

Guideline: Student Progress Report

PURPOSE:

The purpose of this guideline is to facilitate Bachelor of Nursing (BN) Programs students' accountability for their program progress and to assist program administration in recognizing patterns of student absence or performance issues.

DEFINITIONS:

Absence –not being physically present to engage in the scheduled activities for a course.

Accountability – an obligation or willingness to accept responsibility or to account for one's actions (Merriam-Webster, n.d.).

Fitness to Practice – the capacity to meet the CRNA *Practice Standards* and the Canadian Nurses Association *Code of Ethics for Nurses*, through professional conduct, clinical competence and the ability to provide safe and effective care. Being fit to practice includes having the physical and psychological (emotional, behavioural and cognitive) capacity to fulfill all aspects of nursing practice.

Pattern – a reliable sample of traits, acts, tendencies, or other observable characteristics of a person, group, or institution (Merriam-Webster, n.d.). Patterns identified in this guideline include but are not limited to theory/lab/praxis absences and Enhancement Plans implemented.

GUIDELINE SCOPE:

This guideline applies to all BN Programs instructors, faculty members, and students enrolled at Lethbridge Polytechnic and University of Lethbridge campuses. Exceptions are as follows (see BN Programs Attendance Policy for details):

1. Athletic Team Participation
2. CNSA Conference Attendance
3. NESA BN Programs Governance Committees

GUIDELINE STATEMENTS:

1. Students are accountable for attendance and participation in all course-related activities within the BN Programs.
2. As part of professional responsibility, students will proactively communicate with instructors or faculty when patterns of absence or the implementation of an Enhancement Plan will impact their ability to meet course or program requirements.

SPECIFICS OF THE GUIDELINE:

1. Attendance at all scheduled theory, lab, and praxis components is required. Repeated absences will place students at risk of unsuccessful course or program completion.
2. In addition to notifying instructors of absences in accordance with the BN Programs Attendance Policy, students are responsible for accurately tracking all missed hours using the BN Programs Student Progress Report.
3. Where an Enhancement Plan (EP) has been implemented during a course, students must document:
 - a. the course in which the EP was required
 - b. whether the expectations and conditions of the EP were successfully met
4. At the end of each academic year (April), students are required to:
 - a. Report the total number of absent hours for each course
 - b. Identify any course(s) in which an Enhancement Plan was required and indicate the outcome
 - c. Submit the completed Student Progress Report through the designated institutional Learning Management System (LMS)
5. Faculty/instructors will maintain records of student absences and submit a summary at the end of each semester to BN Programs leadership (Chair [LP], Practice Coordinator [LP], Assistant Dean [UL]) to support verification of student-reported data.
6. Enhancement Plans must be developed, implemented, and submitted in accordance with the BN Programs Enhancement Plan Guidelines.
7. BN Programs leadership will review Student Progress Reports, faculty summaries, and Enhancement Plans on a regular basis to:
 - a. monitor patterns of attendance and professional conduct
 - b. support early identification of students at risk
 - c. inform decisions related to progression and student success

APPENDICES:

Appendix A: NESAs BN Program Student Progress Report

Appendix B: NESAs BN-AD Program Student Progress Report

RELATED POLICIES/ASSOCIATED GUIDELINES:

BN Programs Guideline: Enhancement Plans

BN Programs Policy: Attendance

BN Programs Policy: Fitness to Practice

REFERENCES:

Canadian Nurses Association. (2025). *Code of ethics for nurses*. Ottawa, ON: Canadian Nurses Association. <https://www.cna-aiic.ca/en/nursing/regulated-nursing-in-canada/nursing-ethics/2025-coe>

College of Registered Nurses of Alberta [CRNA]. (2023). *Practice standards for registrants*. <https://www.nurses.ab.ca/media/h5ff0jit/14-practice-standards-for-registrants-2023.pdf>

Merriam-Webster. (n.d.). Accountability. In *Merriam-Webster.com dictionary*. <https://www.merriam-webster.com/dictionary/accountability>

Merriam-Webster. (n.d.) Pattern. In *Merriam-Webster.com dictionary*. <https://www.merriam-webster.com/dictionary/patterns>

For the most current policy information, always refer to the official NESA BN Program Guidelines and Forms Website: <https://www.ulethbridge.ca/healthsciences/policies>

Approved by/date: NESA Joint Faculty Council; May 11, 2026

4-Year BN - NESA PROGRAM STUDENT PROGRESS REPORT

Student Name:					Student ID:			
Program		# of Absent Hours			Praxis Hours		Enhancement Plans	
BNRT	Course	Theory	Lab	Praxis	Completed	Required	Required	Successful
Year 1	NSG 1400							
	NSG 1410							
	NSG1420							
	NSG 1500							
	NSG 1521							
	NSG 1522					48		
NOTES:								
Year 2	NSG 2300							
	NSG 2321							
	NSG 2322					192		
	NSG 2421							
	NSG 2422					192		
NOTES:								
Years 3/4	NURS 3021							
	NURS 3022					192		
	NURS 3100							
	NURS 3121							
	NURS 3122					192		
	NURS 3200							
	NURS 3300							
	NURS 3321							
	NURS 3322					192		
NOTES:								

BN-AD - NESA PROGRAM STUDENT PROGRESS REPORT

Student Name:					Student ID:			
Program		# of Absent Hours			Praxis Hours		Enhancement Plans	
BN-AD	Course	Theory	Lab	Praxis	Completed	Required	Required	Successful
Term 1	NSG 1522					48		
	NSG 1600							
	NSG 1610							
NOTES:								
Term 2	NSG 2321							
	NSG 2322					192		
NOTES:								
Term 3	NURS 3120							
	NURS 4622					144		
	NURS 2521							
	NURS 3522					144		
NOTES:								
Term 4	NURS 3021							
	NURS 3022					192		
	NURS 3200							
	NURS 3610							
NOTES:								
Term 5	NURS 2300							
	NURS 3321							
	NURS 3322					192		
NOTES:								