

Undergraduate Academic Performance Agreement (UAS policy)

A student academically unsuccessful in two didactic and/or one clinical nursing course is automatically dismissed from the nursing program. They may appeal to the Undergraduate Academic Standards (UAS) Committee one time for readmission to the program. If the appeal is successful and the student is permitted to return to the program, the student is readmitted on probationary status and must sign an Undergraduate Academic Performance Agreement (UAPA). The UAPA is individualized to the student and includes actions and activities designed to optimize student success while they are on probation. Once an appeal is granted, the Academic Advisor notifies the student of the appeal decision. When space is available in the program of study the Academic Advisor will meet with the student to outline the conditions of the UAPA. If a student does not agree to and comply with the conditions of the UAPA, the student will not be readmitted to the program.

- Documentation of required activities will be maintained using the Undergraduate Academic Performance Agreement Flowsheet.
- It is the student's responsibility to arrange then attend the meetings to satisfy the UAPA requirements.
- Faculty and/or advisors will maintain the Undergraduate Academic Performance Agreement Flowsheets documenting faculty/advisor meetings.
- Students will maintain the Undergraduate Academic Performance Agreement Flowsheets documenting tutoring sessions.
- All Undergraduate Academic Performance Agreement Flowsheets must be returned to the Chair of the Undergraduate Academic Standards Committee at the end of each semester.

*Approved: Undergraduate Academic Standards Committee 3/26/18
10/13/20*

Approved: Undergraduate Programs Faculty 4/9/18

Undergraduate Academic Performance Agreement

Name: _____ E# _____

Course(s) Failed: NRSE _____

Semester/Year of Probation: _____

Requirements of the agreement:

1. Successfully complete failed course(s): NRSE _____
2. Successfully complete appropriate skills validation course (NRSE 4301, 4302, 4303, 4304) (if not enrolled in clinical during probationary semester)
3. Meet with course instructors of all repeated courses within 2 weeks of the start of the semester, after each major exam, and after ATI testing (if applicable).
4. Meet with the Academic Advisor within 2 weeks of the start of the semester, after the Early Semester Grade Report is posted, and after exam 2 in the repeated course(s).
5. Additional suggested referrals based on individual need:

Disability Services Test Taking Strategies/Studying Tips Counseling Services

Date: _____

Student Signature: _____

Advisor Signature: _____

Undergraduate Academic Performance Agreement Flowsheet

MEETINGS WITH ACADEMIC ADVISOR

Name: _____ E# _____

Semester/Year of Probation: _____ Course(s) Failed: NRSE _____

I acknowledge it is my responsibility to meet with my academic advisor within 2 weeks of the start of the semester, after the Early Semester Grade Reports is posted (or mid-semester), and after exam 2 in the repeated course(s).

Student Signature: _____

Date: _____

Date		Signatures	Comments
First two weeks Date: _____	<input type="radio"/> Attended		
	<input type="radio"/> No Show		
After ESGR Date: _____	<input type="radio"/> Attended		
	<input type="radio"/> No Show		
After Exam 2 Date: _____	<input type="radio"/> Attended		
	<input type="radio"/> No Show		

Undergraduate Academic Performance Agreement Flowsheet

MEETINGS WITH FACULTY

Name: _____ E# _____

Semester/Year of Probation: _____ Course(s) Failed: NRSE _____

I acknowledge it is my responsibility to meet with my course faculty within 2 weeks of the start of the semester, after each major exam, and after ATI testing (if applicable).

Student Signature: _____ Date: _____

Date		Signatures	Comments
First two weeks Date: _____	<input type="radio"/> Attended <input type="radio"/> No Show		
Exam 1 Date: _____ Score _____	<input type="radio"/> Attended <input type="radio"/> No Show		
Exam 2 Date: _____ Score _____	<input type="radio"/> Attended <input type="radio"/> No Show		
Exam 3 Date: _____ Score _____	<input type="radio"/> Attended <input type="radio"/> No Show		
ATI Testing Date: _____ Level _____	<input type="radio"/> Attended <input type="radio"/> No Show		

COLLEGE OF NURSING GRADING SCALE ^(UAS policy)

According to College of Nursing Policy, a student must earn a C (75%) to pass a nursing course.

