

Academic Progression Policies

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Academic Progression

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 3 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.

Graduate progression in the master’s and DNP program is based on the following policies:

1. A student must earn a grade of 3.0 in each nursing course. A student earning a grade of less than 3.0 or “WF” must repeat the 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 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.
5. Courses must be completed in the prescribed sequence and within 6 years of matriculation for students entering Fall 2009 and after. Students admitted prior to Fall 2009 have 5 years to complete the MSN program.
 6. 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.

PhD Program Progression

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".

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.

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. The student must successfully complete the nursing course in which a grade below 3.0 was earned. Failure to do so will result in dismissal from the program. The student must successfully complete the nursing course in which a grade of below 3.0 was earned. Failure to do so will result in dismissal from 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 the student's academic record in the Office of Student Services. 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.

Academic Standing of Readmitted Students

When a student who has been dismissed for academic deficiency is readmitted, the student must maintain a minimum semester GPA of 2.0 (3.0 for graduate students) and earn no less than a grade of 2.0 (3.0 for graduate students) in any required nursing course. The student must also achieve a cumulative GPA of 2.0 (3.0 for graduate students) in order to graduate.

All requests for readmission will be acted upon by the Admission, Progression, and Graduation Committee. Readmission to the College is not automatic. A student who withdrew voluntarily should submit a new application for admission online to the MUSC Office of Enrollment Management, 41 Bee Street. The new application should include a typewritten letter stating (a) the circumstances that resulted in the student's withdrawing from the program, and (b) reason(s) that readmission to the program is justified.

Attendance Policy For Online Courses

All nursing students taking online courses in the College of Nursing must login to each online course within the first five (5) working days (Monday – Friday) of the semester. Students failing to login to a WebCT course within 5 working days from the official start date of the College of Nursing semester will be dropped from the course. For example, if the official start of the semester is on Thursday, students have until the following Wednesday to login to each online course.

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 is:

- NURSM624:Advanced Health Assessment

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.

Questions regarding decisions and procedures for challenge should be discussed with the assigned faculty advisor. Information of specific policies and requirements for each course should be obtained from the course coordinator.

Changing Specialty Focus

A graduate student who wishes to change specialty focus 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 specialty. There is no guarantee that any student will be permitted to change specialties; approval is made on a space available basis. Students desiring to change specialties must meet all prerequisites of the new major regardless of other courses completed.

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, and 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 graduate courses by:
 - a. meeting provisions “a” through “g” above, and
 - b. when additional host institution graduate 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 course credit 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 and The Citadel. (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.
8. Must request official transcript be sent to the home institution when course is completed.

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 regular mail or email 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.

Or

Does not complete requirements for BSN degree within a 3-year time limit after initial registration

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 MSN or DNP degree within a 6-year time limit after initial registration (Post-MSN DNP Students – 4 year limit)

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

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.

Additional circumstances which may result in dismissal from the program include non-payment of fees, academic or professional misconduct, and loss of license to practice as an RN.

Dropping a Course

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 Academics, room 215, regarding pay-back obligations.

Procedure for Dropping a Course

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.

BSN Graduate Exit Survey

All BSN students are required to complete the BSN EXIT SURVEY on-line during their last clinical course (NURSU 481: Nursing Knowledge: Synthesis Practicum).

MSN Graduate Exit Survey Process

1. Statement placed in all final Residency or practicum syllabi (or whatever is the last specialty course for the track) regarding the completion of the MSN Graduate Student Exit Survey online. Student’s final grade for course will not be released until survey is completed. The survey must be completed by the final class period.
2. Survey will be conducted using E*Value system.
3. Graduation list will be sent to Nursing Technology Center (NTC) and survey will be opened via E*Value for all MSN graduating students.
4. NTC will verify students who have completed surveys and send list to Associate Dean for Academics for review and follow-up.
5. Associate Dean for Academics will send email reminders to course coordinators and students who did not complete exit survey. Course coordinators WILL NOT release a student’s final course grade until the student has completed the survey and verification has been obtained from NTC.
6. Results from survey will be analyzed using descriptive statistics and reviewed annually by Graduate Program Committee (GPC).

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 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:

<i>Raw Score</i>	<i>Alphabetic</i>	<i>Merit Grade</i>
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

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

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.).

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. If the student fails to remove the IN within these time limits. The IN will be converted to a merit grade of 0.0. Any extension of the time period must be approved by the APG Committee.

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.

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.

