



**Advanced Nursing Practice Division
 Graduate Program Academic Progression Policy**

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Approval Authority: Faculty of Rutgers School of Nursing	
Responsible Executive: Executive Vice Dean	
Policy Owner: Executive Vice Dean	
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1. Policy Statement

This policy describes the academic conditions that are considered unsatisfactory and jeopardize a student’s scholastic standing at Rutgers School of Nursing. Unsatisfactory academic performance may result in probation or dismissal.

2. Reasons for Policy

To provide an overview of the midterm warning, course withdrawal, academic probation, academic suspension, academic dismissal, and the academic dismissal appeals processes.

3. Who Should Review This Policy

All Rutgers School of Nursing Masters, Post-Masters Certificate, and DNP students, faculty, and administration.

4. Resources and Related Documents:

- [Rutgers University Student Scholastic Standing and Graduation Policy 10.2.5](#)
- [Grades and Symbols Policy 10.2.2](#)
- [Rutgers University Code of Student Conduct 10.2.11](#)
- [Rutgers University Academic Integrity Policy 10.2.13](#)
- [Rutgers School of Nursing Standards of Conduct](#)
- [Advanced Nursing Practice Division Student Handbook](#) or [here](#)

5. The Policy

Midterm/Mid-semester Warning

At course mid-semester, students in jeopardy of unsatisfactory performance in a nursing course may receive written or electronic notification from the course faculty or course leader/coordinator. A mid-semester academic warning is assigned to any student for reasons including, but not limited to, an average nursing course grade less than “B”; unsatisfactory, unsafe, unethical clinical performance; and/or poor attendance.

Following a mid-semester academic warning, the student is responsible for contacting the faculty who issued the warning to develop an action plan. In the event the warning is for unsatisfactory clinical performance, the Specialty/Program Director will be notified to develop and review the remediation/action plan. Students are responsible for monitoring their progress in the course to ensure they are performing at a satisfactory level. Absence of a mid-semester warning does not guarantee a student will pass the clinical and/or didactic portion of a course(s).

Course Withdrawal

- a. Students may only withdraw from the same course one time without repercussion. Second withdrawal from the same course results in Academic Probation unless documentation of extenuating circumstances is provided to, and accepted by, the Specialty/Program Director and Divisional Dean. If extenuating documentation is accepted and the student is permitted to enroll in the same course a third time, subsequent withdrawal results in dismissal.
- b. With appropriate documentation and approval from the Specialty/Program Director and Divisional Dean, individual consideration may be provided to students forced to withdrawal from several courses in one semester for an unplanned extenuating circumstance/event, documentation of which may be requested.
- c. Regardless of course withdrawal, students must complete their respective programs within the program-specific time frames.
- d. Withdrawal from all courses using the web registration system is NOT accepted. The student must file and have an approved withdrawal form signed by their Specialty/Program Director and processed by the Office of the Registrar.
- e. Billing adjustments will not be made for students who do not attend class.
- f. Students receiving financial aid who are considering withdrawal should contact the Financial Aid Office so they understand any impact course withdrawal may have on their ability to receive financial aid.

Academic Probation

Students meeting any of the following conditions will be placed on academic probation and will receive written notice of their status:

- a. Earning one grade of C+.
- b. Earning one grade of C. In this case, the course in which the C grade was earned must be repeated and a grade of B or higher must be earned to progress.
 - Students may only repeat a course, with a final grade of C, once.
 - Repeating a course does not expunge the original grade, which remains on the student record.
- c. Earning one unsatisfactory (“US”) grade for Project Continuation.
- d. Second withdrawal from the same course (unless documentation of extenuating circumstances is provided).

Academic Suspension

Violation of School or University policies such as the Academic Integrity Policy, University Code of Student Conduct, or School of Nursing Standards of Conduct may result in disciplinary suspension or expulsion from the university. Violations are specified in each respective policy. Links to these policies can be found in Section 4 of this policy.

Academic Dismissal

Students meeting any of the following conditions are subject to academic dismissal and will receive written notice of their status:

- a. Earning any two or more grades below B (79.5%). This includes earning one grade of C+ and one Unsatisfactory (“US”) grade for Project Continuation.
- b. Earning a D or below (69.5%).
- c. Earning two Unsatisfactory (“US”) grades for Project Continuation.
- d. Third withdrawal from the same course (unless documentation of extenuating circumstances is provided).
- e. Unsatisfactory (F), unsafe, or unethical clinical practice.
- f. Failure to complete degree requirements within allowable time limits.
- g. Violation of School or University policies such as the Academic Integrity Policy, University Code of Student Conduct, or School of Nursing Standards of Conduct (violations are specified in the policies).

Academic Dismissal Appeals

A student may appeal academic dismissal. These appeals go directly to the Dean of the School of Nursing. Anyone wishing to appeal a dismissal must submit a letter in writing, within 10 school days (days on which the university is open for business) of receipt of the decision for dismissal. The appeal letter must state the basis for the appeal and must be consistent with the following grounds: (1) technical error, (2) new information, or (3) extenuating circumstances. The Dean, whose decision is final, shall render a decision within 10 school days of receiving the appeal. During the dismissal appeal process, the student may remain active within the university to ensure access to email and other resources pending dismissal. All letters of appeal should be forwarded to the Senior Executive Assistant to the Dean.