



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

DANIEL K. INOUE  
GRADUATE SCHOOL OF NURSING

4301 JONES BRIDGE ROAD

BETHESDA, MARYLAND 20814-4799



## Student Promotion Committee

### GSN - APS 003-2017

**APPROVAL DATE:** 10 April 2017

**LAST REVIEW/REVISION DATE:** 9 March 2017

**CANCELED:** APS-003-2016

**POINT OF CONTACT:** Associate Dean for Academic Affairs

**SCOPE:** This policy applies to all students enrolled in GSN programs and to all GSN Faculty members.

**PURPOSE:** This Academic Policy Statement (APS) establishes the Uniformed Services University of the Health Sciences (USU), Daniel K. Inouye Graduate School of Nursing (GSN) policy regarding the role and functions of the Student Promotions Committee (SPC) and establishes guidelines and procedures for remediation, probation, setback, disenrollment, leave of absence, withdrawal, and interim suspension of any GSN student.

#### A. BACKGROUND:

1. The SPC is an advisory body to the Dean and Associate Dean for Academic Affairs, whose purpose is to provide an objective review of a student's record and performance and make recommendations as to the status of that student. Elements critical to the success of the students and this policy include early identification of students at risk, a personalized remediation program with regular feedback, and accurate and objective documentation of student progress. All persons involved in the academic and clinical training process must be committed to keeping the attrition rate to a minimum and to assisting students in overcoming weaknesses or deficiencies.
2. Once a student is identified as being at risk, courses of action include program specific remediation, and/or referral to the SPC for remediation, probation, setback, or disenrollment from the program. The Program Director or designee may institute a remediation program without convening the SPC. The purpose of a remediation program is to design a plan of support with specific objectives that will enable the student to focus on areas of concern. Use of all available resources including counseling, study groups and individual tutoring are encouraged.

3. Once referred, the SPC may recommend return to full student status (no action or a letter of counseling), remediation, probation, setback, or disenrollment.
4. A leave of absence and withdrawal are student-initiated actions, which may impact his or her initial graduation timeline.
5. An interim suspension is a temporary removal of a student from all clinical activities and is defined within the SPC policy, however this is an action initiated by the Dean.
6. Students may be referred to the SPC at any time during their enrollment at USU.

## **B. COMPOSITION AND FUNCTION OF COMMITTEE MEMBERS**

1. The GSN Commandant and the USU Brigade JAG (or Office of General Counsel (OGC) representative) shall be members by virtue of their positions.
2. The SPC Chair, Vice Chair, and standing members will be appointed through the existing GSN Committee assignment procedures and may serve any number of consecutive terms. Faculty membership should be representative of all GSN programs.
3. Clinical site faculty may be present during SPC deliberation to provide information and answer questions specific to that clinical site.
4. A recorder to the committee will be appointed by the Dean.
5. The Committee will be composed of no less than five voting members. Uniformed members of the committee are to be of equal rank or senior to the student referred to the committee.
6. If a standing Committee Member is the student's academic advisor, designated faculty, course faculty or preceptor, then that faculty member should consider recusing him/herself and be non-voting for that individual student.
7. Standing Committee Members:
  - a. SPC Chair (1) (voting).
  - b. Vice Chair (1) (voting).
  - c. GSN Commandant/Assistant Dean of Student Affairs (1) (non-voting).
  - d. GSN Faculty members (5 minimum) (voting) representing all GSN programs.
  - e. GSN Student (non-voting) selected for 1 year term by Commandant or Company Commander.

