UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE

SUBJECT: Satisfactory Academic Progress (SAP) Student Graduation Requirements Policy
INDEX TITLE: Administration

DATE: August 27, 2018

I. POLICY:
It is the policy of the UPMC Schools of Nursing to monitor Satisfactory Academic Progress (SAP) of students in accordance with Federal Guidelines and to notify students in the event that they are not meeting Satisfactory Academic Progress (SAP) requirements necessary for graduation from the program of study.

II. PURPOSE:
The purpose of this policy is to ensure that students are meeting the UPMC Schools of Nursing Satisfactory Academic Progress (SAP) policy in order to continue to successfully complete the program, graduate and sit for the NCLEX-RN licensure examination. In addition, students making satisfactory academic progress will remain eligible to receive all federal student aid that may be available.

III. SCOPE:
This policy applies to each school within the UPMC Schools of Nursing.

IV. DEFINITIONS:
The UPMC Schools of Nursing defines the Satisfactory Academic Progress (SAP) policy as a routine review of the qualitative and quantitative aspects of a student’s academic standings.

Credit Hours

All courses within the program of study are measured in credit hours. 45 hours of clinical instruction or laboratory time equals one credit hour. 15 hours of didactic instruction equals one credit hour. Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily a measure of transferability of credit.

V. PROCEDURE:

Quantitative Aspects of Student’s Academic Standing

1. The UPMC Schools of Nursing defines the acceptable qualitative (quality point average or QPA) standard of Satisfactory Academic Progress (SAP) as a minimum QPA of 2.0 (C or better) and satisfactory clinical evaluation. All passing grades will be considered credits attempted and earned toward the overall QPA. All failing grades will be considered credits attempted toward the overall QPA. One failed grade with the UPMC Schools of Nursing will result in dismissal from the program with permissible reentry within one year of the last date of attendance, pending Director approval. Should a student not restart the program within that one-year timeframe, he/she will need to begin the program again including the entire admission process.
If a clinical failure occurs within the semester, the student has the option of completing the remaining course(s); the student will not be permitted to remain in the failed course. The UPMC School of Nursing will assume that the student will continue in the remaining course(s), unless the student conveys to the Director his/her intent to withdraw within 24 hours of learning of the failure. Upon reentry, the student is counseled on an academic plan and is placed on academic probation until the QPA is a 2.0 or better. A second failed grade during the program will result in permanent termination from the UPMC Schools of Nursing program with no permissible reentry.

2. Students who are unsuccessful in a course are required to sit out one semester prior to returning to the nursing program. In order to support one’s academic success, students are highly encouraged to complete some form of remediation related to their individual academic and personal needs prior to returning to the program. Any student who is not successful in any course must meet with a member of the Academic Support Team prior to returning to the program.

3. Students who are unsuccessful in completing the NUR320 course (full time only) will be permitted to repeat the course the next time it is offered at any of the UPMC Schools of Nursing.

4. Official grades are available in CampusVue at the end of each semester. Students failing to meet Satisfactory Academic Progress (SAP) will be notified in writing of their academic probation. Financial aid and academic counseling will be planned.

5. All students on academic probation are encouraged to arrange counseling with the student through LifeSolutions (1-800-647-3327).

Grading Policy, Quality Points and Grade Point Averages

1. All students need to achieve at least a “C” rating to successfully pass a nursing or college course, and achieve a PASS rating in any clinical laboratory or clinical practicum associated with the course. Students with a final grade of less than a “C”, and/or a FAIL rating in clinical laboratory or practicum will receive a failure for the course.

2. A student receiving a failure in theory may still earn quality points for the failing grade that was earned according to the Quality Point Index that follows. It is always in the student's best interest to work as hard as possible until the end of the course to achieve the highest quality points possible. The quality points earned, even in the event of a failing grade for the theory section of the course, will still be considered in the final determination of GPA for graduation (please see the graduation requirements that follow).

3. Grading systems used for courses taught by affiliating colleges or universities will follow the grading policy of that school.