NCLEX Preparation Testing Policies for Undergraduate Progression

1. Faculty will utilize multiple choice and alternate format questions with an emphasis on application and interpretation cognitive levels for course testing and for in-class practice.
2. First semester students are advised to make at least three appointments with the Center for Academic Excellence (CAE) to address study skills, learning style assessment, time management and test taking strategies. This action is presented to the students at orientation and again in the first semester.
3. Staff from the Center for Academic Excellence will meet with students in the first semester to discuss strategies for successful test taking.
4. The College of Nursing (CON) faculty creates a contract for any student who receives lower than a score of 80 on the first test.
5. The Associate Dean for Academics and the Director of Undergraduate Programs will monitor student grades each semester via the Academic Warning Report form system.
6. Throughout the Undergraduate Program of Study there is a four-semester plan designed to facilitate first time success on the NCLEX-RN. These strategies include: referral to CAE; test review sessions; standardized curricular testing; exposure to NCLEX-RN test review questions and diagnostic testing for NCLEX-RN readiness assessment.
7. The standardized curricular testing system is utilized in the class schedule for NURSU 386: Adult Health I and Fundamentals, NURSU 405: Nursing Care with Children and Families, NURSU 417: Women's Health and NURSU 481: Nursing Knowledge: Synthesis Practicum.
8. In the terminal course, NURSU 481: Nursing Knowledge: Synthesis Practicum the students are assigned the completion of NCLEX-RN practice questions, attend a mandatory vendor provided NCLEX-RN review and write a standardized RN Readiness Assessment Test. The vendor suggests the pass rate, based on statistical analysis. This exam grade represents a portion of the 481 end of course grade. The Course Coordinator in NURSU 481 may utilize the NCLEX Preparation Action Plan Contract with the student(s).
9. If a pass score on the Standardized RN Readiness Assessment Test is not

achieved, the student is referred to CAE and to a small group tutoring sessions. The alternate version of the Standardized RN Readiness Assessment Test is then administered to the students unsuccessful on the first attempt. The vendor suggests the pass rate, based on statistical analysis.

10. The student that does not achieve a pass score will be required to:
 - a. Access the National Council of State Boards of Nursing website and purchase the online review for the NCLEX-RN. The student will provide documentation to the Director of Undergraduate Programs of exam competence at the 74% level of competency.
 - b. The Letter of Endorsement is sent to the SC Board of Nursing following proof of competency at the indicated competency.
 - c. The student graduation is not impacted by the success plan.

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.

RN to MSN, MSN, or DNP students who request a leave of absence during the course of study must consult with the Director of the Graduate Program before applying for leave status from the Office of Student Services. The College of Nursing is 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 Director of Graduate Program 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.

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 register online by the specified date and time. ***It is the students’ responsibility to contact their advisor for advisement prior to registering for the next semester. Students who deviate from the assigned Plan of Study may jeopardize their progression.***

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.

Mentored Research - PhD Students

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.

Mentored Teaching - PhD Students

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 Sequencing (PhD Program)

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.

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:

1. Be unenrolled in the College of Nursing (CON) for 12 months post dismissal.
2. Make formal (re)application to the College.
3. 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.
4. 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.
5. Readmission to the College is not guaranteed.

Additional requirement for graduate students only:

1. 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 Management, 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: A student must repeat a nursing course in which a grade of “WP”, “WF”, “WR” or below a 3.0 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.

Thesis Option - Graduate Students (admitted prior to Fall 2009)

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.

Transfer Credit for Nursing Course(s)

Undergraduate

1. Course work completed at an accredited baccalaureate program prior to enrollment in the College of Nursing may be eligible for transfer credit. To be considered, a grade of “C” or better must have been earned in the course work and been completed within the previous three years. An official transcript and copy of the course syllabus must be submitted to the College of Nursing Director of Student Services to determine course equivalency. Transfer credit is not granted automatically and is restricted to didactic courses with no clinical component.
2. Transfer credit is not granted automatically.
3. 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.

4. The Office of Enrollment Management 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.
5. If the student fails to undertake the proper steps by completing the required paperwork, the grade will automatically be 0.0.
6. At least 25% of semester credit hours applied toward a Medical University of South Carolina undergraduate degree must be earned through instruction in residence at the University.

Graduate (MSN and DNP)

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. At least 25% of semester credit hours applied toward a Medical University of South Carolina undergraduate degree must be earned through instruction in residence at the University. 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 five 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 and is restricted to didactic courses with no clinical component. 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 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 Management 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.
6. If the student fails to undertake the proper steps by completing the required paperwork, the grade will automatically be 0.0.

PhD

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 Management 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.

Withdrawal from a Course

Withdrawal from a graduate course must be approved by the Associate Dean for Academics, faculty advisor, and course instructor. The student must complete a Request for Course Add and/or Drop form when withdrawing from any MUSC course. The student who wishes to withdraw from courses at other schools (i.e., The Citadel, College of Charleston) must follow each school's policy for withdrawing from a course. In addition, students withdrawing from courses at other schools must also complete the MUSC Request for Course Add and/or Drop form. Students receiving an Advanced Education Nurse Traineeship Award who drop below the minimum number of credits required for the award must meet with the Associate Dean for Academics regarding pay-back obligations.

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/Leave of Absence" form from the Office of Student Services (room 216).
2. 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.