

Satisfactory Academic Progress

General Academic Guidelines

Theory Grades:

Examinations and related projects will be given numeric grades. Final numeric grades for each subject will be issued at the end of Semester 1 and at the end of Semester 2. Course completion grades must be 80% unless specified otherwise in the course syllabus. The student will not be allowed to continue in the program if the course completion grade is lower than the required grade as stated in the course syllabus, as program material is cumulative.

Skills Plotters:

Skill Plotters are utilized to document the students' progress in the clinical setting for the skills learned in the classroom and the ability to transition care into the clinical site. It is the students' responsibility to keep this sheet current and up to date as it is mandatory documentation for course completion. Completed Skills Plotters must be handed in at the end of the year. Skill Plotter progress will be monitored regularly throughout the year.

Deadlines:

The student is responsible to hand in all assignments on time. If a student is absent, any quizzes or examinations must be made up the first day that the student returns to class or at the discretion of the teacher. Students are responsible for planning with faculty to do so during non-scheduled class hours immediately upon return to class from any absence, late arrival or early dismissal. Deductions will be made for submission of late work as follows:

- 1 Class day late----- 5% off
- 2 Class days late----- 10% off
- 3 Class days late----- 15% off
- 4 Class days late----- 20% off
- 5 Class days or more late---25% off

All missed program content/assignments/tests/labs need to be made-up according to

classroom policies and/or individual class syllabi.

- Assignments are to be handed in as directed in the course syllabus. Assignments should not be handed directly to the instructor unless requested.
- Work not made up in the required time will result in the teacher filing a Student Intervention Form and a meeting with the teacher.
- Continued lack of attention to make-up work and deadlines will result in a meeting with The Coordinator, and/or Principal to determine student progress.

Work Return Expectations: Teachers will return graded work within 5 class days. School tool grades will be posted within 5 class days.

Academic Progress

The administration and faculty recognize that individuals have different abilities, talents, and learning styles, and therefore may progress at varying rates. However, students enrolled in the LPN Program are expected to make academic/skill progress toward completion of course requirements.

Progression through this program requires that the student maintain:

- ☐ An overall grade average of 80% or greater at the end of each course grade period (Typically the end of Semester 1 and Semester 2).
- ☐ Must successfully pass each clinical rotation with a “Satisfactory” designation.

Student progress is monitored throughout the school year. It is the students’ responsibility to monitor their grades in school tool on a regular basis. Reminders will be sent out at least every 5 weeks. Failure to meet standards may result in Academic Probation. Administrative Withdrawal may result if the student is unable or unwilling to demonstrate changes that lead toward a “reasonable expectation” for achieving standards for success.

****If you feel at any time, you are having difficulties in meeting program requirements, schedule a meeting with the Course Teacher and/or Health Careers Program Coordinator and seek assistance.

Students sponsored by outside agencies who are experiencing difficulties that are interfering with their ability to meet program standards, have an obligation to notify the agency of their situation. This is not the responsibility of the program.

Academic Probation

Academic Probation will result when a student has:

- ☒ Fallen below minimum standards, or is in danger of falling below minimum standards, for any one or more courses.
- ☒ Failed to meet satisfactory standards for clinical performance

Academic Probation may be offered as an alternative to withdrawal if the student has the potential to improve given the conditions of time remaining and willingness to increase performance. The conditions of Academic Probation can include, but are not limited to:

1. Remediation options to include:

- ☒ review of course content with teachers
- ☒ school based remediation, as available
- ☒ private tutoring at student's expense
- ☒ accommodations for individual documented learning disabilities
- ☒ additional clinical remediation at the discretion of the faculty and coordinator at a fee of \$25/hour

2. Ongoing evaluations that demonstrate progress. If reasonable improvement has not been achieved, the student may not be allowed to progress any further in the program.

3. Students who have not successfully met all course requirements within the time prescribed will not be allowed to enter the Role Practicum portion of this program and will not be recommended for the state board examination (NCLEX-PN) for licensure.

Accommodation Requests

Students are encouraged to discuss any accommodations requests directly with the coordinator immediately upon enrollment. Official documentation of a disability and recommended accommodations will need to be provided by an appropriate agency or physician qualified to do so.

Academic Honors

All CV-TEC graduates are eligible to graduate with honors. The criteria is a 90% or above GPA.