

 <b>Policies &amp; Procedures Manual</b>	# Pages: <b>3</b>	Policy Number: <b>AC-01-30</b>
	Approved by: <b>Learning Council</b>	
Section: <b>Academic - Student</b>	Effective Date: <b>February 26, 2019</b>	
Title: <b>DPN Academic Assessment</b>	Replaces: <b>New</b>	

## POLICY STATEMENT

All students attending the Diploma in Practical Nursing (DPN) program are expected to maintain an acceptable standard of academic achievement.

Students are required to obtain a minimum of a “C” grade (2.0) in every course, and a minimum program GPA of 2.5 in order to graduate. A final grade of “D” in any course taken to complete the diploma requirement is considered a failure and is not accepted by the faculty.

Students shall be evaluated at the conclusion of each academic term, including spring session, in which they receive a final grade in a minimum of 6 credit hours of course work, with the assessment being based on the resulting TGPA (Term Grade Point Average) in those courses. Students who do not complete the minimum credit hours in one term will be assessed as “too few credit hours to assess.” These students will be assessed over two terms or more, and will be evaluated at the end of the term in which they reach the threshold of 6 credit hours.

Students will be permitted to repeat a nursing course only once following a failure. Withdrawal from the DPN program will be required following a second failure in the same nursing course or any two clinical courses. Students who fail a nursing course twice and are required to withdraw from the program are ineligible for re-admission to the program for at least 6 years.

## PURPOSE OF POLICY

To monitor the academic performance of DPN students and to implement interventions to support student success.

## PROCEDURES

### Good Academic Standing

A student with a TGPA of 2.5 or higher.

### Academic Warning

The first time a student’s TGPA drops below 2.5, the student will receive an Academic Warning.

### Academic Probation

The second time a student’s TGPA drops below 2.5, the student will be placed on Academic Probation. The student will be referred to the LAC for academic support.

- The student may be required to repeat selected nursing courses.

- The student may be required to register for selected non-nursing courses (not elective courses), e.g., the student may be required to take reading and writing, math, or science courses.
- If any courses are repeated, the student will be subject to all academic regulations related to final grades in repeated courses, and the number of failures allowed in any given course or sequence of courses in the DPN program.
- Students will be allowed to register in courses that they are required to repeat after students who are taking the course for the first time have had the opportunity to register, and the availability of space in the course can be confirmed.
- The student will be required to meet with the Coordinator at least twice during the subsequent term of study.
- If there are non-academic issues interfering with the student's academic progress, the student will be required to make every effort to deal with, and resolve those issues during the period of academic probation.

### **Academic Suspension**

The third time a student's TGPA drops below 2.5, the student will be placed on Academic Suspension. Students who are suspended shall be ineligible to take any courses at UCN for a minimum of eight and a maximum of 15 calendar months. The time period for the suspension actually served by the student is contingent on the program timetable and course availability.

Once the term of suspension has been completed, a student may apply for reinstatement. The student will be placed on academic probation upon his/her return.

### **Academic Reinstatement**

Students who wish to continue their studies in the DPN program must submit a written application for reinstatement to the Dean of Health by May 1. The written application must specifically address the academic and non-academic issues that had affected the student's academic standing prior to his/her academic suspension and describe how these issues were addressed and/or resolved. At a minimum, this information should include an:

- Outline of what the student has been doing during his/her time away from the nursing program (e.g., developing good study habits, attending counselling, etc.);
- Explanation of what has changed to make it more likely that he/she will be successful, and his/her plan for success if reinstated; and
- Academic plan for the duration of his/her studies.

The DPN Admissions Committee will consider each request on a case-by-case basis and reserves the right to deny a student's request for reinstatement.

Students who are reinstated or who are actively under consideration for reinstatement will be subject to the following procedures with respect to their course registrations:

1. Students who are suspended at the end of the Fall Term (December) will:
  - Request reinstatement by May 1 of the same year in which they were suspended;
  - Be given a final decision in writing by the end of June or early July;
  - Register for courses during the Faculty's registration period; and
  - Proceed with course work in the Fall term, subject to course/space availability.
2. Students who are suspended at the end of the Winter Term (April) will:

- Request reinstatement by May 1st of the following year;
- Be given a final decision in writing by the end of June or early July;
- Register for Fall term courses during the Faculty's registration period; and
- Proceed with course work in the Fall term, subject to course/space availability.

3. Students who are suspended at the end of the Spring/Summer Term will:

- Request reinstatement by May 1 of the following year;
- Be given a final decision in writing by the end of June or early July;
- Register for courses during the Faculty's registration periods; and
- Proceed with course work in the Fall term, subject to course/space availability.

Students who do not apply for reinstatement by the May 1st deadline will be considered as having withdrawn from the DPN program and will not be permitted to return.

Students who are permitted to return from suspension will be placed on probation and be required to meet with the Coordinator to develop an academic work plan.