

<p>MSN Student Learning Success Plans</p>	<p>SON/PPS No. 02.03.51 Issue No. 1 Revised Dates: Effective Date: 11/11/2025 Review Cycle: Three Years Next Review: 11/2028 Reviewer(s): MSN Council</p>
--	--

01.01 Purpose

The purpose of this policy is to provide a structured process for supporting graduate nursing students who are not meeting academic, clinical, or professional performance expectations. Student Learning Success Plans (SLSPs) are designed to identify specific areas of concern, outline targeted remediation strategies, and support students in achieving program competencies.

This policy also outlines procedures for issuing, monitoring, and tracking multiple learning contracts and for managing coursework completion through an Incomplete (I) grade when appropriate.

01.02 Policy Statement

Students are expected to demonstrate satisfactory academic performance and clinical competence in accordance with program standards. When deficiencies are identified, faculty may initiate a Student Learning Success Plan (SLSP) to facilitate student success and ensure safe, competent progression in the program.

02.01 Criteria for Initiating a Learning Contract

A Learning Contract may be initiated when a student:

- Fails to meet minimum academic standards (e.g., < B grade in a required course or < 80% clinical evaluation score).
- Demonstrates unsatisfactory performance on key assignments or exams.
- Exhibits deficiencies in clinical judgment and skill competency.
- Fails to meet attendance, participation, or documentation requirements.
- Requires additional support following a prior remediation or learning contract.
- Requires an incomplete in a course and additional time to fulfill course learning outcomes due to significant delays in securing a clinical preceptor, necessitating up to two weeks beyond the official end of the semester to complete required practicum hours.

2.02 Learning Contract Development

The course or clinical faculty member will:

1. Meet with the student to discuss areas of concern and expectations.
2. Develop a written Learning Contract that includes:
 - o Specific learning objectives linked to program/course outcomes.
 - o Description of deficiencies (academic or clinical performance).
 - o Measurable performance goals (e.g., achieve \geq 85% on exam; demonstrate competency in medication administration).
 - o Remediation plan, including resources (e.g., tutoring, simulation lab, faculty mentoring, writing support).
 - o Timeline for completion, not to exceed the end of the current semester unless an Incomplete is granted.
 - o Evaluation criteria for successful completion.
3. Obtain signatures from the student, faculty member, and Program Director (or designee).

02.03 Remediation and Follow-Up

- Faculty will provide ongoing feedback and formative evaluation throughout the remediation period.
- Students are responsible for actively engaging in the remediation process and seeking support as needed.
- A follow-up meeting will occur by the midpoint and end of the contract period to assess progress.

If a student does not meet the conditions of the Learning Contract by the specified deadline, the following may occur:

- Course failure,
- Delay in clinical placement,
- Recommendation for academic probation, or
- Dismissal from the program (depending on severity and prior history).

02.04 Incomplete (I) Grades Related to Learning Contracts

When a Learning Contract extends beyond the semester due to ongoing remediation:

- The faculty member may recommend an Incomplete (I) grade if the student has completed the majority of coursework and has a reasonable likelihood of successful completion. If this is the case the faculty member must: Refer to the University policy on an Incompletes: <http://www.registrar.txstate.edu/our-services/grades.html>
 - o Notify SON Chair
 - o Fill out an SLSP with the required documentation outlined below.
 - o Extend the Canvas course:
<https://services.txst.edu/TDClient/39/ITAC/KB/PrintArticle?ID=75>

- The Incomplete Contract must specify:
 - The remaining work or competencies to be completed.
 - The extended completion date (not to exceed one semester, per institutional policy).
 - The consequences of non-completion (conversion to an F or U).
- The faculty member and student will continue to meet until all Learning Contract requirements are satisfied.
 - Once completed, faculty will: Notify MSN Program Director and SON Director when ready to award final grade
 - Once the grading deadline has passed, alterations to grades fall under the rules of grade changes.
 - submit a Change of Grade Request to replace the “I” with the earned grade with a [Change of Grade Request](#).

