Undergraduate Nursing Program
At-Risk Student Procedure

1. Faculty identify students who score below 75% on any exam; or who drop below 75% on course average and complete a PASS Referral form. Referrals also made per faculty discretion for one clinical unsatisfactory; or absolute referral for 2nd clinical unsatisfactory. Copies of referral forms are given to the student, to faculty clinical advisor; and to PASS Coordinator. Original copy goes in student file in front office.
2. Blackboard discussion board thread started on the student in the nursing program forum. Forms completed on student are uploaded in Blackboard to the nursing forum.
3. Faculty clinical advisor (or theory instructor when no clinical advisor assigned) implements PASS program for student; meets with student to discuss barriers to success and implements plan of action. Complete ISP Form and all future meetings meetings/sessions documented, and uploaded to BB nursing forum. Originals are submitted to student file in front office.
4. Faculty report progress of student on PASS at team meetings; and forms uploaded to BB nursing forum.
5. Faculty submit end of course grades by university required due date to Ramport.
6. Faculty export grade report for individual student who failed in Excel; and prints.
7. Faculty completes Failure to Progress form for each student who failed along with grade report and all documented counseling sessions to team leaders by university grades Ramport deadline.
8. Team leaders meet at 1300 on day grades due to review course failures and all documents are in place for each student who failed. After review/approval, documentation filed in student record stored in front office.
9. List of failures generated by Leadership team.
10. Jeff Sefcick prints out list of D's and F's and list confirmed with actual failure to progress forms from faculty.
11. List of failures confirmed by D's and F's list confirmed by Leadership Team.
12. List sent to Anne Rabourn; and students status changed from Nursing to "Pre-declared".
13. List of failures sent to admissions/readmissions committee.
14. Letters sent to students notifying them of their change in status, and reapplication process/procedures; deadlines provided. Students counseled to stop by financial aid for advisement if receiving financial aid. To reapply, students must submit barriers to success form and study plan of action form along with reapplication paperwork.
15. Undergraduate secretary sends email list of student names and CID to registrar requesting that students are dropped from all nursing courses they are enrolled in.
16. Students reapply to program using reapplication form, and attaching barriers to success form and study plan of action.

17. Readmissions committee reviews all readmission applications and scores using rubric/ranking tool to predict success.
18. Candidates who are readmitted are assigned to weekly meetings with PASS Coordinator.
19. Pass coordinator and faculty advisor reports in Faculty BB course discussion board forum about how student is doing and documents each meeting with the student.