

# Progression Policies

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## Academic Probation

**Undergraduate:** When a student’s cumulative GPA falls below a 2.0, the student will be placed on academic probation. To be removed from academic probation, the student must raise the cumulative GPA to a 2.0 by the end of the next semester and must also successfully complete the nursing course in which a grade below a 2.0 was earned. Failure to do so will result in dismissal from the program.

**Graduate:** The master’s or doctoral student whose semester or cumulative GPA falls below 3.0 will be placed on academic probation for 1 semester. The student must improve the cumulative GPA to 3.0 or greater upon completion of the next semester in order to remain in the program.

## Academic Warnings

**Undergraduate:** Students registered in the College of Nursing will receive written warnings of unsatisfactory theory and/or clinical performance in any nursing course from the course coordinator. When possible, a warning will be issued on or about the midterm period. Students will sign the “Academic Warning Form” with indicated areas for improvement. A copy is placed in a central file in the Office of Academics. The student’s faculty advisor and the Associate Dean for Academics are notified of the Academic Warning.

**Graduate:** Students registered in the College of Nursing will receive written warnings of unsatisfactory theory and/or clinical performance in any nursing course from the course coordinator. When possible, a warning will be issued on or about the midterm period. Students will sign the “Academic Warning Form” with indicated areas for improvement. A copy is placed in a central file in the Office of Academics. The student’s faculty advisor and the Associate Dean for Academics are notified of the Academic Warning.

## Challenge of Nursing Course(s)

*Undergraduate:* It is the belief of the faculty that knowledge may be gained in a variety of ways including educational preparation, work experience, and/or life experience. Furthermore, the faculty believes that students who have a body of knowledge should be provided the opportunity to demonstrate their knowledge. Therefore, opportunities to challenge nursing courses, with the exception of clinical/laboratory courses, may be offered to qualified students.

1. The challenge of an undergraduate nursing course consists of evaluation procedures to establish credit for the entire course. A portion of a course (e.g. theory or clinical) cannot be challenged.
2. A challenged course must be passed with a grade of “C” (2.0) or better. The challenge of a course may not be repeated. All prerequisites for the course must be completed in order to be eligible to challenge the course.
3. At least 25 percent of semester credit hours applied toward a Medical University undergraduate degree must be earned through instruction in residence at the University. Students enrolled in online MUSC courses are considered in residence. These hours must include enrollment and successful completion of at least two clinical courses.
4. The evaluation of the theoretical portion of the course must be completed at a satisfactory level before the evaluation of the clinical portion of the course can take place.
5. Students must be matriculated to the College of Nursing before submitting the “Student Petition Form” (available in the Office of Student Services, room 216, to challenge a nursing course).
6. Students must make appointments with their respective academic advisors to be counseled relative to: (a) the appropriate course coordinator to contact regarding the challenge, (b) the eligibility criteria for challenging the particular course, and (c) the application process and form for challenging the course.
7. Students must complete the “Student Petition Form” and submit it to the Director of Student Services on or before the date specified for the course. These dates will be posted in the Office of Student Services, room 216, College of Nursing. The Director of Student Services will forward the petition to the course coordinator. The petition must be received by the last day of drop/add.
8. The course coordinator will make an assessment of the student’s application to determine that the student has met the criteria and has a reasonable chance of success in challenging the course.
9. The student must pay the challenge fee as well as register and pay regular or online fees for all courses challenged.
10. The course faculty is responsible for developing the criteria for challenge of a course. The criteria will be reviewed and approved by the Undergraduate Programs Committee.
11. Evaluation procedures which may be included in the challenge of a course are: (a) the completion of all unit examinations or a cumulative final examination with a grade of
12. 75% or above, (b) the completion of written assignments or other projects with a passing

grade, and (c) in the case of a clinical course, the completion of a clinical evaluation (actual, simulated, or case study) in which the utilization of the nursing process is demonstrated.

13. Upon successful completion of the challenge, the student will receive a grade of “XC” for the course that will be recorded on the student’s transcript and does not affect his/her grade point average (GPA). If the student is unsuccessful, enrollment in the course in the current or a subsequent semester must occur.

**Graduate:** Students with a body of knowledge may demonstrate their knowledge through challenging course work, thus earning credit by examination “XC”. The graduate nursing course that has been approved for challenge by the College of Nursing faculty are:

- NURSM624:Advanced Health Assessment

***For Master’s Completion NNP Students Only:***

- NURSM605:Assessment of the High Risk Neonate, Infant and Family  
To challenge, students must sign up for the course and pay the course fee. Students must pass a written test and must pass a physical assessment examination on both a term and preterm infant, confirmed by another NNP or Neonatologist at the clinical site. Both components of the test must be completed by the last day of drop/add period.

The challenge of a graduate nursing course consists of evaluation procedures to establish credit for the entire course. A portion of a course (e.g., theory or clinical) cannot be challenged.

