

SAN JOSE STATE UNIVERSITY
The Valley Foundation School of Nursing
(Fall 2018 - Revised/Edited August 2022)
STUDENT PROGRESSION AND DISQUALIFICATION POLICIES

This document provides an overview of the SJSU School of Nursing's (SON) "Student Progression and Disqualification Policies". All clinical or clinical practicum course syllabi refer students to [The Professional Safe Practice Policy for SJSU Nursing Students](#) to uphold the standards for professional nursing. This policy also applies to **any** SJSU nursing courses, such as skills and simulation and theory/Leadership/Areas R, S and Z classes. Students have access to this information through the School's web site. All students entering the program are required to either purchase or download the "Handbook for Nursing Students at San Jose State University" and be aware of where to find specific School policies (or ask for assistance if needed). In addition, in the first semester of attendance, major sections of this policy are reviewed in a required BSN class/or an advertised required session (such as orientation). Students moving through the nursing curriculum with no interruptions or repeats of coursework, are considered "standard or regular" progression students; 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 and updates are required (noted on the current vendor's CastleBranch® web site). These include: (1) personal health insurance, (2) C.P.R. certification by an **American Heart Association** CPR course provider (entitled CPR for the Professional Rescuer or CPR for the Health Care Professional) prior to starting clinical courses and yearly certification thereafter (3) documentation of a licensed health provider's (MD or NP) health clearance statement, (4) Malpractice insurance, (5) updated clearances of background and/or drug screening per clinical agency and SON requirements, (6) completion of functional competencies form and /or updates if they apply, after being admitted, (7) immunizations and serum blood titers for specific diseases, and (8) Covid-19 vaccinations/boosters (See the Nursing web site www.sjsu.edu/nursing for the clinical documentation form/s required, under "forms"). Flu shots (or a declination form) are required each Fall, as well. **Review the Nursing web site for the most current Covid-19 vaccination information (as of 2022/2023)**. Students must also provide "clearance" of the required drug screening and background clearance checks on acceptance to the Nursing Major, by a specific date included in the acceptance letter. Students are considered conditional, or ***provisional*** admits to the Nursing Major until these two criteria are met. Students must also provide the program Director with updates if changes occur after initial acceptance into the program (and may result in follow-up). In addition to these requirements, as stated for anyone provisionally admitted, **RN-to-BSN** students admitted to the Bridge RN-to-BSN Program must supply copies of their current California registered nurse (RN) license. **Updates** of all required documentation are the students' responsibility.

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

D. Special Progression Categories:

(NOTE: Because of moving from an older version to a newer version of a curriculum change in 2020/2021, specific sections of this document have updated information regarding special progression and implications for those needing part-time status).

“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 for satisfactory progression, 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.
5. *For the person who begins his/her Nursing Major courses prior to Fall 2020 (for purposes of clarification in this document, called the “old curriculum”), and **either** does not progress because of academic issues, **or** has extreme personal conflicts/ non-availability of clinical spaces, etc., preventing that person from attending full time in Nursing in a regular progression pattern.*

In this situation, there will be a newly specifically-adopted curriculum program plan of study for that individual- also called an adapted Curriculum “Road Map”. This addresses the students who began before Fall 2020 in the “prior” curriculum and will finish with the completion of the new curriculum - which began in Fall 2020. This “individualized degree progress plan” for such an individual, is implemented semester by semester, so that all graduation requirements by the Nursing major are met (and is on a space available

*basis). The affected person's situation and status will be determined and will be shared with the student by the Nursing program administration. The student may ask for clarification of the newly-formed plan of study and if still not satisfied, can appear before the Nursing Director /or **if the student is disqualified**, meets with the Executive Committee of the School of Nursing (after completing a "Petition form for TVFSON (on web site). A valuable departmental resource for writing the petition would be the retention coordinator. That affected student should plan to appear in person or with Zoom (if Zoom is in effect), before the School's Director / Executive Committee.*