- f. Brigade JAG or OGC Representative (1) (non-voting).
  - g. Recorder (1) (non-voting).
8. If a standing committee member is unable to attend or is recused, an alternate member will be selected by the Chair as needed to ensure seven voting members are present.
9. Duties and Responsibilities of the Program Director:
- a. Refer students as outlined in paragraph A.2. above.
  - b. Establish a plan and timeline for academic or clinical remediation or probation.
  - c. Provide written and specific recommendations.
  - d. Provide supporting documentation for recommendations. This documentation shall include but is not limited to evaluations, papers, and examinations, performance appraisals, counseling notes, and letters of academic jeopardy, remedial work assignments, and outcomes.
10. Guidelines of the SPC:
- a. The SPC is an advisory body to the GSN Dean and Associate Dean for Academic Affairs, whose purpose is to provide an objective review of a student's record and performance and make recommendations as to the status of that student. Recommendations may include continuation or return to full student status, remediation, probation, setback, or disenrollment. In evaluating the student's progress, the Committee will determine if an identifiable problem exists, if there is sufficient documentation supporting existence of the problem, and if reasonable efforts have been made to assist the student in correcting the problem.
  - b. The following questions may be used as guidelines:
    - 1) Does the student have an identifiable problem?
    - 2) Is the problem documented in the student's academic grades, daily clinical evaluations, counseling sheets, minutes from appropriate committee meetings, or other relevant documents?
    - 3) Does documentation exist that shows the student was notified of his/her deficiency?
    - 4) Is a specific plan for remediation identified with a clearly defined set of objectives and timeline?

- 5) Is the student given enough time to correct the deficiency?
- 6) Does the plan contain reasonable attempts to assist the student in correcting his/her deficiency?

### **C. POLICY:**

1. Actions prior to SPC referral: The following actions can be taken prior to an SPC referral and can result in a recommendation by the Program Director for convening a SPC.

a. *Letter of Academic Jeopardy:* If a student is not meeting minimum standards in a course or program, the Program Director, Course Coordinator, or Faculty Advisor, may send a letter of academic jeopardy to the student, listing the deficiencies and notifying the student that they must meet with the Program Director or his/her designee, to institute a remediation program to address the deficiencies. A copy of any Letter of Academic Jeopardy will be forwarded to the GSN Commandant/Assistant Dean for Student Affairs.

b. *Local/Internal Academic or Clinical Remediation:* A personalized remediation program will be developed for any student identified as having difficulty with knowledge, skills, ability, or progression in their academic or clinical training. The plan will identify areas of concern and strategies to assist the student in meeting semester or course objectives and shall include goals, objective criteria for determining if the goals have been met and timelines for completion of the goals. Consequences of failing to meet the set goals will be clearly described. Although students may be referred to the SPC at any time, if local/internal remediation goals are not met, SPC referral is automatic.

2. SPC actions:

a. *Formal Remediation:* Students who are identified as being in academic jeopardy or the potential of being in academic jeopardy may be recommended for remediation. Note that students may also be placed on a local plan of remediation by their course faculty, Program Director or their designee prior to referral to SPC. This may come after an examination failure or for a noted clinical deficiency. Referral to SPC may be sought if the course faculty or Program Director requires further guidance or directional recommendations to develop the remediation plan.

1. The Program Director or his/her designee will assign a faculty member to guide the student with the remediation program. The faculty is directly responsible to the Program Director or his/her designee.

2. A written plan for remediation will be established by the Program Director or his/her designee including individualized student goals, objective criteria to assess goal achievement, a timeline for completion and a schedule for meeting with the faculty (Enclosure 1, 2, 3). After joint discussion the student and the designated faculty and/or Program Director will sign the plan. The student will be given a copy of the signed and dated Enclosures 1, 2 and 3.

3. Objective criteria for removal from remedial status will be identified in the remediation plan along with a timeline. The student must meet all criteria to be removed from remediation.
- b. *Probation:* Students who have failed to meet the standards/objectives of a course, program, or established remediation plan, may be recommended for probation. The length of probation will be established on an individual basis. At the end of the probationary period, the SPC will reconvene to determine further recommendation(s). If the student has successfully met the established criteria, the student will be recommended for removal from probation. If a student fails to meet the established criteria, the SPC has the option to recommend additional probationary time, setback, or disenrollment.
1. A faculty member will be assigned by the Program Director or his/her designee to guide the student with the probationary program. The faculty is directly responsible to the Program Director or his/her designee.
  2. A written plan for the probationary period will be established including individualized student goals, objective criteria to assess goal achievement, a timeline for completion and a schedule for meeting with the designated faculty (Enclosure 1, 2, 3). After joint discussion, the plan will be signed by the student, the designated faculty and the Program Director. The student will be given a copy of the signed and dated Enclosures 1, 2, and 3.
  3. Objective criteria for removal from probationary status will be identified in the plan along with a timeline. The student must meet all probation criteria to be removed from probation.
- c. *Setback:* Students who have failed to meet established criteria or who miss a portion of the program due to illness or other problems may be recommended for setback thereby giving them an opportunity to repeat a block of study. A setback results in postponement of graduation.
1. Consideration for additional time will be determined on an individual basis. The sponsoring Service/Agency must concur with the setback.
  2. Students who are setback must meet all program requirements prior to graduation.
- d. *Disenrollment:* Students who have failed to meet established criteria may be recommended for disenrollment. Though a probationary period should generally precede disenrollment, it is not required and disenrollment may be recommended without prior remediation or probation at the discretion of the program director or committee.
1. A student should be considered for disenrollment only after reasonable attempts have been made to correct the deficiencies identified.

