

## Academic Policies

The policy on satisfactory academic progress is available in the IUON Student Handbook located on the University's Intranet system. All matriculated students have access to the University's Intranet system. The handbook is provided to any prospective student upon request.

### Standards of Satisfactory Academic Progress

Satisfactory academic progress is a cumulative measure of a student's performance and includes all periods of the student's enrollment. Both quantitative and qualitative standards are used to evaluate satisfactory academic progress. Quantitative and qualitative standards are measured every term.

Qualitative standards include grades on quizzes, exams, care plans and other measurement tools.

Quantitative standards for practice as a registered nurse requires many competencies, such as the functional abilities listed below:

- Ability to see, hear, touch, smell, and distinguish colors
- Ability to speak and write with accuracy, clarity, and efficiency
- Manual dexterity, gross, and fine motor movements
- Ability to learn, think critically analyze, assess, solve problems, and reach sound judgment
- Emotional stability and ability to accept responsibility and accountability

All students must satisfactorily demonstrate these competencies in the didactic, laboratory, and clinical courses throughout their program of studies.

A term is evaluated only if the student has attempted at least one course required for graduation. All students are required to obtain a minimum cumulative grade point average of 3.0 in order to transfer to a partner school.

All students are required to complete their program of study within 150% of the published length of the program based on total credits. To ensure that a student is making sufficient academic progress in order to meet the maximum time frame requirement, the student must complete 67% of all credits attempted. Development and skill courses are included in the time frame calculation but not in the rate of progress calculation.

The following will be considered attempted and passed:

-

A+ through C grades

-

P &ndash; passing with credit

-

Transfer credits accepted toward the degree

The following will be considered attempted but not passed:

-

F grades

-

W, WP, WF &ndash; withdrawals

-

I &ndash; Incompletes

-

Credits from courses that have been repeated

The following will not be considered as credits attempted or passed:

-

A &ndash; audit (no credit)

Students will be considered to be on academic warning when:

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Students receiving one &ldquo;F&rdquo; in one semester but has a semester GPA of 2.5 or greater will be given an academic warning.

Students on probation must meet with the Director of Academic Services at the beginning and throughout the semester.

#### Course Repeats

Students receiving an &ldquo;F&rdquo; or &ldquo;WF&rdquo; in any course are eligible to repeat that course one time only pursuant to recommendation of course faculty or the Director of Academic Services. The failed course should be repeated in the subsequent semester. Failure to pass a repeated course with a grade of &ldquo;C&rdquo; or better is grounds for academic dismissal from the program. Courses previously passed at IUON cannot be repeated. Not all of IUON&rsquo;s partner schools will accept a student for transfer if they have failed a nursing course, even when subsequently passing the course successfully. There are no noncredit remedial courses.

#### Dismissal

Students will not attain Satisfactory Academic Progress and will be dismissed if any of the following occur:

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Earning an &ldquo;F&rdquo; or &ldquo;WF&rdquo; in two or more courses in one semester

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Earning an &ldquo;F&rdquo; or &ldquo;WF&rdquo; in a single third semester nursing course after having had two &ldquo;F&rsquo;s&rdquo; or &ldquo;WF&rsquo;s&rdquo; in previous semesters

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Earning an &ldquo;F&rdquo; or &ldquo;WF&rdquo; in the same nursing course taken twice

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Earning less than a 2.0 semester GPA or CGPA of 2.5 in two consecutive semesters

### Failing Grade

A student who receives a failing grade "F" in a required course must repeat the course at IUON and receive a passing grade in order to transfer or graduate. The course should be repeated in the subsequent term. A course for which an "F" is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the failing grade "F" will no longer be calculated in the CGPA. However, the grade of "F" will remain on the transcript. A student who receives a grade of "WF" in a required course must repeat the course at IUON and receive a passing grade in order to graduate or transfer.

### Grade Changes

Students may challenge grades in accordance with the Satisfactory Academic Progress appeals process (see section SAP Appeals). All grade challenges must be made no later than the end of the add/drop period of the following semester.

### Incomplete Grade

An incomplete grade "I" signifies that not all required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA or CGPA at the time it is awarded. Instructors submitting "I" grades must receive approval from the Dean of Nursing or designee and documentation of the "I" grade must be placed in the student's academic file. All required coursework must be completed by the end of the sixth week of the subsequent term. If course requirements are not satisfied by the deadline the "I" grade will be converted to an "F". An "I" grade may be assigned only when all of the following conditions are met. The student:

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Has been making satisfactory progress in the course, as determined by the instructor

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Is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the Faculty of record for the course and approved by the Dean of Nursing.

