

Provost and Academic Vice President



TO: David J. Silva, Provost and Academic Vice President, Academic Affairs
FROM: Amy Smith, Chair, All-University Committee
RE: Request for Change in Policy, School of Nursing
DATE: May 17, 2019

Enclosed for your review and approval is the request for change in policy, School of Nursing Course Withdrawal Policy, School of Nursing

This request has been recommended by the School of Nursing, the Academic Policies Committee, and the All-University Committee. All Contractual obligations have been met. The effective date is June 1, 2019.

I also recommend approval.

Approve

David J. Silva

David J. Silva
Provost and Academic Vice President

Disapprove:

5/17/2019
Date

Comments, if any:

Distribution:
Registrar

Requires expedited processing. Thank you!
-DJS

AS/vsr

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Proposal # 19:374

Approved by:
APC _____
ACC _____

Salem State University Undergraduate Governance
Academic Policy Proposal Form

Title: School of Nursing Course Withdrawal Policy
(please give your request a brief descriptive title)

New Policy

Description of policy as it would appear in the catalog:

Please indicate where the new policy should appear in the undergraduate catalog:

Nursing Section of the Catalog

Rationale for new policy:



× **Change to an Existing Policy**

Existing Policy as it currently appears in the catalog:

Policies for nursing students are congruent with those of the governing organization, publically accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes. Both Salem State University and the School of Nursing policies are publicly accessible, non-discriminatory, and consistently applied.

1. Course withdrawal from any nursing course in which the student has a grade of < 77% at the time of withdrawal or a course withdrawal after the withdrawal deadline will constitute a failure of that course.

A course dropped during the add-drop period will not appear on the student transcript. For any nursing course withdrawal after the add/drop period, but before the withdrawal deadline, in which the student has a grade of 77% or greater, the student will receive a “W” on their transcript.

2. The student contemplating a course withdrawal must meet with their course instructor, assigned advisor, and SON Chairperson, in this specified order prior to withdrawing from the course.

3. Students who receive a W for a course will be required to complete a Repeat a Course due to Withdrawal form to be approved by the School of Nursing Chairperson to receive permission to re-take the course in accordance with the Progression policy.

4. If the student will not be returning the next semester, the student must apply for a Leave of Absence (LOA) from the University.

Proposed New Policy (as it would appear in the catalog):

Students shall abide by the Salem State University policy on Course Withdrawal:

Salem State University Undergraduate Catalog

In addition to the Salem State University course withdrawal policy, students must abide by the School of Nursing course withdrawal policy:

1. A course withdrawal from any course with a NUR designation in which the student has a grade of $< 77\%$ at the time of withdrawal constitutes a course failure.
2. A course withdrawal from any course with a NUR designation in which the student has a grade of $\geq 77\%$ at the time of withdrawal does not constitute a course failure.
3. A student who drops a course during the Salem State University add/drop period will not incur a penalty and will be allowed to retake the course.
4. A student considering a nursing course withdrawal after the add/drop period is required to meet with the course faculty and the School of Nursing Department Chairperson prior to withdrawing from the course, failure to do so may impact the student's ability to retake the course in accordance with the School of Nursing Progression Policy.
5. A student must apply for a Leave of Absence if the student does not plan to enroll in any courses for the following semester. Please see: Salem State University Undergraduate Catalog
6. A "W" grade does not factor into the student's cumulative or major GPA.
7. Students who withdraw from a nursing course and who are eligible to repeat the course in accordance with the School of Nursing Academic Progression Policy may do so on a space available basis.

Course Withdrawal Policy will be policy # 9

Rationale for change to existing policy:

The existing Course Withdrawal Policy was found to be not in compliance with (CMR 6.04 (1) (d)) and CMR 6.04 (3) (a) (2) at the March 2019 MA Board on Nursing monthly meeting.

Policy was revised to state what the consequences were for students withdrawing for a NUR course if there grade was greater or equal to a 77 %.

Additional language was added to the revised policy to provide additional clarity.

Proposed effective date: June 1, 2019

Submitter: Joanne Carlson

Department: School of Nursing

Date Submitted: 5/3/19