

Policy Title: Jeopardy Letter: Notice of Score/Average of less than 75

Background

In accordance with our mission to produce a caring, competent, and responsible health professional for the 21st century, the School of Nursing maintains high academic standards. Students are expected to meet these standards at all times. A system has been set in place to assist undergraduate students at the first sign of academic difficulty. This system includes tutoring services, counseling services, financial aid assistance, and a faculty advisor who can assist students in resolving problems and making decisions. The system includes a mechanism to alert the student who may be in jeopardy. The purpose of this policy is to assure open communication between course faculty, students, and faculty advisors.

Policy

Students will receive written notice from the Lead Faculty or Department Chair:

- a. after each examination or assignment when a score less than a 75 has been achieved **and/or**
- b. when a score is received on any HESI course examination that is less than 85.0 or a subpar score is received (to be determined by faculty) on any other standardized examination with documented reliability.

The written communication will include what action the student should take as a result of this interruption in expected progression. It will be the student's responsibility to follow through with the suggested action. A copy of the letter will be sent to the student's advisor and a copy will be placed in the student file in the Student Affairs Office.

Issuance of jeopardy letters is intended as a helpful courtesy to students. All students are on notice and are expected to know:

1. that they are responsible for apprising themselves of their grade on each exam or assignment;
2. that each grade that is listed above at the School of Nursing is considered unsatisfactory; and
3. that each unsatisfactory grade calls for remedial action. The failure of a Lead Faculty or Department Chair to issue a jeopardy letter or the failure of a student to receive a jeopardy letter does not in any way affect the validity of the grade assigned or the need for corrective action.

Procedure

1. Form letter appropriate to the course
2. Profile of student grades
3. Make an appointment with Lead Faculty to discuss the course and your advisor for further assistance for areas of need

See department secretary for Jeopardy Letter form.