Policy Title: Undergraduate Progression

The following policies will be implemented with regard to progression through the nursing program.

A. **Adding, Dropping & Withdrawing from courses:** See policy S1030

   Students who are unsuccessful in a course or withdraw from a nursing course may not be guaranteed subsequent placement in the course from which they withdrew. An undergraduate student must petition the Baccalaureate Council to repeat a course or to request any change to his/her degree plan.

   On the recommendation of the instructor and Department Chair, and with the approval of the Associate Dean for Academic Affairs, a student may be required to withdraw from a course at any time because of neglect, lack of preparation, and/or unsafe clinical practice. Under such circumstances, the symbol "WF" will be recorded.

**Dropping from One or More Classes**

Undergraduate students who enroll at The University of Texas Health Science Center at Houston School of Nursing for the first time (beginning Fall 2007 and thereafter) are not allowed to withdraw from a total of more than six courses as long as they are enrolled in an undergraduate program. This includes courses transferred from another public institution of higher education in Texas begun in fall 2007 or after. This policy does not apply if the student is withdrawing from the course in order to withdraw from the institution. College credit taken while enrolled in high school does not count toward the total of six courses. Unusual circumstances may be considered if the student can show good cause for withdrawing from more than the allowed limit of six courses, including but not limited:

   a. a severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course;

   b. the student’s responsibility for the care of a sick, injured, or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;

   c. the death of a person who is considered to be a member of the student’s family who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;

   d. the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
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Students who wish to withdraw from a course for an extenuating circumstance other than those stated above, may appeal to the Baccalaureate Council for approval. If the appeal is approved, the student will receive a grade of W for the course. The decision of the Baccalaureate Council shall be final. Courses in which a grade of W is approved will not be counted toward the six total limit.

Withdrawals are not official until received and processed by the Registrar's Office.

B. Upper Division Equivalency Credit: Equivalency credit may be granted for junior and senior courses based on catalog course descriptions and instructor evaluation of submitted course syllabi.

C. Credit Hour Load: Eighteen credit hours are considered to be a maximum course load. Students wishing to enroll in more than 18 credit hours must petition and receive approval from the Baccalaureate Council.

D. Repetition of a Course: Students who wish to repeat a course or revise their degree plan must meet with their academic advisor to revise their degree plan and then request approval from the Baccalaureate Council for the newly revised plan. Students are reminded that they must complete the program in three consecutive years. If a student repeats a course that she/he has failed in the School of Nursing, the official grade is the last one earned. That official grade will be used in computing the grade point average; the failing grade will remain on the transcript.

E. Incomplete Grade: Symbol I: Incomplete Class or Laboratory Work -- An "I" indicates that student work in a course is incomplete for the term. To receive an "I", students must submit an “Incomplete Grade Form” request to the instructor for approval prior to the last class day of the course. Removal of the "I" (by completion of required work) must be accomplished during the succeeding term. Failure to remove an "I" prior to the end of the following term will result in the student receiving an "F" for the course.

F. Academic Probation: If at the end of any term a student's cumulative grade point average for the total number of hours taken in the School of Nursing falls below 2.0, he/she will be placed on academic probation. Students shall be notified that they are on academic probation.

G. Removal from Academic Probation: Students who are on academic probation will be removed from such probation at the conclusion of the term during which they achieve a minimum cumulative grade point average of 2.0.

H. Inactive Status: Students in good standing who desire not to enroll one semester may request to do so by request to the Baccalaureate Council. The students must submit a
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request to the Baccalaureate Council and complete an **Inactive Form** indicating that they wish to remove themselves from the program for a term. (Forms are available from the Student Affairs Office). Students who go inactive for more than one semester, and who wish to be considered for readmission, must submit a written request to the Office of the Registrar.

I. **Time Limit:** The Undergraduate Program requires that:

All requirements for the bachelor’s degree must be completed within a period of 3 calendar years from the date of first enrollment. A one-year extension may be granted by the Baccalaureate Degree Council to students who file a written request documenting:

a. Extenuating circumstances;

b. A history of satisfactory performance;

c. A timetable and plan to complete the requirements for the bachelor’s degree within a one-year period of time.