



## School of Nursing Student Progress Review Procedures

**Applies to:** all students

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Please see OHSU policy, 02-30-050, Student Suspension, Dismissal and Appeal and OHSU policy, 02-30-055, Student Grievance and Appeal for complete information on these policies and procedures. The SoN follows these OHSU policies and procedures as outlined. Following is information to clarify the process for probation as well as the hearing review process and committee in the SoN that is responsible for making recommendations to the Dean regarding suspensions, dismissals and grievances.

### **School of Nursing (SoN) Student Progress Review Committee (SPRC)**

The SoN SPRC oversees student suspensions, dismissals, grievances and conduct issues referred for dismissal or suspension

#### Probation

- A. Program Directors or Campus Associate Deans originate the probation process and sign and send the probation letters notifying students through email with return receipt and overnight traceable mail. See SoN Policy, 20-04.13 for probation criteria.
- B. All probation letters will outline the reasons for the probation status, how a student may get back into academic good standing (if possible), and any time limits to stipulations indicated in probation letters, and the related appeal/grievance process.
- C. Copies of probation letters are included in the student file, and provided to the OHSU Registrar, Senior Associate Dean for Academic Affairs, Senior Associate Dean for Student Affairs and Diversity and other appropriate administrators.

#### Suspension or Dismissal

- A. To initiate suspension and/or dismissal proceedings, please refer to the OHSU policy and procedures, 02-30-050, Student Suspension, Dismissal and Appeal. Within the SoN, where the Dean is noted in the policy, her designee is the Senior Associate Dean for Student Affairs and Diversity and she will be responsible for the initiation and notification of the proceedings as indicated. The Dean will be responsible for the final letter sent to the student after reviewing the SoN (SPRC) recommendations.

#### Student Grievance

- B. To initiate student grievance proceedings, please refer to the OHSU policy and procedures, 02-30-055, Student Grievance and Appeal. Within the SoN, where the "grievance panel" is

referred to, the SPRC will be responsible for conducting an impartial review of the grievance.

Hearing Committee

SoN Student Progression Review Committee (Oversees suspensions, dismissals, grievances, as well as conduct issues that are referred for dismissal or suspension)

1. Composition:

- a. Chair: Appointed by the Dean – Senior Associate Dean for Academic Affairs
- b. Admin Support: Assistant Dean for Academic Affairs
- c. Members: Appointed by the Dean
  - i. Faculty with representation from regional campuses and level/degree type. (doctoral, masters, undergrad PDX, 2 undergrad regional, 1 graduate and undergraduate PD and/or CAD
  - ii. Students: 2 undergraduate and 2 graduate representatives, including from regional campuses and various levels/degrees
  - iii. Ex officio: Senior Associate Dean for Student Affairs and Diversity
  - iv. Adhoc: Student advisor, program director and course faculty as needed

*Please note: If a member of the committee is directly involved with a student review, they may be recused from the hearing. For conduct issues that are referred for suspension or dismissal the Senior Associate Dean for Academic Affairs will serve as chair.*

2. Purpose: To hear and make decisions about student suspensions, dismissals, grievances and conduct issues that are referred for dismissal or suspension.

- a. Conducts reviews, holds hearings, and makes recommendations to the Dean per OHSU policies.

3. Reporting relationships:

- a. Reports to the Dean or the Dean’s designee and other administrators as needed.

Following the hearing, the committee will submit in writing a recommendation to the Dean.

Once a decision is reached, the Dean will notify the student in writing of the decision and of their right to appeal the decision to the Provost.

The decision of the Dean is the final action for the school. The student has the right to appeal the decision of the Dean to the Provost. Please see OHSU policy 02-30-050 or 02-30-055 for additional information on appeals.

A student may appeal a final suspension or dismissal decision in writing to the provost within 10 business days after receipt of the decision, however the student may not continue in the academic program while the appeal is pending.

**REVISION HISTORY**

04/06/16	1.0	Revised procedure

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**Responsible Officer:** *Senior Associate Dean for Student Affairs and Diversity*

**Policy Contact:** *Assistant Dean for Academic Affairs*