

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

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

**ORIGINAL DATE:**                      APRIL 12, 2010

**LAST REVIEWED/REVISED:**        **APRIL 2020**

**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.

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**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, 04/20

Revisions Approved by Total Faculty: 01/11

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING  
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 re-evaluated 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.

<b>Background</b>	
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**Section I:**

<b>Date</b>	
<b>Week of PIP:</b>	
<b>Identify the specific Level/Program Objective not being met.</b>	
<b>Description of circumstances and unsatisfactory behavior(s) demonstrated and date observed.</b>	
<b>Faculty's and Student's Plan to Meet Objective</b>	
<b>Evaluation</b> -Indicate by number what plans were not met. Therefore, the objective was not met so plan continues	
<b>Evaluation</b> - Indicate by number what plans were met but will continue in order to demonstrate consistency	
<b>Evaluation</b> - Indicate by number what plans were met.	
<b>If appropriate: The PIP for this objective has been meet in its entirety on _____ ( date) as determined by _____ ( name)</b>	

**Section II: Complete the following each week.**

**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 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 and for the Department of Nurse Anesthesia the form is kept in the department. They will be retained until graduation and destroyed unless there are legal/accreditation requirements to retain the documentation.

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.