



School of Nursing, Involuntary Student Placement Withdrawal Policy

1.0 Background

- 1.1** For the purpose of this policy, the term 'placement' includes all mandatory time outlined within a course including seminar sessions, labs and clinical.
- 1.2** The School of Nursing at Queen's University is committed to facilitating optimal education opportunities for students. A component of this commitment is ensuring all students meet all requirements for the provision of safe client care. There may be times when students are subject to involuntary withdrawal from a specific course. This includes the following:
 - 1.2.1** The student did not complete pre-placement requirements as per the School of Nursing and/or the placement agency.
 - 1.2.2** The student is unable to commence and/or complete a placement within a time frame to demonstrate successful completion of course competencies and outcomes.

2.0 Scope

- 2.1** This policy applies to all students upon acceptance into a program within the School of Nursing at Queen's University.

3.0 Protocol

The involuntary withdrawal, as per the relevant scenarios, will occur according to the following protocol.

- 3.1.** The student did not complete pre-placement requirements as per the School of Nursing and/or the placement agency.
 - 3.1.1** Students will be notified of pre-placement requirements within the Undergraduate Nursing Portal that is housed on onQ.
 - 3.1.2** Students will be provided with a firm deadline for pre-placement requirement clearance within the Undergraduate Nursing Portal.
 - 3.1.3** Students who require an exemption for any pre-placement requirements will contact the Clinical Placement Coordinator to discuss the next steps a minimum of 2 months prior to the deadline.
 - 3.1.4** Students who fail to meet the deadline for pre-placement requirements will be involuntarily withdrawn from the applicable course.
 - 3.1.5** The Clinical Placement Coordinator will notify the Associate Director,

Undergraduate Nursing Programs, of the student's status, who will provide written notification to the student of their involuntary withdrawal from the course. This notification will include information on the students' right to appeal the decision to the Undergraduate Academic Progress and Graduation Committee and their option to meet with the Ombudsperson and Rector.

- 3.1.6** The Associate Director, Undergraduate Nursing Programs, will notify the applicable Course Coordinator of the student's involuntary withdrawal.
 - 3.1.7** After written notification has been sent to the student, an Academic Advisor will meet directly with the student to discuss program progression.
 - 3.1.8** The Clinical Placement Coordinator will notify the placement agency of the placement cancellation as needed or required.
- 3.2** The student is unable to commence a placement and/or complete a placement within a time frame to demonstrate successful completion of course competencies and outcomes.
- 3.2.1** The student will communicate with the Course Coordinator any issues that may prevent them from starting or completing a placement, within a timely manner. If required, the students' accommodation requirements are noted on Ventus and accessible by the Course Coordinator.
 - 3.2.2** The Course Coordinator will notify the Clinical Placement Coordinator and Clinical Lead of the student's inability to start or complete the placement as planned.
 - 3.2.3** If required, the Clinical Placement Coordinator will notify the placement agency of the student's inability to start or complete the placement.
 - 3.2.4** If applicable, the Academic Advisor and/or Course Coordinator will notify the Clinical Placement Coordinator and Clinical Lead when the student has identified a date of possible return.
 - 3.2.5** Students who have missed more than 15% of the placement (at any point within the term) will not be eligible to return to the placement, regardless of the reason or when they started. The student will be involuntarily withdrawn from the applicable course. Students who are unable to start a placement will be involuntarily withdrawn from the course once they miss more than 15% of the placement.
 - 3.2.6** Students who miss less than 15% of the placement may still be subject to review if they fail to meet the course outcomes and course competencies.
 - 3.2.7** The Course Coordinator will inform the Associate Director, Undergraduate Nursing Programs, of any student who meets the criterion of 3.2.5. The Associate Director will then notify the student in writing of their involuntary withdrawal from the course. This notification will include information on the students' right to appeal the decision to the Undergraduate Academic

Progress and Graduation Committee as well as the option to consult with the Ombudsperson and Rector.

3.2.8 After written notification has been sent to the student, an Academic Advisor will meet directly with the student to discuss program progression.

3.2.9 The Clinical Placement Coordinator will notify the placement agency of the placement cancellation as needed or required.