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Policy Title: Undergraduate Progression

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**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 School of Nursing at Houston for the first time 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. 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 or affected the student's ability to satisfactorily complete the course;
- b. the student's responsibility for the care of a sick, injured, or needy relative if the provision of that care affects or affected the student's ability to satisfactorily complete the course;
- c. the death of a person who is 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 death is considered to be a showing of good cause;

Students who wish to withdraw from a course for extenuating circumstances 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 by faculty based on catalog course descriptions and instructor evaluation of submitted course syllabi.
- C. Credit Hour Load:** The maximum course load is 18 credit hours. 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 of the revised plan from the Baccalaureate Council. If a student repeats a course previously 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" grade, 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 by the end of the immediately succeeding semester. Failure to remove an "I" by that deadline 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, the student 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 for the total number of hours taken in the School of Nursing of 2.0.
- H. Inactive Status:** Students in good standing who desire to not enroll one semester must submit a request to the Baccalaureate Council and complete an **Inactive Form** indicating that they wish to remove themselves from the program for a semester. (Forms are available from the Student Affairs Office).
- 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.