SAN JOSE STATE UNIVERSITY
School of Nursing

STUDENT PROGRESSION AND DISQUALIFICATION POLICIES

This document provides an overview of the SJSU School of Nursing’s Student Progression and Disqualification Policies. All clinical or clinical practicum course green sheets refer students to The Professional Safe Practice Policy for SJSU Nursing Students to uphold the standards for professional nursing. Students have access to this information through the School’s web site and all students entering the program are required to purchase or download the “Handbook for Nursing Students at San Jose State University”. In addition, in the first semester of attendance, this policy is reviewed in a required class. Students moving through the nursing curriculum with no interruptions or repeats of coursework, are considered “standard or regular” progression students, and those who do not, are classified by the School of Nursing as “special progression” students [see section I-D]. The following represents the School’s guidelines for progression and/or disqualification in the Nursing major at San Jose State University.

I. SEMESTER PROGRESSION FOR NURSING MAJORS (Applicable for all semesters)

A. Grade Requirements for Ongoing Regular Progression Status

- A grade of "C" (73%) or better in all non-practicum nursing courses and a cumulative G.P.A. of 2.0 or better for all units in the major.
- A grade of Credit (CR) in all nursing practicum courses.

B. Other Requirements for Standard or Regular Progression

1. Enrollment in all required nursing courses designated for each semester.

2. Clinical documentation updates are required. These include: (1) personal health insurance, (2) C.P.R. certification (the approved American Red Cross or American Heart Association’s course, entitled CPR for the Professional Rescuer) prior to starting clinical courses and yearly certification thereafter (3) documentation of a health provider’s health clearance statement, (4) clearance of functional competencies, (5) immunizations and serum blood titers for specific diseases, and (6) annual TB screening (See the Nursing web site www.sjsu.edu/nursing for the clinical documentation form, under “forms”). During the semester prior to beginning clinical experiences, students must also provide “clearance” of the required drug screening on admission to the Nursing major, and (8) the background check clearance on admission to the Nursing major. RN-to-BSN students pursuing their BSN degree must supply copies of their current California register nurse (RN) license as well.
3. Documentation of completion of a preparation for childbirth class (minimum of 12 hours) prior to the OB semester practicum.

C. Any student who does not meet the requirements in I. A and/or I. B, changes from Regular or Standard Progression, to a “Special Progression” status.

D. Special Progression Categories

Special progression is a term used by the School of Nursing to describe “any nursing student who is taking less than the full time student unit load at each semester level, in the nursing major”. The following specific categories are considered in situations where a student is carrying less than a full time load:

1. a student elects to go part-time with the School of Nursing’s approval; this is decided on a case-by-case basis, or
2. a student with documented health issue/s, which precludes the student from attending full-time (A physician’s note is required in this case), or
3. a student repeating a course who has not reached the established School’s standard, is not able to progress to the next curriculum level until successfully passing that course [see section I-G], or
4. a student who has taken a University-approved leave of absence, and is now returning after 1-2 semesters off.

E. Special Progression Issues:

1. All students who are placed in special progression will receive formal written notification, sent to the student’s address/email, which is on record in the School of Nursing. The student remains in “Special Progression” until he/she is enrolled in all courses designated for each semester level.
2. Nursing majors on a leave of absence for more than 1 year, may jeopardize patient safety due to a lack of current knowledge and skills. In this case the special progression student needs to file a petition to the School of Nursing’s Executive Committee to continue in the School of Nursing with or without a remediation plan. A decision will be made as to whether a realistic remediation program can be developed and implemented in a timely manner. University and School resources will also be taken into consideration for this matter. The student will be notified of the Executive Committee’s decision (usually within 4-5 working days) and the student will meet with a nursing adviser to discuss the plan,
3. Special progression students may not pre-register for nursing courses. They must attend the Add/Drop session in the School of Nursing on the first day of the semester and will only be allowed to register on a space available basis, at that time.
4. Students may petition the Executive Committee for any decisions regarding progression. Petitions are available on the School of Nursing’s web site, under forms.
5. The School of Nursing’s Executive Committee is composed of the following persons:
   a. The School’s Director, Chair of Committee
b. Undergraduate Coordinator

c. Curriculum Coordinator

d. Graduate Program Coordinator

e. Chair of Faculty Affairs Committee

f. Chair of Evaluation and Research Committee

g. Chair of Committee For Learning And Clinical Simulation

h. Chair of Nurse Managed Centers Committee

i. Retention Coordinator for the School of Nursing

j. One faculty member at large (elected annually)

E. Students are responsible for knowing their progression status and adhering to the School of Nursing and University progression policies.

F. The following is the order of priority when there are limited spaces available in nursing courses. This addresses situations where enrollment of special progression students must be limited:

(1) Successful part-time student (not imposed by academic failure);
(2) Planned leave “returnees”;
(3) Students who did not complete a course;
(4) Those students unable to repeat because there was no space available the prior semester;
(5) Students repeating a course for the first time; and
(6) Transfer students from another School of Nursing, in consultation with the SJSU School of Nursing’s Director (NOTE: Impaction criteria and resources play a role in whether the School can accept transfer students).

G. Repeating a Course or Courses:

Any course in which the nursing student earns less than a satisfactory grade must be repeated before progressing to the next semester level. A satisfactory grade for nursing courses is a “C” grade (73%) or above, for a graded course or a credit final grade for a nursing practicum course. If a student earns less than a satisfactory grade, the student may repeat that nursing course only once. Courses are repeated on a space available basis.

