

Policy S-1.19
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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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 Associate Dean for Academic Affairs.
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 Assistant Dean for Student Services is also available for assistance.

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Attachment #1

IMPROVEMENT PLAN FOR COURSE PROGRESSION

MEMO TO:

Student: _____ Date: _____

Course Instructor: _____ Course: _____

This memo is to inform you that:

Course **IMPROVEMENT PLAN FOR COURSE PROGRESSION:**

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

DISTRIBUTE AS CONFIDENTIAL INFORMATION

<i>Distribution</i> TO: _____ Student _____ OSS _____ Appropriate Associate Dean for Academic Affairs _____ Course Facilitator _____
