

Subject: Disciplinary Action – Student Success Plan & Statement of Concern

The Department of Nursing fully supports the University policy on Academic Honesty (see catalog: Academic Probation, Dismissal). Cheating, dishonesty, plagiarism or misrepresenting a situation in any way will constitute a violation that may result in dismissal from the nursing program. Nursing students found to be in violation of the university academic honesty policy may result in dismissal from the program.

Faculty discretion will be used to determine if a student success plan or a statement of concern will be imposed depending on the circumstances associated with a lack of professionalism.

Student Success Plan:

A non-punitive plan that can be administered by faculty to any student who demonstrates difficulty in program progression or a lack of professionalism. This is a plan to help students identify weak areas and help them set goals to improve as well as prove competency in areas of concern. Areas of concern may include academics, clinical/lab/simulation performance, or professionalism. Since this is a “coaching plan,” there can be an unlimited number of Student Success Plans on file. Students will be evaluated upon completion of the plan to determine whether they have successfully improved.

Steps for implementing a Student Success Plan may include but not be limited to the following:

- Faculty will communicate with student both verbally and in writing about the area of concern and the time required to complete remediation goals.
- With the students help, faculty and/or appropriate staff will create an individualized plan for student success.
- The student may agree to participate in the plan by signing the written outline.
 - If a student chooses not to participate in the plan, a Statement of Concern will be issued
- Upon completion of the plan, faculty will re-evaluate the student and determine whether the action has resulted in success for the student. If improvement is not achieved, the Student Success Plan may need to be escalated to a Statement of Concern and determination of whether or not a student will continue in the program with their cohort will be made.

Statement of Concern

A formal, individualized, written contract between the student and program faculty. Students are expected to adhere to the policies of the University as well as the policies of the nursing program. There may be times when a student is issued a Statement of Concern rather than a Student Success Plan, this decision will depend on the severity of the occurrence. Statements of Concern will be utilized for students who demonstrate non-compliance or need remediation in areas such as professionalism, clinical/lab/simulation performance, and policy violations. If a student receives more than three Statements of Concern in the program, it may result in failure of the course(s) and possible dismissal from the program. In addition, there may be times that a student could fail a course or be dismissed from the program on the first or second Statement of Concern based on the severity of the violation.

Steps for issuing a Statement of Concern may include but not be limited to the following:

- Faculty will communicate with student both verbally and in writing about the area of concern.
- If the violation is significant, a committee will be formed consisting of at least one faculty member from each semester to determine if this concern is to be escalated to a final Statement of Concern, failure of the course, or dismissal from the program.
- Following the decision, faculty will fill out the Statement of Concern form and meet with the student to discuss the area of concern and the committee's decision as well as any remedial actions if indicated.
- Faculty will notify the department chair of any violation and provide them a copy of the contract. If a dismissal from the program is recommended, the Department Chair will attend a meeting with the student. If this is the third Statement of Concern, the Department Chair will attend the meeting with the student.
- Upon completion of the steps of the steps of the contract, faculty will re-evaluate the student and determine whether the conditions of the action plan have been met and the student has achieved success allowing them to continue in the program.

If at any time a faculty member is unsure if they should file a Student Success Plan or a Statement of Concern, an informal disciplinary committee can be formed. The committee may include at least four full-time faculty members from the nursing department. When possible, a representative from each semester should be included.

Circumstances that may indicate a Student Success Plan may include but not be limited to the following:

- Inability to meet standards, expectations, or grades in a course, including HESI failure
- Lack of performance and inability to meet standards or expectations within simulation.
- Tardiness to a clinical shift or inability to meet attendance standards.
- Inability to safely and correctly perform necessary nursing skills within a practice or simulated environment.

Circumstances that may indicate a Statement of Concern may include but not be limited to the following:

- Compromising patient safety in clinical setting
- Violating HIPAA
- Incivility—rude, disruptive, or disrespectful speech or behavior
- Unprofessional conduct—misconduct including inappropriate behavior (based on honor code, facility policy, or legal definition), or violating standards of honesty, diligence, prudence, and ethical integrity expected of nursing students.
- Substantiated cheating or violation of honor code
- Obvious failure to comply with program requirements
- Grievous patient harm
- Violation of policy
- Course failure – achieve less than 74% final grade in a nursing course
- Inability to safely and correctly perform necessary nursing skills within a simulated environment
- Three attempts to pass an OSCE or skill based test

Attachments:

Statement of Concern/ Student Success Plan document template

BYU-Idaho Department of Nursing Performance Improvement Plan

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Student Success Plan

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Statement of Concern

This Student Success Plan/Statement of Concern is given to you as a means to clarify your current status and **to help you understand the need to make some adjustments so you can and will be successful in the nursing program.** Teamed with you, the student learner, the faculty are here to help assist you in your education.

Learner Name:	Date:
Course Name and Number:	Date of Occurrence:
Items of Concern:	
Related Area <input type="checkbox"/> Professionalism <input type="checkbox"/> Theory <input type="checkbox"/> Clinical <input type="checkbox"/> Clinical Concepts Lab	
Comments:	
<u>Expected Outcome, Evaluation, Time Frame and Consequences:</u>	
The above information was presented to the student and the student was able to ask questions.	
Student Signature _____	Date _____
Faculty Signature _____	Date _____
<u>Learner Comments/Responses with plan of action:</u> To be returned to Instructor by this date:	

Student Signature _____	Date _____
*Attach any previous communication (verbal or email) relating to this occurrence.	

Outcome:

Student Signature _____

Date _____

Faculty Signature _____

Date _____

Team Leader Signature _____

Date _____