1. A merit grade of 3.0 or higher (on courses requiring graded projects and/or examinations) must be earned for credit to be awarded. The challenge of a course may **not** be repeated.
2. The evaluation of the theoretical portion of the course must be completed at a satisfactory level before the evaluation of the clinical portion of the course can take place.
3. Students must be matriculated into the Graduate Program with an established degree plan before submitting the “Student Petition Form” to the Office of Student Services. The student must pay the challenge fee as well as register and pay regular and online fees for all courses challenged.
4. An appointment with the course coordinator is required to initiate the challenge process. The challenge process must be completed within 30 days prior to the beginning of the semester for which the student will be registered for the course, or at a time mutually agreed upon by the course coordinator and the student. If the challenge process is successfully completed, the student will be awarded the grade of “XC.” If the challenge attempt is unsuccessful, the student will attend the course and complete regular course requirements.

## **Changing Specialty Tracks**

A graduate student who wishes to change specialty tracks after admission has been granted must petition the Admission, Progression and Graduation Committee. It is required that the student meet with his/her current advisor and with at least one faculty member of the desired track. There is no guarantee that any student will be permitted to change tracks; approval is made on a space available basis. Students desiring to change tracks must meet all prerequisites of the new major regardless of other courses completed.

## **Transfer Credit for Nursing Course(s)**

### ***Undergraduate***

1. Selected undergraduate credits taken at other universities or colleges will be considered for acceptance toward partial fulfillment of the requirements of the Bachelor of Science in Nursing degree. The nursing course to be considered for transfer must have been completed at the baccalaureate level in an accredited program within 5 years of admission. A grade of "C" or better must have been achieved in the course. *(Approved by APG Committee May 5, 2003)*
2. Following appropriate process currently in place, courses comparable to NURSU385: Professional Nursing and Nursing Practice will be acceptable for transfer credit. *(Approved by Curriculum Committee 3/25/02 and passed by general faculty 4/15/02)*
3. At least 25 percent of semester credit hours applied toward a Medical University undergraduate degree must be earned through instruction in residence at the University. These hours must include enrollment and successful completion of at least two clinical courses.
4. Transfer credit is not granted automatically.
5. After acceptance to the College of Nursing and no later than the drop/add date of each semester of matriculation, the student must submit a transcript and course outline/syllabus of the course to be considered for transfer to the Office of Student Services, room 216, College of Nursing. The materials will be reviewed by the appropriate course coordinator for equivalence to the appropriate College of Nursing course and a recommendation will be made to the Admission, Progression and Graduation Committee. The student will be notified in writing of the Committee's decision and the Committee's decision will be considered final.
6. The Office of Enrollment Services will be informed in writing regarding approved transfer course work. They will add the course to the student's transcript with a grade of "EX". The student will not be charged for the course and the hours will not count for the GPA but for the overall program hours. *(Approved by APG Committee July 7, 2003)*
7. If the student fails to undertake the proper steps by completing the required paperwork, the grade will automatically be 0.0.

### ***Graduate***

1. Selected graduate credits taken at other universities or colleges will be considered for acceptance toward partial fulfillment of the requirements of the Master of Science in Nursing degree. Graduate students may transfer in a maximum of 25% of the semester hours required

for their degree. (*Passed by Curriculum Committee 2/25/02 and passed by General Faculty 4/15/02*) Only courses in which a grade of “B” or above has been earned will be accepted for transfer. The courses must have been taken within 5 years of the date of matriculation.

2. After acceptance to the College of Nursing and no later than the first semester of matriculation, the student must file a written petition requesting the transfer of course work to the Admission, Progression and Graduation Committee through the Office of Student Services, room 216. For each course, the petition should specify: (a) course number, course title, number of credits, name of the university/college where the course was taken, the semester and year, and grade earned; (b) the degree requirements the transfer credits are intended to satisfy, including course number, course title, and number of credits. The course syllabus must accompany the petition. A transcript listing the course and grade earned must be on file.
3. Transfer credit is not granted automatically. If a transfer course is intended to replace an MUSC core, cognate, or specialty course, the petition must provide evidence that the course requested for transfer is equivalent to the College of Nursing required course.
4. The petition and materials will be reviewed by the appropriate course or track coordinator for equivalence to the appropriate College of Nursing course or acceptance as an elective. The course or track coordinator, as appropriate, will make a recommendation to the Admission, Progression and Graduation Committee. The student will be notified in writing of the Committee’s decision, which is considered final.
5. The Office of Enrollment Services will be informed in writing regarding approved transfer course work. They will add the course to the student’s transcript with a grade of “EX”. The student will not be charged for the course and the hours will not count for the GPA but for the overall program hours. (*Approved by APG Committee July 7, 2003*)
6. NNP Completion students can transfer in two courses:
  - 1) Pharmacology: To transfer in pharmacology the student must provide proof of active prescriptive authority and/or pharmacology course work by official transcript. Students do not have to register for the course. (*Approved by Graduate Programs Meeting May 23, 2005*)
7. If the student fails to undertake the proper steps by completing the required paperwork, the grade will automatically be 0.0.

### ***Doctoral***

PhD students are allowed to transfer 9 didactic hours toward their degree hours. These must be approved by the Director of the Doctoral Program.

The Office of Enrollment Services will be informed in writing regarding approved transfer course work. They will add the course to the student’s transcript with a grade of “EX”. The student will not be charged for the course and the hours will not count for the GPA but for the overall program hours. (*Approved by APG Committee July 7, 2003*)

### **Cross-Registration Policies and Procedures**

After entrance into the College of Nursing Undergraduate Program, all non-nursing course work may be taken at one of the following institutions under cross-registration policies **on a space available basis**: The Citadel, Charleston Southern University, the College of Charleston, the

University of Charleston SC, the Marine Resources Division of the South Carolina Wildlife and Marine Resources Department, Trident Technical College, or one of the other colleges of the Medical University of South Carolina. Grades earned are calculated as part of the cumulative GPA. Summer session, Maymester, and January Interterm courses are **not** covered under the cross-registration tuition-free policy, except for graduate students enrolled full-time during summer who are paying full-time fees to their home institution.

Note: Charleston Southern University will charge additional tuition and fees for their courses because it does not receive support from the state of South Carolina.

1. Full-time **undergraduate** students may participate:
  - a. if they are in good standing at their home institution, and
  - b. if they have paid full-time tuition and fees to their home institution (and therefore will not have to pay extra tuition for credit courses taken at the host campus),
  - c. if they enroll for at least 50% of their course credit load at their home institution,
  - d. provided the course(s) at the host institution is/are not offered concurrently at the home institution  
(i.e., not offered at all or not offered at a reasonably scheduled time),
  - e. if they meet the prerequisite requirements of the host institution,
  - f. if the required approvals are obtained, and
  - g. in graduate-level courses if “a” through “f” above are fulfilled and with the understanding that Charleston Southern University will charge additional tuition and fees for their courses because it does not receive support from the state of South Carolina.
2. Full-time **graduate** students may participate in undergraduate courses by:
  - a. meeting provisions “a” through “g” above, and
  - b. when additional host institution undergraduate tuition and fees are paid to the host institution.
3. Part-time students (both undergraduate and graduate) will pay regular per-credit tuition and fees charges directly to the institution at which the course is taken. They must be enrolled for at least 50% of their part-time load at their home institution.
4. Courses are available under this program only on a space-available basis; registration occurs at the time designated by the host campus.
5. Special fees, such as laboratory fees, must be paid to the host institution and are not covered under cross-registration policy.
6. All courses taken at the host campus will be sent to and recorded by the home institution. Grades earned in courses taken under these policies are calculated as part of the semester and cumulative grade point averages.
7. Summer session, Maymester, and January Interterm courses **are not covered** under the cross-registration tuition-free policy, except for graduate students enrolled full-time during summer who are paying full-time fees to their home institution. These graduate students are not required to pay extra tuition and fees for summer courses unless they enroll at Charleston Southern University. (CSU charges additional tuition and fees for their courses because it does not receive support from the state of South Carolina.)
8. Any exception to these policies must be concurred in writing by the deans of both the home and the host institutions.

## ***Cross-Registration Instructions to the Student***

1. Obtain “Cross-Registration Forms” in the Student Services Office (room 216)
2. You must have your advisor sign your “Cross-Registration Form” before bringing it to the Office of the Associate Dean for Academics (room 215) for approval.
3. Take the “Cross-Registration Form” to the MUSC Office of the Registrar located at 41 Bee Street.
4. Take the “Cross-Registration Form” to the host institution for the dean’s signature.
5. Take the “Cross-Registration Form” to the host institution’s registrar for signature.
6. When you register at the host institution, remember that you must pay any special fees, such as laboratory fees, to its bursar.
7. You must abide by policies and schedules of the host institution regarding grades, exam dates, absences, times for withdrawal, etc. You must follow the host’s procedures if you wish to withdraw from a course(s); you must also advise your home institution at the same time.

## **Degree Plan**

All matriculated students must have a current degree plan on file prior to registration for any class; this applies to new and continuing students. A hold may be placed on a file and the student prevented from registering if a current degree plan, reflecting the correct course of study, is not on file. Degree plans may be completed by mail for new students who are unable to meet with faculty prior to the first semester. The faculty advisor can indicate it is a “preliminary” plan, if necessary, in order to have a beginning plan on file.

## **Dismissal from the Program**

The Admission, Progression and Graduation Committee will recommend to the Associate Dean for Academics of the College of Nursing that a student be dismissed from the program if the student:

1. Fails to register for consecutive semesters and has not requested a leave of absence.
2. Fails to return after the length of time an LOA expires.
3. ***Undergraduate:*** Has a GPA that indicates the student will not be able to meet the 2.0 requirement for graduation or has failed two nursing courses. Note: A student must receive a passing grade on both the theory and the clinical portions of a course in order to pass the course.

***Graduate:*** Has a GPA that indicates the student will not be able to meet the 3.0 requirement for graduation or has failed two courses.

***or***

Does not complete requirements for the degree within a 5-year period after initial registration.

