

STUDENT PETITION FOR ACADEMIC PROGRESSION

Introduction

As a professional college of nursing, it is our goal to produce well-educated, competent and caring nurses able to safely and effectively practice in a wide variety of health care settings. To achieve such a goal, the College of Nursing is charged with establishing standards or requirements to insure competent, safe practice among the students within its programs. A decision to interrupt a student's progress is based upon the student's inability to meet the established requirements set by the College of Nursing. It is further recognized that the decision to interrupt progression is a serious matter and therefore should be subject to review to insure fairness and due process. It is the policy of the College of Nursing to welcome student generated appeals of decisions regarding student progression issues. Students wishing to appeal an unfavorable decision shall follow the guidelines established within this document.

For purposes of clarification, the Student Petition for Academic Progression policy applies solely to appeals related to academic progression. Typical progression issues include the need for a student to repeat a course(s), decelerate in their program, or a student facing suspension or dismissal. Disagreement about passing grades may be addressed via the grievance policy as these issues do not affect progression. Further complaints about possible discrimination will be referred to the Office of Diversity, located on the 3rd floor of Education II North building, Student Services Area.

Procedure

If a student disagrees with a decision regarding progression at the College of Nursing, she/he may obtain the Student Petition for Academic Progression form from several locations: College of Nursing Office of Student Affairs and Diversity (Front Desk), Associate Dean of Academic Program Office, or the Program Director's Office. The student shall make an appointment with his/her advisor (or designee) to discuss the progression problem/concern. Before meeting with the advisor, the student will fill out the Student Academic Progression Appeal form and ask the advisor to sign it when the meeting has taken place. The student will distribute one copy to the chairperson of the Student Academic Affairs Committee (SAAC) and one copy to the Program Director within two (2) weeks after meeting with the advisor.

The chairperson of the SAAC (or designee) will place the appeal on the agenda of the SAAC meeting, or may opt to call a special meeting if deemed urgent. Student issues are discussed in closed session (only faculty is present) and the student who initiated the appeal may request to attend. In addition, the faculty member that is prohibiting the progression must either provide documentation (course failure or other documentation) or attend a SAAC meeting.

The role of the Program Director is to serve as a specialist to the SAAC, citing policies and expectations within their specific program. The SAAC serves in an advisory capacity and will make recommendations, including rationale to the Dean of the College of Nursing. The final decision rests with the Dean (or designee), and thus a statement of final decision will be issued from that office.

All reports of academic decisions made by the University of Colorado Denver (UCD) officials will be placed in the student's academic file, including the Student Petition for Academic Progression form.

**UNIVERSITY OF COLORADO DENVER COLLEGE OF NURSING
OFFICE OF ACADEMIC PROGRAMS**

**Education II North, C288
13120 East 19th Avenue
PO Box 6511
Aurora, CO 80045**

STUDENT PETITION FOR ACADEMIC PROGRESSION

Print Name and Address

Student ID# _____

Academic Program (check one)

BSN Program:

_____ **Junior** _____ **Senior**

_____ **RN-BS**

_____ **RN-MS**

_____ **ND Program:**

_____ **DNP Program**

_____ **Master's Program/Post Master's Certificate:**

_____ **Specialty** _____

_____ **PhD Program**

E-mail Address _____

Phone (H) _____

(W) _____

Procedures for petitioning the Student Academic Affairs Committee

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| <ol style="list-style-type: none"> 1. You must address all of the following points of information <i>that apply</i>. Add an additional sheet with your responses. 2. Incomplete petitions will not be considered by the Student Academic Affairs Committee. 3. You must meet with your academic advisor before submitting the petition. 4. You must submit one copy of the petition to the Chairperson of the Student Academic Affairs Committee and one copy to the Program Director. |
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1. Clearly state what you are requesting.
2. When did you first become aware of the problem?
3. Identify any extenuating circumstances related to the problem.
4. What steps have you already taken to address the problem/situation? (List names, dates, if possible)
5. Identify resources or supports that may help you correct or improve this situation.
6. Have the circumstances that caused the problem improved or been corrected, or are they in the process of changing?
7. How do you plan to do things differently in the future to ensure academic success?

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

(Indicates only that student has consulted with advisor and does not indicate, express or imply approval)

Program Director Signature: _____ Date: _____

To be completed by Chair of Student Academic Affairs Committee

	Approved		Denied
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Names of Committee members present: _____

Additional Comments: _____

Date Approved/Denied: _____ Chairperson Signature: _____