

Undergraduate Academic Policy

This chapter describes policies that apply across the undergraduate curriculum. Faculty may establish other course specific policies.

Academic Year

Classes do not meet on certain holidays which are listed on the appropriate academic calendar published prior to the start of each academic year.

Traditional BSN Option

The academic year for the Traditional BSN is divided into two semesters, with each semester approximately fourteen weeks in length. Some classes are offered during summer sessions of varying length.

Accelerated BSN Option

The academic year for the Accelerated BSN is divided into three terms which occur sequentially through the twelve month calendar year. An Accelerated BSN calendar is published each year which shows the specific sequence of courses and the schedule of breaks which occur between each term.

Academic Advising

Traditional BSN and Accelerated BSN

Upon admission, students are assigned to Research College of Nursing faculty advisors who assist them in selecting courses, reviewing grade reports and completing degree requirements. Academic advising is under the general supervision of the Undergraduate Program Directors.

While students are responsible for meeting program requirements, faculty facilitate the progression of students through their program of study. Students experiencing problems may consult their faculty advisor, course faculty or the Counseling Center at Rockhurst University or the Learning Centers at Research College of Nursing or Rockhurst University for assistance.

Assessment

Research College of Nursing assesses student abilities and achievement at various times throughout its academic programs. The purpose of assessment is ongoing quality improvement. Students are required to complete assessment tests and other measures as part of this quality improvement effort. Time is provided as part of the regular course schedule to minimize any inconvenience to students. Students may upon request review their own scores or results for any tests and measures completed. The Assessment Committee and the Associate Dean for Academic Programs administers the assessment program.

Rockhurst University has a similar assessment program appropriate to its Mission and Purposes and nursing students participate in this program as regular Rockhurst University students. Assessment activities begin during the orientation program and continue to graduation. Alumni are also asked to complete surveys and program evaluation measures.

Attendance Policy

Traditional BSN and Accelerated BSN

Students are required to attend classroom, lab and clinical sessions. Each tardy or absence, defined as a student's failure to be present when roll is taken at the beginning of class, is counted as an absence. To enable the student to keep up with class work, faculty may admit a tardy student to class but the absence is counted. Any class missed as a result of delayed or incomplete registration, failure to meet Research College of Nursing policies, or absences accrued during suspension, are subject to the attendance policy.

When illness or other special circumstances prevent attendance, the student is responsible for contacting course faculty as soon as possible to plan for meeting course requirements. Clinical sessions are planned in advance. Make-up clinical sessions are at the discretion of the faculty and may not be identical to the missed session in content or substance. Excessive absence due to illness or special circumstances may require repetition of the course. Faculty may grade a student Incomplete "I" (see Undergraduate Grading System) for excessive absence due to illness or special circumstance. Program Directors and the Associate Dean for Academic Programs will be notified when students have excessive absences.

If a student brings a child/infant to class or clinical activity, an absence will be counted. Bringing a child/infant to class or clinical activities is not permissible as it presents a potential distraction to the learning environment and is deemed inconsistent with the Mission of the College. If this occurs, the student will be asked to leave the class

Absence is excessive when the total number of contact hours (classroom, lab, clinical) missed, exceeds three times the number of credit hours assigned to the course. A student may be given a failing course grade (F) for excessive absences.

Administrative Requirements for Enrollment and Progression

Traditional BSN and Accelerated BSN

Enrollment for upper division nursing course work requires participation in the registration process through Rockhurst University.

The following are also required by Research College of Nursing in order to remain in compliance with expectations of clinical agencies. Failure to meet these requirements will result in suspension from classroom, clinical and lab sessions or may result in course failure which could result in dismissal from the program.

1. Measles/mumps. For students born on or after 1/1/57, provide adequate documentation of diagnosed disease, laboratory evidence of immunity, or documentation of adequate vaccination (two vaccinations).
2. Varicella (Chickenpox). Adequate vaccination, diagnosed disease or, for those with a negative or uncertain history of varicella, serologic screening.
3. Rubella. For students born on or after 1/1/57, provide laboratory evidence of immunity or documentation of adequate vaccination (two vaccinations). All women, regardless of birth date, should have proof of rubella immunity or prior vaccination.
4. Incoming students who are due for a TD booster must have TDAP which includes acellosis pertussis. TDAP will be required for students at the time of their next TD booster.
5. Tuberculin Testing. Based on current CDC recommendations:
 - a. A two-step tuberculin skin test is required on admission. A two-step tuberculin test includes two TB skin tests at least one week apart and less than a year apart.
 - b. If you have a TB skin test less than 12 months old, an additional TB skin test is necessary to complete the two-step requirement.
 - c. If you have a TB test older than 12 months, complete a two-step tuberculin test prior to the start of classes.
 - d. If you have previously completed a two-step TB skin test, you do not need to repeat this. Only a current TB skin test is required.
6. Hepatitis B immunization. The series of three immunizations or a signed waiver declining the immunizations is required at the time of initial enrollment in nursing courses.
7. Students must receive other immunizations as required by the CDC, HCA and other clinical agencies.
8. Color Blindness. An assessment for color blindness must be completed before the beginning of clinical courses. This can be done in the Learning Resource Center at Research College of Nursing.

9. Basic Cardiac Life Support (BCLS) certification for Health Care Providers. Students must maintain current BCLS (American Heart Association Standards with a two-year expiration date) certification throughout their clinical courses. The Basic Cardiac Life Support (BCLS) course for Healthcare Providers includes CPR skills for helping victims of all ages (including doing ventilation with a barrier device, a bag-mask device, and oxygen); use of automated external defibrillator (AED); and relief of foreign body airway obstruction (FBAO).
10. The BCLS course MUST include CPR for infants, children and adults (one and two-person). The BCLS certification course must include evidence of satisfactory performance in both cognitive knowledge (written test) and skills (hands-on skills check-off).
11. BCLS certification/recertification should be completed at a time when it will be valid for an entire academic year.
12. Criminal Background Check. All students must have a criminal background check completed prior to initial enrollment in nursing courses. A single negative check does not preclude the requirement of additional checks at a future time. Students should be aware that any affirmative results from a criminal background check may result in an inability to participate in required clinical activities and therefore may result in the student's inability to complete degree requirements. In the event that a student's criminal background check is reported "affirmatively" the student will have the opportunity to request an additional criminal background check. The rationale and policy related to repetition of criminal background checks is found in the federal Fair Credit Reporting Act.
13. Clinical Orientation Competency Exam. All students must satisfactorily complete the competency exam annually.
14. HIPAA Competency. All students must satisfactorily complete an exam annually based on requirements of the Health Insurance Portability and Accountability Act (HIPAA). Additional HIPAA testing may be required by specific clinical agencies.
15. Confidentiality Statement. A signed statement completed annually regarding the confidentiality of information about patients, their families and clinical facilities.
16. Proof of Health Insurance. Contracts with clinical agencies require that all students provide evidence of health insurance coverage or a waiver. Traditional BSN students are required to enroll in the Rockhurst University health plan or provide evidence of an appropriate hard waiver. Insurance for Accelerated BSN students is optional; however students may enroll in a health insurance plan through Rockhurst. Accelerated students who do not choose to carry health insurance must sign a waiver indicating that they assume responsibility for all costs of medical treatment due to illness or injury. All students must be aware that if illness or injury occurs during a clinical or classroom experience, they may be required to seek appropriate medical care at a health care facility and assume the cost of any required testing or treatment. Documentation of health insurance or waiver must be provided annually.
17. Absence of any infectious disease. A student with an infectious disease shall promptly disclose this information to the appropriate faculty member so that a determination can be made concerning whether the student's condition poses a direct threat of harm to the student's own health or safety, or to the health or safety of others. This determination will be made in consultation with appropriate medical personnel.

