



GUIDELINES FOR A REQUEST TO REPEAT A NURSING PRACTICE COURSE

University of Victoria, School of Nursing, BSN program

The University of Victoria Calendar lists the Program Requirements for the School of Nursing. With respect to progression through practice courses the calendar reads:

*Normally, all students registered in any nursing practice course must pass each course before proceeding to the next practice course. Students may, with permission of the designated committee, repeat a failed nursing practice course and will be placed on nursing practice probation for the remainder of the program. **The privilege to repeat a failed nursing practice course is allowed only once in the program (Years 1 to 4 for continuing students.)***

The following is the process for making decisions and recommendations regarding a student's progression when she/he has failed a practice course:

1. An instructor who assigns a student a failing grade in a practice course should notify the CPE Coordinator or Course Coordinator (senior instructor at Aurora and Selkirk College) who notifies the Chair of the Progression Committee.
2. The instructor will notify the Student Advisor who will contact the student and set up an appointment. The student has the option to decline an appointment.
3. The purpose of the meeting will be to hear directly from the student about her/his experience in the course and response to the course fail. In addition, the student will be informed about the right to appeal a decision, the process of review by the Progression Committee, the necessary materials needed from the student, and other resources available within the University such as the [ombudsperson](#), [counselling services](#), or [health services](#).
4. A student who has failed a practice course will be asked to notify the Chair of Progression Committee whether she/he intends to **(1)** appeal the failing mark, or **(2)** accept the mark and request review by Progression Committee, or **(3)** withdraw from the program. If the student decides to appeal the 'fail' the Progression Committee will await the outcome of the appeal process. Students may not continue in any further practice courses while an appeal is in process.
5. If the student decides not to appeal the 'fail' and wishes to retake the practice course the Progression Committee will review each case and make a decision and recommendations for the student's continued progress.

6. In order to arrive at an informed decision and make appropriate recommendations the committee may need input from a variety of people, depending on the source of student difficulties. **In most cases, however, the committee will need the following:**
- ☑ A letter from the student to the Progression Committee indicating her/his desire to repeat the failed nursing practice course. This letter should include a statement, of usually no more than two-three pages, whereby the student provides evidence of her/his understanding of:
 - (1) learning challenges that led to failure;
 - (2) insights from experiencing a practice failure and spending time away from practice; and
 - (3) how challenges will be remedied for future practice.
 - ☑ If relevant, a note from a medical professional, counsellor etc.
 - ☑ The student's practice appraisal form for the failed course will be reviewed by the committee.
 - ☑ The instructor of the failed practice course may be asked to submit a summary of the areas leading to the fail and recommendations re: need for remedial work, privilege to repeat course, and/or relevant educational strategies.
7. The committee will review relevant materials and make a decision about whether a student may repeat a failed practice course. The decision may be an approval or non-approval of a student's request to repeat a failed practice course.

APPROVAL: For approved requests to repeat a practice course, learning challenges, health concerns or life stressors must be adequately addressed so patient safety is not compromised and student learning opportunities are maximized in practice. Remedial course work (i.e. N390 and/or N490) learning contracts or other conditions may be required. **A minimum of three months notice is required to find appropriate practice placements. Students should be aware that this requirement may extend their time in the program and affect course sequencing.**

NON-APPROVAL: If the student's request is not approved to repeat a failed practice course, the student may be withdrawn from the program.