*Note: A student must receive a passing grade on the theory and the clinical portions of a course in order to pass the course.*

***Doctoral (PhD):*** The Doctoral Program Committee will recommend to the Director of the Doctoral Program that a student be dismissed from the program if the student:

- a. Has a GPA that indicates the student will not be able to meet the 3.0 requirement for graduation or has failed two courses.
- b. Does not complete requirements for the degree within an 8-year period after initial registration for the doctoral program.  
(*Doctoral additions-approved by Doctoral Committee September 25, 2007*)

## **Dropping a Course**

(*Approved by APG July 7, 2003*)

**All Students:** After the drop period, a student may withdraw from a course if permission is obtained in writing from the course instructor, the student's faculty advisor, and the associate dean for academics. However, withdrawal from a course for any reason (academic, personal, health, etc.) regardless of the grade assigned (i.e., Withdraw/Passing, Withdraw/Failing, Withdrawal) constitutes one attempt in the course. A grade of WF does count as a failure of the course. A second attempt to take the same course will exhaust a student's repeat option. (Example: requesting a grade of WP, WF, or WR, in a course in which a grade of WP, WF, or less than 2.0 had been previously earned will result in dismissal from the program.) "Request for Course Add and/or Drop" forms and "University Withdrawal/Leave of Absence" forms (if needed) are available in the Office of Student Services, room 216.

The student who wishes to withdraw from course work at Charleston Southern University, The Citadel, the College of Charleston, the University of Charleston S.C., Trident Technical College, or one of the other colleges of the Medical University of South Carolina must follow each school's policy for withdrawing from a course. In addition, students withdrawing from course(s) at other schools must also complete the MUSC "Request for Course Add and/or Drop" form.

### **Graduate Students only:**

Graduate students receiving a Federal Advanced Education Nurse Traineeship Award who drop below the minimum number of credits required for the award must meet with staff in the Office of Student Services, room 216, regarding pay-back obligations.

### **Procedure**

Students who wish to drop a course within the established Add/Drop period must adhere to the following procedures:

- Obtain a "Request for Course Add and/or Drop" form from the Office of Student Services (room 216).
- Consult with the faculty advisor regarding the request to drop a course and obtain the faculty advisor's signature on the "Request for Course Add and/or Drop" form.
- Return the "Request for Course Add and/or Drop" form to the Office of Student Services (room 216) **no later than final day of the established Add/Drop period.**
- Students who request to drop a course **after** the established Add/Drop period has passed must adhere to the following procedures:
  1. Obtain a "Request for Course Add and/or Drop" form from the Office of Student Services (room 216).
  2. Make an appointment with the coordinator of the course the student is requesting to drop to

- discuss reasons for dropping the course.
3. Obtain the course coordinator's signature on the "Request for Course Add and/or Drop" form and the course coordinator's designation of "**WP**" (withdraw passing) or "**WF**" (withdraw failing).
  4. Make an appointment with the faculty advisor regarding the request to drop the course and secure the faculty advisor's signature on the "Request for Course Add and/or Drop" form. **NOTE. The faculty advisor should NOT sign the form unless the student has already met with the course coordinator and obtained the coordinator's signature.**
  5. Return the "Request for Course Add and/or Drop" form to the Office of Student Services (room 216) **within 24 hours of meeting with the faculty advisor.**

*Students who fail to adhere to the above procedures will receive recorded grades of "0.0" in the affected course(s). Students who register for a course and subsequently never attend classes and/or fail to complete paperwork to drop the course will receive a grade of "0.0" in the course.* (Approved by APG Committee July 7, 2003)

## Grades

### *Grading Policy*

All courses, except those dropped during the add/drop period, are recorded on the student's permanent record. Grades for courses taken under cross-registration policies at the following institutions (Charleston Southern University, the College of Charleston, The Citadel, and Trident Technical College) will be recorded according to the host institution's grading system.

Courses accepted for transfer from other schools carry no grade; credit hours will be recorded as credit earned only. Variable course credit must be established **prior to registration** and approved by the associate dean for academics. When the student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned. However, credit hours will be counted only once to determine eligibility for the degree. Rank in class is calculated according to the overall grade point average within the college of the student's enrollment.

Merit grades are assigned on an interval scale ranging from 0 to 4 points (see below). Faculty use either the raw score (the percentage of correct answers) to grade examinations. Merit grades are assigned according to the table shown below. Each college curriculum committee may approve a grade reporting system of honors/pass/fail for specific courses.

### ***Grading Scale***

The College of Nursing grade scale (congruent with the Medical University of South Carolina Grading System) is as shown below:

<b><i>Raw Score</i></b>	<b><i>Alphabetic</i></b>	<b><i>Merit Grade</i></b>
95 - 100	A	4.0
94	B	3.9
93	B	3.8
92	B	3.7
91	B	3.6
90	B	3.5
89	B	3.4
88	B	3.3
87	B	3.2
86	B	3.1
85	B	3.0
84	C	2.9
83	C	2.8
82	C	2.7
81	C	2.6
80	C	2.5
79	C	2.4
78	C	2.3
77	C	2.2
76	C	2.1
75	C	2.0
74	D	1.8
73	D	1.6
72	D	1.4

71	D	1.2
70	D	1.0
<69	F	0

The College of Nursing Grading System was revised in the Fall of 1982 to the present. A condensed version of the chart above is shown below:

