

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE PROGRAM**

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**TITLE OF POLICY:**           **ASSESSMENT OF UNDERGRADUATE STUDENT LEVEL PROGRESSION**

**ORIGINAL DATE:**           **MARCH 5, 2007**

**LAST REVIEWED/REVISED:**   **JANUARY 2014**

**POLICY:**   The progression of all undergraduate students will be assessed by the faculty twice annually to promote student progression, communication, and program improvement.

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- PROCEDURE:**
1. A student Level Progression Meeting (LPM) is held at the end of Fall and Spring terms.
  2. The Evaluation Steering Committee facilitates the assessment process by:
    - a. reserving LPM dates on School of Nursing Master Calendar.
    - b. communicating LPM schedule to all BSN faculty.
    - c. obtaining electronic student rosters from Student Services organized by level with cumulative grade point averages and assigned advisors by the week before the LPM.
    - d. providing oversight to the BSN Council Evaluation Subgroup and BSN Council regarding the level progression assessment procedures.
  3. The BSN representative to Evaluation Steering Committee coordinates the assessment process by:
    - a. scheduling the rooms for the LPM.
    - b. convening the LPM, facilitating discussion and formulating recommended action plan for each student.
    - c. recruiting Evaluation Steering Committee member volunteers and assigned clerical support to record discussion and mail letters to advisors.
    - d. providing a copy of assessments to each department administrator for faculty review.
    - e. compiling all de-identified summary statistics for the Evaluation Steering Committee, BSN Evaluation Subgroup and BSN Council.
  4. The primary teachers and/or clinical instructors for each clinical and didactic course participate in the assessment process by:
    - a. reviewing the performance of each student in their class according to the level objectives to identify students who are:
      - i. progressing as well as expected.
      - ii. not progressing as well as expected.
      - iii. progressing exceptionally well.
    - b. presenting students(s) who are not progressing as well as expected and relevant level objectives at the LPM.
    - c. discussing concerns, and contributing to formulation of action plans.

- d. providing the list of all students and their assessment designation and relevant level objectives to the BSN Council representative at the meeting (exceptional students will not be discussed). All faculty participants identify implications of student assessments and discussion for program improvements.
5. Undergraduate student advisors participate in the assessment process by:
    - a. reviewing the comments made about their advisees in the level progression document on file in the department administrators' offices.
    - b. determining the appropriate course of action for each advisee (e.g., meeting to discuss issues and concerns with advisee, discuss issues/concerns with faculty members responsible for advisee's next clinical course.
    - c. communicating results of the assessment of level progression to each student advisee.
    - d. documenting all activities in the advisee's file.
    - e. monitoring advisee's future success.
    - f. reporting persistent advisee issues or concerns to the Associate Dean for Clinical Education.
  6. All students will be informed of Policy #151 verbally at Freshman Orientation and in writing in the annual welcome letter.

Revised: 06-07, 10-11, 13-14

Reviewed: 04/07, 11/10, 12/13

Approved by Total Faculty Organization: 07/2007, 1/2014