Lecture/Theory Course Scale

A =	95 – 100%	
A- =	92 – 94%	
B+ =	89 – 91%	
B =	86 – 88%	
B- =	83 – 85%	
C+ =	79 – 82%	
C =	75 – 78%	
Grades below this level are not considered passing		
C- =	70 – 74%	
D+ =	65 – 69%	
D =	60 – 64%	
F =	Below 60%	

Clinical/Practicum Course Scale

A =	92-100%	
B =	83-91%	
C =	75-82%	
Grades below this level are not considered passing		
D =	65-74%	
F =	Below 65%	

Approved by Faculty 04/14/97, 03/13/17

Revised by Faculty 11/08/99

Amended 06/2000

Revised by UAS 2/17

Reaffirmed Undergraduate Academic Standards Committee 10/17

Reaffirmed Undergraduate Programs Faculty 11/13/17

Amended by Faculty 11/16/2020

Final Course Point Calculation

Final course **points**, *not percentages*, will be rounded to the whole number. Totals ending with 0.5 or higher will round up to the whole number. Totals ending with less than 0.5 will not be rounded.

Approved UP Faculty Meeting 08/21/19

Grade Appeal Process

1. Basis for Appeal	
1.1	A student may appeal a course grade if the student has evidence that the grade was assigned in a malicious, capricious, erroneous, or arbitrary manner. The following steps provide a guideline for the appeals process. All persons concerned with this process should make every attempt to adhere to the time schedule outlined in the following description of the appeals process.
2. Appeal to the Faculty Member for Review of the Assigned Grade	
2.1	Within 21 calendar days after the beginning of the next term, excluding summer school, the student should discuss the assigned grade with the faculty member. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded.
2.2	If the faculty member is no longer with the university, the student should confer with the departmental Chair/Associate Dean who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the departmental Chair/Associate Dean will represent the interests of the faculty member who issued the grade.
3. Appeal to the Department Chair/Associate Dean	
3.1	If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the Chair/Associate Dean of the department in which the course was taught. The written appeal to the departmental Chair/Associate Dean must be made by the end of the fourth week of the term. The student should include all known information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the Chair/Associate Dean shall review with the faculty member the substance of the student's appeal and seek to determine its validity.
3.2	If the Chair/Associate Dean determines that the assigned grade, in his/her judgment, is inappropriate, the Chair/Associate Dean should recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the Chair/Associate Dean's recommendation.
3.3	The Chair/Associate Dean will notify the student in writing, within 14 calendar days of the appeal, whether or not the assigned grade will be changed by the faculty member. If the grade is changed to the student's satisfaction, the matter is concluded. If the grade will not be changed, the Chair/Associate Dean will also advise the student of the right of appeal to the dean of the college/school within which the grade was assigned.
3.4	If the grade will not be changed, copies of all written communication mentioned above should be sent by the Chair/Associate Dean to the dean of the college/school as described below.
4. Appeal to the College/School Dean	
4.1	If the grade is not changed to the satisfaction of the student at the departmental level, an undergraduate student may appeal the assigned grade, in writing, to the dean of the college/school within which the course was offered. With the written appeal, the student should provide all information possible relating to the appeal. The written appeal to the dean of the college/school must be made within seven calendar days of receipt by the student of the notice