03.01 Tracking and Documentation of Multiple Learning Contracts

To ensure consistency and early intervention:

- The MSN Program Director (or designee) maintains a confidential and secure file for SLSPs, located in the Grad Nursing Programs Administration Teams site.
- The MSN Program Director will maintain a log to track the SLSPs, including the following information:
 - Student name and ID
 - Course/semester
 - Nature of concern (academic, clinical, professional)
 - Remediation strategies
 - Outcome (successful completion, incomplete, failure, ongoing)
- A student with ***three or more active or prior*** SLSPs within the program will trigger a Program Progress Review by the Graduate Nursing Admission, Progression, and Graduation Committee.
- The Committee may recommend additional support, program delay, or dismissal based on the pattern and severity of concerns.
- Documentation of all SLSPs, meetings, feedback, and student progress must be placed in the student’s academic file located in the Grad Nursing Programs Administration Teams site.

03.02 Confidentiality

All Learning Contracts and associated documentation are confidential and maintained in accordance with FERPA and institutional policy. Information will only be shared with faculty or administrators directly involved in the student’s education and progression.

03.03 Appeals

Students who disagree with the conditions or outcomes of a SLSP may appeal following the Graduate Nursing Program Academic Appeal Policy.

Student Learning Success Plan (SLSP)

Section 1: Student Information

Student Name:	Date of Initial Meeting:
Program:	Semester/Year
Course Number:	Course Title:

Section 2: Reason for Initiating a Student Learning Success Plan

- Fails to meet minimum academic standards (e.g., grade < B in required course or < 80% in clinical evaluation)
- Unsatisfactory performance on key assignments or exams
- Deficiencies in clinical judgment or skill competency
- Failure to meet attendance, participation, or documentation requirements
- Requires additional support following prior remediation
- Requires incomplete and additional time (up to 2 weeks post-semester) due to delay in securing a clinical preceptor

Brief Description of Concern:

(Summarize academic/clinical performance issues or barriers to success)

Section 3: Learning Objectives and Performance Goals

Learning Objective (Linked to Course/Program Outcomes)	Identified Deficiency	Performance Goal/Expected Outcome (Measurable)

Section 4: Remediation and Support Plan

Check all that apply

- Tutoring (subject area)
- Simulation lab practice
- Faculty mentoring/advising
- Writing or academic support services
- Re-examination or reassessment
- Clinical skill check-off
- Other (describe):

Remediation Strategy	Resources/Support	Target Completion Date

Section 5: Timeline and Monitoring

- **Contract Start Date:** _____
- **Midpoint Review Date:** _____
- **Final Review Date:** _____
- **Contract End Date (Not to exceed current semester unless Incomplete granted):** _____

Faculty Notes / Progress Updates: *(To be completed during midpoint and final review meetings)*

Section 6: Incomplete (I) Grade (*if applicable*)

If additional time is required beyond the semester due to remediation or clinical delays:

- Faculty may recommend an **Incomplete (I)** per University policy:
[Registrar Policy on Incompletes](#)
- Faculty must:
 - Notify SON Chair
 - Submit SLSP with documentation
 - Extend Canvas course ([Instructions](#))

Incomplete Contract Details:

- **Remaining Work/Competencies:** _____
- **Extended Completion Date (≤ 2 weeks):** _____
- **Consequence of Non-Completion:** Convert to F Convert to U
- Upon completion, faculty will:
 - Notify MSN Program Director and SON Director
 - Submit [Change of Grade Request](#) to replace “I” with earned grade

Section 7: Signatures

By signing below, all parties acknowledge understanding of the concerns, remediation plan, and required outcomes.

Signature

Name (Print)

Date

Student:

**Course/Clinical
Faculty:**

**Program
Director (or
Designee):**

Section 8: Outcome *(To Be Completed Upon Contract Conclusion)*

- Successfully met all objectives and remediated deficiencies
- Partially met objectives; additional follow-up required
- Did not meet objectives – Refer to Admission, Progression, and Graduation Committee

Faculty Summary/Comments: