Policy Number:	**20-04.13**	
Policy Title:	**Admission, Progression, Suspension, Probation & Dismissal**	
Effective Date:	**April 22, 2019**	Page 1 of 12

1.   Purpose

This policy outlines the School of Nursing (SON) standards related to admission, matriculation, progression, probation, suspension and dismissal for students enrolled in academic degree/certificate programs. The appropriate SON faculty governance committees and councils are required to review and update these standards at least every 5 years. Any changes to these standards must be approved by the SON Faculty Coordinating Council by March 1st of the academic year prior to the standard(s) becoming effective.

2.   Procedures

Procedural/process documentation and related forms (e.g., academic warning, sample probation & dismissal letters) are located on the SON – Faculty & Staff – Policies & Bylaws webpage[1].

3.   Persons Affected

All prospective and current OHSU School of Nursing students are affected by this policy and related procedures.

4.   Policy

This policy has several major components that include:
- A. Application Process
- B. Application Process – International Applicants
- C. Admission Types
- D. Academic & Licensure Standards for Admission
- E. Acceptance and Enrollment
    1. Leave of Absence
    2. Time to Degree
- F. Credit in Residence, Transfer Credit, & Course Waivers

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[1] http://www.ohsu.edu/xd/education/schools/school-of-nursing/faculty-staff/admin_policies.cfm

1. Transfer Credit Options for OCNE Partner School Students
2. Transfer Credit Options for RNBS Students
3. Transfer Credit Options for Graduate Students
G. Technical Standards & Other Requirements
H. Grading Standards
   1. Graded Marking System
   2. Non-Graded Marking System
   3. Latin Honors
I. Minimum Quarter Graded Credit Hours
J. Probation & Dismissal
   1. Exceptions to Probation or Dismissal Standards
   2. Appeals

A. Application Process

The Dean, Dean's Executive Council, Campus Associate Deans, Assistant Deans, Program Directors, and appropriate faculty governance committees collaboratively and annually determine the number of applicants offered admission. Enrollment goals will take into account the number of students who deferred matriculation.

Admission to the SON is competitive and all applicants must meet specific prerequisites, minimum GPA requirements, and may need to meet minimum standardized test score requirements, or have the necessary nursing license/certification or license/certification eligibility to be considered for admission. Each academic program has specific prerequisites, educational requirements, and may have licensure/certification requirements that must be completed prior to matriculation. Applicants may be in progress with these specific requirements, but failure to provide the documentation showing the completion of these requirements prior to matriculation is grounds for administrative withdrawal from the program.

All prospective students must submit an online application to a specific program via the Nursing CAS system. A separate application to OHSU is not required. Applicants can apply to multiple programs within the SON, but are required to submit a separate application, application fee, and supplemental materials packet for each program. Applicants can only submit an application to one campus per program. All application materials become the property of the School of Nursing and are not returned to the student or provided to another party. Application fees and enrollment deposits are non-refundable.

All application materials must be dated/post-marked by the established application deadline to be considered for admission. Application deadlines are listed in the SON Catalog/Student Handbook[2] and on the SON Admissions – Applying webpage[3]. Applications received or completed after the established application deadline may be reviewed on a space available

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[2] http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/academic-affairs/catalog-handbook.cfm
[3] http://www.ohsu.edu/xd/education/schools/school-of-nursing/admissions/applying/index.cfm

basis. The Office of Admissions may make exceptions to the application deadlines or standards based on the needs of the academic program. The SON Office of Admission sends students official decision communications and related acceptance documentation and requirements. Program Directors send out program-specific welcome letters after official application decision letters are mailed.

B. Application Process - International Applicants

OHSU considers applicants as *international applicants* if they are not a US citizen or permanent resident regardless of whether or not prospective students have previously attended high school or college in the United States. The OHSU SON is only authorized to provide F1 student visas for our campus based programs; therefore, international applicants are not eligible for any of online, distance, or hybrid programs. In addition to the standard application materials, international applicants must submit the following additional information:

- TOEFL Exam Scores;
- Foreign Transcript Evaluation: All foreign transcripts must be translated by the appropriate and official transcript evaluation service (see options below). Applicants are required to provide a course-by-course evaluation that shows the course name, grade received using a U.S. grading scale, cumulative grade point average (GPA), and degree earned. For applicants with international nursing coursework or credentials, prospective students must demonstrate that prior nursing education is equivalent to that offered in the United States. Applicants must submit their foreign transcript evaluations to both the OHSU School of Nursing and the Oregon State Board of Nursing as part of the application process.
    - International applicants with RN/LPN level nursing coursework or credentials from another country can use the Commission on Graduates of Foreign Schools (CGFNS) Credential Evaluation Service
    - International applicants with RN/LPN and graduate level RN/Advanced Practice coursework/credentials should use the International Education Research Foundation, Inc. (IERF) transcript evaluation service.
- International applicants to resident graduate programs must be eligible for an Oregon registered nurse license upon application and if offered admission, must become licensed in the state of Oregon prior to matriculation. Proof of Oregon licensure must be provided prior to the first day of classes, except for PhD, see Table 2.
- International applicants to graduate programs must be licensed in their country/province of origin.

C. Admission Types

Conditional: Conditional admission is an option for all SON programs except the undergraduate 3-year, accelerated bachelor, or accelerated bachelor to graduate degree programs. International students are not eligible for conditional admission due to student visa requirements.

Conditional admission status may be granted to an applicant who does not meet admission standards, but whose overall record indicates potential. A conditionally admitted student is required to maintain a 3.0 grade point average in the first nine (9) quarter-credit hours of SON course work as well as any other conditions indicated in the student's acceptance letter. Any student who does not completely meet the condition(s) will be dismissed from the program.

Deferral: Applications to the OHSU SON should be made for the year in which a student plans to attend. The SON provides an option for admitted candidates to defer their admission within select nursing programs. Deferrals are granted to candidates who encounter unforeseen opportunities or extraordinary circumstances that limit their ability to participate in the program for the year in which they applied. Admission deferral is an option for all SON programs except undergraduate 3-year, accelerated, or accelerated to graduate programs.

In order to request a deferral, applicants must be admitted to a nursing program that allows deferrals and request deferral prior to matriculation. Requests are considered on a case by case basis, and the applicant should be able to plan matriculation by the next entry term.

All written requests to defer matriculation must include detailed reasons for the request and are due to the SON Office of Admission prior to matriculation.   Once received, deferral requests are submitted to the appropriate faculty governance committee for review and approval. Faculty governance committees/council may delegate their approval authority to the Program Director.

Should a deferral be granted, the admitted candidate has the assurance that a place in the cohort will be reserved for the following academic year, and s/he is exempted from submitting the matriculation paperwork required of a first-time applicant. If a deferral request is denied, individuals can either accept their offer of admission for the term to which they were admitted or repeat the application process to be considered for admission for a future term.

Deferred candidates will receive an updated confirmation agreement and incoming compliance materials and requirements for the term in which they will matriculate. Deferred students will be required to comply with the School of Nursing Policy, 50-01.15, *Incoming Student Compliance* that is in effect at the time of matriculation. If a candidate is not able to start the program for the term that they deferred to, their offer of admission will be rescinded, and they will need to submit a new application for admission to a future term.

A deferred candidate is required to pay the non-refundable enrollment deposit to reserve a seat in the next year's entering class. This fee is non-refundable if the applicant does not choose to

matriculate for the future term, but the fee will be applied to tuition once matriculated. Additionally, deferred candidates are required to report to the OHSU SON any significant changes to their academic and criminal record, as initially reported on their OHSU SON program application. In the event there are significant findings or changes, the OHSU SON reserves the right to revoke a deferred candidate's offer of admission.

Transfer: Advanced Standing: Students who are currently enrolled or who have been enrolled within the past 2 years in a relevant program in an accredited college or university and who were/are in academic good standing may apply as transfer students. Transfer admission is approved on a space available basis and overall fit with the current SON curriculum for the program in which the student is seeking advanced standing.

Students wishing to transfer campuses must have the Associate Dean or Program Director of their current nursing program contact the Associate Dean or Program Director at the campus to which they would like to transfer for this request to be considered. Once a transfer agreement is made, the Program Directors or Associate Dean will follow up with the student regarding the next steps.

