

**POLICY TITLE: JEOPARDY LETTER**

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The University of Houston-Victoria maintains high academic standards. Students are expected to meet these standards in all graduate courses attempted. The Jeopardy letter is a mechanism to alert students at the first sign of academic jeopardy. Jeopardy letters are a courtesy to students. Graduate students are expected to know:

- grades earned on all assignments and examinations;
- each grade that is below 80% "B" in the graduate program is considered unsatisfactory;
- each unsatisfactory grade calls for remedial action;
- the failure of the MSN Director to issue a jeopardy letter or the failure of a student to receive a jeopardy letter does not affect the validity of the grade assigned or the need for corrective action, and;
- a final course grade below 80% "B" in a graduate course constitutes failure of the course.

Lead faculty teaching a graduate course(s) will provide the MSN Director with the name, grade(s), and the percentage or weight of each grade of any student enrolled in a graduate course that is less than 80% "B" at midterm and at the completion of the course.

A student achieving a grade less than 80% "B" will receive written notice from the MSN Director. The written notice will include the action the student should take as a result of the grade. It is the responsibility of the student to follow through with the suggested action. A copy of the Jeopardy letter will be placed in the student's academic file.

MSN POLICY

Approved by SON Faculty Council, 8/22/2013

Approved by Dean Kathryn Tart



Date: 2-19-14

**Policy Number: G311**  
**Approval Date: 8/22/13**  
**Effective Date: 2/19/14**  
**Review Date: 2016**

Date

Name

Address

City, State Zip

Re: Jeopardy Letter: Notice of Score/Average less than 80%  
Student #:

Dear *Student's Name*:

I have received notification of your performance in *Course Name*. Per University of Houston-Victoria policy #G303, "A minimum course grade of 80 (B) is required for passing in all MSN nursing courses. Any grade below a B is considered a failing grade."

Your success in the graduate nursing program is very important to us. Please make an appointment with the lead faculty, *Name*, to discuss options to facilitate your progress in this course.

Please contact me if I may be of further assistance.

Sincerely,

*MSN Director*

Cc: Lead Faculty  
Student File

1<sup>st</sup> Test/Assignment Score: \_\_\_\_\_ 2<sup>nd</sup>: Test/Assignment Score: \_\_\_\_\_ 3<sup>rd</sup>: Test/Assignment Score: \_\_\_\_\_  
% of Grade: \_\_\_\_\_ % of Grade: \_\_\_\_\_ % of Grade: \_\_\_\_\_

Present Course Average \_\_\_\_\_