TITLE: IMPROVEMENT PLAN FOR COURSE PROGRESSION

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

RATIONALE: To facilitate academic success, the College of Nursing is committed to providing assistance to all students as needed throughout the program.

PROCEDURE:

1. The course or clinical instructor notifies the student in writing within three (3) working days following discovery of identified area(s) of concern impacting course success using the IMPROVEMENT PLAN FOR COURSE PROGRESSION) (Attachment #1).
2. The form is submitted electronically to Office of Student Services (OSS) to file in the official student record and to the appropriate ADAA.
3. The student is directed to meet with the instructor for assistance and to develop a plan for improvement.
4. For information about campus resources, students can visit the Division of Student Affairs website at http://www.ufsa.ufl.edu/. For information about College of Nursing resources, students can consult the Student Handbook (http://nursing.ufl.edu/students/student-policies-and-handbooks/). The ADSS is also available for assistance.
MEMO TO:

Student: ___________________________ Date: ______________

Course Instructor: ___________________ Course: ______________

This memo is to inform you that:

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Student Signature: __________________ Date: ___________

Faculty Signature: __________________ Date: ___________

Course IMPROVEMENT PLAN FOR COURSE PROGRESSION:
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Student Signature: __________________ Date: ___________

Faculty Signature: __________________ Date: ___________

DISTRIBUTE AS CONFIDENTIAL INFORMATION

Distribution TO: _____ Student _____ OSAT _____ Appropriate Associate Dean for Academic Affairs ___
Course Facilitator