

<b>MSN ACADEMIC PROGRESSION POLICY</b>	<b>SON/PPS No. 02.02.20</b> <b>Issue No. 1</b> <b>Revised Dates:</b> <b>Effective Date: 11/11/2025</b> <b>Review Cycle: Three Years</b> <b>Next Review: 11/2028</b> <b>Reviewer(s): MSN Council</b>
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### 1. Purpose:

This policy establishes academic progression standards for students enrolled in the Master of Science in Nursing (MSN) and Post-Master's Graduate Certificate programs. It outlines minimum academic performance requirements, procedures following course failure, incompletes, or withdrawal, and expectations regarding program completion and compliance with clinical requirements.

### 2. Academic Performance Requirements:

01. Students must earn a minimum grade of 80% (B or higher) in all nursing courses required in the program curriculum.
02. To graduate with a Master of Science in Nursing (MSN) degree or Post-Master's Graduate Certificate, students must maintain a minimum cumulative GPA of 3.0 in all nursing coursework.
03. Courses are offered in a lock-step sequence for both full-time and part-time program options.

### 3. Didactic and Practicum Course Failures and Repetition:

01. Students are permitted to repeat a nursing course (didactic or practicum courses) only one time. ***Failure of any two nursing courses*** in the MSN or Post Master's Certificate programs will result in dismissal from the program, though the student may continue enrollment at Texas State University.
  - Students are required to complete all required course deliverables, including the minimum clinical hours, as designated in course syllabi. Failure to meet the minimum clinical hours by the designated last clinical day date in the syllabus will result in clinical failure for the course.
02. Following a course failure, the student must submit a Student Learning Success Plan (SLSP) to the Faculty and Program Director if they wish to continue in the nursing program. The SLSP must:
  - Identify changes the student plans to implement to promote academic success.
  - Specifically address behaviors or factors that contributed to the course failure or withdrawal.

- The completed SLSP must be submitted according to the timeline specified by the Faculty. If the SLSP is not submitted an academic hold will be placed, preventing the student from registering for the next term.
- The Program Director may request clarification or additional documentation from the student.

#### 4. Didactic and Practicum Course Incompletes:

01. In circumstances beyond the student's control or involving significant life events, a student may be unable to complete all course requirements by the end of the academic term. In such cases, the student and course faculty may collaborate to develop a plan for the timely completion of remaining course deliverables.
02. When this occurs, and with faculty approval, the student may be assigned a grade of "Incomplete (I)" for the course in accordance with [University Policy](#). The "Incomplete" designation is intended to provide the student an opportunity to complete outstanding work without penalty, provided that satisfactory progress has been demonstrated prior to the end of the semester.
03. The faculty and student must establish a SLSP for completion of the course requirements that includes:
  - A clear list of outstanding assignments or requirements;
  - Specific deadlines for completion of each deliverable; and
  - The final date by which all course work must be submitted for grade conversion.
04. If the student fails to complete all required deliverables by the agreed-upon deadline, the "Incomplete (I)" will convert to the grade earned based on completed work, or to an "F" if no further work is submitted, consistent with [University Policy](#).
05. Faculty must take the following steps when awarding an Incomplete:
  - Notify SON Chair and Program Director
  - Forward the SLSP to the Program Director
  - In Canvas, follow the instructions:  
<https://services.txst.edu/TDCClient/39/ITAC/KB/PrintArticle?ID=75>
  - Notify SON Chair when ready to change grade from an Incomplete to the awarded grade.
  - Once the grading deadline has passed, alterations to grades fall under the rules of grade changes. Each student whose grade was not entered will need to be changed individually with a [Change of Grade Request](#).

#### 5. Withdrawals, Course Drops, and Leave of Absence

01. Students enrolled in the Master of Science in Nursing (MSN) or Post-Master's Graduate Certificate programs are permitted to withdraw from a course, drop a course, or take a leave of absence only once during their enrollment in the program.
02. A second withdrawal, course drop, or leave of absence—regardless of reason or timing—will result in dismissal from the nursing program, though the student may remain eligible to continue enrollment at Texas State University.
03. All course withdrawals or drops should occur prior to the census date (12th class

day) of the semester. Withdrawals or drops after this date are not permitted except in cases of documented extenuating circumstances or significant life events.

04. In such cases, the student must consult with and obtain approval from the Program Director before any action is taken. The Program Director may request supporting documentation and will determine whether the circumstances warrant approval for a late withdrawal or course drop.
05. A Leave of Absence (LOA) may be granted for compelling personal, medical, or professional reasons that prevent a student from maintaining continuous enrollment.
  - Requests for a Leave of Absence must be submitted in writing to the Program Director prior to the start of the semester whenever possible.
  - The request must specify the reason for the leave and the expected duration.
  - The maximum allowable LOA is 12 months. After 12 months the student must reapply to the program.
06. Any withdrawal, course drop, or leave of absence may impact program progression and may require the student to wait until the next available course offering to resume studies. The student is responsible for meeting all program and university requirements upon return.