Applicants seeking advanced standing must complete an application. Applications are reviewed at the end of an academic year for matriculation the following fall term. Transfer applicants must submit a SON application, official transcripts from the school transferring from, evidence of academic good standing from the Dean or Registrar, letter explaining reason for the transfer request, course catalog from the institution of transfer, and recommendations (if requested). If a transfer applicant is offered admission, the student must meet the *Credit in Residence* standard outlined in this policy.

Transfer: Undergraduate Inter-Campus:
Students should expect to complete their program of study on the campus to which they were admitted. Under extenuating circumstances, inter-campus transfers may be considered for students matriculated to an OHSU School of Nursing program who are in good academic standing and recommended for transfer. Inter-campus transfer requests are annually reviewed at the end of the academic year. Recommended inter-campus transfers are evaluated based on availability of space and resources. Students requesting an inter-campus transfer must contact their campus associate dean or undergraduate program assistant dean and submit an inter-campus transfer form. The campus associate dean/undergraduate program assistant dean will contact the campus associate dean or undergraduate program director for the campus to which the student is requesting a transfer to determine eligibility and space available.

Transfer: Graduate Specialty or Graduate Degree Program: Those students wishing to change their degree from one graduate specialty to another and are already enrolled in a SON academic program can apply to the designated program using a modified

application process. An abbreviated application is required (Program/Degree Change Form), the application fee is waived and the transcripts on file will be pulled as part of the review process. Applicants will be required to submit transcripts from any newly attended institutions as part of this process. Interested students can contact the Admissions office to request the appropriate application.

Unconditional: Applicants have met admissions standards and admitted without conditions.

D. Academic & Licensure Standards for Admission

All students must have a cumulative[4] 3.0 GPA and complete prerequisite coursework prior to matriculation. The following tables outline degree pathway or major/specialty specific minimum admission standards. Refer to Table 1 for undergraduate program and Table 2 for graduate programs.

Table 1. Undergraduate Programs				
	Prior Degree	**Science Grade Point Average Calculated**	**Graduate Record Examination (GRE)**	**Oregon Nursing License**
3-year Program*	No	No	No	No
RNBS	Yes AA in Nursing	No	No	Yes**
Accelerated Baccalaureate (AccBacc)	Bachelor degree in non-nursing field	No	No	No
AccBacc to MN/DNP	Bachelor degree in non-nursing field	Yes	No	Required for matriculation to graduate portion of program
AccBacc to PhD	Bachelor's degree in non-nursing field	Yes	No	Required for matriculation to graduate portion of program

* A&P prerequisite sequence can only be repeated once within 7 years of application and the most recent grade will be accepted whether higher or lower than the first time the sequence was taken.

**Students in the RNBS program may be admitted and permitted to matriculate in didactic coursework for the first term only, pending licensure, with program director approval.

Students in the AccBacc to Graduate programs must maintain a cumulative 3.0 GPA, inclusive of their undergraduate nursing coursework in order to transition to the graduate program. Additionally, students must be in good standing, not on probation. Please refer to **Table 4: Probation & Dismissal Guidelines.**

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[4] Applicants to the 3-year Bachelor of Science program GPA is a prerequisite GPA calculation, not a cumulative GPA

Table 2. Graduate Programs						
	Prior Degree	**Science Grade Point Average Calculation Minimum**	**Graduate Record Examination (GRE)****	**Statistics Course**	**Oregon Registered Nursing License***	**Advanced Practice Nurse License**
Master of Nursing	Bachelor's in nursing	3.0 Not Required for Nursing Education & HSOL	Not required	Pass a basic statistics course with a grade of "B" or better within five years prior to entry	Yes	No
Post-Master Certificate	Master's degree in nursing or related field	Not required	Not required	Not required	Yes	Varies
Doctor of Nursing Practice (Postbacc APRN)	Bachelor's degree in nursing	3.0	Not required.	Pass a statistics course with a grade of "B" or better within five years before entry	Yes	No
Doctor of Nursing Practice	Master's in nursing or related field	Not required	Not required	Not required	Yes	Yes, except for HSOL Students
Doctor of Philosophy (postbacc)	Bachelor's degree in nursing	Not required	Not required	Not required	Yes***	No
Doctor of Philosophy (postmaster)	Master's in nursing or related field	Not required	Not required	Not required	Yes***	No

*Oregon nursing license required. Students enrolled in a distance education program and not engaged in the practice of nursing as defined by Oregon statues (ORS 678.010(7) must maintain nursing license in state of residence unless an Oregon license is deemed necessary by the academic program director.