2. Students who have overall GPAs below 3.0 or grades in individual courses below minimum requirements may be recommended for disenrollment without a probationary period.

3. Students who are found to have committed serious acts of professional or personal misconduct will be recommended for disenrollment without a remediation or probationary period.

**D. REFERRAL PROCEDURES:**

1. Referral to the SPC will be accomplished in the following manner (Timeline/Sequence of Events, appendix A).
2. The SPC will set a regular monthly meeting with the latitude to call a special meeting if there is an urgent case.
3. The Program Director will refer the student to the SPC by submitting a formal request to the SPC Chair at least 8 business days prior to SPC meeting date.
  - a. The Program Director or his/her designee will complete Enclosures 1, 2 and 3 (if needed).
  - b. The Program Director or his/her designee will notify the student of referral to the SPC, have the student review Enclosures 1, 2 and 3 (if needed) with all supporting documentation and acknowledge through signature on Enclosures 2 and 3 (if applicable).
  - c. The Program Director or his/her designee will then send the signed and dated Enclosures 1, 2 and 3 (if needed) with supporting documentation to the SPC Chair a minimum of 8 business days prior to the SPC meeting.
4. The SPC Chair will pass all documentation on to the Commandant and Brigade JAG or the OGC representative.
5. The Commandant will meet with the student in person (or via phone if the student is not local) at least 3 business days, prior to the convening of the SPC and the student will acknowledge the following rights through signature of Enclosure 4, page 2.
  - a. The student may challenge any member of the SPC upon presenting evidence that the member may not render a fair and impartial opinion.
  - b. The student may present evidence at the meeting that is relevant to the proposed action (documentary, witness, or testimonial).
  - c. The student may have an individual (in addition to item b. above) present on his/her behalf during the SPC case, which can be anyone other than an SPC committee

- member presiding on the case. This may include an attorney at the student's choosing, secured at the student's expense, another student, or a federal government employee. The student may have more than one individual present on his/her behalf at the consent of the SPC Chair.
- d. Any individual selected by the student to be present on his/her behalf does not have the right to address the Committee or witnesses directly and is limited to the roles of advisor or observer only. Therefore, the representative/counsel may address the committee only with the consent of the Chair.
  - e. The student is highly encouraged to provide a written statement at the time of the SPC meeting to be included in the SPC report.
6. A copy of this policy and the signed enclosures will be given to the student.
  7. This procedure will be the same if the student is on or off USU campus. The student must be present (in person or through telecommunication) for all SPC referrals.
  8. **EXCEPTION:** In the event a student refuses to be present during the SPC meeting, the meeting may proceed only after consultation with the Brigade JAG and the SPC Chair.

