### Academic Failure

- **Course Leader (CL)** determines failure and assigned standing in the course.
- CL meets with student to review circumstances and provide feedback.
- CL directs student to meet with Academic Advisor to review options for progression in the program.
- CL communicates student failure to Program Coordinator (PC) who reviews circumstances, consults with Academic Advisor and reports the matter to the Progressions Committee (Associate Director (AD)).

### Clinical Failure

- The **Course Leader (CL)** in consultation with the Clinical Instructor (CI) determines whether the student is meeting clinical competencies and makes the decision to fail.
- Prior to clinical failure the CI provides feedback verbally and in writing to the student identifying the areas requiring improvement. Verbal conversations are summarized and documented in the student’s PeP. The CL in consultation with the CI creates an exigency learning plan (ELP).
- If a clinical failure is determined the student is informed as soon as possible (i.e. within 24 hrs).
- The CL and CI meet with the student to communicate the failure.
- The CL directs the student to meet with the Academic Advisor to review options for progression in the program.
- The CL communicates student failure to Program Coordinator (PC) who reviews circumstances, consults with Academic Advisor and reports the matter to Progressions Committee (Associate Director (AD)).

### Levels:

- A student who disagrees with their assigned standing is encouraged to first discuss the matter informally with the course leader(s) of the course. The Program Coordinator may also be consulted to seek reasonable resolution.
- If the matter remains unresolved following the initial conversations with the CL and the Program Coordinator, and the student believes that some or all of the material contributing to the assigned standing has been incorrectly evaluated, the student may apply for a Review of Assigned Standing. In this case UBC Enrolment Services will provide the student with the final decision after the appeal process is concluded. Students should note there is a fee for this service and the assigned standing (final grade) of the course being reviewed may go up, down or remain the same. Refer to UBC procedures for Review of Assigned Standing in a course.
- Students who wish to protest decisions relating to their academic studies may do so. The protest should be made initially as near the source of difficulty as possible, presumably a Course Leader or Program Coordinator, and progress to the AD UGP and then to the Director. Refer to UBC procedures for Senate Appeals on Academic Standing.
### Academic Concessions

Students may seek academic concessions for unforeseen events or conflicting responsibilities. Given the set curriculum (timing and sequence) and nature of the professional program the School of Nursing may not be able to comply with all such requests especially where academic or professional standards and integrity of the program could be compromised.

Academic Concessions is not the same as Academic Accommodations.

- Students should make every effort to arrange their schedules so as to avoid as much as possible any conflicts with course and program requirements.
- Students are also required to discuss with their course leader at the start of each term, or as soon as a conflicting responsibility arises, any concessions or accommodations that may be requested.
- Students seeking academic concession must submit their request in writing to the Course Leader (CL). The CL may consult with the Program Coordinator prior to any final decisions.
- If the concessions are required beyond one course or term the request in writing must be made to the Program Coordinator.
- The student may be asked to provide documentation in support of their request.
- The student will be required to sign a non-disclosure agreement if the concession is for the deferral of an exam.

### Voluntary Withdrawal

- Students wishing to withdraw from the BSN program must make a request in writing and obtain approval from the Associate Director Undergraduate Programs.
- In accordance with UBC policies and regulations the student must meet with the School of Nursing Academic Advisor to discuss withdrawal decisions and seek support or access to resources as may be required.

When the withdrawal is approved the academic record will show the date of withdrawal and a standing of 'W' in all courses that are not completed on that date [http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,46,102,0](http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,46,102,0)

### Withdrawal for unsatisfactory (unprofessional) performance

The School of Nursing reserves the right to require a student to withdraw from the BSN program if, in any academic or clinical practice context, the student does not adhere to the principles embedded in UBC Policies, School of Nursing policies and guidelines, the Canadian Nurses Association Code of Ethics, and BCCNP Professional Standards. Refer to School of Nursing policy Progression and Advancement in the BSN Program 2017.

### Student Review of Undergraduate Examinations (refer to related School of Nursing and UBC Policy)

Students make their request in writing to the Course Leader who will make every reasonable effort to arrange an exam review. The purpose of this exercise is purely pedagogic and distinct from a Review of Assigned Standing.