If for some reason a student cannot be immunized or otherwise satisfactorily meet the requirements of items 1-17 above, Research College of Nursing will consider appropriate options on a case by case basis.

Students living on the Rockhurst Campus

Rockhurst University requires all incoming freshmen living on campus to comply with the meningococcal vaccination requirement either by providing documentation of vaccination OR by completing a waiver.

Students Living on the Research Campus

In addition, transfer and accelerated option students living in the Research Townhouse Village must also comply with the above stated requirement. The vaccine is available from your primary care provider.

Academic Requirements for Enrollment and Progression

Academic Requirements Prior to Enrollment in Nursing Courses

1. Students will fulfill all prerequisite courses prior to enrolling in nursing courses.
2. To enroll in 2000 level nursing courses of the Research/Rockhurst joint program, students must meet the Science/Math grade requirements below.
Traditional BSN program: Students must achieve a minimum grade of C in all Science and Math courses.
Accelerated BSN program: Students must achieve a minimum grade of B- in all Science and Math courses.
3. To enroll in 2000 level nursing courses of the Research/Rockhurst joint program, students must meet the GPA requirements below.
Traditional BSN program:
 - A. Students must have a minimum cumulative Rockhurst GPA of 2.7 or greater at the end of the summer of their freshman year. If students do not achieve this GPA, they will be placed on a waiting list for consideration for admission with the next cohort group the following January.
 - B. Those students who have a cumulative GPA of 2.7 must continue to maintain this GPA following completion of the fall sophomore coursework in order to enter the January nursing cohort. If students do not achieve a cumulative Rockhurst GPA of 2.7 for the fall semester, they will be placed on a waiting list to be reconsidered for admission with the next cohort the following January.
 - C. All students placed on the waiting list will be evaluated on a competitive basis; placement on the waiting list does not guarantee admission to the nursing coursework.**Accelerated BSN program:** Students must have a minimum GPA of 2.8.

Academic Requirements for Progression

Traditional BSN Students

Students must achieve minimum grades in all science, and math, and nursing courses as follows: in order to continue progression in the nursing program. A grade of less than C (C-, D+, D, F, WF) or an AU is not satisfactory for progression.

Accelerated BSN Students

Accelerated BSN students must achieve a grade of C in all nursing courses. A grade of less than C (C-, D+, D, F, WF) or an AU is not satisfactory for progression.

All Students

1. Students must also maintain a cumulative GPA of 2.00 to progress in the nursing curriculum. Students whose cumulative GPA falls below 2.0 will not be allowed to enroll in any other nursing course until they have raised their cumulative GPA to 2.0.
2. No nursing course may be repeated in which the student receives an original grade of C or better. A student who receives a grade of C- or below in any nursing course must repeat the entire course and achieve a minimum grade of C. Students who fail a nursing course are placed on academic probation. The Associate Dean for Academic Programs shall determine when a student may repeat a course. No student will be permitted to repeat a course more than once in an attempt to achieve a grade of C or better.

3. A student who receives two course grades below C (including C-, D+, D, F, NP, WF) whether in the same course or another nursing course will be dismissed from the nursing program. This policy applies to nursing courses completed at Research College as well as any completed for transfer credit.

Interruption in Enrollment

Traditional BSN and Accelerated BSN

Nursing students who do not continue their coursework in subsequent spring or fall terms must apply for readmission to the Director of Transfer and Graduate Recruitment at Research College of Nursing. There is no application fee. Readmission to the nursing program is dependent upon meeting academic requirements and the availability of space in nursing courses. The student seeking readmission should:

1. Complete the readmission application form.
2. Have up-to-date official transcripts of credit sent from each college attended since the last enrollment at Research College of Nursing.

Accelerated BSN

As an alternative to full withdrawal, students may request, in writing to the Associate Dean for Academic Programs, permission to complete Accelerated BSN graduation requirements with selected courses from the Traditional BSN curriculum.