		from the department Chair/Associate Dean.
4.2		If the dean of the college/school, or his/her designee, the student, and the faculty member are unable to resolve the appeal informally, the dean shall request a review of the student's appeal by a committee comprised of three faculty members and three undergraduate students, all of whom have voting privileges, and meet the approval of the student and faculty member involved. This committee will be appointed by the dean, unless a standing committee already exists, and will elect its own chair.
4.3		The committee shall conduct a hearing and shall review all pertinent information presented by the student, the faculty member, and any others who may be called to assist the committee.
4.4		In the case of all graduate students (including those graduate students enrolled in the M.S.-Ph.D. program in Biomedical Sciences within the College of Medicine), the appeal shall be directed to the Dean of the Graduate School. If the dean, the student, and the faculty member are unable to resolve the appeal informally, the dean shall convene an ad hoc committee, comprised of three members of the graduate council and three graduate students, all of whom shall have voting privileges. This committee shall elect a chair and hold a hearing concerning the appeal. At this hearing all material relevant to the appeal shall be presented by the student, faculty member, the department chair, dean of the college in which the course was taught, the Dean of the Graduate School, and any others who may be called to assist the committee.
4.5		In the case of a medical student, the appeal shall be prepared by the student in consultation with the Associate Dean for Academic Affairs of the College of Medicine who shall convene an ad hoc committee comprised of three members of the Faculty Advisory Council of the College of Medicine and three medical students, all of whom have voting privileges. This committee shall elect a chair and hold a hearing concerning the appeal. At this hearing all material relevant to the appeal shall be presented by the student, the faculty member, the department chair, the Associate Dean for Academic Affairs, the Dean of the College of Medicine, and any others who may be called to assist the committee.
4.6		In the case of a pharmacy student, the appeal shall be prepared by the student in consultation with the Office of Academic Affairs of the College of Pharmacy who shall convene an ad hoc committee comprised of three members of the Faculty Council of the College of Pharmacy and three pharmacy students all of whom have voting privileges. This committee shall elect a chair and hold a hearing concerning the appeal. At this hearing all material relevant to the appeal shall be presented by the student, the faculty member, the department chair, the Associate Dean for Academic Affairs, the Dean of the College of Pharmacy, and any others who may be called to assist the committee.
5	Appeals Process Following Committee Review	
5.1		Within 21 calendar days of its constitution, the committee will submit to the appropriate dean a written report containing a recommendation for a specific course of action regarding the student's appeal. The dean will, in turn, review the committee's recommendation and reasoning. The dean may also confer with any of the parties involved. After consideration of all appropriate information, the dean shall accept, reject, or modify the recommendation. The dean shall notify the student, the faculty member, the chair of the appeals committee, the departmental chair, and the appropriate individuals of his/her opinion concerning the appeal. The dean shall forward his/her decision to the Vice President for Academic Affairs/Vice President for Health Affairs who will hold the documentation for 21 calendar days, at the end of which time he/she will notify the Registrar of the disposition of the student's grade, if it is to be changed.
5.2		A written appeal of the decision of the dean may be submitted to the Vice President for Academic Affairs/Vice President for Health Affairs within 14 calendar days from the time the

		dean reports his/her decision to the appropriate individuals.
	5.3	The Vice President for Academic Affairs/Vice President for Health Affairs will then review the dean's report and the other grade appeal documentation and endorse the dean's decision, reject the decision, or modify the decision. The Vice President for Academic Affairs/Vice President for Health Affairs shall then notify the student, the dean, the faculty member, the chair of the appeal committee, the departmental chair, and the appropriate individuals of his/her opinion concerning the appeal.
	5.4	In the absence of further appeal, the opinion rendered by the Vice President for Academic Affairs/Vice President for Health Affairs becomes final. The Vice President for Academic Affairs will wait 21 calendar days, at the end of which time e/she will notify the Registrar of the disposition of the student's grade, if it is to be changed.
6	Appeal to the President	
	6.1	If either the student or faculty member believes that due process* has not been afforded, a written appeal may be made to the President; otherwise, the decision of the Vice President for Academic Affairs/Vice President for Health Affairs is final. Such an appeal, based on denial of due process and specifically identifying the failure of the process, must be initiated in writing within 14 calendar days from the time the dean reports his/her decision to the appropriate individuals. * The right to have your concerns reviewed by an impartial third party.