A grade below a C in any nursing course the first time the course is attempted (or a ‘No Credit’ for a clinical course) prevents progression to the next semester level and places that student in special progression. He/she is then considered to be in a “probationary status” with Nursing, and must complete one semester before moving on to the next level. NOTE: the paragraph below:

According to the 2013 BRN California Nursing Practice Act—Regulations and Related Statutes 1426.(d) Required Curriculum: “Theory and clinical practice shall be concurrent.” Effective May 14, 2013, students who did not achieve a passing grade in either a Theory course (N 24, N 125, N 126, N 127A, N 127B) or a Clinical course (N 44, N 145, N 146A, N 146B, N 147A, N 147B) and will be repeating either of these courses, the concurrent course must be taken during the same semester. Students who need to repeat a Theory course will be offered a NURS 180 with equivalent units to participate in the related clinical. Students who need to repeat a Clinical course will register for a NURS 180 for equivalent units to participate in the related semester level theory class (even though you may have already received a letter grade for this course in the past). An individual contract will be developed by the Undergraduate Coordinator or the Student Retention Coordinator (or a designee).
Nursing practicum courses are graded as “C” for “credit” or “NC” for “no credit”; a grade of Credit must be achieved in order to progress to the next semester level. A student repeating a clinical course for the first time, will repeat that clinical- normally with a different clinical instructor, and at a different clinical site (exceptions to this policy will be considered and proposed to the School of Nursing's Executive Committee).

Students may be removed from clinical courses at any time during the semester, if there are serious issues in violation of The Professional Safe Practice Policy for SJSU Nursing Students, or issues violating the agency’s policy.

H. The appeal process as it relates to special progression:

Any student may appeal the progression decision to the School of Nursing’s Executive Committee. Petitions are available on the School’s web site and must be submitted at least 7 working days prior to the start of the semester, if submitting an appeal after the end of the semester. The student may call the School’s office (408-924-3131) for dates and times of the Executive Committee’s meetings during the regular academic year. Students may appear on their own behalf to speak to the Executive Committee, regarding the petition. Once the School of Nursing has made an unfavorable decision regarding the student’s progression, the student should review the University catalog for further appeals.

II. PROBATION and DISQUALIFICATION FROM THE NURSING MAJOR

A. The following are various conditions that apply to disqualification from the Nursing major:

1. Disqualification from the nursing major includes those documented instances of unsafe, unethical behavior, or any action that jeopardizes a patient or client's safety, as a basis for a failing grade (Reference: Academic Senate Policy Recommendation S10-6 section F, in the discussion of program specific criteria).

2. Students who are disqualified from the nursing major are not necessarily disqualified from the University and should refer to the catalog for the University’s policies on Probation and Disqualification.

3. Students will be disqualified from the major if they receive unsatisfactory grades in any two nursing courses in the same semester level of the nursing major. NURS 101B is the exception to this policy.

4. Students in the nursing program will be disqualified if they receive a final course grade of less than 73%, or a C letter grade, for a repeat of that same letter graded course, or if they receive a “no credit” final course grade on a repeat of a non-letter graded class, in which they initially received a “no credit” the first time that course was taken.
B. All students who are disqualified from the nursing major will receive formal written notification sent to the student’s address/email on record in the School of Nursing. They will be provided with the rationale leading to their disqualification. Disqualified students shall be notified by the Office of Records that the major will be changed to "undeclared" until they apply for and are approved for another major. The disqualified student should go to Student Services to meet with a general adviser to discuss the change of major options. The student may also seek assistance from the academic adviser in the Counseling Dept on campus.

C. Students who do not achieve satisfactory grades (of at least a C in a letter-graded class or a “Credit” in a CR/NC class) in individual classes, but do not meet the criteria for disqualification from the nursing major, will be on academic probation in the School of Nursing. If a student is placed on **academic probation**, the student will meet with the School of Nursing’s Undergraduate Coordinator for a program-specific plan for probation, approved by the University’s Academic Disqualification and Reinstatement Review Committee (ADRRC).

D. Students who have been disqualified by the nursing major may be reinstated to the major if it is determined that the disqualification was due to extenuating circumstances. Decisions regarding extenuating circumstances will be made by the School of Nursing’s Executive Committee (Section I-H). In all cases of extenuating circumstances, the student’s personal statement **with appropriate documentation** must be attached to the student’s petition for reinstatement. Decisions are made solely on a case-by-case basis.

**Reasons** for extenuating circumstances might be:

1. military orders for active duty,
2. death of an immediate family member, such as children, a spouse, parent/s, siblings,
3. serious personal or immediate family illness (e.g., major surgery; acute mental issues such as serious depression; complications of medical conditions such as cancer, etc.),
4. significant financial resource issues that result in a living situation crisis, or
5. personal issues that are life-threatening or catastrophic (e.g., home burns down; divorce occurring that semester, a natural disaster affecting the student personally).

Generally **unacceptable reasons** that would not be considered include, but are not limited to, (1) poor academic or clinical performance, (2) nonattendance/tardiness in the clinical setting, (3) lack of required clinical documentation, or blood titers, health insurance, or transportation issues resulting in non-attendance, (4) unethical or unprofessional nursing behaviors, and/or (5) safety violations in clinical (as noted in the School’s widely published safe practice guidelines). Issues involving academic dishonesty, are handled by the University’s Office of Student Conduct and Ethical Development.

**PLEASE** make an appointment with Dr. Sue Malloy, the Undergraduate Coordinator in the School of Nursing at (408) 924-3142 for those who have concerns or questions.