Traditional BSN and Accelerated BSN

In all cases of re-enrollment following an interruption in continuous enrollment, the Associate Dean for Academic Programs, in collaboration with program directors and appropriate course faculty, will make a determination regarding repeating courses or additional requirements to assure current knowledge. Course registration will be decided by the Associate Dean for Academic Programs on a space available basis.

Changes in Enrollment

Traditional BSN and Accelerated BSN

Changes in registration for students enrolled in nursing courses must be initiated in the Office of Academic Programs at Research College of Nursing. Class additions will not be allowed after the first week of the semester. Students who stop attending class(es) without processing the official withdrawal forms will receive grades of F. No credit will be allowed for a course in which the student is not appropriately registered.

Classification of Students

Traditional BSN

Traditional BSN degree-seeking students are classified as follows:

Freshman 0-29 earned semester hours

Sophomores 30-59 earned semester hours

Juniors 60-89 earned semester hours

Seniors 90 and above earned semester hours

Enrollment Status

Traditional BSN

Full-time status as an undergraduate student is defined as a minimum of 12 semester hours of credit during a regular Fall, Spring, or Summer semester. An undergraduate student is considered to be attending full-time if the minimum 12 semester hours is taken over the course of multiple sessions within a regular semester. Half-time status as an undergraduate student is enrollment in six to eleven semester hours during a regular Fall, Spring, or Summer semester.

Undergraduate enrollment status is considered to be less than half time if the student is enrolled in less than six semester hours during a regular Fall, Spring or Summer semester.

Visiting status as an undergraduate student is defined as a non-degree seeking student who may be admitted to specific courses based on certification from another school that the student is in good standing there. In addition, the student must have permission to take courses at Research College of Nursing to apply toward the program at the primary school.

Declaration of a Major

Traditional BSN

Undergraduate students may be accepted into the nursing program as freshmen. In order to continue into upper division, students must complete a Declaration of Major Application. This application must be on file prior to the start of any 3000 level nursing course. This application will initiate a review of the student's record by the Registrar and a credit evaluation is completed to ensure that all lower division requirements have been fulfilled.

Course Progress

Traditional BSN and Accelerated BSN

Using WebCT Grade Book

Students may view their progress and grades in all nursing courses using the grade book feature of WebCT at any time during the academic term. It is the student's responsibility to remain aware of progress in courses and consult with course faculty if additional assistance is needed.

Using Rockhurst University Oracleweb

Currently-enrolled undergraduate students may view their midterm and final semester grades on Rockhurst University's Oracleweb in a secure environment after obtaining a Personal Identification Number (PIN) from Rockhurst University Computer Services. Final grades are available for viewing after the close of the academic session or semester. Midterm grades, issued for undergraduate students, are progress reports only and do not affect the student's GPA. Undergraduate advisors may also view their advisee's midterm grades on Oracleweb. Midterm grades provide an opportunity for students and advisors to discuss academic progress.

Undergraduate Grading Scale

Traditional BSN and Accelerated BSN

Course requirements and the methodology for assigning grades are the prerogative of the teaching faculty of each nursing course. One letter grade is recorded on the transcript for each course.

The grade schedule and equivalent numerical percentages for Research College of Nursing is as follows:

| Letter Grade | Suggested Revision to Grading Scale |
|--------------|-------------------------------------|
| A | 93-100% |
| A- | 90-92% |
| B+ | 88-89% |
| B | 84-87% |
| B- | 80-83% |
| C+ | 78-79% |
| C | 75-77% |
| C- | 70-74% |
| D+ | 68-69% |
| D | 65-67% |
| F | 0-64% |

The quality point values for each grade, are listed below. Plus and minus grades indicate upper and lower ranges of each grade category. A+ and D- are not recognized grades. Grades marked with an asterisk (*) do not allow progression in nursing courses.

A 4.00 indicates the highest level of achievement and an outstanding level of intellectual scholarship.

A- 3.67 indicates high achievement and an unusual degree of intellectual initiative.