## **E. CONDUCTING THE SPC:**

1. Prior to the start of individual student cases, the Committee will hold a business meeting to hear updates on the following: open and recently closed cases, report of all final decisions by the Dean to include withdrawals, and a report from the Program Director's meeting of students who are undergoing local/internal remediation or need additional instruction. These updates will be included as general meeting minutes by the Recorder, signed by the Chair and kept by the official recorder of the SPC.
2. The Chair will convene individual student cases and provide for introductions of all persons present including role, title and voting status.
3. Every effort will be made to audio record each individual student case.
  - a. Before student cases are presented, an announcement will be made that the student cases will be audio recorded. The audio recording will start with the above announcement and continue with the individual student case and will include the program directors statements, the student's statement, and general questions and answers from the committee.
  - b. Audio recording will be turned off during committee deliberations and voting on recommendations, while the student is not present.
  - c. Audio recording will commence following deliberation, once the student is present for the notification of the committee's recommendation.
  - d. The audio recording will be maintained in the individual student's SPC file and provided to the Associate Dean and Dean for review.
  - e. Audio recordings will be maintained in the SPC files.
4. The Brigade JAG or the OGC representative will inform the student of his/her rights under this policy and reiterate to those present that the meeting is administrative in nature, therefore, the formal "Rules of Evidence" do not apply and all relevant information may be considered.
5. The Program Director or their designee will present the student's record and any pertinent, relevant information and should be prepared to answer any questions posed by committee members.
6. The student will be allowed to present documentary, witness, or testimonial evidence relative to the proposed action, and should be prepared to answer any questions posed by the committee members.
7. If the student chooses to have an individual present on his/her behalf, that individual does not have the right to address the Committee or witnesses directly and is limited to the roles of advisor or observer only. Therefore, this individual may address the committee only with the consent of the Chair.
8. After all information pertinent to the case has been presented and all questions answered; the SPC will hold closed deliberations for discussions and voting. The student, Program

Director, and any other persons presenting evidence must leave the room during deliberations.

9. Upon completion of deliberations, a motion will be made in relation to the case presented and voted upon by the members. All SPC decisions will be by vote of a simple majority of members present, with the exception of a recommendation for disenrollment, which requires an affirmative vote of two-thirds of the members present.
10. Upon completion of the SPC vote, the Chair shall:
  - a. Inform the student and Program Director of the committee's recommendations.
  - b. Advise the student that the committee's action is a recommendation only and that the recommendation will be forwarded to the Associate Dean for Academic Affairs for a decision.
  - c. Notify the student that she/he may appeal the decision rendered by the Associate Dean for Academic Affairs Decision. His/her decision to appeal or not to appeal must be received in writing using Enclosure 7 within 5 business days from receipt of the Associate Dean of Academic Affairs Decision Memorandum (Enclosure 6) from the SPC Chair.
11. After the SPC meeting has concluded, the following events must be completed and scheduled according to the following timeline:
  - a. The SPC Chair, assisted by the Recorder will prepare the SPC report (Enclosure 5) outlining the findings and recommendations of the committee. Any voting SPC committee member may submit a written statement to be included with the committee report.
  - b. The SPC chair will forward the final SPC report, all supporting documentation, including the meeting audio recording, written student comments (if applicable), and a decision memorandum (Enclosure 5) to the Associate Dean for Academic Affairs within 5 business days of the SPC.
  - c. The Associate Dean for Academic Affairs may concur with the Committee's recommendations or request other action be taken. The Associate Dean for Academic Affairs will return his/her decision to the SPC chair in writing within 5 business days of receiving the final SPC report.
  - d. The SPC Chair will forward a signed copy of the Associate Dean for Academic Affairs' decision to the student, Program Director, JAG and Commandant.
  - e. The student may appeal the decision of the Associate Dean for Academic Affairs to the Dean, GSN. This is done by submitting Enclosure 7 with any supporting documents to the SPC Chair within 5 business days of receiving the Associate Dean

- for Academic Affairs' Decision Memorandum (Enclosure 6). The SPC Chair will forward the student's appeal package to the Dean.
- f. If a student does not appeal, the Associate Dean for Academic Affairs' decision is final.
  - g. Any SPC referral in which setback or disenrollment is recommended by either the Program Director, SPC or the Associate Dean for Academic Affairs, and the student chooses not to appeal the Associate Dean for Academic Affairs' decision, the entire package will be sent to the Dean by the SPC Chair for notification purposes.
  - h. If a student appeal is made, the Dean, GSN may concur with the Associate Dean's recommendations or request other action be taken (Enclosure 8). The Dean will return his/her decision to the SPC chair in writing within 5 business days of receiving the written appeal (Enclosure 8). The decision of the Dean is final: no further appeal is possible.
  - i. The SPC Chair will forward a signed copy of the Associate Dean for Academic Affairs or Dean's decision on appeal to the student, Program Director, JAG and Commandant.
  - j. Following the final decision, any recommendations of change to the proposed plan (remediation, probation) made by the SPC, the Associate Dean for Academic Affairs, or the Dean will be completed by the Program Director and presented to the Chair SPC for final review and approval within 3 business days of receipt of final decision.
  - k. If a decision of setback or disenrollment is made the SPC chair and Recorder will ensure notification is completed to the University Registrar and within utilized academic systems (Sakai and Empower) to ensure that students are added to or taken out of appropriate academic courses.
  - l. Originals of all official SPC documents will be kept with the official recorder of the SPC.

