

## **Academic and Clinical Conference Form With or Without F Day Policy 1.3**

**Original Implementation: September 1999**

**Last Revision: May 2019**

A conference form is necessary to facilitate and record communications between faculty and students regarding professional expectations and student performance.

### **ACADEMIC COUNSELING FOR STUDENTS OF ALL PROGRAMS**

Counseling Forms may be used for a wide variety of topics and recommendations. It may be used as an “F” Day form, it may be used for academic counseling, and it may be used to commend student behavior.

The original should be placed in the student’s file and a copy given to the student.

### **BSN and RN-BSN CLINICAL CONFERENCE AND F DAY**

The Counseling Form may be used for clinical counseling and conferences between faculty and students or as documentation for an “F Day”.

Unacceptable nursing practice in the clinical setting is grounds for receiving a Clinical Fail Day, also known as an “F” Day.

A clinical setting is any activity for which the student receives clinical hours.

A student who receives three (3) clinical “F” days in any clinical course will receive a grade of F for that course. After receiving a grade of F, a student may petition the Student Affairs Committee to re-take the course during the subsequent semester on a space available basis.

A student who accumulates five clinical “F” days will be dismissed from the School of Nursing. After being dismissed from the School of Nursing, a student may petition the Student Affairs Committee to be reinstated into the School of Nursing.

### **PROCEDURE**

The faculty member will inform the student, documenting unacceptable behavior on the Counseling Form, that the student will receive a clinical “F” day. At the faculty member’s discretion, the student may be removed from direct patient care for the remainder of that clinical day. The student will be given a copy of the completed Counseling Form with this policy attached. The original Counseling Form will be sent to the Program Coordinator and then director for inclusion in the student’s permanent file. The instructor may retain a copy.

When a student receives the second clinical “F” day in a course, the student shall meet with the instructor(s) and the program coordinator and/or the director of the SON, and be informed that three clinical “F” days will result in a grade of F for that course.

When a student receives the fourth clinical “F” day while in nursing program, the student shall meet with the instructor(s) and the program coordinator and/or the director of the SON, and be informed that five clinical “F” days will result in dismissal from the SON.

**Forms:** Academic and Clinical Conference With or Without an F Day