B+ 3.33 indicates a consistently good level of achievement and an intelligent fulfillment of course requirements in a manner that approaches the quality of the highest grade.

B 3.00 indicates a good level of achievement, intelligent understanding and application of subject matter.

B- 2.67 indicates attainment well above the average.

C+ 2.33 indicates a level of achievement and fulfillment of course requirements that somewhat exceeds average requirements.

C 2.00 indicates a [work of average or] satisfactory level of work.

C-* 1.67 indicates a below average, unsatisfactory and unacceptable level of work.

D+* 1.33 indicates unsatisfactory and unacceptable level of work.

D* 1.00 indicates work of inferior, unacceptable quality.

F* 0.00 indicates work which lacks even the minimum level of understanding and is unacceptable.

I* means incomplete and may be assigned only for serious reasons. Program Directors and the Associate Dean will be notified. An incomplete must be removed within six weeks or it will automatically become an F.

X* means absence from final examination; may be assigned only when an extension of time has been granted for serious reasons; must be removed within six weeks or automatically becomes an F.

W* means a student was allowed to withdraw without penalty.

WF* 0.00 means the student was failing at the time of withdrawal and is not computed into the GPA Pass. This grade will add credit but will not affect the grade point average.

NF* No Pass. This grade will not add credit and will not affect the grade point average.

AU* Means audit status; no credit given. Students are expected to attend all class sessions but are not required to complete assignments or to take examinations.

All grades are part of the student's academic record and are computed in the student's cumulative GPA (except those indicated above) and are applicable under any dismissal policy. Grades of C-, D+, D or F are not calculated in a student's cumulative GPA after the student has successfully repeated the course with a grade of C or above. Course grades of C-, D, D+, F, WF, or NP remain part of the academic record and are subject to the dismissal policy.

Transcripts of Records

Traditional BSN and Accelerated BSN

No transcript, official or unofficial, will be issued to or for a student or alumnus who is delinquent in financial obligations to Rockhurst University or Research College of Nursing. Undergraduate students wishing transcripts of records to transfer from Research College of Nursing to another college or for other purposes should submit a written, signed request to the Registrar at Rockhurst University.

Standards of Academic Conduct

Traditional BSN and Accelerated BSN

The College has two codes of conduct: one for academic conduct and one for student conduct. A student may be disciplined or dismissed from the nursing program for either academic misconduct or student misconduct. The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the College. The standards of student conduct relate to matters outside the context of academic courses. The Student Conduct Policy can be found in the Research College of Nursing Guide to Student Life.

Honesty and integrity are prerequisites to academic life and more specifically, to the practice of nursing. Honesty is defined as being truthful, free of deceit and having integrity (Webster, 1976). Integrity is defined as utter honesty and adherence to a code of values (Webster, 1976). Integrity also encompasses "being truthful, avoiding acts of cheating, fraud or outright lying, and refusing to engage in deception or false representation in practice" (Hoyer, Booth, Spelman & Richardson, 1991, p. 171). Professional integrity in nursing is reflected in the American Nurses Association (ANA) Code for Nurses (2001), ANA Standards of Professional Nursing Practice and Performance (1991).

Nursing practice is further guided by institutional standards. Nursing students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community to meet the College's standards of conduct.

Academic Misconduct

Academic misconduct is a breach of honesty or integrity and standards. Examples of academic misconduct include but are not limited to the following:

1. Cheating: giving or receiving unauthorized assistance in any assignment.
2. Plagiarism: the use of ideas, language or work of another without sufficient acknowledgment that the material is not one's own or submission of the work of another, whether altered or unaltered, as one's own. Students are to be guided by the latest edition of the Publication Manual of the American Psychological Association.
3. Manipulation or alteration of another student's or faculty's academic work.
4. Unauthorized use, removal, concealment or defacement of library, Learning Resource Center or faculty resources, e.g., books, equipment, files, papers, tests.

