

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING
ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE and GRADUATE PROGRAM**

TITLE OF POLICY: **STUDENT PERFORMANCE IMPROVEMENT PLAN**

ORIGINAL DATE: APRIL 12, 2010

LAST REVIEWED/REVISED: FEBRUARY 2017

POLICY:

The Performance Improvement Plan (PIP) process is intended to increase the likelihood that students will succeed in meeting course or SON level objectives and comply with established academic and professional standards. A PIP can be initiated for any of the following:

- a) The student is not progressing toward achievement of one or more course or SON level objectives,
- b) The student is likely to benefit from enhanced or remedial learning activities to meet one or more course or SON level objectives,
- c) The student has failed to meet one or more course or SON level objectives,
- d) The student demonstrates behaviors that violate the student code of conduct and or academic integrity.

PROCEDURE:

1. At any time during a student's experience, the faculty member responsible for coordinating the course can initiate a PIP as per the items outlined in the policy above.
2. Prior to meeting with the student, the faculty member responsible for coordinating the course will inform the a) student's advisor and b) Program Director / Area of Concentration Coordinator of the need to initiate a PIP.
3. The faculty member may request consultation or review by the Department Chair and/or the appropriate Associate Deans of the need to initiate a PIP.
4. The PIP form will contain:
 - a. a list of the objective(s) not met or behaviors that require remediation.
 - b. a detailed description of the of how the student is not currently meeting the listed objectives/behaviors.
 - c. a plan of action to remedy the issue(s)/behavior(s)
 - d. an evaluation plan which includes future meetings.
5. At the time of the initial meeting and all subsequent meetings with the student, the student and faculty member will both sign and date the form, including any student comments.
6. After each meeting one copy of the PIP will be given to the student and one copy retained by the faculty member.
7. At such time that the faculty member documents that the student has met the objectives or remediated the behavior(s) that have been identified- he/she will notify the student, program coordinator and department chair in writing that the student has satisfactorily met the PIP conditions.
8. Resolution of the behavior(s) must be evaluated and resolved no later than the end of the term in which it was initiated. Failure to meet course or SON level objectives or resolve the identified behaviors by the end of the term in which the PIP was initiated will result in failure of the course.
9. If the student remedies the behavior(s) and meets course or SON level objectives by the end of the course, this outcome will be noted on the PIP and all documentation related to the PIP will be forwarded to the Office of the Dean for secure storage. They will be retained until graduation and destroyed unless there are legal/accreditation requirements to retain the documentation.

Reference: Policy 305: Unsafe Student Clinical Performance
 Policy 307: Academic Integrity: Student Obligations
 Policy 366: Student Impaired Clinical Performance
 Policy 437: Student Code of Conduct

Reviewed: 10-11, 13-14

Revised: 12/10, 2.14

Revisions Approved by Total Faculty: 01/11

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STUDENT PERFORMANCE IMPROVEMENT PLAN

Student Name: _____

Faculty: _____

Date Initial Behavior Observed: _____

Date PIP initiated: _____ Course: _____

This plan is to be instituted by faculty when a student is NOT meeting expectations at any point during the course. If objectives are not met by the end of the course, the student will fail the course. This performance plan must be reviewed with the student and signed by both faculty and student within one week of the unsatisfactory behavior occurrence. The intent of the performance plan is to clearly identify the problem areas and outline a remedial plan of action for the student to follow. The student must be reevaluated and progress (or lack of) documented weekly with both the faculty's and the student's signatures. Failure of the student to keep the evaluation appointment will be documented.

Section I

Date:	
Week of PIP:	
Identify Level/Program Objective not being met	
Description of circumstances and unsatisfactory behavior(s) demonstrated and date observed	
Faculty and Student's plan to meet objective	
Evaluation -Not met and plan continues	
Evaluation -Continue with plan to demonstrate consistency	
Evaluation -Objective met (SN may remain on PIP for other objectives)	

Section II: Complete the following section each week for the entire PIP

Student Comments:

Faculty Comments:

Date and time for next review:

Student

Signature: _____

Date: _____

Faculty

Signature: _____

Date: _____

One copy of the Performance Improvement Plan will be given to the student and one copy will be retained by the faculty member.

If the student remedies the unsatisfactory behavior and meets course objective(s) by the end of the course, the Performance Improvement Plan will be destroyed unless there are requirements to retain this documentation that relate to student performance over the course of study in the School.