***GRE scores are not required, but if taken may be submitted. The lack of reported GRE scores will not disadvantage an application*

****Not required for international students in the PhD program.*

E. **Acceptance and Enrollment**
All applicants will receive notification of the results of their application from the Office of Admissions. Applicants offered admission will be provided with the appropriate enrollment

agreement, registration, and compliance requirements by the Office of Admissions. Admitted students will be required to complete required paperwork, remaining pre-requisite coursework, and pay an enrollment deposit prior to matriculation. Failure to meet pre-entrance requirements may result in revoking the offer of admission. Admitted students who do not matriculate during the intended entry term will be administratively withdrawn.

A student who has withdrawn from an OHSU SON program and is seeking re-admission must complete the application form and pay application fee; submit letter stating reasons for seeking readmission to the SON; and submit documentation of academic and/or work experience/performance since leaving the program. Student academic record, reason for withdrawal, and available clinical and classroom resources are considered when assessing re-admission requests.

In order to progress within the defined Program of Study for each degree program, students must have successfully passed all prerequisites. Additionally, students must be continuously enrolled according to the approved Program of Study to remain in *Academic Good Standing*. Students may be placed on probation or dismissed for lack of continuous enrollment without being on an official Leave of Absence. Students must successfully meet the grading requirements as indicated in their degree or certificate program.

Theory and corresponding clinical courses are intended to be taken concurrently. When not offered concurrently, the theory course must precede the clinical course. For combined theory and clinical courses, students must pass both the theory and the clinical sections of the course in order to pass the course. For undergraduate students, if a student fails either the theory or corresponding clinical course, they must re-take both courses. For graduate students, if a student fails either the theory or the corresponding clinical course, they must re-take only the component in which they failed.

Leave of Absence: Please see OHSU Policy, 02-70-030, Voluntary Leave of Absence Policy. Within the School of Nursing after the successful completion of one term, a student may, under exceptional circumstances and with the approval of the appropriate Senior Associate Dean interrupt their academic degree with a Leave of Absence (LOA). A LOA will not be granted for longer than one year (four consecutive quarters). Students are not to be placed on LOA during academic terms in which they are only taking non-nursing courses or courses that are in the student's program of study that are not offered at an OHSU campus. Students must use the official OHSU Withdrawal/leave of Absence form. If the LOA is approved, a letter will be sent via email with return receipt and overnight traceable mail.

Time of return from a LOA is dependent on space available for clinical placements, course availability in the student's program of study and successfully completing all conditions as outlined in the LOA letter. Additionally, for undergraduate pre-licensure students, please see, Procedure for Program Re-entry. Not returning from an LOA as planned will be grounds for administrative withdrawal from OHSU School of Nursing.

While on leave a student is not considered enrolled and is not eligible for any campus privileges or services from the university. In most cases, time limit to completion of the degree is not changed by a leave of absence. Per OHSU policy, students returning from an LOA longer than 180 days must successfully pass a new background check.

LOA's due to military service will be reviewed on a case-by-case basis for tuition refunds and *Time to Degree* implications. Tuition refunds in these cases are determined by the OHSU Registrar's office. *Time to Degree* implications are determined by the appropriate School of Nursing Admission and Progression Committees.

Time to Degree: Please see OHSU policy, 02-70-025, Degree/Certificate Standards for information on time to degree information. Each SON degree has an established time to degree requirement.

F.   Credit in Residence, Transfer Credit, & Course Waivers.
Students must successfully complete a specific number of credits as an OHSU School of Nursing matriculated student in order to be granted a degree from OHSU. Additionally, some degrees have an *academic residency* requirement in which students must be enrolled for a specified number of credits for a minimum number of successive academic terms and minimum GPA requirements for the degree, refer to OHSU policy, 02-70-025, Degree/Certificate Standards.

Transfer Credit options for OCNE Partner School Students: Transfer credits earned in associate degree program are accepted for lower division nursing: NRS 210, 211, 212, 230, 231, 232, 233, and upper division nursing, NRS 321, 322, 424
   1. **Transfer Credit options for RNBS Students (non-OCNE):** Students may transfer credits earned in an associate degree for NRS 210, 211, 212, 230 & 231, 232, and 233. Depending on the courses, articulation transfer credits may be granted to students for NRS 321, 322 and NRS 424.
   2. **Transfer Credit options for Graduate students:** A maximum of 1/3 of the credits required for the degree may be considered for transfer.
   3. **Graduate students** may transfer a maximum of 9 credits taken as a non-matriculated student.

When a student can demonstrate successful completion of academic course work from a previously attended accredited institution that is duplicative with the content of OHSU SON required courses, the faculty of record for the course for which a student is seeking a waiver, the student's advisor, and the Associate Dean for Academic Affairs must approve a requested course waiver.

Waived courses are not considered earned credit, and students must still meet the minimum number of earned credits to be awarded a degree. A maximum of 9 quarter credits can be waived. It is the responsibility of the advisor to ensure that course waivers do not adversely affect the credentialing requirements of the State of Oregon.

Students requesting a transfer/waiver of credit must complete the SON *Academic Petition* and have that approved by the faculty of record for the course the student is seeking to have the credits applied towards, and the advisor, Program Director and Sr. Associate Dean for Academic Affairs. Please refer to OHSU Policy, 02-03-1012, Transfer of Course Credits, for information on transferring course credits, including course/credits that will not transfer and outdated coursework as well as OHSU policy, Degree/Certificate Standards: 0-01-0614 degree requirements, including minimum number of credits for the degree and credits in residence requirements.

G. Technical Standards & Other Requirements

All students must meet the OHSU Technical Standards at time of matriculation OHSU Policy, 02-70-010, Technical Standards and as published in the SON Catalog/Student Handbook. Additionally, all students are required to comply with/pass the standards in the *SON Policy, 50-01.15, Student Compliance and Drug Screening*. This policy is published in the SON Catalog/Student Handbook and posted on the SON Faculty & Staff – Policies & Bylaws webpage.

H. Grading Standards

OHSU employs a letter grading system, applicable to all OHSU courses. All courses and course grades, except those courses dropped during the first week of the academic term, are recorded on the student's permanent academic transcript. Grade Point Averages (GPA) are computed at the end of each academic term using the GPA Quality Points. Each academic program stipulates standards for academic progression and graduation including a minimum cumulative Grade Point Average, a minimum required grade for a specific course, and other academic criteria which are required for continuation in and graduation from that academic program. Criteria for achievement of competence are defined by the faculty responsible for setting and communicating minimum standards of performance for a passing grade. Please refer to OHSU Policy, 02-70-020, University Grading, for a complete grading key and definitions. In the School of Nursing, graduate programs a grade of less than a C (2.0) is failing and in the undergraduate programs a grade of less than C- (1.7) is failing. Additionally, please see OHSU policy, 02-70-035, Degree/Certificate Standards for additional information on cumulative OHSU GPA requirements for graduation.

I. Minimum Quarter Graded Credit Hours

Each academic program has a specified number of credits applied towards the degree that must be taken for a grade. Pass/No Pass marks in courses are not considered to be graded.
- Bachelor of Science: All nursing courses required in the major except NRS 210B.
- Bachelor of Science (RNBS): Minimum 28 credits
- Post-baccalaureate certificate: All courses must be graded
- Masters: All required courses must be graded
  Post-masters certificate: All courses must be graded
- DNP: All courses must be graded with the exception of NURS 703, 709 &790.
- PhD: All courses in the required program of study must be taken for a grade except NURS 601, NURS 607D, , or NURS 603. Students may take a maximum of 6 elective credits

pass/no pass. Exceptions may be made on a case by case basis if the elective courses are only offered pass/no pass.