5. Submitting the same work or portions of work for more than one class without prior written approval of faculty.
6. Collusion: assisting another student in an act of dishonesty.
7. Lying: conveying any untruth either verbal or written.
8. Disregarding the well-being and needs of patients: acts of commission or omission that could adversely affect the patient, e.g., medication errors, failure to provide safe appropriate care, failure to follow supervisor/faculty instructions for care, breach of client confidentiality.

Sanctions imposed by faculty for academic misconduct include but are not limited to:

1. Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
2. Giving a "0" (no points) for a test, assignment or paper.
3. Giving a failing course grade.
4. Recommending dismissal from the program.

Resolution of Situations of Academic Misconduct

Academic misconduct issues may be resolved either informally or formally at the discretion of the faculty. Face to face meetings to resolve academic misconduct issues are the preferred method. However, meetings may be conducted using speakerphone or other electronic transmission methods for students who are unable to participate in a face to face meeting.

Informal Resolution:

The faculty should request a meeting with the student suspected of dishonesty and inform him or her of the exact nature of the perceived problem.

1. The student should be informed that the meeting is not mandatory, but if the student refuses to meet the matter may be referred for formal resolution. The student should also be informed that he or she may request formal resolution.
2. It is recommended that another faculty member be present at the meeting as a witness.
3. If the student admits dishonesty, he or she should agree to the penalty selected by the faculty. This agreement must be obtained in writing and a copy placed in the student's academic file.
4. Faculty have the right to impose sanctions described in the Academic Misconduct Policy in the College Catalog.
5. A student who receives a failing course grade as a result of a faculty imposed sanction for academic misconduct may appeal the failing course grade through the Academic Appeal process as described in the College Catalog.

Formal Resolution:

1. The faculty and/or student(s) notify the chair of the Academic Integrity Review Committee (AIRC) that it is believed academic misconduct has occurred and request that the AIRC meet to hear evidence. To assure credibility of charges, students may not report academic misconduct anonymously.
2. Within three (3) College working days the faculty and/or student(s) submit a written description of the alleged incident and any evidence to the chair of the committee.
3. Within three (3) College working days the chair of the committee notifies committee members that a hearing is pending.
4. The involved student(s) will be notified of the charges by letter sent to the most recent address of record. The letter will contain a description of the charges and referral to this policy.
5. The chair of the committee establishes a date for the hearing and notifies all parties involved.

6. The hearing will be held within ten (10) College working days of the initial complaint.
7. Prior to the hearing, the chair of the committee will distribute copies of the description of the incident and any evidence to committee members and the involved student(s).
8. All evidence and discussion presented at the hearing is confidential.
9. All parties choosing to present evidence to the committee will be heard individually and committee members will be given an opportunity to seek clarification from all parties.
10. The accused student(s) may choose a peer (student) or faculty support person to help them prepare for the hearing and to accompany them to the hearing. This person is present for support only and may not contribute to the hearing process.
11. When all parties have been heard, the committee will discuss the evidence presented and determine, by majority vote, to dismiss the charges or to impose a sanction(s).
12. If a sanction is to be imposed, the committee will discuss the options and by majority vote, select an appropriate sanction(s). The committee may review the student's academic record for past academic misconduct. Evidence of past academic misconduct may be considered when imposing sanctions.
13. Minutes of the hearing and its outcome will be recorded by the chair of the committee.
14. The minutes, copies of letters notifying faculty and the accused student(s) of the outcome of the hearing and copies of any evidence will be kept in a locked file in the office of the Dean's secretary. If the accused student is found to have committed academic misconduct, a letter will be placed in the student's academic file. If the charges of academic misconduct are dismissed, there will be no indication in the student's academic record that a hearing occurred.
15. All parties will be notified in writing of the outcome of the hearing and recommendations of the committee. An explanation of the reasons for the decision will be provided.

Sanctions:

The committee may

1. Place a letter of sanction in the student's academic record describing the incident.
2. Recommend that the faculty give a "0" on the exam, paper or assignment.
3. Recommend that the faculty assign a failing course grade.
4. Recommend that the APG Committee hear the case for possible recommendation of dismissal from the program.

