

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

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**TITLE OF POLICY:**                   **WARNING, PROBATION AND DISMISSAL**

**ORIGINAL DATE:**                   **SEPTEMBER 1991**

**LAST REVIEWED/REVISED:**   **FEBRUARY, 2018**

**POLICY:**                   A full status student (including an RN-MSN student) shall receive an academic warning if she or he has completed less than nine (9) credits and achieves a term GPA below 3.0.

A full status student (including an RN-MSN student) shall be placed on academic probation if she or he has completed nine (9) credit hours or more and achieves a cumulative GPA below 3.0. (see Policy No. 206 for students on Provisional status).

Only letter grades with GPA values will be used to compute the GPA and to determine academic warning or probation.

While on probation students are limited to registering only for courses in which a letter grade is given. To be removed from probation, a student must have achieved a cumulative GPA of 3.0 or above after completion of nine (9) additional credits, the equivalent of one full-time term.

A student can be on probation only once during the program of study. Consequently, a student who has been on probation and subsequently does not maintain a cumulative GPA of 3.0 or above will be dismissed from the School unless serious extenuating circumstances exist and a recommendation for program continuation is made by the Department Chair (or designate) and the academic advisor and approved by the Dean.

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- PROCEDURE:**
1. The term GPA will be reviewed at the end of each term for both full-time and part-time students by the Associate Director of Student Affairs and Alumni Relations, Graduate Programs.. The cumulative GPA will be reviewed at the end of each term for full-time students and at the completion of each block of nine (9) credits for part-time students.
  2. Students receiving an academic warning or notice of probation will be sent a letter from Student Affairs and Alumni Relations recommending that they seek guidance from their academic advisor.  
A copy of the letter will also be sent to the area of concentration/major coordinator and the student's academic advisor.
  3. When a student is placed on probation, the academic advisor meets with the student to determine what courses the student may be allowed to enroll for or remain in if (s)he is already enrolled. The decision must be made before the add/drop period in case the student needs to drop or add courses.
  4. Students who achieve a cumulative GPA of 3.0 or above after completion of nine (9) additional credits will be removed from probation and will be sent a letter from Student Affairs and Alumni Relations. A copy of the letter will also be sent to the area of concentration/major coordinator and the student's academic advisor.

5. Students who do not achieve a cumulative GPA of 3.0 or above after completion of nine (9) additional credits will be notified of dismissal from the School if it is the determination of Associate Dean for Clinical Education, that no serious extenuating circumstances exist.
6. When extenuating circumstances exist the student may request an extension of the probation period by writing to the Department Chair with a copy to the Director of Student Affairs and Alumni Relations and academic advisor. The request must describe the extenuating circumstance and include a plan for raising the GPA to 3.0. This request must be approved by the Department Chair who then submits the request with a supporting letter to the Associate Dean for Graduate Clinical Education and Dean for final action. The appeal process related to the Department Chair decision is through the Associate Dean for Graduate Clinical Education, the Dean and the Provost.
7. A student who exhibits a pattern of unsafe or incompetent clinical practice in any clinical course as identified by the clinical instructor may be dismissed from the School of Nursing.
8. A student may be placed on probation or may be dismissed for illegal or unethical professional conduct. The student shall be referred to the University Guidelines on Academic Integrity for appropriate procedures for adjudication.

Reviewed: 05-06, 08-09, 02-17, 2-18, 17-18

Revised: 12/02, 02/06, 01/09, 04/16

Approved by Total Faculty Organization: 01/09