J. Probation, Suspension & Dismissal Probation

Any student may be put on probation according to the SON criteria listed below in Table 4. If a student fails to meet the conditions of a probation letter, the student will be referred to the SON Student Progress Review Committee for dismissal from the SON. Students who successfully meet the criteria specified in a probation letter may be returned to *Academic Good Standing.* A student can remain enrolled in the OHSU SON while on probation; however, academic probation status may constrain student progression within some programs.

K. Suspension and Dismissal

The SON has the authority to pursue suspension and dismissal proceedings for those students who have not met program standards, have failed to meet the terms of probation, and/or have violated policy and/or proscribed conduct per OHSU policy, 02-30-050, Student Suspension, Dismissal and Appeal.   The SON is not required to place a student on probation prior to referring for suspension or dismissal. Students recommended for suspension or dismissal will be referred to the SON Student Progress Review Committee for a hearing.   The hearing will be conducted in accordance with OHSU Policy, 02-30-050, Student Suspension, Dismissal and Appeal. For information on the appeal process for suspension and dismissal decisions, please refer to OHSU policy, 02-30-050, Student Suspension, Dismissal and Appeal.

Doctoral programs may have additional probation, suspension and dismissal criteria that is program specific. Refer to the *Doctor of Philosophy Program Guidelines* or the *Doctor of Nursing Practice Program Guidelines*.

Please see the SON Student Progress Review Procedures for additional information (attached to this policy.)

Table 4: Probation & Dismissal Guidelines for Courses Applied toward an OHSU School of Nursing Degree or Certificate		
	PROBATION	**DISMISSAL ***
UNDERGRADUATE	3 Incomplete grades across the Program of Study - Lack of continuous enrollment based on Program of Study without being on an LOA - Failure to maintain a cumulative GPA 2.0 or above a 1.7 (C-) in any one course does not meet the criteria for probation unless the overall GPA falls below a 2.0) - One 0.0, NP, WU. Please note, a grade of less than C- (1.7) is failing for undergraduate students. - First-attempt failure to meet program benchmarks - Violation of policy, including Code of Conduct.	4 unresolved Incomplete grades - Failure to meet conditions stipulated in probation letter - Two or more 0.0, NP or WU. Please note, a grade of less than C- (1.7) is failing for undergraduate students. - If a student successfully retakes a course in which s/he received a 0.0, NP, or WU and receives a .0.0, NP, or WU in another course, the student will be dismissed. - Second attempt failure of program benchmarks - Violation of policy, including Code of Conduct.

GRADUATE	• 3 unresolved Incomplete grades across the Program of Study • Lack of continuous enrollment for 1 academic quarter based on Program of Study without being on an LOA • First-attempt failure to meet program benchmarks • Fails to meet timeline standards for program benchmarks and Time to Degree • One 2.0 (C) • Failure to maintain a cumulative GPA 3.0 or above a 2.5 (C+) in any one course does not meet the criteria for probation unless overall GPA falls below 3.0. • Violation of policy, including code of Conduct.	• 4 unresolved Incomplete grades across Program of Study • Lack of continuous enrollment for 2 academic quarters without being on approved LOA • Failure to meet conditions stipulated in probation letter • Second attempt failure of program benchmarks • A cumulative GPA below 3.0 that persists for 12 months • More than one 2.0 (C) across the program • One 0.0, NP or WNP. Please note, a grade of less than a C (2.0) is failing for graduate students. • Violation of policy, including code of Conduct.

WU is the equivalent of WNP.

5.0   Definitions
Not applicable.

Implementation Date: May 3, 2002

Revision History: June 7, 2004; May 9, 2008; July 6, 2010; July 11, 2012; July 16, 2013; April 27, 2015; April 25, 2016; May 22, 2017; April 16, 2018.

Related Policies and Procedures:

Responsible Office: School of Nursing Office of Academic Affairs

Supersedes:

Key Words: Application Process, Conditional Admissions, Admission, Probation, Progression, Dismissal, Appeals, Grading, Credit in Residence, Transfer Credit, Course Waiver, Academic Petition; Leave of Absence, Time to Degree