



Title: Student At-Risk Performance Documentation	Policy No.: NUR 3.06	Date: 10/5/09 Rev.: 8/1/13, 8/1/15
Areas Affected: All BSMCON Faculty & Students		Page 1 of 2

Purpose:

To provide a format for faculty documentation of student performance/behavior.

Documentation procedure for students in all courses:

Information documented on student performance is confidential and will be shared only with individuals who have a need to know this information.

Procedure for at-risk student:

Faculty must confer with the student and document the conference at the following times:


1. Unsatisfactory performance in didactic
2. Unsatisfactory performance in practicum: Conferences may be initiated at any point in the course when a student is demonstrating a pattern of unsatisfactory performance.
3. Single occasion of unsatisfactory performance in practicum: Conferences must be initiated on any occasion during which the student demonstrates unsatisfactory practicum performance.

Forms ST 1.11(didactic) and ST 1.12(practicum) should be used for notification. Notification for nonclinical/didactic courses should go to the appropriate personnel as indicated on the form. Meetings between the faculty and student will be instituted based upon mutually agreed upon intervals as outlined on forms ST 1.11 or ST 1.12; the Office of Student Success should be notified to provide supplemental support. Unsatisfactory practicum performance also requires notification of appropriate personnel, as indicated on the form, and a faculty/student conference to create an action plan, with consequences defined if expected performance is not demonstrated. If at any point over the course of the semester there are non-academic concerns regarding a student, the Office of Student Success can provide appropriate resources or referrals.

Best practices dictate that the earlier a student is identified, the more likely they are to get help and experience academic recovery. At a minimum, notification forms should be used at midterm for students who demonstrate unsatisfactory progress in a course and at the end of the course for students who demonstrated unsatisfactory progression. Advisors are expected to respond to Notification of Student Performance memos by reaching out to their advisees.

For students with unprofessional conduct issues, faculty members should refer to policy ADM 3.21.

Reference Policy ADM 3.21

Approved by:  Signature	Dean of Nursing _____ Provost/VP _____ Title	_____ 8/1/15 8-1-15 Date
Approval History: Committees and Dates: Curriculum – 9/09; 8/13/12; 11/5/12 Faculty Forum – 9/21/09 Faculty Organization – 10/5/09; 11/12/12 Policy Committee – 11/19/12, 3/9/15		
Key words: Documentation, Evaluation, Student conference		

The student receives a copy of all applicable forms (Notification of Student Performance and/or Faculty/Student Conference Record) used and the original is kept in the course record. If a student refuses to sign the report, this is documented on the form.

References

- Bonnel, W. (2012). Clinical performance evaluation. In D. Billings & J. Halstead (Eds.), *Teaching in Nursing: A Guide for Faculty* (4th Ed., pp. 485-502). St. Louis, MO: Saunders Elsevier.
- Johnson, E. (2012). The academic performance of students: legal and ethical issues. In D. Billings & J. Halstead (Eds.), *Teaching in Nursing: A Guide for Faculty* (4th Ed., pp. 34-54). St. Louis, MO: Saunders Elsevier.
- Stokes, L., & Kost, G. (2012). Teaching in the clinical setting. In D. Billings & J. Halstead, (Eds.), *Teaching in Nursing: A Guide for Faculty* (4th Ed., pp. 311-334). St. Louis, MO: Saunders Elsevier.