

## Policy Title: Undergraduate Progression

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The following policies will be implemented with regard to progression through the nursing program.

- A. **Adding, Dropping & Withdrawing from courses:** See policy S1030
- B. **Upper Division Equivalency Credit:** Equivalency credit may be granted for junior and senior courses based on catalog course descriptions and instructor evaluation of submitted course syllabi. The instructor evaluation will be submitted to the Baccalaureate Degree Council for the final decision.
- C. **Credit Hour Load:** Eighteen (18) credit hours are considered to be a maximum course load. Students wishing to enroll in more than eighteen (18) credit hours must petition and receive approval from the Baccalaureate Degree Council.
- D. **Repetition of a Course:** Students who withdraw from a course must meet with their academic advisor to revise their degree plan and file the revised plan in the Student Affairs Office. Students are reminded that they must complete the program in three consecutive years. If a student repeats a course, which she/he has failed in the School of Nursing, the official grade is the last one earned. That official grade will be used in computing the grade point average and the failing grade will remain on the record.
- E. **Incomplete Grade: Symbol I:** Incomplete Class or Laboratory Work -- An "I" indicates that student work in a course is incomplete for the term because of unavoidable circumstances.

To receive an "I", students must submit a request to the instructor for incomplete status prior to the last class day of the course.

Removal of the "I" through completion of required work, must be accomplished during the succeeding term. Failure to remove an "I" prior to the end of the following term will result in the student receiving an "F" for the course.

- F. **Academic Probation:** If at the end of any term, a student's cumulative grade point average for the total number of hours taken in the School of Nursing falls below 2.0 he/she will be placed on Academic probation. Students shall be notified that they are on Academic probation.

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- G. **Removal from Academic Probation:** Students who are on Academic probation will be removed from such probation at the conclusion of the term when they have achieved an overall 2.0 cumulative grade point average.
- H **Inactive Status:** Students in good standing who desire not to enroll one semester may do so. The students must complete an **Inactive form** indicating that they wish to remove themselves from the program for a term. (Forms are available from the Student Affairs Office). Students who go inactive for more than one semester, and who wish to be considered for readmission, must submit a written request to the Registrar's Office.
- I. **Time Limit:** The Undergraduate Program requires that:
1. All requirements for the bachelor's degree must be completed within a period of 3 calendar years from the date of first enrollment
  2. A one-year extension may be granted by the Baccalaureate Degree Council to students who file a written request documenting:
    - a. Extenuating circumstances;
    - b. A history of satisfactory performance;
    - c. A timetable and plan to complete the requirements for the bachelor's degree within a one (1) year period of time.