Revised 05/11/20 UP Faculty Meeting, 08/21/20

Progression Guidelines for Undergraduates (UAS Policy)

All students admitted to the nursing major must earn a minimum grade of "C" (2.0) in each required theory and/or clinical nursing course. Grades of C- and below indicates a nursing course failure. Students in the BSN accelerated 2nd degree program who fail a course will be moved to the traditional program pending space availability (see number 3).

1. Students must achieve an overall average of 75% on all **exams** (content and final) within a didactic course to pass the course. Points for course assignments other than exams (i.e., quizzes, class assignments, group work) are not calculated into the course grade until the 75% benchmark on exams is attained. Once the 75% benchmark is reached, any additional points earned by the student will be applied to calculate the final course grade. If a student fails to achieve an overall exam average of 75%, the student will receive the letter grade equivalent to the average of the exam scores and be required to repeat the course. (Effective Spring 2021)
2. If the student withdraws failing from a nursing didactic course or is unsuccessful in a nursing didactic course by earning a grade less than a "C" (2.0), the student will be placed on probationary status in the College of Nursing.* Progression in the nursing program will be suspended pending space availability as determined by the Associate Dean of Undergraduate Programs (or designee). Course availability is not guaranteed, and students may be required to submit documentation of circumstance for consideration.
3. If a student earns less than a "C" (2.0) in two required didactic courses—whether in the same semester or over a period of semesters— he or she is automatically dismissed from the College of Nursing. Students dismissed from the undergraduate nursing program for academic failure may appeal to the Undergraduate Academic Standards Committee one time for readmission to the program. Filing an Academic Appeal does not guarantee permission to repeat the course or reinstatement to the BSN program. All appeals are reviewed on an individual basis. This policy

applies even if one of the failed courses has been repeated previously with the grade of “C” (2.0) or higher.

4. Students who withdraw failing or earn a grade of less than “C” (2.0) in any one clinical course at any time within the nursing major will be automatically dismissed from the College of Nursing. Students dismissed from the undergraduate nursing program for academic failure may appeal to the UAS Committee one time for readmission to the program. Filing an Academic Appeal does not guarantee permission to repeat the course or reinstatement to the BSN program. All appeals are reviewed on an individual basis.
5. If a student’s appeal is granted and the student is permitted to return to the program, the following conditions apply:
6. The student is on probationary status until the failed course is successfully completed.*
 - a) The student is required to sign and comply with an Undergraduate Academic Performance Agreement (UAPA).
 - b) Space within the class/clinical course is not guaranteed. The Associate Dean of Undergraduate Programs (or designee) will direct the placement process based on space availability.
 - c) Subsequent grades below the grade of “C” (2.0) will result in a second academic dismissal from the program with no option to appeal to the UAS Committee for readmission.
 - d) Students will be removed from probationary status when the course is completed successfully and the terms of the UAPA are fulfilled.
7. If a student drops a didactic course that has a co-requisite clinical course, the student must also withdraw from the corresponding clinical course.
8. Students who withdraw from the same nursing course more than once will be academically dismissed from the College of Nursing. Students dismissed from the undergraduate nursing program for repeated withdrawals may appeal to the UAS Committee one time for readmission to the program. Filing an Academic Appeal does not guarantee permission to repeat the course or reinstatement to the BSN program. All appeals are reviewed on an individual basis. If the student is re-instated based upon the outcome of the appeal, the student shall be on probationary status until the course is completed successfully. * Permission to retake the course is not guaranteed and will be determined by the Associate Dean of Undergraduate Programs (or designee) pending space availability.

