

POLICY TITLE: Progression Committee Policy

Policy

The School of Nursing (SON) is committed to ensuring that nursing students are afforded due process in all progression related issues. The SON Progression was established as a method whereby students can bring forth progression issues to be examined for fairness, policy adherence, and accuracy. The policy establishes processes for the petition and outlines the functions of the SON Progression Committee.

Procedure

Goals

1. Provide due process and written resolution to student progression issues.
2. Develop a 4 tiered process for managing student progression issues within the School of Nursing.
3. Apply current University and School of Nursing policies to successfully resolve student progression issues.
4. Provide ongoing evaluation of current progression related policies and procedures.
5. Collect data regarding progression issues that are unresolved at the program level.

Guidelines

1. A SON Committee Chair will be elected annually by the Committee Members.
2. All SON faculty will be members of the Progression Committee and will serve in this capacity on a random, rotating basis to be determined by the Chair.
3. Committee members will be called by the Chair based on receipt of student petitions.
4. Committee members will be selected on a random/rotating basis by the Chair when a petition is received.
5. The Progression Committee will only address petitions regarding progression issues, examples of which are listed here but not limited to:
 - Course failures
 - Attendance Issues/Tardiness that result in loss of progression
 - Student Boundary Issues resulting in loss of progression
 - Malpractice issues resulting in loss of progression
 - PASS assigned Course Grades
 - Incivility/Unprofessional behaviors resulting in loss of progression
 - Academic dishonesty issues resulting in a loss of progression

6. Progression issues will be addressed in a 4 tiered process as follows:

Tier 1:

The course faculty will determine progression in all individual courses. Faculty may also determine progression based on issues that occur anytime a student is representing themselves as a University student and/or engaged in activities associated with the University.

Tier 2:

Students who are not satisfied at Tier 1 may petition the Associate Dean. The Associate Dean will review the petition and make a determination by supporting the Tier 1 decision or offer an alternative resolution.

Tier 3:

Students who are not satisfied at Tier 2 may petition the Progression Committee. The Progression Committee will review the petition and make a determination by supporting the Tier 2 decision or offering an alternative resolution.

Tier 4:

Students who are not satisfied at Tier 3 may petition the Dean. The Dean will review the petition and make a determination by supporting the Tier 3 decision or offering an alternative resolution.

7. All student petitions will be addressed at the Tier 2 level prior to the last day to register without penalty.
8. Students will not be allowed to register for courses at the Tier 2, 3, or 4 level unless a resolution has been granted that allows progression.

PROCEDURE

1. Student petition at Tier 1:

Students with a progression issue will first discuss the issue with the course faculty. All students will be encouraged to resolve issues at the faculty/course level. If a student is not satisfied at Tier 1 and a resolution cannot be made, students will be directed to the Tier 2 process. Each Tier can only be accessed in order.

2. Student petition at Tier 2:

- a. The student will complete the **Progression Petition Form** and email it to the Associate Dean.
- b. The Associate Dean will review the **Progression Petition Form** and support faculty resolution or apply current policy, procedures, and evidence to develop a new resolution.
- c. The Associate Dean will communicate the resolution with the student.
- d. The Associate Dean will place a copy of the form in the student's permanent School of Nursing file.

3. Student petition at Tier 3:
 - a. The student will send the **Progression Petition Form** to the Progression Committee.
 - b. Upon receipt of a student petition, the Chair of the Progression Committee will review the petition after determining the Associate Dean's resolution.
 - c. The chair of the Progression Committee will select 2 faculty members from a random list and notify them of the meeting time and place.
 - d. The Committee will meet and review the petition.
 - e. The Committee will support the Associate Dean's resolution or apply current policy, procedures, and evidence to develop a new resolution.
 - f. The Chair will complete the **Progression Petition Form**.
 - g. The Chair will inform the student of the resolution via email.
 - h. The Chair will place a copy of the form in the student's permanent School of Nursing file.
4. Student petition at Tier 4:
 - a. The student will send the **Progression Petition Form** to the Dean via Email.
 - b. Upon receipt of a student petition the Dean will review the resolutions of the faculty, Associate Dean, and the Progression Committee.
 - c. The Dean will uphold the Progression Committee's resolution or make an alternative resolution.
 - d. The Dean will communicate the outcome with the student.
 - e. The Dean will send a completed Progression Petition Form to the student's permanent School of Nursing file.

Approved by SON Faculty Council, 9/5/14

Approved by Dean Kathryn Tart: Kathryn Tart

Date: 11/4/14

Progression Petition Form

Purpose

Students will provide written documentation of the progression issue and petition for review.

Directions

Complete all items on the form. Incomplete forms will not be reviewed. Submit to the Progression Petition Link on the SON website as a Word Document Email attachment.

Student Name: _____

Semester/Year: _____

Program: _____

Provide a clear concise description of the progression issue:

Provide the evidence to support this issue (may provide attachments as well):

Describe actions taken to resolve at Tier 1 (course/faculty level):

Provide a realistic resolution to the progression issue:

Student Signature _____ **(may type name)**

Date of Petition Submission _____

Progression Petition Resolution Form

Purpose

The faculty will provide written documentation of the resolution of a student’s progression petition.

Directions

Complete all items of the form. Attach the Student Progression Petition Form. Return completed forms to the Progression Committee Chair who will place a copy in the student’s file and send a copy to the student via UHV Email.

Student Name: _____

Semester/Year: _____

Program: _____

Description of the progression issue:

Committee Recommendation:

Policy/Procedure Supporting Data if Applicable

Student Guidance

- 1. Explain the UHV SON Progression Issue Policy**

Progression Committee Signatures _____

Date of Petition Resolution _____