

York University – School of Nursing
Undergraduate Programs

Title: Policy on Involuntary Withdrawal in a Practicum Course	
Document Number: 3.13	
UPC Review & Approval Date: September 25, 2019	Executive Committee Date:
SON Council Decision Date: November 2019	
Purpose: To identify factors that can lead to an involuntary withdrawal from a practicum setting and the associated processes to be followed.	
Definitions/Criteria: Involuntary withdrawal is defined as failure in a practicum course <i>prior</i> to the completion of the required practicum hours component, and/or <i>prior</i> to the end of term. A student may be required to withdraw involuntarily from a course with a practicum component if any of the following are documented in the course Practicum Evaluation Tool (PET): a. the student fails to meet the requirements of the course’s practicum component and/or the Practicum Progression Plan, either through unsatisfactory attendance and/or participation in practicum settings, or through unprofessional and/or unsafe behaviour in fulfilling course requirements; b. the student’s performance is assessed to disrupt the safe functioning of the practicum site; c. the practicum agency refuses to continue to provide the student with a placement, due to unsafe and/or unprofessional behaviours; and/or d. the student jeopardizes the well-being of clients of the practicum site, and/or demonstrates failure to meet professional standards for practice currently mandated by the College of Nurses of Ontario. The above student behaviours will lead to the decision to withdraw from a course prior to the end of term.	

Actions:

1. All behaviours must be fully documented using the course PET by the individual who observed those behaviours; attachments may be included. The academic implications of the observed behaviours must have been communicated by the Course Director (CD) and the Clinical Course Director (CCD) to the student in a timely manner, as part of ongoing feedback in the practicum course. Students must receive a copy of the PET.
2. Following a determination by the CD and the CCD that the student has failed a practicum course based on an involuntary withdrawal, the Undergraduate Program Director (UPD)/Undergraduate Program Coordinator (UPC) is notified. An Exploratory Meeting with the student, the CD, the CCD, and the UPD/UPC will be communicated and arranged by the UPD. The student will be notified in this communication that they are being withdrawn involuntarily from the clinical course. The meeting will include a summary of the final clinical performance as documented in the PET, an opportunity for the student to provide their perspective, and to discuss the process of withdrawal from the practicum course. This Exploratory Meeting will be minuted and will be kept on the student's file. A copy of the minutes will be provided to the student.
3. Following the review at the Exploratory Meeting, the future progression in the BScN program will be outlined by the UPD/UPC, typically in a separate meeting. Wherever appropriate, any recommended actions will be corrective and educative to support the success of the student in repeating the course.

NOTE:

Practicum, or intangible work cannot be reappraised (see Senate information at <http://secretariat.info.yorku.ca/senate/appeals-committee/principles-regarding-grade-reappraisals/>). Students who wish to submit a petition for a *late withdrawal* of a failed clinical course may do so through the Faculty of Health's Office of Student and Academic Services, following the normal procedures.

The UPD/UPC will consult with the Associate Director, Undergraduate Education (ADUE) when there are concerns that the nature and seriousness of the student performance issue discussed at the Exploratory Meeting could result in possible withdrawal from the BScN program (see the Senate policy on <https://secretariat-policies.info.yorku.ca/policies/student-professional-behaviour-policy-bscn/>). The ADUE may initiate a Student Professional Behaviour Review, as per the Senate policy.

Other related policies:

See <https://secretariat-policies.info.yorku.ca/policies/repeating-passed-or-failed-courses-for-academic-credit-policy/>. In such an instance, the student will be ineligible to proceed in the program.