*Students not enrolled in a clinical for one or more semesters will be required to take skills validation course (NRSE 4301, 4302, 4303, 4304)

Approved: UP Curriculum approved 05.09.19,
UP Faculty Approved 05.14.19, 09.16.19
University Undergraduate Curriculum Committee, 11.19
Reviewed:
SAC 09.11.19
UP Curriculum 09.12.19
UP Faculty 09.16.19

Readmission Process (UAS policy)

1. Students who leave the major for any reason for two consecutive semesters or did not submit for leave of absence will be required to appear before the Undergraduate Academic Standards Committee.
2. Students who are re-admitted to the program will be required to enroll in the skills validation course (NRSE 4301, 4302, 4303, 4304) with assigned clinical course in the curriculum guidelines to refresh clinical skills.
3. skills validation course (NRSE 4301, 4302, 4303, 4304) is required for students who are out progression, who are taking courses out of curriculum sequence due to non-progression, or

who are enrolled in a didactic component without being enrolled in a clinical component. Successful completion of skills validation course (NRSE 4301, 4302, 4303, 4304) is required for students to progress into the next clinical course as scheduled per curriculum guidelines.

Revised: Undergraduate Academic Standards Committee 2/17
Approved: Faculty Council 05/11/14
Approved: Undergraduate Academic Standards Committee 2/17
Approved: Undergraduate Faculty 03/13/17
Reviewed by Undergraduate Programs 08/15/18
Updated by Undergraduate Faculty 11/16/2020

Student Appeals Process - Readmission Following Suspension or Dismissal from the Program (UAS policy)

Students requesting readmission following suspension or dismissal from the program are required to follow the Appeals Process. A Letter of Appeal must be submitted, detailing:

1. The circumstances surrounding the suspension or dismissal;
2. Actions taken to positively change the circumstances and the results of those actions; and
3. Supports in place to facilitate continued success (should the appeal be granted).

Additionally, if medical, health, or legal circumstances were involved in the suspension or dismissal, documentation demonstrating correction, resolution, or substantial improvement of those circumstances must be provided.

The Undergraduate Academic Standards Committee makes a recommendation to the CON Dean or Dean's designee, who makes the final decision concerning the student's appeal. If a student believes due process (the right to have your concerns reviewed by an impartial third party) has not been afforded, a written appeal may be made to the Vice President for Health Affairs and Chief Operating Officer only on the basis of due process; otherwise, the decision of the CON Dean or Dean's designee is final.

While the appeal is pending, the recommendation/decision may not be discussed with the student. Advisors in the College of Nursing will make every effort to notify the student of the CON Dean or Dean's designee's decision by phone. The student will be formally notified of the decision by email to the student's email account. Readmission is not guaranteed and is only considered on a space-available basis.

Once the decision of appeal is made by the Dean/Dean's Designee, any subsequent appeal involving the same incident will not be reheard by the Committee. Instead, it will be referred to the Dean/Dean's Designee for consideration.

Approved:
Undergraduate Academic Standards Committee 03/16/15
Undergraduate Faculty 03/27/15
CON Faculty 04/20/15
Undergraduate Academic Standards Committee – Revised 03/21/16
Undergraduate Programs Faculty – Approved 05/09/16
Academic Council 09/19/16
Reaffirmed Undergraduate Academic Standards Committee 10/17
Reaffirmed Undergraduate Programs Faculty 11/13/17

Academic Appeals Policies and Guidelines*

This form outlines the student's right to appeal admission decisions, issues related to progression in the major, and academic dismissal from the program. An appeal does not ensure the student will automatically be approved to continue in the major once academically dismissed. College of Nursing progression policies are outlined in the College of Nursing Student Handbook. Additional information concerning the appeals process may be found in the undergraduate section at:

https://www.etsu.edu/nursing/undergrad_nursing/handbook.php .