Any student who receives a grade of "I" will not be placed at a partner school. Study abroad students who receive a grade of "I" must complete the course according to the "I" grade contract or risk not being able to proceed in Schedule B sequence at their home school.

### Probation

Students will be considered to be on probation when the following occurs:

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Students receiving one "F" in one semester and has a semester GPA that falls below a 2.5 will be placed on probation for that semester.

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Students violating the standards of academic integrity will be placed on probation.(see Academic Integrity)

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Students may also be accepted on Probation.

### Transfer Credit

The University Registrar or designee will identify which courses may be awarded course area or discipline credit and which courses will have course credit requirements when awarding transfer credit. Consistency will be used when identifying the type of credit that is allowable. IUON will award transfer credit based on University policy, but will advise the student of the ability of course transfer related to U.S. partner school policies. Only those courses which are applicable to the degree requirement will be accepted and .will be used to measure the quantitative SAP requirement. Only those grades earned at IUON will be used to compute the qualitative requirement.

### Withdrawals

#### Student-Initiated Action for Individual Course Withdrawals

A student who wishes to withdraw from a course(s) after the add/drop deadline must submit a signed, written request to the Dean of Nursing. Students may withdraw from a course and be awarded a "W" grade through the last day of the week following midterm. After this amount of time has elapsed, a student withdrawing from a course(s) may be awarded a grade of "WP" or "WF".

#### School-Initiated Action for Individual Course Withdrawals

The Instructor can recommend that the Dean of Nursing initiate a course withdrawal without the student's request for attendance violations (See Attendance Policy). Grades are assigned in the same manner as for student-initiated withdrawals.

#### Student-Initiated Action to Withdraw from the University

A student who wishes to stop attending all courses and withdraw from the University must submit to the Registrar's Office a written request for a withdrawal of studies or complete a "Withdrawal Form". The form is available in the Registrar's Office. The official withdrawal date is defined as the date it was determined that the student did not intend on returning to class. This action is commonly referred to as Date of

Determination (DOD). The last date of attendance reflects the last date the student attended class, commonly referred to as Last Date of Attendance (LDA).

Withdrawal from the program does not affect the policy regarding incomplete "I" grades. Grades that are "I" at the time of withdrawal will automatically convert to an "F" grade.

#### School-Initiated Action to Withdraw from the University

The Dean of Nursing or University Registrar may initiate the process to "Administratively Withdraw" a student from the University for violation of the attendance policy, without the student's request in accordance with the University attendance policy or for other infractions and to keep in compliance with contractual agreements. Faculty members or the Administration may, at times, make the assessment that it would be in the best interest of a student to withdraw from the University for personal conduct, unethical behaviors, health issues or academic reasons, i.e. unsafe clinical performance. Such concerns regarding personal conduct and academic issues will be referred to the Student Retention Committee. The Committee will review the matter before making suggestions to the student. After discussing the suggestions with the Committee, students who elect to withdraw voluntarily from the University may do so or may be administratively withdrawn.

All withdrawals from the University must be processed within 21 days from the last date of attendance.

Certain actions require notification and may be appealed. Specifically, Administrative withdrawal

#### Satisfactory Academic Progress Appeals

Certain academic actions require notification and may be appealed. These include:

-  
Academic warning and probation

-  
Academic dismissal

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Grades

Academic appeals must be in writing and must be submitted to the Chair of the Grievance and Appeals Committee within

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5 days of the date of notification to the student of the final grade, or decision. Written appeals must contain:

- The student's name and student ID number
  
- The date the appeal was submitted
  
- The student's program of study
  
- The last date of attendance for inactive students
  
- The reason and nature of the appeal, including the decision or action appealed from
  
- The specific relief that is sought by the appeal
  
- An explanation and documentation of any extenuating circumstances
  
- The student's signature and date of appeal

It is the student's responsibility to meet the appeal deadline.

