TITLE: ACADEMIC JEOPARDY

POLICY: The College of Nursing provides feedback and assistance to student regarding achievement of satisfactory coursework.

RATIONALE: The College of Nursing is committed to providing assistance to all students as needed to ensure academic success.

PROCEDURE:

1. The course instructor notifies the student and the Associate Dean for Academic and Student Affairs (ADASA) in writing of unsatisfactory progress in coursework within five (5) working days using the Academic Jeopardy Record (Attachment #1).

2. The course instructor copies and distributes the Academic Jeopardy Record (AJR) to the student, Academic Advisor, and Course Coordinator. The original is sent to the ADASA and will be filed in the official student record.

3. The student is directed to meet with the course instructor and/or the ADASA to develop a written plan for improvement.

4. If a written plan for improvement is developed, the Advising Record (Attachment #2) may be used by the course instructor or the ADASA. The course instructor or the ADASA sends the original AR to the student’s record. The ADASA’s office distributes copies as indicated.

5. Any contractual agreement developed for assistance is documented on the Advising Record (AR) and requires the student’s signature. The course instructor or the ADASA sends the original to the student’s official record with copies distributed as indicated.

6. For information about campus resources, students can consult the Student Guide on the UF Dean of Students Office website (http://www.dso.ufl.edu/). For information about College of Nursing resources, students can consult the Undergraduate Student Handbook, MSN and Post Master’s Student Handbook, DNP Student Handbook (http://con.ufl.edu). The Coordinator of Student Academic Achievement Services is also available for assistance.
ACADEMIC JEOPARDY RECORD (AJR)

MEMO TO:

Student: ___________________________________________ Date: ________________

Course Instructor: ____________________________ Course: ________________

This memo is to inform you that:

☐ Your score on the last exam was below the passing score.

☐ Your mid-term grade or clinical evaluation (circle one or both) is below passing and you are in jeopardy of failing this course.

☐ You are having problems that may jeopardize your successful completion of the course as specified:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

• You are advised to contact your course instructor to determine the resources available for assistance
• You may also contact the Associate Dean for Academic and Student Affairs as needed.

DISTRIBUTE AS CONFIDENTIAL INFORMATION

Distribution

Original to: ____ ADASA/Student Record;
Copies to: ____ Student ____ Academic Advisor ____ Course Coordinator
ADVISING RECORD (AR)

Student Name: ________________________________
UF ID: ________________________________

Date: ________________________________

Signatures:
Advisor/Faculty ________________________________
Student ________________________________

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Distribution: Original to: ___ ADASA/Student Record;
Copies to: ___ Student ___ Academic Advisor ___ Course Coordinator