The Undergraduate Academic Standards Committee hears appeals in December, May, and/or August. Applications for transfer from another nursing program or readmission after leave of absence are seen during monthly committee meetings. The student must request an appeal using the Appeal Form obtained from the Office of Student Services. The completed form must be submitted to the Office of Student Services at least **TWO** business days before the committee meets. Specific meeting dates will be announced by the Office of Student Services via e-mail to all students during finals week. If the student is appealing because of course failure(s), documentation will be requested from the faculty of the specified course(s). Faculty may submit written documentation to the Office of Student Services and/or may appear before the committee. The student is urged to attend the appeal hearing in person or by video conference and may do so by making an appointment with the Executive Aide of the Office of Student Services. Otherwise, a College of Nursing academic advisor will represent the student using the information from the appeal form.

The student should be prepared to discuss the following:

1. The reason for the appeal;
2. Extenuating circumstances related to the denied admission or course failure(s); and
3. New strategies for success (why should the appeal be granted).

The committee's recommendation will be based on the student's information and plan and other information which may include faculty documentation regarding reason for course failure, number of withdrawals from nursing courses, prior academic record, prior clinical performance, adherence to core performance standards, adherence to the code of ethics, demonstration of practice standards and professional behavior, advising record, adherence to the policies and procedures in the College of Nursing Student Handbook, and the College of Nursing Progression Exam scores (if available).

The Undergraduate Academic Standards Committee makes a recommendation to the Dean or Dean's designee. The Dean or Dean's designee makes the final decision concerning the student's appeal. While the appeal is pending, the recommendation/decision may not be discussed with the student. Advisors in the College of Nursing will make every effort to notify the student of the decision by phone. Each student will be notified of the decision by email to the student's ETSU account.

*This form is not applicable if the student believes the wrong grade was assigned, and the student should refer to the University Student Handbook. Neither the Office of Student Services nor the Undergraduate Academic Standards Committee is responsible for the grade appeal process.

Academic Appeals Form

Name: _____ E-Number: _____
Address _____
Phone: _____ ETSU E-mail: _____

Program: HPNU-Health Professions-Nursing Interest Traditional BSN LPN-BSN RN-BSN
Accelerated 2nd degree BSN Accelerated BSN

I am appealing: to be reinstated in the BSN major.
 to be considered in the candidate pool for admission into the BSN major
 to transfer to ETSU's BSN major from another nursing program.
 other – specify _____

I was dismissed: because of course failures/poor academic performance.
 Specify course(s): _____
 because of non-academic reasons
 Specify reason(s): _____

Attach a **one-page business-style professional letter** addressed to the Members of the Undergraduate Academic Standards Committee. This letter must address the following issues:

- Key factors or circumstances that contributed to this appeal (i.e., illness/injury, other extenuating circumstances, reason(s) for low grades/transfer/lapses in professionalism).
- Strategies for improvement(s) the student plans to implement if the appeal is granted.

Optional: Student may request letters of support from College of Nursing faculty. These letters should be included with the appeal documents.

Please adhere to the College of Nursing (CON) professional dress code for the meeting.

I request a video conferencing link to attend the meeting remotely

Office Use Only

Date Appeal Form Submitted: _____ Time of Appointment: _____
Committee Recommendation*: Grant Appeal Deny Appeal Date: _____

*For a detailed summary of committee discussion, see the Faculty Recorder Documentation of Student Appeal Meeting

Dean or Dean's designee Response: Grant Appeal Deny Appeal

Comments: _____
Signature: _____ Date: _____

Student Notification of Appeal Outcome

Phone Call Date: _____ Time: _____ Letter Sent Date: _____

Comments: _____
 Follow-up Email: Date: _____ Time: _____

Advisor Signature: _____

Undergraduate Academic Leave of Absence (UAS policy)

Students who need to be absent from the CON for one or more semesters are required to submit a formal request for academic leave. Request for academic leave requires completion of the Academic Leave Request form (available in the Office of Student Services) and a letter detailing the reasons for the requested leave. Failure to obtain formal approval for academic leave is considered relinquishment of the student's position in the program and requires application for readmission through the academic appeals process. Exceptions to this policy include leave for required military duty and unexpected severe illness or injury with medical documentation. A leave of absence may extend up to two semesters. Consideration for an extension greater than two semesters must be approved by the Associate Dean of Undergraduate Programs.