4. In all nursing courses, a minimum grade of “C” which is equal to 76% of the total course points. The final percentage earned is not rounded.
Quality Point Index

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points/Unit or Credit Hour</th>
<th>UPMC Schools of Nursing Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>87-89%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84-86%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>81-83%</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>78-80%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>76-77%</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>74-75%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>72-73%</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>71% and below</td>
</tr>
<tr>
<td>CT</td>
<td>0</td>
<td>Credits earned toward fulfillment of graduation requirements</td>
</tr>
<tr>
<td>WF</td>
<td>0</td>
<td>Quality Points Attempted but None Earned – affects QPA</td>
</tr>
<tr>
<td>(Withdraw Failing) Nursing courses only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Failure*</td>
<td>0</td>
<td>Quality Points Attempted but None Earned – affects QPA</td>
</tr>
<tr>
<td>Nursing courses only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>0</td>
<td>No Quality Points Earned and No Quality Points Attempted – does not affect QPA</td>
</tr>
<tr>
<td>(Withdraw Passing) Nursing courses only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WM</td>
<td>0</td>
<td>No Quality Points Earned and No Quality Points Attempted – does not affect QPA</td>
</tr>
<tr>
<td>(Withdraw Medical) College courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W (Withdraw) College courses</td>
<td></td>
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</tr>
</tbody>
</table>

Definitions:

**Withdrawn:** a student who has elected to withdraw from a course(s) and is currently passing the course(s). A withdraw will result in an automatic withdrawal from the program and requires reapplication to the program per the Break in Enrollment Policy.

**Dismissed:**
- a student who has failed to achieve a minimum passing theory grade of a “C” or above
- or clinical rating of “Pass” in a nursing course
- or has failed a college course
- or receives a Withdraw Failing (WF).

**Termination:** a student who fails two courses and will result in permanent termination from the UPMC Schools of Nursing program with no permissible reentry to any other UPMC School of Nursing.

**CT:** credits transferred in for credit.
Qualitative Aspects of Student Academic Progress

1. The UPMC Schools of Nursing defines the acceptable quantitative (pace) standard of Satisfactory Academic Progress (SAP) as the assurance that a student is progressing through their program within the maximum allotted timeframe. The pace of completion is calculated by dividing the total number of hours the student has successfully completed by the total number he/she has attempted. The required pace is 100%.

2. Any student not completing all credits attempted in a given term is not achieving Satisfactory Academic Progress (SAP). If a student does not earn the quality points in one course in a term, the student will be placed on an academic improvement plan and considered on academic probation as described in the qualitative Satisfactory Academic Progress (SAP) review.

3. If a student does not earn quality points in two courses in a term, they are unable to achieve Satisfactory Academic Progress (SAP) and will be terminated from the program and unable to return to any UPMC School of Nursing.

4. All repeat courses will be included in the students overall QPA and considered during Satisfactory Academic Progress (SAP) review. Any transfer of credit granted to a student will be considered attempted and earned during the student’s progress review.

Academic Probation

Any student not meeting either the Satisfactory Academic Progress (SAP) quantitative or qualitative aspects of performance will be placed on academic probation. This status “academic probation” is meant as formal notification to the student that failure to correct the issues of pace of program completion and/or grade point average within one academic term will result in dismissal from the program. If a student fails to come off academic probation and is terminated from one of the UPMC Schools of Nursing, that student is ineligible for admission or transfer to any other UPMC School of Nursing.

Satisfactory Academic Progress Appeals

All students are provided with the opportunity to appeal the result of a Satisfactory Academic Progress (SAP) review with a one-time readmission application. The readmission policy can be referenced for further clarification on this process.

Diploma in Nursing Graduation Requirements

A diploma in nursing may be earned by fulfilling EACH of the following requirements:
1. Satisfactory completion of all nursing courses.
2. Satisfactory completion of all college courses.
3. Satisfactory completion of all financial aid requirements, including the completion of an exit interview for financial aid.
4. Successfully meeting all financial responsibilities
5. A cumulative grade point average (GPA) of 2.0 or higher in all course work.
A student must meet each of the above individual criteria; failing to meet even one of these criteria will result in a student’s ineligibility to graduate from the program.

