

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section II - Academic/Student

**SUBJECT:** PROGRESSION POLICY

**REVIEWER(S):** Dean - Student Affairs & Enrollment Management\*  
Chair - Admission, Progression and Graduation Committee  
Program Chair - School of Nursing  
Program Chair - Surgical Technology  
Provost

**Related Policies to Consult:**

CCHS Policy: [Academic Satisfactory Progress \(Sec. II\)](#)  
[Dismissal \(Sec. II\)](#)  
[Readmission to Credit Programs \(Sec. II\)](#)

**Related Forms:**

[Petition for Progression – Student and Faculty Forms](#)

**I. POLICY**

Retention and success of students are of the highest priority to the college. After the first course failure or withdrawal, an opportunity for progression with continued enrollment exists for students in the nursing and surgical technology programs. Progression is intended to allow the student to remain enrolled, seek the support necessary to be successful, and continue making progress towards graduation. Students are expected to successfully complete all courses in the master curriculum. When a student is unsuccessful in two or more courses in the same semester, the opportunity to progress is not an option and the student may have the opportunity to apply for readmission to the program.

**II. PROCEDURES**

A. Nursing Progression

1. Students are allowed to retake one course in the nursing master curriculum without applying for readmission.
2. The student may elect to defer progression for one course.
3. When a student is unsuccessful in two courses outlined in the nursing master curriculum plan, he/she will be academically dismissed from the program.
4. A student who is unsuccessful in the same course twice is ineligible for readmission to the program.
5. A student who transfers into the nursing program is ineligible for progression if they had been unsuccessful in a nursing course in their previous program. The first unsuccessful attempt in any course in the nursing curriculum at CCHS will result in an academic dismissal and the student may have the opportunity to reapply to the program.

B. Surgical Technology Progression

Students enrolled in the associate of applied science in surgical technology program are allowed to retake one general studies course in the curriculum without applying for readmission to the program. This policy does not apply once students matriculate into the portion of the program where they are taking general studies courses simultaneously with courses with a SUR prefix (typically the final three terms of the program). When a student is unsuccessful in two general studies or special topics courses outlined in the surgical technology master curriculum plan, he/she will be academically dismissed from the program.

- C. When a student is unsuccessful in a course, the course faculty will notify the program chair regarding the failure/withdrawal and complete the Petition for Progression – Faculty Form outlining factors that may have contributed to the student’s unsuccessful performance in the course and recommending potential action steps the student can take to enhance his/her success in the course. The student’s clinical faculty and advisor will provide the same information, if applicable.
- D. Upon notification of an unsuccessful attempt in a course, the program chair will contact the student to discuss the process for requesting progression. The program chair will note the date of the meeting and summarize the meeting on the Petition for Progression – Faculty Form.
- E. The program chair will determine if the student is eligible to progress in the program (i.e., first failure/withdrawal, student in good standing with respect to financial, clinical eligibility, etc.). With faculty input, the program chair will determine if the progression can occur in the next semester. In addition, eligibility to progress will be based on space availability and course offerings.
- F. The program chair will notify the student of his/her eligibility to progress and request completion of the Petition for Progression – Student form prior to the start of the next course session. Completion of the Petition for Progression will require an action plan for improvement. Students that fail to submit the Petition for Progression form by the established deadline will be automatically deferred to the next semester.
- G. The program chair will determine if and when the student will progress in the program, based on, but not limited to:
  - 1. Academic experience within the college.
  - 2. Actions the student will take to ensure his/her future success.
- H. Upon approval of the progression request, the program chair will send a letter of notification to the student and the director of student records and information management.
- I. Students in progression are encouraged to work with their advisors to complete their plan for success. The student is encouraged to plan regular meetings with his/her advisor. The student’s name will be automatically referred to the student success coordinator for follow-up and support.
- J. The progression policy does not apply to students who have been administratively dismissed (refer to dismissal policy) or to those who are in the surgical technology diploma or AAS bridge programs.
- K. The Progression policy will be reviewed bi-annually.

**III. APPROVAL**

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_

**Note:** The nursing progression portion of this policy is based on the nursing progression policy originally adopted January 2013.