Merit Grade	Alphabetic Grade	Raw Score
4.0	A	95 and above
3.0 - 3.9	B	85 - 94
2.0 - 2.9	C	75 - 84
1.0 - 1.8	D	70 - 74
0.0	F	69 and below

### **Grade(s) - Incomplete**

An “Incomplete” (IN) is awarded when all requirements of a course have not been completed by the end of the semester and usually due to circumstances beyond the student’s control. When the IN is given in a course that is a pre- /or co-requisite to a course in which the student enrolls in the following semester, the student has until the end of the drop/add period of that following semester to complete the work and have the IN changed to a merit grade. However, a student has until an identified date within the following semester to complete the course work for courses that are not pre-/co-requisite to courses taken in the following semester. If the student fails to remove the IN within these time limits, in IN will be converted to a merit grade of 0.0. Any extension of the time period must be approved by the APG Committee.  
*(Voted by Faculty Assembly: May 16, 2005)*

### ***Doctoral Incompletes***

Doctoral students may not register for courses until an “Incomplete” grade from the previous semester is removed. The Incomplete must be addressed before the drop/add period deadline of a semester if the student plans to utilize that semester for course registration.

### **Grades - Rounding of**

The calculation of a grade will be based on rounding a score ranging from number + 0.5 below the number to + .49 above the number to the common whole number. (Example: A grade of 75 = 74.5 through 75.49; 74 = 73.5 through 74.49, etc.).

## **Independent Study Contract Requirement**

**Undergraduate:** Students who wish to register for NURSU445: Guided Nursing Elective **must** submit a signed contract with their registration form to the Office of Student Services, room 216. A faculty member must be identified on the contract and the contract must be completed and signed by the faculty member. The student will not be registered for the course if the completed contract is not submitted with the registration form. Students may not use an NCLEX Review as a Guided Nursing Elective.

**Graduate:** Students who wish to register for NURSM797: Thesis, NURSM798: Guided Research in Nursing, or NURSM799: Independent Study **must submit** a signed contract with their registration form to the Office of Student Services, room 216. A faculty member must be identified on the contract and the contract must be completed and signed by the faculty member. The student will not be registered for the course if the completed contract is not submitted with the registration form.

## **Integrated, Standardized Testing for NCLEX Preparation**

Throughout undergraduate study, BSN students take a series of tests that assess the student's mastery of content in specific areas. A final integrated test of all content areas is taken in the last semester. This test is predictive of the student's ability to pass the NCLEX-RN licensure examination as compared with students who have already taken and passed the exam. If a student is having difficulty with one or more content areas, evidenced by scoring below the national average, remediation is available.

For BSN students (excluding RN-BSN students), adequate scores on selected clinical standardized tests will be attached to passing the course. These tests will be administered in: Adult I, Adult II, Peds, OB, Psych, and Synthesis. The test will be administered near the end of the semester.

If a student scores below the "at risk" level, (s)he will receive a temporary "Incomplete" grade for the course. The student is required to remediate and successfully retake the test by the end of the first day of class in the next semester. The "I" will be replaced with the course grade and progression to the next clinical course is allowed. The number of testing attempts will be limited to three (3).

If the student is not successful on the "retake" test, the student will receive a grade of 1.8 for the course and must successfully repeat the course to remain in the program.

## **Leave of Absence**

A leave of absence may be granted by the associate dean for academics upon request by the student. "University Withdrawal/Leave of Absence" forms are available in the Office of Student Services, room 216. The leave will begin immediately and will apply to the semester(s) for which it is granted. After the specified time, the student will be readmitted automatically to

the College. If the student does not return after the time granted by the leave of absence expires, the student will be withdrawn from the College. Typically, no more than one leave of absence will be granted during a program of study. Exceptions may be petitioned to the Admission, Progression and Graduation Committee.

Accelerated BSN/MSN or RN to MSN or MSN students who request a leave of absence during the course of study must consult with the track coordinator of their chosen specialty track before applying for leave status from the Office of Student Services. Track coordinators are not obligated to hold a student slot open for students who request and are granted a leave of absence. The student is accountable to maintain communication with the track coordinator and the Office of Student Services regarding any changes in plans during the leave time period. Students returning from a leave of absence may not have immediate access to some courses, primarily because of student clinical placements and faculty-student ratios.

***Procedure:***

Students who request a leave of absence (LOA) from the program must adhere to the following procedures:

1. Obtain a “University Withdrawal/Leave of Absence” form from the MUSC Office of Student Services (room 216).
2. Make an appointment with the faculty advisor to discuss reasons for the decision to request a leave of absence.
3. Secure the faculty advisor's signature on the “University Withdrawal/Leave of Absence” form.
4. Return the “University Withdrawal/Leave of Absence” form to the MUSC Office of Student Services (room 216) immediately.

***Students who fail to adhere to the above procedures will receive recorded grades of “WF” in the affected course(s). Students who register for a course and subsequently never attend classes and/or fail to complete paperwork to drop the course will receive a grade of “WF” in the course.***

## **Medication Mathematics Testing Procedure and Policy**

***This policy applies to undergraduate students only***

The medication mathematics test is attached to the course, NURSU 386: Adult Health I and Fundamentals.