#### **F. LEAVE OF ABSENCE:**

1. Students who require a lengthy absence from academic or clinical activities and who are in good academic standing may request a leave of absence status upon discussion with the Program Director and concurrence by the respective Service.
2. Students who miss a significant portion of the program due to illness or for other reasons may also be recommended for a leave of absence.
3. Leave of absence will be determined on an individual basis. The sponsoring Service/Agency must concur with the leave of absence.

4. Students who are granted a leave of absence must meet all program requirements prior to graduation.
5. Upon return to academic or clinical activities, the SPC will evaluate the academic re-entry plan and adjusted timelines.

#### **G. VOLUNTARY REQUEST FOR WITHDRAWAL:**

1. A request for voluntary withdrawal from a GSN academic program by a student shall be evaluated by the Program Director or the Commandant. A request to withdraw may be submitted at any time during the course of study and *does not require action* by the SPC. The student in concert with the *Commandant* and *Program Director* must coordinate such action with the sponsoring service/agency prior to submission of such a request. The Commandant and the Program Director will counsel the student regarding his or her decision. Upon acceptance of the request by the Program Director, the letter will be forwarded to the Associate Dean for Academic Affairs and Dean for approval.
2. If a student is being recommended for disenrollment, they may voluntarily withdraw up until the SPC meeting is convened. Once they have met the SPC for review of the disenrollment recommendation, they no longer have the option of voluntary withdrawal.

#### **H. INTERIM SUSPENSION:**

1. The Dean, GSN is empowered to summarily suspend any student from academic activities without prior appearance or review before the SPC if there is cause to believe suspension is necessary to protect patients and/or the interests of USU.
2. When an interim suspension is imposed, the student may request an expedited meeting of the SPC if the suspension is for academic related issues.
3. All SPC policies and procedures as stated above will apply.

#### **I. GRADUATION:**

1. The Chair, SPC reviews all students presented for graduation to certify that the students do not have any uncompleted SPC requirements. A list of proposed graduating students will be sent to the Chair, SPC by the GSN Registrar at least one month prior to graduation.
2. The list will be returned to the Registrar with a memo stating which (if any) students have outstanding issues and what needs to be done to resolve these issues prior to graduation.

#### **J. DEFINITIONS:**

1. *Academic Jeopardy Letter:* At the discretion of the Program Director a letter may be presented to a student who is not doing well in a course or program, identifying the specific issues or deficiencies that the student needs to address in order to appropriately progress in their program (i.e. academic and/or clinical performance).
2. *Disenrollment:* A GSN imposed formal dismissal from the University and termination of student status.

3. *Full Student Status*: Status of a student who is progressing satisfactorily in their program of study.
4. *Interim Suspension*: A GSN Dean initiated temporary removal of a student from all academic activities including, but not limited to, classes, labs, clinical rotations and student activities.
5. *Leave of Absence*: A student requested temporary absence from all academic activities including, but not limited to, classes, labs, clinical rotations and student activities.
6. *Probation*: A period of time and a designated status of a student wherein the student must meet a certain set of conditions and / or attain a designated status within a prescribed time period to be allowed to continue in their academic or clinical program.
7. *Program Director*: As used in this Academic Policy Statement, this means the Director of a GSN program.
8. *Remediation Period*: The duration of the remediation program as described in the remediation plan.
9. *Remediation Program*: A process or plan of corrective actions designed to resolve academic or clinical deficiencies.
10. *Setback*: An opportunity to repeat a block of study resulting in postponement of graduation.
11. *Student Promotions Committee (SPC)*: An advisory body to the Dean and Associate Dean for Academic Affairs, GSN, whose purpose is to provide an objective review of a student's record and performance and make recommendations as to the status of that student. Recommendations may include a return to full student status, remediation, probation, setback, or disenrollment.
12. *Withdrawal*: A student requested formal termination of student status. A voluntary withdrawal from a GSN academic program by a student does not require action by the SPC.