E. Special Progression Issues:

1. All students who are placed in special progression will receive formal written/electronic notification, sent to the student's SJSU email, which is on record in the School of Nursing. This notification is usually sent out a few weeks after the final semester grades are posted. 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 (APPENDIX M, and on Nursing's web site) to the School of Nursing's Executive Committee to continue in the School of Nursing with or without a remediation plan. This petition may be delegated to the Student Affairs Committee, as the School's Director decides. 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 or Student Affairs Committee's /Director's decision (usually with in 5-6 working days) and the student will meet with a nursing advisor to discuss the plan.
3. Special progression students may not pre-register for nursing clinical or skills courses. They must also have permission to pre-register for other

semester courses, as those courses are on a space- available basis, as well). These students must attend the scheduled Add/Drop session in the School of Nursing – which is on the first day of the semester- and will only be allowed to register on a *space available* basis, at that time. *There are no guarantees that there will be space available during the following semester(s).*

4. Students may petition the Director / Executive Committee (as noted above) for any decisions regarding progression. Petitions are available in the Student Handbook – **Appendix M**, or on the School of Nursing’s web site.
- 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”, who have been out of the program less than a year- which includes military (but military situations are reviewed by the Director);
 - (3) Students who did not complete a course within the past 1 yr. of that designated grade;
 - (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) While highly unlikely, due to the program’s impacted status, transfer students from another School of Nursing, in consultation with the SJSU School of Nursing’s Director (NOTE: Impaction criteria and severe limitations of resources play a role in this decision).

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 considered to be 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 (unless the student had severe safety violations). This also means that a student may not receive a less than satisfactory grade for more than one course within the same semester. Courses are repeated on a space available basis.

A grade **below a C** in any graded 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 that repeat 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 **or** a clinical course and will be repeating either of these courses, **the concurrent course must be taken during the same semester.** [e.g., Students who need to repeat a Theory course (but have already passed the clinical for that 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 the student may have already received a letter grade for this course in the past). Instructions will be included in the letter sent about special progression from the Undergraduate 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’s Director/ School of Nursing’s Executive Committee, **or** the Student Affairs 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.

A student who receives a "report of unsatisfactory achievement" document, **or** a "No Credit" clinical grade during the semester will meet with the faculty of record or undergraduate coordinator (or in some cases, other faculty) to arrange for remediation (If it does not impact the School's resources). **NOTE:** the student in this situation will **not** be placed in any alternate clinical setting during the same semester that the unsatisfactory performance or "no credit" exists. This issue also applies to graded courses, in that the student will not be placed in an alternate section, if the student has failed, or is in danger of failing the course.

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 - This petition may be moved to the School's Student Affairs Committee as deemed appropriate by the School's Director.** 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 email nursing@sjsu.edu 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 or Student Affairs 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. The University has an SJSU student ombudsperson available for consultation as well (found at sjsu.edu and search in upper right-hand corner for "ombudsperson").

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 **or** a "no credit" clinical

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 SJSU 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.
 4. Students in the nursing program will be disqualified if they receive a final course grade of less than 73%, **or** less than 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 that same 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/electronic notification sent to the student's SJSU email address on record in the School of Nursing. They will be provided with the brief 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 make an appt. with Student Services to meet with a general advisor to discuss the change of major options. The student may also seek assistance from the academic advisor in the Counseling Dept. (CAPS) on campus.
- C. Students who do not achieve satisfactory grades (of at least a C in a letter-graded class or of a "Credit" in a CR/NC class) in individual classes, yet 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 nursing 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 /or as noted, Student Affairs Committee. In all cases of extenuating circumstances, the student's dated, signed personal statement (including ID#) 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, *or*
- (2) death of an immediate family member, such as children, a spouse, parent/s, siblings, *or*
- (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.), *or*
- (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 the Undergraduate Coordinator in the School of Nursing at nursing@sjsu.edu or call (408) 924-3130 for those who have concerns or questions.