Approved: Undergraduate Academic Standards Committee 10/13, 2/17, 10/28/19, 12/03/19

Approved: Undergraduate Programs Faculty 05/09/14, 03/13/17, 12/16/19

Approved: Faculty Council 05/13/14

Revised: Undergraduate Academic Standards Committee 2/17

Reaffirmed Undergraduate Academic Standards Committee 10/17

Reaffirmed Undergraduate Programs Faculty 11/13/17

Updated Undergraduate Faculty 11/16/2020

Undergraduate Academic Leave of Absence Form^(UAS policy)

Students who need to be absent from the CON for one or more semesters are required to submit a formal request for academic leave. Request for academic leave requires completion this Academic Leave Request form and a letter detailing the reasons for the requested leave. Failure to obtain formal approval for academic leave is considered relinquishment of the student's position in the program and requires application for readmission through the academic appeals process. Exceptions to this policy include leave for required military duty and unexpected severe illness or injury with medical documentation.

Name: _____ E #: E00 _____

Current Phone number: ____-____-_____

Current/last completed semester in nursing (circle one) 1st 2nd 3rd 4th 5th

Courses Completing this semester: _____

Courses Repeating upon return: _____

Courses Enrolling in upon return: _____

Program (circle one): Traditional BSN Accelerated BSN LPN-BSN RN-BSN

Location: _____

Dates/term leave to start? 20 __ (Year) and Semester: *Fall Spring Summer*

Expected return date/term? 20 __ (Year) and Semester: *Fall Spring Summer*

Readmission Process ^(UAS policy)

1. Students who leave the major for two consecutive semesters for any reason will be required to appear before the Undergraduate Academic Standards Committee.
2. Students who are re-admitted to the program will be required to enroll in complete appropriate skills validation course (NRSE 4301, 4302, 4303, 4304) refresh clinical skills.
3. Successful completion of complete appropriate skills validation course (NRSE 4301, 4302, 4303, 4304) is required for students to progress into the next clinical course as scheduled per curriculum guidelines.

I have read and understand the above policies. When I am ready to return, I will contact my advisor at least 4 weeks before my start date. I understand that I will only be able to take classes as space allows.

Student Name (printed) _____

Signature _____ Date _____

Approval: Name/signature of Associate Dean _____ / _____ Date: _____

Please attach to this form a letter detailing the reasons for the requested leave.

Drop off material: Nicks Hall room 230, fax to 423-4394522 or mail to

ETSU PO Box 70664 Johnson City, TN 37614 or email to your advisor.

Student should receive an approved copy and a copy must go to the Assist Dean of Student Services

Approved: UAS 1/29/2020

UP Faculty 02.17.20, 05.11.20

Undergraduate Employment of Students (UAS policy)

Students are strongly advised not to exceed a total of 40 clock hours, including employment, class, and clinical experience. Students who fail to meet the established academic standards in the College of Nursing due to employment will not receive special consideration. Therefore, students who need to work should discuss their course load with their advisors before they risk academic jeopardy. In these situations, students may need to temporarily defer academic course work for a period of time, choose part-time academic status and/or take advantage of various loans and scholarships. Students employed as nursing assistants, Licensed Practical Nurses (LPNs), Registered Nurses (RNs), or as any other health care provider should be aware that neither the University nor the College of Nursing assume any responsibility for their activities as employees of an agency.

Devised 01/05

Revised: Undergraduate Academic Standards Committee 11/13, 2/17

Approved: Undergraduate

Academic Standards Committee

2/17 Approved: Undergraduate

Programs Faculty 05/09/14,

03/13/17 Approved: Faculty

Council 05/13/14