**//SIGNED//**

**CAROL A. ROMANO, PhD RN FAAN  
Dean and Professor**

**Approved by GSN All Faculty: March 13, 2017**

**Appendices:**

Appendix A-Timelines/Sequence of Events

**Enclosures:**

1. Request for Referral to the Student Promotions Committee
2. Student Promotions Committee Attachments
3. Institution of a Remediation/Probation Program
4. Student Promotions Committee Student Referral Form
5. Student Promotions Committee Report Form
6. Associate Dean for Academic Affairs' Decision Memorandum
7. Notification of Student Appeal to Dean
8. Dean's Final Decision Memorandum

Reviewed by:

Name/Title	Signature	Date

## Appendix A

### Timelines/Sequence of Events

Steps	Action	Person Responsible	Forms	Timeline
1	Student Referred to SPC	Program Director	Encl 1,2,3	Initiation
2	SPC Meeting Date & Time Scheduled	SPC Chair		No earlier than 8 business days from student referral
3	Student meets with Commandant	Commandant	Encl 4	At least 3 business days prior to meeting
4	SPC meeting	SPC Chair		
5	SPC documents to ADAA	SPC Chair	Encl 5	Within 5 business days of meeting
6	ADAA Decision	ADAA to SPC Chair	Encl 6	Within 5 business days of receipt of SPC documents
7	Student, Program Director, Commandant, and JAG notified of ADAA decision	SPC Chair		Upon receipt of Decision
8	Student Appeal Decision	Student	Encl 7	Within 5 business days of receipt of ADAA Decision
9	Final Decision	Dean	Encl 8	Within 5 business days of receipt of SPC documents
10	Student, Program Director, Commandant, and JAG notified of Dean's decision	SPC Chair		Upon receipt of Decision
11	Final SPC plan review (if necessary)	Program Director to SPC Chair		Within 3 business days of receipt of final decision

**From:**

**To: SPC CHAIR**

**Date:**

**Student:**

**Subject: Request for Referral to the Student Promotions Committee**

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1. I request the Student Promotions Committee be convened in the case of above named student
2. Reason for referral to Student Promotions Committee:
  - Failure to meet course objectives or required academic performance standards
  - Failure to meet objectives for clinical training
  - Requested by student
  - Scheduled interim progress review
  - Removal from probation
  - Other (specify)
3. Summary statement of the problem and any other history or remediation that has already occurred.  
(Please attach relevant documentation and ensure it is listed and acknowledged in Enclosure 2)

4. I recommend:
  - Removal from Probation (Return to Full Student Status)
  - Remediation
  - Probation (new or continued)
  - Setback
  - Disenrollment

Clinical Site Director/ Advisor (if applicable)

Date

Program Director Signature

Date

**From:**

**To: SPC CHAIR**

**Date:**

**Subject: Student Promotions Committee Attachments**

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The following documents will be submitted to support the SPC request:

<b>Supporting Documents for SPC Referral</b>		
<b>Attachment Number</b>	<b>Student Initials</b>	<b>Document Title</b>

Student Signature

Date

Program Director Signature

Date

Commandant Signature

Date

**From:**

**To: SPC CHAIR**

**Date:**

**Subject: Institution of a Remediation/Probation Program**

This plan is for (check one):      Remediation      Probation

Designated Faculty:

Meeting Schedule with Faculty:

<b>Remediation Plan</b> (may use this table or add attachment)				
Issue	Goal	Deliverable	Criteria for completion	Due Date

Criteria for successful completion of remediation/probation:

Student Signature

Date

Designated Faculty Signature

Date

Program Director Signature

Date

**From:**

**To: STUDENT**

**Date:**

**Subject: Student Promotions Committee Student Referral Form**

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1. Student Name and Rank:

Date SPC Initiated:

Start of Phase I Training:

Start of Phase II Training:

2. An SPC is scheduled for:

Date:

Time:

Location:

3. Reason for referral to Student Promotions Committee:

Failure to meet course objectives or required academic performance standards

Failure to meet objectives for clinical training

Requested by student

Scheduled interim progress review

Removal from probation

Other (specify)

4. Name of student invitee(s): Initial here if none:

5. Tentative SPC membership for the scheduled SPC is as follows:

1. (Chair) 7.

2. (Commandant) 8.

