

Policy S-1.19
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

TITLE: **ACADEMIC JEOPARDY**

POLICY: The College of Nursing provides feedback and assistance to students regarding achievement of satisfactory coursework.

RATIONALE: To facilitate academic success the College of Nursing is committed to providing assistance to all students as needed throughout the program.

PROCEDURE:

1. The course or clinical instructor notifies the student in writing of unsatisfactory progress in coursework within three (3) working days using the Academic Jeopardy Record (Attachment #1). Electronic communication through the secure Canvas elearning site or the UFL email system may be used.
2. The form is sent to the Office of Student Affairs (OSA) to file in the official student record. In addition, the instructor distributes the Academic Jeopardy Record (AJR) to the Director of Student Success (DSS) and Course Coordinator, if applicable.
3. The student is directed to meet with the instructor for assistance and to develop a plan for improvement. If a written plan for improvement is developed, it must contain the student's signature and be filed in the OSA.
4. The DSS is available for assistance and/or referral as needed.
5. For information about campus resources, students can visit the *Division of Student Affairs* website at <http://www.ufsa.ufl.edu/>. For information about College of Nursing resources, students can consult the *Undergraduate Student Handbook*, *MSN and Post Master's Student Handbook*, *DNP Student Handbook* or *PhD Student Handbook* (<http://nursing.ufl.edu/students/student-policies-and-handbooks/>). The OSA is also available for assistance.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Administrative Council	02/10	3/16		3/13
Review	Leadership Council	02/10	6/16		
Review	General Faculty		6/16		
Approval	Dean	03/10	6/16		

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Attachment #1

ACADEMIC JEOPARDY RECORD (AJR)

MEMO TO:

Student: _____ Date: _____

Course Instructor: _____ Course: _____

This memo is to inform you that:

- Your score on the last exam was below the passing score.

- Your mid-term grade or clinical evaluation (circle one or both) is below passing and you are in jeopardy of failing this course.

- You are having problems that may jeopardize your successful completion of the course as specified:

- You are advised to contact your course instructor to determine the resources available for assistance
- You may also contact the Office of the Director of Student Success as needed.

DISTRIBUTE AS CONFIDENTIAL INFORMATION

<i>Distribution</i>	TO: _____ Student _____ OSA _____ Director of Student Success _____ Course Coordinator (if indicated)
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