

***Mercer County Community College
Division of Health Professions
Nursing 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.
2. Faculty will complete a Faculty Concern Form. If there is a specific incident which precipitates this concern, the form will be completed within one week of the incident.
3. At the mid-semester point, all Course Coordinators will identify those students who are in danger of failing academically due to a cumulate grade point average less than 77% and initiate a Faculty Concern Form.
4. The faculty will schedule a face to face meeting with the students to complete the Faculty Concern Form. Students who fail to schedule a meeting with the faculty member will be ineligible to sit for the next scheduled course exam.
5. The student will be encouraged to complete the student portion of the Faculty Concern Form.
6. If the student refuses to complete the student portion of the faculty concern form and/or refuses to sign acknowledgement, the faculty member will note that on the form.
7. 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

Revised Date: August 29, 2013, January 2014, January 2015, August 2016, January 2017

Approved by:



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Director of Nursing Education