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 and the Assistant Dean for Student Affairs (ADSA) in writing of unsatisfactory progress in coursework within five (5) working days using the Academic Jeopardy Record (Attachment #1).

2. The instructor copies and distributes the Academic Jeopardy Record (AJR) to the student, and Course Coordinator, if applicable. The original is sent to the office of the ADSA for review and will be filed in the official student record.

3. The student is directed to meet with the instructor for assistance or to develop a written plan for improvement. The ADSA is available for assistance as needed.

4. If a written plan for improvement is developed, the instructor sends the original documentation to the office of the ADSA for review and filing in the student’s record. The instructor distributes copies of the plan as indicated. The Advising Record (Attachment #2) may be used by the course instructor or the ADSA for documentation.

5. Any contractual agreement developed for assistance is documented and requires the student’s signature.

6. For information about campus resources, students can visit the Healthy Gators website at http://healthygators.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://con.ufl.edu). The Academic Advisors and the ADSA are also available for assistance.

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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 Assistant Dean for Student Affairs as needed.

DISTRIBUTE AS CONFIDENTIAL INFORMATION

Distribution

Original to: ___ ADSA/Student Record;

Copies to: ___ Student ___ Course Coordinator (if indicated)
ADVISORY RECORD (AR)

Student Name: ____________________________

UF ID: ____________________________

Date: ____________________________

Signatures:

Advisor/Faculty ____________________________

Student ____________________________

DISTRIBUTE AS CONFIDENTIAL INFORMATION

Distribution- Original to: ___ ADSA/Student Record;
Copies to: ___ Student ___ Course Coordinator (if indicated)