If the student(s) initiates formal resolution, the faculty is encouraged to abide by the recommendations of the committee. If faculty chooses to use the formal procedure to resolve issues of academic misconduct, the faculty agrees to abide by the recommendations of the AIRC.

Composition of the Academic Integrity Review Committee (AIRC):

1. Four students, one from the Sophomore, Junior and Senior classes and one from the Accelerated Option class will be appointed by the Traditional BSN or Accelerated BSN Program Directors.
2. Three faculty who are not members of the APG committee, will be appointed by the Associate Dean for Academic Programs as needed.
3. Chair of the APG committee to serve a non-voting member and chair of the committee.

Responsibilities:

1. Review policies and procedures related to academic integrity biennially.
2. Conduct hearings related to academic dishonesty.
3. Impose and recommend sanctions for academic dishonesty.

Conflict of Interest:

1. Any faculty member of the committee who is directly involved in requesting a hearing will be replaced by another faculty member. Superficial knowledge of the case or the persons involved does not disqualify a member.
2. Any student member of the committee, who is accused of academic misconduct, will be replaced for the hearing by another member of the same class. The replacement member will be selected by the other student members of the committee.
3. Any student member of the committee, who is sanctioned in any way for academic misconduct, will be removed from the committee. The student may state to peers that he/she needed to resign from the committee. A new committee member will be elected from the same class.

Guidelines for Students

Students often become aware or suspicious of academic misconduct first. In order for the College to maintain an environment that is supportive of academic integrity, students are encouraged to maintain the standards for academic conduct. In situations where students are in doubt as to the integrity of one's own or one's peer's actions, it is advisable to consult one of the following: course faculty, course coordinator, program director, or academic advisor. As noted in a previous section, students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community.

Academic Appeal**Traditional BSN and Accelerated BSN**

A student may appeal any of the following:

1. Failing final course grade (C- or below)
2. Recommendation for dismissal.

An appeal is initiated by submitting a typed statement to the Chair of the Admission, Progression and Graduation (APG) Committee, no later than seven (7) College working days after being notified of the failing final course grade or recommendation for dismissal. The typed statement must include the following:

1. A statement of the issue;
2. Specific steps that have already been taken to resolve the issue with the faculty, course coordinator and/or Program Director.
3. Evidence supporting why the student believes the decision made was inconsistent with existing Research College of Nursing or course policy, was arbitrary, or lacked sufficient evidence.

In preparing the appeal, it is the student's responsibility and burden to prove that the action taken by the faculty was inconsistent with existing policy, arbitrary, or lacked sufficient evidence. The student may seek assistance from a Research College of Nursing faculty member as an advisor in preparing the statement for an appeal. The role of the advisor is to assist the student in understanding the policy and procedure. The advisor's role does not include gathering information or presenting evidence.

The student will submit the letter of appeal with supporting documents to the Chair of the APG Committee. The Chair will forward appeal documents to faculty involved in the subject matter of the appeal or its resolution. Faculty will submit to the Chair of the APG Committee within five (5) College working days their response to the appeal document including their supporting documentation. The Chair of the APG Committee will forward the faculty's response to the student.

The APG Committee will meet within seven (7) College working days of receiving all the written appeal documents to hear the appeal. The student may request one continuance, not to exceed one week, for good cause.

The student and faculty will be notified 72 hours before the hearing of the time, date and location of the hearing. It is preferable that students and faculty attend the APG committee hearing in person. However, the College will accommodate the use of speakerphone or other electronic transmission methods for students who are unable to participate in a face to face hearing. The appeal will be heard by members of the APG Committee, the involved student and faculty and the student's faculty advisor. The meeting is confidential and restricted to those persons listed. If an incident involves more than one student, each student will be heard individually.

An APG Committee member, who has been directly involved in the awarding of a failing course grade or recommending dismissal will be replaced by a faculty member appointed by the Dean. If an APG Committee member is the involved student's faculty advisor, a replacement APG Committee member will be assigned by the Dean for the purpose of the appeal.

