GRADUATE ACADEMIC REVIEW PROCESS
UNIVERSITY OF VICTORIA
SCHOOL OF NURSING

FACILITATING GRADUATE STUDENT PROGRAM SUCCESS

The following three-part recommendation was designed to support student success in the PhD by Distributed Learning program and all four MN program options. The proposed process includes:

- A pre- review for identifying and supporting students who may not be achieving at an appropriate level prior to their identification for a full academic review

- Full academic review for students assigned a grade of less than a B in any course.

- Resolution of Academic Review

PART ONE –PRE-ACADEMIC REVIEW SUPPORT

A student may be identified as "*at risk* " by the course instructor(s) with regard to professional responsibility (for example not participating in co-learning conversations on the database management systems site in a timely manner), or academic performance (e.g. compromised capacity for critical thinking, lack of focus on a population of practice, difficulty with writing). If professional responsibility or academic performance issues are identified, the course instructor is to inform the student's supervisor/faculty advisor, program co-ordinator, and Coordinator, Student Affairs. The student will be contacted by their supervisor/faculty advisor and informed that they have been placed on pre-academic review. The concerns will be articulated and the student will be required to meet with their supervisor /faculty advisor and instructor(s). Identifying concerns is a collaborative, student-driven reflection, with input from instructor.

The student, instructor(s), and supervisor/faculty advisor will discuss strategies to facilitate the student's success. Future instructors will be informed that the student is on pre-academic review. If the student who has been placed on pre-academic review receives a grade below B for the course, the instructor immediately informs the student, the student's supervisor/faculty advisor, the program coordinator, and the Coordinator, Student Affairs as this will initiate the Full Academic Review process (see following.) If the student achieves above a B in the course(s) in the term, the student is removed from pre-academic review.

PART TWO –ACADEMIC REVIEW

Graduate students must achieve a grade of B or higher in every course taken for credit; and they must achieve a GPA of at least B (5.0) for every session in which they are registered. An email is sent to the student's supervisor/faculty advisor, as identified by the graduate administrative assistant, in order to initiate the

academic review process and to communicate the recommendation for remedial action. Grades below B will be reviewed by the student's supervisor/faculty advisor, course instructor, and either the program coordinator or A/D Graduate Education. The Graduate Student Advisor may also be consulted during this process regarding administrative issues. The supervisor/faculty advisor will work with the student to develop a learning plan to guide the student's development. The supervisor /faculty advisor replies by email to the graduate administrative assistant, with a copy to the Graduate Student Advisor, so that registration and administrative details can be attended to, indicating the recommendation for remedial action and including any comments. The graduate secretary copies this information from the supervisor/faculty advisor's email and pastes this into their Workflow Work Item.This is submitted through Workflow to the Graduate Admissions and Records Office (GARO) and the Faculty of Graduate Studies (FGS). A copy of the email will also be placed in the student's file. **Recommendations for remedial action will be reviewed by FGS**.

A hold will be placed on the student's record when a grade below B is entered on their academic record. Remedial action must be addressed before the student is permitted to continue in their program, per the calendar.

Note that the official notification of grades reaches the School of Nursing weeks after grades are recorded. A student with a grade below B may have progressed to the next semester when notification from GARO is received by the school. It is possible that proceeding to subsequent courses will not be the best option. Thus, notification of grades below B from an instructor to the program coordinator and Graduate Student Advisor as outlined above can expedite the academic review process to benefit the student.

PART THREE –RESOLUTION OF ACADEMIC REVIEW

When a student who is currently on academic review receives a grade of B or above in the subsequent term, he/she is no longer considered to be on academic review. Please refer to the Graduate Studies Calendar to guide decision-making for other situations. **Note** that all instructors, supervisors, faculty advisors, etc. are expected to share information among themselves regarding student progress on a "need to know" basis (*see statement on Student Progress and Information Sharing* in the current *Graduate Studies Calendar)*. This is particularly important for any notes that are made on the student file, and documents filed therein.

Please note that all contents of the student file and any notes/emails pertaining to the student may be obtained by the student under the Freedom of Information, and Protection of Privacy Act (FOIPOP).

Please contact the Associate Director, Graduate Education and the Graduate Student Advisor with any questions you may have about the student records, privacy or confidentiality.