3. (Brigade JAG) 9.

4. 10.

5. 11.

6. 12.

\*\*This is list is tentative only, actual members may vary. Student may challenge any member of the SPC at the time of the meeting upon presenting evidence that the member may not render a fair and impartial opinion

6. Student verification of referral to the Student Promotions Committee and students' rights.  
(Please initial each statement)

- a. I have received the documents listed in Enclosure 2 including a copy of the SPC policy.
- b. I have been notified of the tentative membership of the Student Promotions Committee.
- c. I have been advised that, I may challenge any member of the Student Promotions Committee upon presenting evidence that the member may not render a fair and impartial opinion.
- d. I have been notified that I may present evidence at the meeting that is relevant to the proposed action (documentary, witness, or testimonial).
- e. I have been notified that I may have an individual (in addition to item d. above) present on my behalf during my SPC case, which can be anyone other than an SPC committee member presiding on my case. This may include an attorney of my choosing, secured at my expense, another student, or a federal government employee.
- f. I understand that if I do have an individual, to include an attorney, present that the individual and/or attorney does not have the right to address the committee or witnesses directly and is limited to the roles of advisor or observer. Therefore, the individual and/or attorney may address the committee only with the consent of the Chair.
- g. I understand the recommendation of the SPC goes to the Associate Dean for Academic Affairs.
- h. I understand I am highly encouraged to provide a written statement at the time of the SPC meeting to be included in the SPC report.

Student Signature:

Date:

Commandant Signature:

Date:

**Student Promotions Committee  
Report Form**

Student Name:

Date / Hour Committee Convened:

Date / Hour Committee Adjourned:

Committee Members and other persons present (indicate role and voting/non-voting status of all persons present):

1. Procedural Matters

2. Faculty Presentation Attachments:

3. Student Presentation Attachments (if any)

4. Committee Vote

5. Student acknowledged understanding of the SPC recommendation.

Chair, SPC Signature

Date

Original to: SPC File

Copy to: Associate Dean for Academic Affairs, Student, Student's attorney (if applicable), Program Director

**Student Promotions Committee  
Associate Dean for Academic Affairs Decision Memorandum**

**To: DEAN, GRADUATE SCHOOL OF NURSING**

**Date:**

**Subject: Associate Dean for Academic Affairs Decision**

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I have reviewed the materials from the SPC in the case of the above named student. If applicable, I have reviewed any additional materials provided by the student. I hereby make the following determination:

I concur with the Student Promotion Committee's recommendations as stated and agree that they be implemented as written without changes.

I concur with the Student Promotion Committee's recommendations as stated and agree that they be implemented but with the following minor changes/additional stipulations as listed in the box below.

I do not concur with the Student Promotion Committee's recommendations. I make the following determination as listed in the box below.

Other action required (specify):

Associate Dean for Academic Affairs, GSN

Date

Original to: SPC File  
Copy to: Student, Student's attorney (if applicable), Program Director

Encl 6

**Student Promotions Committee  
Notification of Student Appeal to Dean**

Student Name:

Date of SPC:

- I understand that I have the right to appeal the Associate Dean for Academic Affairs' Decision of the Student Promotions Committee within 5 business days of receiving his/her decision.
- I elect to (initial):

**NOT APPEAL** the Associate Dean for Academic Affairs' Decision

**APPEAL** the Associate Dean for Academic Affairs' Decision

Student Signature

Date

Brigade JAG/General Counsel Representative Signature

Date

Chair, SPC Signature

Date

Original to: SPC File

**Student Promotions Committee  
Dean Final Decision Memorandum**

**To:**

**Date:**

**Subject:       Final SPC Decision**

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I have reviewed the materials from the SPC and the Associate Dean's Recommendation in the case of the above named student. If applicable, I have reviewed any additional materials provided by the student. I hereby make the following determination:

I concur with the Associate Dean's Recommendation as stated and agree that they be implemented as written without changes.

I concur with the Associate Dean's Recommendation as stated and agree that they be implemented but with the following minor changes/additional stipulations as listed in the box below.

I do not concur with the Associate Dean's Recommendation. I make the following determination as listed in the box below.

Other action required (specify):

Dean, GSN

Date

Original to: SPC File

Copy to: Student, Student's attorney (if applicable), Program Director