

## **BSN Program Guideline: Student Progression Challenges, Processes, and Levels of Appeal**

**Application:** These guidelines apply to all students enrolled in the BSN program and all faculty and Nursing Practice Educators teaching in the BSN program courses.

**Purpose:** These guidelines outline the processes, decision-making steps, and appeal procedures related to student progression and academic or practice course failures in the UBC Bachelor of Science in Nursing program.

### **Student Progression Challenges & Appeal Processes:**

#### **Academic Failure:**

- The Course Leader (CL) determines failure in the course and assigns the standing.
- The CL meets with the student to review circumstances and give feedback.
- The CL directs the student to consult with the BSN Student Career & Academic Advisor to review options for progressing in the program.
- The CL reports the failure to the BSN Program Coordinator (BSN PC), who reviews the circumstances, consults with the Academic Advisor, and reports to the BSN Student Progression & Academic Standing Committee (Progressions Committee) which is chaired by the Associate Director (AD), Undergraduate Programs.

#### **Clinical/Practice Course Failure**

- The CL, in consultation with the Nursing Practice Educator (NPE), determines whether the student is meeting clinical competencies and decides on course standing.
- Prior to a clinical failure decision, the NPE provides verbal and written feedback to the student, identifying areas needing improvement. Such verbal conversations are summarized and documented in the student's electronic learning portfolio.
- The CL (in consultation with the NPE) develops an Exigency Learning Plan (ELP) if needed.
- If it is determined that the student has failed:
  - The student is informed as soon as possible (ideally, within 24 hours).
  - The CL and NPE meet with the student to communicate the failure.
  - The CL directs the student to consult with the BSN Student Career & Academic Advisor to review progression options.
  - The CL reports the failure to the BSN Program Coordinator (BSN PC), who reviews circumstances, consults with the Academic Advisor and reports to the Progressions Committee.

#### **After a Course Standing of "Fail" has been determined:**

- The Progressions Committee makes the decision regarding the student's progression in the program.
- The AD sends the student a letter outlining the Committee's decision and any conditions for return, if applicable.
- If the student does not accept the decision, they may submit a written request to the AD, Undergraduate Program to meet and review.

### **Appeal Procedures:**

Students who feel their case has not been dealt with fairly may proceed as follows:

1. Informally discuss the concern with the Course Leader (CL).
2. If unresolved, consult the BSN Program Coordinator (BSN PC).
3. If still unresolved, proceed formally through levels of appeal.

### **Levels of Appeal:**

<b>Level 1</b>	<ul style="list-style-type: none"><li>• The student submits a written request (email or letter) to the AD to review the BSN Progression Committee decision. The request must include the student's rationale and their availability for a meeting.</li><li>• The AD meets with the student, then summarizes any meeting in writing and sends a decision letter to the student, which becomes part of the student's School of Nursing academic record.</li></ul>
<b>Level 2</b>	<ul style="list-style-type: none"><li>• If the student is not satisfied at Level 1, they may submit a written request to the Director of the School of Nursing for a formal appeal of an academic decision. This request must include the rationale and availability for a meeting.</li><li>• The Director adjudicates the appeal, informs the student in writing of the final decision, and the letter is placed in the student's academic record.</li></ul>
<b>Level 3</b>	<ul style="list-style-type: none"><li>• If the student remains unsatisfied after Level 2, they may initiate a formal appeal under the UBC Senate Appeals Committee on Academic Standing procedures (see UBC Vancouver Academic Calendar).</li><li>• The Senate's decision is final and is recorded on the student's academic record.</li></ul>

### **Other Progression Challenges:**

#### **Academic Concessions**

- For unforeseen events or conflicting responsibilities, students may request academic concessions. Note: given the set curriculum and professional standards of the program, not all requests may be granted.
- Academic concessions are not the same as academic accommodations.
- Students should, where possible, plan to avoid conflicts with course/program requirements.
- Students must discuss any conflicting responsibilities with the Course Leader at the start of each term (or as soon as the conflict arises).
- Requests must be submitted in writing via the online Academic Concession Request System (ACRS) to the Course Leader; the CL may consult with the BSN PC before deciding. The ACRS system automatically notifies the BSN PC of concession requests submitted.
- Documentation may be required from the student.

### **Voluntary Withdrawal**

- Students wishing to withdraw from the BSN program must make a written request and obtain approval from the AD, Undergraduate Programs.
- The student may meet with the BSN Student Career & Academic Advisor to discuss the decision and seek support/resources.
- Once withdrawal is approved, the academic record will show the date of withdrawal and a standing of 'W' in all courses not completed by that date.

#### **Withdrawal for Unsatisfactory or Unprofessional Performance**

- The School of Nursing reserves the right to require a student to withdraw from the BSN program if the student fails to adhere to UBC policies, School of Nursing policies/guidelines, the Canadian Nurses Association Code of Ethics, or the British Columbia College of Nurses and Midwives Professional Standards.
- Refer to the School of Nursing policy "Progression and Advancement in the BSN Program."

#### **Review of Undergraduate Examinations**

- Students may make a request in writing to the Course Leader for a review of an examination for learning purposes.
- This exercise is distinct from the Review of Assigned Standing.

#### **Important Notes:**

- For full details and when in doubt, consult the School of Nursing policies and procedures: <https://nursing.ubc.ca/undergraduate/policies-undergraduate>
- For procedures on Review of Assigned Standing in a course and Senate Appeals on Academic Standing, see the UBC Vancouver Academic Calendar.
- Final decisions from the Senate Appeals process are final and recorded on the student's academic record.

#### **Document management:**

- **Owner:** UBC BSN Program Leadership Team
- **Content manager:** Associate Director, Undergraduate Programs
- **Date updated:** November 2025 (next review 2030 or as needed)

(Guideline Template: <https://www.auckland.ac.nz/en/about-us/about-the-university/policyhub/policy-development-review/document-templates/guidelines-template.html>)