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		Approval Date:	11/06/2020
		Effective Date:	11/10/2020
		Review Date:	2023

## POLICY TITLE: ACADEMIC PROGRESSION

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The College of Nursing (CON) is committed to ensuring that nursing students are afforded due process in all progression related issues. The CON Progression process was established as a method whereby students can bring forth progression issues to be examined for fairness, policy adherence, and accuracy.

Because assigning a grade for evaluating a student's work performance involves the faculty's professional judgment and is an integral part of the faculty's teaching responsibilities, disagreement with an instructor concerning a grade or evaluation is not a justifiable grievance to be considered under this policy unless a violation of university, college, or department academic policies or procedures can be shown to have affected that grade or evaluation.

### 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 College of Nursing.
3. Apply current University and College 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. CON faculty for the corresponding program will serve as members of the Progression Committee.
2. The Chair of the Graduate or Undergraduate Committee will serve as the Chair of the Progression Committee as appropriate unless directly involved in the student's petition.
3. Progression issues will be addressed in a 4-tiered process. Students must follow the progression sequence and timeline, or their petition will be null and void.
4. 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 in writing within three (3) business days of the progression issue. All students will be encouraged to resolve issues at the faculty/course level. Faculty will respond in writing to the student, Track Manager, and Program Director within three (3) business days of receipt of initial petition. 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.

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2. Student petition at Tier 2:

- a. If the student does not agree with the Tier 1 outcome, the student will complete the [Progression Petition Form](#) and email it to the Chair of the Progression Committee.
- b. The Chair of the Progression Committee will schedule a review of the **Progression Petition Form** at the next scheduled committee meeting or call a special meeting within ten (10) business days of receipt of the **Progression Petition Form**.
- c. Faculty will provide relevant documentation to be included with the **Progression Petition Form** and attend the scheduled meeting.
- d. The student (and no other party) will be afforded the opportunity for a brief presentation of the progression issue to the committee, at which time the student will be asked to leave for the committee discussion.
- e. Having heard all viewpoints, the committee will vote on the resolution.
- f. The Chair will support the committee resolution or apply the current policy, procedures, and evidence to develop a new resolution.
- g. The Chair will complete the [Progression Petition Resolution Form](#) and communicate the resolution with the student within five (5) business days of the committee decision.
- h. The staff member assigned to the committee will place a copy of the form in the student's permanent College of Nursing file, forward a copy to the Associate Dean, and document it in the Progression Committee Petition folder under CCNE Standard I, Key Element I-G.

3. Student petition at Tier 3:

- a. If the student does not agree with the Tier 2 outcome, the student may petition the Associate Dean in writing within five (5) business days.
- b. The Associate Dean will review the Progression Committee's findings within five (5) business days.
- c. The Associate Dean will support the Progression Committee's resolution or apply current policy, procedures, and evidence to develop a new resolution.
- d. The Associate Dean will complete the [Progression Petition Resolution Form](#).
- e. The Associate Dean will inform the student and the Progression Committee of the resolution in writing through the **Progression Petition Resolution Form**.
- f. The Associate Dean will place a copy of the Progression Petition Resolution Form in the student's permanent College of Nursing file and document it in the Progression Committee Petition folder under CCNE Standard I, Key Element I-G.

4. Student petition at Tier 4:

- a. If the student does not agree with the Tier 3 outcome, the student will send the [Progression Petition Form](#) to the Dean via email within five (5) business days.
- b. Upon receipt of a student petition, the Dean will review the resolutions of the faculty, Progression Committee, and Associate Dean.
- c. The Dean will uphold the Associate Dean's resolution or make an alternative resolution.

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- d. The Dean will communicate the final outcome with the student, the Progression Committee, and the Associate Dean, and complete a [Progression Petition Resolution Form](#) within five (5) business days.
- e. The Dean will place a copy of the Progression Petition Resolution Form in the student's permanent College of Nursing file and document it in the Progression Committee Petition folder under CCNE Standard I, Key Element I-G.

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Approved by CON Faculty Council: 11/06/2020

Approved by Dean Kathryn Tart: 11/10/2020

## 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.

**Student Name:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Provide a clear, concise description of the progression issue:**

**Provide the evidence to support this issue (may provide attachments if necessary):**

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

**Provide a realistic resolution to the progression issue:**

**Student Signature:** \_\_\_\_\_

**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 student's file and give the student a copy.

**Student Name:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Description of the progression issue:**

**Recommendation:**

**Policy/Procedure Supporting Data if applicable:**

**Student Guidance/Meeting/Plan:**

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Has student received signed copy of this form? Yes:  No:  Student Initials: \_\_\_\_\_