The student may be accompanied to the APG Committee hearing by his/her faculty advisor. When the APG Committee has heard all the evidence, the APG Committee members will meet, in private, to discuss the appeal. The APG Committee will make a decision within seven (7) College working days after the hearing.

In an appeal of a failing course grade, the APG Committee can either: 1) uphold the assigned grade or 2) return the grade to the faculty for reconsideration. If the faculty is asked to reconsider a grade by the APG Committee, the faculty can uphold the assigned grade or change the grade. The faculty member will notify the APG Committee of their decision within 72 hours. The faculty's decision is final.

The APG Committee will notify the Associate Dean and the student of the outcome of the appeal. The student can receive and sign for the APG Committee's written decision or the decision will be sent by certified mail to the student.

If the outcome of an appeal results in dismissal from the program, the student may make one last appeal to the President/Dean. The President/Dean of the College may take any action she/he deems is appropriate under the circumstances of the case. The decision of the President/Dean is final.

Readmission Following Dismissal

Traditional BSN and Accelerated BSN

A student who has been dismissed for failure to adhere to:

1. Administrative Requirements for Enrollment and Progression
2. Academic Requirements for Enrollment and Progression
3. Standards of Academic Conduct should not expect to be readmitted.

If a student chooses to reapply for admission, the student must submit an application for readmission to the Director of Transfer and Graduate Recruitment at Research College of Nursing and a letter to the Chair of the Admissions, Progression, Graduation Committee (APG) describing what actions the student has taken to warrant consideration for readmission and evidence of probable future academic success. Readmission generally will not be considered until one semester/term has elapsed from the time of dismissal.

Withdrawal from the Nursing Program

Traditional BSN and Accelerated BSN

Students desiring to withdraw from Research College of Nursing during a semester must secure a withdrawal permit from the Office of Academic Programs and have it signed by the student's academic advisor and Associate Dean for Academic Programs. Fees paid by a student authorized to withdraw are refundable only as indicated under Refunds from chapter "Tuition and Fees". Failure to process withdrawals correctly will result in an automatic grade of F.

A student withdrawing during the semester/term or before final examinations forfeits credit for work done that semester/term. After the first two weeks of the semester, any student who wishes to withdraw from a course should confer with the course faculty and advisor. The student's right to withdraw remains regardless of the course faculty or advisor's recommendation.

The last date for withdrawal from a Research College of Nursing undergraduate course is the date established by the Rockhurst University Registrar's Office unless otherwise noted in the course syllabus and calendar.

Academic Probation

Traditional BSN and Accelerated BSN

An undergraduate student who receives a final course grade of C- or below in one nursing course, assuming their GPA is above a 2.0, is placed on academic probation until such time as the course is successfully repeated. If a student earns a grade of C- or below in the repeated course or in another nursing course, the student will be dismissed from the program.

Suspension

Traditional BSN and Accelerated BSN

A student may be suspended from any classroom, lab or clinical session for inappropriate or unsafe behavior or failure to adhere to any Research College of Nursing Academic Policies. Suspension may last from several hours to one calendar year. Suspension results in denied access to WebCT for quizzes, exams, assignments or other course related materials in every course in which a student is enrolled. Suspension means that the student may not attend class, lab or clinical **AND** will not be allowed to make up any work or assignments or exams that are due during the suspension.

Faculty imposed: Faculty are solely responsible for making the immediate decision to suspend a student from classroom, clinical, or lab sessions in progress for inappropriate or unsafe behaviors. At the time of a suspension by the faculty, conditions for reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure.

College imposed: The Associate Dean for Academic Programs is solely responsible for imposing suspension for failure to adhere to Research College of Nursing academic policies.

At the time of a suspension by the Associate Dean, the conditions of reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure or dismissal from the nursing program. The student cannot attend classroom, lab or clinical sessions during the suspension.