The Grievance and Appeals Committee will take action on the appeal within five (5) business days of receiving the appeal. Written documentation of the final appeal disposition will become a part of the student's academic file. The student will be notified of the final disposition in writing and will be given a copy of the final disposition which must be signed and dated. Decisions of the Grievance and Appeals Committee may be appealed to the Dean of Nursing, whose review shall be considered final.

The Dean of Nursing or the Grievance and Appeals Committee will make every attempt to take action on the appeal within two (2) business days, but no longer than five (5) business days, if appropriate information is provided to make a fair and informed decision. Written documentation of the final appeal disposition will become a part of the student's academic file. The student will be notified of the final disposition in writing and will be given a copy of the final disposition which must be signed and dated. If the student's appeal was heard by the Grievance and Appeals Committee, the student can make a subsequent appeal to the Dean of Nursing. The Dean of Nursing will take action on the appeal within two (2) business days, whose review shall be considered final. If the student's appeal was heard by the Dean of Nursing, rather than the Grievance and Appeals Committee, the decision rendered by the Dean of Nursing will be reviewed by the Executive Vice President, whose review shall be considered final.

Appeals may be made only under mitigating circumstances. Mitigating circumstances may include death of a relative, injury or illness of the student and/or other special circumstances. The student may be required to meet certain conditions to continue or resume enrollment. Appeals granted with conditions must clearly describe the conditions and any time requirements within which they must be fulfilled. Students are required to follow the requirements during the probationary period. Tracking and follow up on the conditions of the appeal must be recorded and placed in the student's file. A student who fails to meet appeal conditions is subject to immediate dismissal.

Satisfactory Academic Policies of IUON Partner Schools

COLORADO STATE UNIVERSITY PUEBLO -Pueblo, Colorado: Satisfactory Academic Progress Policy

LOUISIANA COLLEGE-Pineville, Louisiana: Satisfactory Academic Progress

MOREHEAD STATE UNIVERSITY-Morehead, Kentucky: Satisfactory Academic Progress for Financial Aid Recipients

NIPISSING UNIVERSITY -North Bay, Ontario, Canada

Tuition  
Refund Policy for Withdrawals

When withdrawing from the University, a student is required to complete and file the appropriate form before being entitled to any credit or refund of tuition. The completed document must be returned to the Registrar's office. Once the form is processed, it will constitute an official withdrawal from the University. Discontinued attendance or notification to the instructor or any other office will not constitute an official withdrawal.

The effective date of a withdrawal from the University is normally the student's last date of attendance. The University's handling of



tuition and charges corresponds with federal loan entitlement regulations, which are based on the period attended: from the University

- If a student withdraws from the University prior to the start of a semester, no tuition charges are due.
- If a student withdraws from the University during the first 60% of a semester, tuition/charges are directly prorated based on the number of days attended during that term. (There are three semesters per year.)
- If a student withdraws from the University after the first 60% of a semester, full tuition/charges remain due.

For withdrawals during the first 60% of a semester, student loan entitlement is recalculated in accordance with federal loan regulations. If applicable, the University and the student are each proportionally responsible for returning "unearned" loan funds to lenders. In addition to the lender returns required by federal regulations, the University returns any remaining credit balance to lenders, which decreases the student's loan debt for that semester.

Funds that are returned to the federal government are used to reimburse the individual federal programs from which a student has received the aid. In accordance with Federal regulations, financial aid is returned in the following order, up to the net amount disbursed from each source:

1.  
Unsubsidized  
Federal Stafford Loan

2.  
Subsidized  
Federal Stafford Loan

3.  
Federal  
PLUS Loan

4.  
Other Federal, private and/or institutional sources of aid

All cash students (non-financial aid) who officially withdraw from the University during the first 60% of a semester may receive a tuition refund in according to the pro-rated tuition.

**Note:**

Although a leave of absence may be authorized in limited circumstances, failure to return to school from a leave of absence is considered a withdrawal as of the last date of attendance. Under federal regulations, a leave of absence must be requested and approved in advance, may not exceed 180 days, and may not be granted within 12 months of a previous leave of absence. An interruption of enrollment status that does not qualify as a leave of absence is considered a withdrawal as of the last date of attendance.

### Course Withdrawals

Please refer to the Course Add/Drop section of the Student Handbook.

### Military Leave

If a student is called for military duty, the student will be allowed to withdraw without academic or financial penalty. Once active duty is completed, student will be restored to the educational status the student had attained prior to being called to active duty without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the initiation of active duty.