



## Satisfactory Academic Performance Practical Nursing

Western Suffolk BOCES wants all students to succeed in the programs it offers. To earn a certificate of completion, BOCES has established the following criteria for both attendance and academic progress that students must meet in the program for Practical Nursing.

**Completion Policy.** Criteria for successful completion of the program are:

Attainment of a transcript grade of C or better for each area of study, 85% or better in Pharmacology and a “Pass” grade in each level of clinical instruction (the transcript grade is a computation of all grades achieved in each area of study and is part of the student’s permanent record).

A student will be placed on probation if course/unit grades/clinical performance fall below 75% or for unprofessional conduct or insubordination. The student will be notified in writing stating the reason for and the duration of the probationary period. During the probationary period the student’s financial aid status may be in jeopardy; however he/she may be eligible for Federal Stafford Loan proceeds.

**Leave of Absence** (withdrawal with advanced standing)

Student with verifiable medical and/or personal problems may apply in writing for a “withdrawal with advanced standing.” The student must re-enter the program at the next available class offering and/or within 6 months of the last date of attendance to be considered for advanced standing. Students must submit a letter to the Health Careers Principal requesting readmission to the program. The student’s request will be considered by the Admission Committee and student will be notified in writing of the decision of the committee.

**Withdrawal Policy**

Students withdrawing from the program must submit a letter to the Administrator. Upon receipt of a letter, a change of status will be instituted. A refund will be awarded according to the established refund policies.

**Transfer Hours**

Transfer of credit from other educational institutions is not acceptable as Western Suffolk BOCES is not a credit bearing institution. All programs must be completed in entirety to obtain a certificate of completion.

Student may elect to transfer to another program by submitting a written request to the Principal. A transfer will be granted only if the following criteria are met: 1. Student can only transfer to a program currently in progress. 2. Principal reserves the right to approve/deny transfer based on student enrollment and sound education practice. Students may only request an inter-program transfer one time.

**Attendance**

A maximum of 50 hours absence is permitted for the entire program. If a student reaches 20 hours of absence, a warning letter will be issued. If a student reaches 30 hours of absence, the student will be placed on probation. If a student exceeds 50 hours of absence, he/she will be immediately dismissed from the program.