



## **GUIDELINES FOR REVIEW OF ASSIGNED GRADE IN A NURSING PRACTICE COURSE**

*University of Victoria, School of Nursing, BSN program*

Please note: For reviewing a grade in a [theory course](#) and additional resource information please see [Faculty of Human & Social Development: Procedures for Review of Assigned Grades](#).

### **Preamble**

For practice course:

1. In nursing practice courses evaluation takes place on an ongoing basis, as well as at predetermined specific points in time. In nursing practice, a student's ability to provide safe, knowledgeable, ethical nursing care that focuses on people's experiences of health and healing is important each day in practice. With the exception of Directed Studies Nursing Practice courses (NURS 390 or NURS 490), practice courses are graded as COM or F. An "N" grade may be assigned if a student does not complete all course requirements by the end of the term or session. A failed or N grade is equivalent to a 0.0 GPA on the UVic scale of 9.0.
2. Students in the School of Nursing learn within multiple practice education models. For example, students learn using preceptorship, field guide, and Collaborative Learning Unit (CLU) models. Learning strategies include experiential learning: a) in a practice setting where students may provide direct nursing care for individual clients, families and communities experiencing a range of health conditions; b) a high fidelity patient simulation learning event in a laboratory setting and written learning activities including but not limited to c) case studies; d) practice narratives; seminar presentations.
3. Teachers of practice courses have regular contact with the field guide, preceptor or CLU nursing staff and the student and maintain records of student learning and progress. The instructor assesses student performance in the simulated learning environment and provides formative feedback to students. It is the instructor and student's co-responsibility to ensure that the student is meeting the competencies of the five domains of nursing practice.
4. Strengths and concerns about student learning and progress are shared with the student at the time they arise and learning strategies are co-developed between all the learning partners identified above in Item #2. Students can request feedback about their learning and progress at any point in time within a practice course.
5. The course instructor makes the final determination of whether or not the student has met the competencies for the domains of nursing practice. In arriving at this determination, the instructor may use all written and verbal feedback from each of the learning partners. Ultimately, the determination of the assigned grade (COM, FAIL or N) is solely a matter of academic judgement of the instructor.

## **Procedure**

The following guidelines have been developed using the underlying principles and processes described in the [Faculty of Human and Social Development Guidelines for Review of an Assigned Grade](#). A grade review can be initiated through Records Services as described in the current [University of Victoria \(UVic\) Undergraduate Calendar](#) once the final grade has been submitted. However, the student may initiate a grade review through the School of Nursing prior to the submission of a final grade to Records Services. The purpose of a review of an assigned grade is to determine if the procedure undertaken by the instructor in determining the assigned grade was just and the conclusions drawn from the procedures are justified.

***NOTE:** Students may not continue in any further practice courses while a grade review of a failed practice course is in progress.*

### **Steps in the School of Nursing review process:**

1. Any student wishing clarification about, or who is dissatisfied with, an assigned grade in a nursing practice course, shall first discuss the matter with the instructor, who will review the work in question. This discussion should normally take place within **14 calendar days** of the grades being available for the course in question. If the instructor agrees to change a grade before the final course grade has been submitted, or if the grade has been submitted and the instructor sends in a grade change request, then no further action is required.
2. If the student accepts the failed grade and wishes to request to repeat the nursing practice course, the student must submit a letter of request to the Progression Committee. Guidelines for this process are outlined in the document titled [Guidelines for a Request to Repeat a Failed Nursing Practice Course](#), and are available on the School of Nursing website.
3. If the review by the instructor confirms the original grade, and if the student is still dissatisfied, then the student can appeal to the Director of the School (or designate) **in writing**, clearly stating the grounds on which the student believes the grade should be changed. If the Director, after review of all information, judges that there is sufficient doubt about the procedures used in determining the assigned grade or the conclusions drawn from the procedures, then the Director shall initiate a review. If the Director does not agree that a review is justified, then the student has the right to formally request a **review of grade through Records Services**, as set out in the [UVic Undergraduate Calendar](#), or appeal to the Dean, Faculty of Human and Social Development **within 21 days after the release of grades**. *Concurrent grade review/request to repeat the course is not permitted.* Where the Director initiates a review of an assigned grade, the following guidelines are presented to facilitate this process:
  - 3.1 The Director may appoint an experienced faculty member with familiarity teaching nursing practice courses to conduct an independent review. The selection of the reviewer will be made in consultation with the Chair of the Progression Committee (or designate), and the instructor with the intention of ensuring that the reviewer is and is SEEN TO BE an independent neutral person conducting the review. Where possible, the reviewer should be knowledgeable of the practice area within which the student was learning.
  - 3.2 Sources of review information:
    - 3.2.1 Information provided by the instructor:

- a) A course outline and student practice handbook
- b) A description of the practice course and the practice setting of the nursing practice course.
- c) A written statement on how the grade was determined and what assessment strategies were used.

It is assumed that the competencies of CAEN Five Domains of Nursing Practice and/or the CRNBC Competencies in the Context of Entry-Level Registered Nurse Practice in British Columbia (2013) & Professional Standards for Registered Nurses and Nurse Practitioners (2012) are foundational to all decisions made in determining the course mark. Assessment strategies often include student learning contracts, student assignments, feedback from preceptor/field guide, attendance at seminars, ongoing verbal and written communication between instructor and student and a review of the student's file. If the student has failed to meet the competencies in a practice course, examples of the basis for this determination will have been clearly documented by the instructor. These, and other documents (**which would have been provided to the student throughout the course**) that are pertinent to the student's evaluation, will be provided for the reviewer's consideration.

#### 3.2.2 Information provided by the student:

- a) The student will be asked to submit assignments and any other written course work for consideration by the reviewer. This written work should be submitted including any comments received from the original instructor so that the reviewer will be able to examine the teaching feedback provided to the student by these means. **Only those materials submitted to the instructor, prior to the instructor's grade determination, may be submitted.**
- b) The student will be invited to submit a written statement describing their experience in the practice course and the reasons why they believe a different grade than that assigned is warranted.

#### 3.3 The review process:

It is recommended that the reviewer review the relevant documents. At the end of the review process the reviewer will present their evidence and conclusion to the Director and a Chairperson from the Progression Committee.

- 4. The Director and Chair of the Progression Committee will make the final academic judgment with regard to the student's performance and assign the final grade. This grade shall be recorded as the official grade.
- 5. **Notification of Review Results:** The student will receive written notification of the review result. The letter will be cc'd to the instructor, Associate Director of Undergraduate Education, and the student file. A copy will be sent to the transfer partner school if the course was taught at that site. In certain cases, a copy of the letter may be sent to Record Services.