Students will be notified in their orientation packet of the following CON requirements:

Title, author, edition, and ISBN number of the selected medication math textbook.

Chapters to review and information regarding post test completion.

That each student is expected to know the procedure for multiplying and dividing fractions and decimals before classes begin.

The testing and grading policy

Students will be reminded of the testing grading policy for the medication math test during orientation week.

Students will be tested before the last date to Drop/Add of the first semester.

***Testing and Grading Policy:***

All students will be tested using the same medication mathematics examination.

The passing grade for the examination is set at 90%.

The mathematics examination is located in WebCT and must be completed by the second week of the semester.

Students must achieve at least 90% on the mathematics examination. If the score is below 90% the student will need to seek tutoring services. A second math examination will be given within 7 days. Unsuccessful completion of the Math for Medication test will result in an academic warning.

**(APPROVED, AUGUST 2006)**

## **NCLEX Preparation Testing Policies for Undergraduate Progression**

*( Approved on August 22, 2003)*

1. Faculty will utilize multiple choice test questions in a four-option format with emphasis on application and interpretation cognitive levels for course testing and for in-class practice. In addition, faculty will integrate alternate testing items into examinations. Some questions will be based on diagrams and charts. Examples of these types of questions are kept on file in the Office for Academics.
2. The Associate Dean for Academics will track student grades each semester. Letters will be sent to the advisors of students who receive a C or below in a CON undergraduate course, with a carbon copy sent to the Director of the Undergraduate Program. The advisor will be asked to develop a specific action plan and complete the NCLEX Preparation Action Plan Contract, found at <http://www.musc.edu/nursing/intranet/Documents/Forms/NCLEXActionPlanContract.pdf> The plan should be individualized, based on the student's learning needs, and should include referral to Dr. Jennie Ariail, Associate Director of the Center for Academic Excellence. The plan will be signed by the student and advisor. The signed original is sent to the Office of Student Services to be placed in the student record. Copies are given to the student and to the Director of the Undergraduate Program. Students who do not respond to their advisor after being contacted will be referred to the Director of the Undergraduate Program for follow up.
3. All students will complete the Standardized Integrated Testing series in selected courses during the end of each semester. The test will be inserted into the normal class schedule. Results of the tests attached to clinical courses, NURSU386: Adult Health I and Fundamentals, NURSU387: Psychiatric and Mental Health Nursing, NURSU388: Adult Health II, NURSU405: Nursing Care with Children and their Families, NURSU417:

Women's Health, NURSU481: Nursing Knowledge: Synthesis Practicum, will be reviewed by the Associate Dean for Academics. For students entering Fall 2004, those with failing test scores will be contacted and notified that he/she has until the end of the drop/add to utilize the appropriate remediation, available online. A retesting date will be scheduled by the Director of the Undergraduate Program for all students who required remediation. Students who do not pass the retake exam will receive a failing grade, (Merit grade = 1.8) for the clinical course and be required to repeat.

4. Staff from the Center for Academic Excellence will meet with students in the first semester to discuss strategies for successful test taking in relation to NCLEX examination. This agreement will be integrated into the NURSU 385: Professional Nursing and Nursing Practice course.
5. An NCLEX diagnostic test will be administered during the fourth semester to predict ability to pass the state board test. Test results will be used to determine whether students pass or fail.
6. At completion of the fourth semester, an on-site NCLEX review session will be scheduled for students.

## **Petitions for Variance from Policies**

The Admission, Progression and Graduation Committee acts on petitions from students who seek exceptions to any College of Nursing academic policy or regulation. A **written** request for an exception must be submitted to the Committee in care of the Office of Student Services, room 216, with supporting rationale or documentation. Petitions must be received no later than 12:00 noon on the Friday before the first Monday of the month. The student will receive a letter from the Committee regarding the Committee's decision on the petition. A copy of the petition and the Committee's reply is placed in the student's academic record.

## **Preregistration**

Each semester, at specified times, preregistration is held for the following semester. Announcements of preregistration dates are e-mailed to students. Students are advised by their assigned faculty advisor and must submit a registration form to the Office of Student Services (room 216) by the specified date and time. ***Students who fail to preregister will be required to wait until the general registration date at the beginning of the next semester.*** This may result in desired classes being closed and may necessitate a delay in completing program requirements. Failure to register by the end of the add/drop period at the beginning of the next semester will result in automatic withdrawal from the program and necessitate re-application for admission.

## **Priority for Course Spaces**

When course spaces are limited, fully matriculated students are given priority over nondegree seeking students. First-time enrollees are given priority over students who are repeating a course.