**Graduation Requirements**

Students must pay a mandatory graduation fee.

Prior to each graduation ceremony, each UPMC School of Nursing will provide students with specific information related to:
- Ceremony Details
- Dress Code
- Graduation Photographs
- School Pin
- Graduation Fee
- Invitations/Announcements
- Student Speakers

**Requests for Reference Letters**

Should a current student or a former student request a reference letter to be sent to another nursing school from a Director, it is the practice of the UPMC Schools of Nursing to verify dates of attendance only.

**VI. REFERNECED AND RELATED POLICIES:**

UPMC Schools of Nursing Student Complaint and Grievance Policy
UPMC Schools of Nursing Class Attendance Policy
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing Break in Enrollment Policy

Sponsor: Administration
Reviewed/Approved: 04/01/16; 06/01/16; 06/30/16; 01/12/18; 03/29/18
Revised/Approved: UPMC Schools of Nursing Executive Leadership Team: 07/16/15; 12/04/15; 03/10/16; 06/01/16; 06/30/16; 03/30/17; 01/03/2018; 03/29/18

Originated Date: 
Effective Date: 05/4/15; 12/4/15; 05/2/16; 08/29/16; 08/28/17; 08/27/18

Signature: [Signature]
Date: 6-18-2018

Executive Director
UPMC Schools of Nursing
SCHOOLS OF NURSING

Readmission Academic Counseling Form

Student Information:

Last Name: __________________________ First Name: __________________________

Social Security Number: __________________________ DOB: __________________________

Re-admission Date: __________________________ Graduating Class: __________________________

PLEASE CHOOSE ONE OF THE FOLLOWING:

☐ You are returning to __________________________ under academic probation. Upon your break of enrollment on __________________________, you were not meeting the following Satisfactory Academic Progress requirements set forth by the UPMC Schools of Nursing:

☐ Qualitative Requirement – QPA of 2.0 or higher

☐ Quantitative Requirement – Pace of 100%

Because you have not met SAP requirements, an academic plan has been developed to promote successful completion of the program. This plan is outlined for the following semester: __________________________.

Currently has a QPA of ______ which does does/s not not include the failing grade for _______.

Understands that he/she must successfully pass all remaining classes to complete the nursing program.

Understands that a second failure will result in termination from the program without the ability to be readmitted to any UPMC School of Nursing. Per the Satisfactory Academic Progress (SAP) Student Graduation Requirements Policy, __________________________ must meet with a member of the Academic Support Team prior to returning to the program.

☐ You are NOT returning to __________________________ under academic probation. Upon your break of enrollment on __________________________, you were meeting Satisfactory Academic Progress requirements set forth by the UPMC Schools of Nursing.

Preparer Signature: __________________________ Date: __________________________

(Director)

Student Signature: __________________________ Date: __________________________

Has the student met the academic plan outlined above in the required timeframe?

☐ Yes

☐ No (if no, a new academic plan may be completed for the next term)

Has the result of the above academic plan been reviewed with the student?

☐ Yes

☐ No

Preparer Signature: __________________________ Date: __________________________

(Director)

Student Signature: __________________________ Date: __________________________
Satisﬁcary Academic Progress (SAP) Appeal Form

Please read and complete carefully.

Student Information:

<table>
<thead>
<tr>
<th>Last Name: ___________________________</th>
<th>First Name: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: ______________________________</td>
<td></td>
</tr>
<tr>
<td>City: ___________________________ State: _______ Zip Code: ___________</td>
<td></td>
</tr>
<tr>
<td>Telephone: ___________________________ Email Address: ___________________________</td>
<td></td>
</tr>
<tr>
<td>Social Security Number: ________________</td>
<td></td>
</tr>
</tbody>
</table>

In the space below, please provide a written explanation regarding the reasons you failed to meet satisfactory academic progress requirements.
In the space below, please describe the steps you have taken to correct the problems that prevented you from meeting satisfactory academic progress.

Student Signature: ________________________________ Date: ________________
Director Signature: ______________________________ Date: ________________