Undergraduate Academic Probation, Dismissal, Withdrawal

Subsection: 5.2.23

Section 5.0 - Student Policies Originating Date: November 1971

Responsible Reviewing Agency: Revised: April 1998

Undergraduate Admission, Revised: April 1999

Progression, Graduation and Revised: November 2001

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Policy 5.2.18 Undergraduate Revised: February 2020

Progression Policy Revised: September 2021

Policy 5.2.28 Undergraduate Revised: May 2022

Readmission/Reinstatement Policy Revised: May 2023

Policy 5.2.36 Undergraduate

Professional Performance

Policy 5.2.29 Campus Transfer

Policy

UNMC Student Code of Conduct

UNMC Leave of Absence Policy

Policy

1. Academic Readmission/Reinstatement of Student in Good Standing.

- This requires the student to be in good standing at the time of leaving the college. A letter from the Undergraduate Program Director will be provided to the student and for the student's file.
- If the educational progression of a student in good standing is interrupted at the College of Nursing for any reason other than active military duty and for longer than two academic terms, the student must reapply to the College of Nursing. The student may be reinstated as space permits on each individual campus. In the event a nursing course needed by the student is not available during the two academic terms, a student need "not" reapply before taking the course the next time it is offered. The student may be reinstated as space permits at the campus the student had attended previously.

2. Academic Probation:

- A student whose "cumulative" grade point average falls below 2.33 will be placed on academic probation for the succeeding term.

3. Repeating Undergraduate Nursing Courses:

- A student who receives a final grade of less than 78.0% in a required course in the nursing major may repeat the course one time.
- A student may only be enrolled twice in any required nursing course. For example, if a student withdraws from a course, this counts as one enrollment.

- In the event that a student encounters a documented significant life event, he or she may request an exception from the campus assistant dean and the program director for that specific enrollment counting toward total number of times enrolled. Appropriate documentation submitted must be original documents.

- Students who fail either the classroom or clinical component of the Patient-Centered Care series must repeat both courses when retaking the failed course, as indicated in Policy 5.2.18.

4. Academic Dismissal: A student will be dismissed from the College of Nursing when the student:

- Does not raise the cumulative grade point average to a 2.33 by the end of the academic probation period, or
- Receives a grade of less than "78.0%" in the same nursing course twice or receives a grade of less than "78.0%" in three or more different required nursing courses in the nursing major. This includes all courses in the nursing major in which the student was unsuccessful the first time, repeated the course, and then received a passing grade.
- Chooses to withdraw at any time in the semester from three or more courses in that semester, without an approved leave of absence.
- Chooses to withdraw at any time from three or more courses in the semester and without a documented change in plan of study with registrar and financial aid.
- Students who have been dismissed from the college for violations of Policy 5.2.36 Undergraduate Professional Performance are not eligible for readmission to any undergraduate UNMC College of Nursing program.

5. Readmission After Withdrawal or Academic Dismissal: Students who withdraw from the program or are academically dismissed from the Undergraduate Program of the College of Nursing may reapply one time for admission to the same program and on the same campus. Consideration for any (future) transfer will be determined by policy 5.2.29. The timeline for admission to the program is based on space availability.

Students who are reapplying will work with their specific Student Services coordinator for submission of all materials, which the Student Services coordinator will submit to the chair of Undergraduate Admission, Progression, Graduation and Scholarship/Grant Committee (UGA).

Students who are reapplying will need to:

- Wait a full Fall or Spring term before any possible readmission/enrollment to any college of nursing courses/ program to include unclassified status.
- Complete a readmission application 45 university days prior to the start of the semester in which there is consideration for readmission/ enrollment.
- Notify Student Services regarding which faculty will be contacted.
- Have faculty submit a letter of reference to Student Services from two previous courses and/or clinical nursing faculty that address:
 - Student's engagement in learning opportunities
 - Student's application of critical thinking skills
 - Student's overall academic performance
 - Student's professional behavior
 - Student's willingness to follow faculty guidance for success
- Participate in a faculty interview if requested by UGA faculty committee members.

- f. Expect that additional coursework may be required, including coursework in which the student was previously successful.
- g. Provide a written personal statement and supporting documentation (which may include letters from providers indicating the student's health will not interfere with the student's ability to meet program expectations) that indicate what measures the student has taken to resolve the issue(s) that led to the academic difficulties. Included in this statement should be the plan the student has in place to support their own academic success if readmitted to the program. All documentation provided must be original documents and submitted to the Student Services Coordinator on the campus to which the student is applying.

As with all admission applications, all decisions of the committee relative to readmission are final.

6. **Readmitted students** who achieve less than a 78.0% exam average or final grade in a course will be dismissed and are not eligible for readmission to any undergraduate UNMC College of Nursing program.
7. **Withdrawal:** Failure to officially withdraw may result in grades being recorded as failures.

- b. Student Services will complete the dismissal documents after three unsuccessful attempts to contact the student
 - c. Student Services will utilize the students UNMC email when trying to reach the student.
2. Students should contact the Student Services Coordinator at the campus of registration for specific procedures.

Procedure

Readmission

1. Readmission applications will be provided to a three faculty subgroup of the UGA Committee, with no members of the subgroup from the campus on which the student was originally enrolled. Students must submit a readmission application 45 university days prior to the start of the semester to the campus specific Student Services Coordinator.
2. The subcommittee will review all application materials and may choose to conduct an interview with the applicant.
3. The subgroup will request input from additional faculty on the related campus as required.
4. The subcommittee will develop a recommended plan of study utilizing input from faculty, student services, program directors and information from the student's application/application process.
5. The subcommittee will present the student case and the subcommittee recommendation for the specific student under consideration to the UGA Committee at their next regularly scheduled meeting.
6. The decision to approve or deny readmission will come as a majority vote from the UGA committee.
7. The student will be notified of the final decision by the Admissions committee via electronic notification via university email or personal email noted in MY RECORDS or written notification letter sent to their permanent address within 20 university days of the UGA committee meeting.

Withdrawal

1. The student should provide written notification of their intention to withdraw to the Director of Undergraduate Programs and Student Services Coordinator at the campus of attendance to complete the Change of Status form.
 - a. Student Services shall make, within one month of that dismissal notice being sent, three attempts to contact the student to be dismissed.