## **Progression**

*(Approved by APG Committee July 7, 2003)*

### **Undergraduate progression in the baccalaureate program is based on the following policies:**

1. A student must earn a grade of 2.0 in each nursing course. A student earning a grade of less than 2.0 or “WF” must repeat the course. (See the “Repeating a Course” policy for undergraduate students.) If a student earns less than 2.0 or a “WF” in a second nursing course, the student is dismissed from the program.
2. Courses must be completed in the prescribed sequence and within 5 years of matriculation.
3. A student must achieve an average grade of 75% on all tests/examinations in order to successfully complete nursing courses. If less than a 75% average on tests/examinations is earned, the course grade will be computed on the basis of tests/examinations **only** (i.e., grades earned on papers, projects, etc., will **not** be computed in the final course grade.) If a 75% average on tests/examinations is earned, all course requirements will be computed into the final course grade.
4. When a student’s clinical performance in a clinical nursing course indicates an inability to perform at a safe level of practice, the clinical instructor, in consultation with the course coordinator, may assign a course grade of “0.0” regardless of the point in time such a decision is made. In such case, the student will be ineligible to continue in the course.
5. If an accelerated BSN/MSN student does not pass the NCLEX boards, he/she will be required to take a leave of absence from the program until boards are passed. The Board requires students to wait for 90 days before a retake can be scheduled. Matriculation into the graduate student status of the BSN/MSN program requires an RN license. If a student does not pass boards within one year of completing the BSN, he/she will have to reapply to the master’s program once the NCLEX is passed.

**BSN/MSN progression after failure of an undergraduate nursing course adopted the following policy: If an accelerated BSN/MSN student earns less than a 2.0 in an undergraduate nursing course, the student must exit the program with a BSN degree, is not eligible to take any MSN courses in the fourth semester, and must reapply to the MSN program.**

*(Approved, 2007)*

### **Graduate progression in the master’s program is based on the following policies:**

1. A student must earn a grade of 3.0 in each nursing course. If a student earns a grade of less than 3.0 in a course, the student is placed on academic probation for one semester.
2. If a student earns less than 3.0 or a “WF” in a second nursing course, the student is dismissed from the program.
3. A student must receive a passing grade in the clinical portion of a course in order to pass the course, regardless of the theory grade, in courses which contain both clinical and didactic portions.
4. A full-time student must maintain a cumulative GPA of 3.0 to progress to the next semester.

When a part-time student accumulates 9 credit hours of graduate course work, the cumulative GPA must be 3.0 to progress to the next semester and a cumulative GPA must be maintained thereafter in order to progress.

5. A student whose semester or cumulative GPA falls below 3.0 will be placed on academic probation for one semester. The student must improve the cumulative GPA to 3.0 or greater upon completion of the next semester to remain in the program. A student must have a cumulative GPA of 3.0 to graduate.
6. Courses must be completed in the prescribed sequence and within 5 years of matriculation.
7. When a student's clinical performance in a clinical nursing course indicates an inability to perform at a safe level of practice, the clinical instructor, in consultation with the course coordinator, may assign a course grade of "0.0" regardless of the point in time such a decision is made. In such case the student will be ineligible to continue in the course.

*(Approved by Faculty Assembly April 17, 2006)*

## **Doctoral Progression - PhD Program**

**Progression in the Doctoral Program (PhD) is based on the following policies:**

- 1. For any doctoral course, a merit grade of less than 3.0, a "WF", or "F" is considered failing, and the course must be repeated with an earned grade of 3.0 or greater or "Pass".**
- 2. If a student earns less than a 3.0 merit grade, a "WF", or "F" in a second doctoral course, the student is dismissed from the program.**

*(Approved by Doctoral Committee September 25, 2007)*

## ***Mentored Research***

Student's must work on their mentor's research, not their own work/research. If a student wishes to work on his/her own research, (s)he should apply for an independent study.

Ideally the faculty mentor should be currently funded, however, someone working at the beginning stages of submission of a grant or those working on the final stages of analyzing data could also serve as mentors. In Mentored Research the student must work in at least 2 aspects of the research process. If enrolled for more than 2 credit hours, 4 aspects of the research process are required.

The mentor does not have to be a College of Nursing faculty member; any MUSC faculty member who is a member of the graduate faculty qualifies.

The student will be required to participate in MUSC's Research Day by preparing a presentation or a poster as an outcome of their Mentored Research experience.

## ***Mentored Teaching***

Instructional Process or a comparable course is required as a prerequisite for students who wish to take Mentored Teaching.

Faculty mentors must have been on the MUSC CON faculty for a minimum of 2 years. In

addition, they should have other evidence of the quality of their teaching.

### ***Course Minimum***

At least 4 students must sign up for a course to provide sufficient classroom interaction and efficient use of the faculty time. If fewer than 4 students register for a particular course by the end of the registration period, the students will be contacted by their advisor and redirected to another course in their program of study.

### ***Course Sequencing***

Because NRPHD 802: Knowledge Development in Nursing Science is foundational to other courses in the program, all incoming students will be required to take NRPHD 701: Theory, Constructs, and Concepts of Vulnerabilities before taking other theory courses.

### ***Outside Cognate***

It is at the advisor's discretion to allow the substitution of an outside cognate for an Elective or any other course.

## **BSN to MSN Program for Accelerated BSN/MSN Students**

*(Approved by APG Committee April 2003)*

Students matriculated into the Accelerated BSN/MSN program must meet the admission criteria for the graduate program prior to beginning MSN course work.

