



Nursing Education Program

Student Notification of Unsatisfactory Academic Progress

Purpose: To ensure all students are provided with the information and resources to remediate unsatisfactory academic progress in nursing courses.

Procedure:

1. At any time, faculty may identify a student who is not satisfactorily progressing through the nursing program. This includes academically, clinically or professionally. Faculty will complete a Faculty Concern Form. If there is a specific incident which precipitates this concern, the form will be completed within a timely manner.
2. Faculty may complete a referral form to direct students to complete remediation on areas of concern. This remediation can include workshop attendance, additional assignments, tutoring, or skills practice. For more serious or repeated concerns, faculty will complete a Faculty Concern Form.
3. The student will be encouraged to complete the student portion of the Faculty Concern Form.
4. If the student refuses to sign acknowledgement of the Faculty Concern Form, the faculty member will note that on the form.
5. The original completed Faculty Concern Form will be sent to the nursing office and placed in the student's file. A copy is maintained by the faculty member. A copy is sent to the student's nursing faculty advisor.

Effective Date: December 20, 2012

Last Revised Date: May 2026

Last Reviewed: May 2026

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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