**For students admitted in the fall semester:** Students must submit the following to the College of Nursing, Office of Student Services, CON Room 216 by June 15<sup>th</sup>:

- A completed graduate track request form
- A brief essay that addresses the rationale for the first graduate track selection

**For students admitted in the spring semester:** Students must submit the following to the College of Nursing, Office of Student Services, CON Room 216, by September 15<sup>th</sup>:

- A completed graduate track request
- A brief essay that addresses the rationale for the first graduate track selection

This information will be reviewed by the Admissions, Progression and Graduation (AGP) Committee. Upon approval, the information will be forwarded to the track coordinator for a final review and decision.

## **Readmission after Academic Dismissal**

A student who is dismissed for academic failure (has failed two nursing courses) may be evaluated for readmission under the following circumstances:

12. Be unenrolled in the College of Nursing (CON) for 12 months post dismissal.
13. Make formal (re)application to the College.
14. At the time of reapplication, submit a statement that addresses the reason(s) for the failure, outlines what she/he has done to ensure success in the CON and why she/he should be readmitted. The statement must be written by the student.
15. Have a personal interview with the Admission, Progression, and Graduation (APG)

Committee. In addition, the APG Committee will review the student's complete record, including all clinical evaluations and interview faculty from courses in which the student had difficulty before a decision for readmission is made.

16. Readmission to the College is not guaranteed.

***Additional requirement for graduate students only:***

17. When a student who has been dismissed for academic deficiency is readmitted, the student must maintain a minimum semester GPA of 3.0 and earn no less than a grade of 3.0 in any required nursing course. If less than a 3.0 is earned, the student is permanently dismissed from the Graduate Program. The time to complete the program of study will be determined by the Admission, Progression and Graduation Committee upon review of the student's plan of study.

## **Readmission after Voluntary Withdrawal**

The Admission, Progression and Graduation Committee will act upon all requests for readmission. Readmission to the College is not automatic.

A student who withdrew voluntarily should submit a new application for admission to the MUSC Office of Enrollment Services, 41 Bee Street. The new application should include a typewritten letter stating the circumstance that resulted in the student's withdrawing from the program and reason(s) that readmission to the program is justified.

## **Repeating a Course**

***Undergraduate:*** A student must repeat a nursing course in which a grade of "WP", "WF", "WR" or below a 2.0 was earned. A nursing course can be repeated **one time only**. No more than one nursing course may be repeated. Students repeating courses may not displace first time enrollees. When a student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned. However, credit hours will be counted only once to determine eligibility for the degree. This policy also applies to nondegree seeking students who are later admitted to the College of Nursing.

***Graduate:*** The associate dean for academics and the student's faculty advisor may, in exceptional circumstances, permit the student to repeat a course for which a grade of less than 3.0 has been received. No more than one course may be repeated. Students repeating courses may not displace first time enrollees.

When a student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned. However, credit hours will be counted only once to determine eligibility for the degree. This policy also applies to non-degree seeking students who are later admitted to the College of Nursing.

## **RN-MSN Policy**

RN-MSN students must be complete in or completed all of the BSN courses within the first year of study to be eligible to enroll in graduate courses. (*Passed by Curriculum Committee and*

*passed by General Faculty 4/15/02)*

## **Thesis Progression - Graduate Students**

Thesis credits are variable and can be taken in amounts of 1 to 6 semester hours per semester. The student must be registered for at least 1 semester hour of NURSM797: Thesis each semester that the student is using College of Nursing or other MUSC resources for the preparation and conduct of thesis study. The student must earn 6 semester hours in NURSM797: Thesis to meet the scholarly product requirement for graduation. Thesis credits earned in excess of 6 semester hours may not be applied toward elective credit or any other requirements. The grade for thesis credits is awarded after the “Thesis Approval” form has all required signatures.

Students who select the thesis option should obtain a copy of the “Guidelines for the Preparation of a Thesis” from the Office of the Associate Dean for Academics, room 215.

## **Withdrawal from the Program**

When withdrawing from the program, the student notifies his/her faculty advisor and completes the “University Withdrawal/Leave of Absence” form and a “Request for Course Add and/or Drop” form (both available from the Office of Student Services, room 216). These completed forms are then forwarded to the associate dean for academics for final approval.

### ***Procedure***

Students who withdraw from the program must adhere to the following procedures:

1. Obtain a “University Withdrawal/Leave of Absence” form from the Office of Student Services (room 216).
1. Make an appointment with the faculty advisor to discuss reasons for the decision to withdraw from the program.
3. Secure the faculty advisor's signature on the “University Withdrawal/Leave of Absence” form.
4. Return the “University Withdrawal/Leave of Absence” form to the Office of Student Services (room 216) immediately.

***Students who fail to adhere to the above procedures will receive recorded grades of “0.0” in the affected course(s). Students who register for a course and subsequently never attend classes and/or fail to complete paperwork to drop the course will receive a grade of “0.0” in the course.***

*(Approved by APG Committee July 7, 2003)*