Space Available Policy
2016-17

POLICY:

In accordance with CSUSM Undergraduate Student progress policies, the California Board of Registered Nursing (BRN), American Association of Colleges of Nursing (AACN/CACN) and the Commission on Collegiate Nursing Education (CCNE), this policy is designed to assist students to re-enter the nursing program when a delay in program progression has occurred.

When situations occur that prevents/prohibits a student from progressing through the assigned cohort nursing course sequence, the Space Available Policy will apply and the process to re-enter the program and join another cohort will be initiated. This process will provide students due process and opportunities to resume nursing courses as soon as possible.

This policy applies to:

- Students who have received an unsatisfactory grade, meaning a grade of C minus or below (71% or less) in a nursing course, or have withdrawn from a nursing course with an unsatisfactory grade.
- Students who have withdrawn from the nursing program and are in good academic standing with passing grades and are attempting to re-enter.
- Students who are returning from one or more semesters of non-enrollment in the nursing program.
- Nurses prepared in a country outside the U.S. who have received a letter from the California Board of Registered Nursing, indicating that Psychiatric Mental Health Nursing theory and the clinical course need to be completed. (Please note: This is the only course offered for this category).

If a student’s delay in progression results in a gap in clinical experience, successful completion of a 2 unit, 90 hour clinical refresher course may be required before the student re-enters the BRN approved sequence of courses. The requirement for a clinical refresher will be at the determined by the Undergraduate Program Chair. If the student is required to complete the clinical refresher course, they will also be required to register to simultaneously audit the corresponding theory course.
Spaces in the program are determined according to the number of clinical course spaces available. There is no guarantee there will be space available for a student wishing to re-enter. Space Available petitions received after the established deadline will be considered for the next re-entry petition review period.

If a student is offered a space through the Space Available process, the student must have a current CPR certification, current malpractice insurance, an updated background check, and an up-to-date immunization record. These items must be on file with the SoN in order to be placed at a clinical site. Should the student fail to meet these requirements prior to the beginning of the clinical assignment, the student may be required to forfeit the space, and reapply through the Space Available process for a the next petition review period.

**PROCEDURE:**

Students who want to re-enter the nursing program must meet with the Undergraduate Program Chairperson to discuss a potential re-entry plan that will adhere to the BRN approved sequence of courses. Following that planning session, the student submits an online Petition for Space Available no later than the appropriate deadline.

The deadlines for Space Available Petition submissions for all undergraduate programs is as follows:

<table>
<thead>
<tr>
<th>Semester Requested to Re-enter Nursing Program</th>
<th>Due Date for Petition Submission</th>
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</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Friday at Midnight of Academic Week 7 in Fall Semester</td>
</tr>
<tr>
<td>Summer</td>
<td>Friday at Midnight of Academic Week 7 in Spring Semester</td>
</tr>
<tr>
<td>Fall</td>
<td>Friday at Midnight of Academic Week 2 in Summer Semester</td>
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</tbody>
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Petitions received after the established deadline will be considered for subsequent semester re-entry.

The Space Available committee is a subcommittee of the SoN Curriculum Committee. The Space Available subcommittee reviews all petitions and makes determinations of student re-entry. The subcommittee members include the Chairperson of the SoN Curriculum Committee, the SoN Undergraduate Program Chairperson, Student Advising Coordinators for students enrolled in the undergraduate nursing programs, and the SoN Clinical Placement Coordinator.

The Space Available subcommittee will meet following the petition due dates each semester to assign students to available space(s). Decisions are based on the following order of priorities:
1. Students who are on an approved University Leave of Absence.

2. Students who have received an approved University withdrawal petition and successfully passed prior term nursing courses with grades of C or better.

3. Students who waited a semester due to lack of space in a course and received prior approval for their space available petition.

4. Students who applied to return to a specific course due to a non-passing grade in the course.

5. Students who are interested in returning from one or more semesters of non-enrollment in the nursing program.

Based on the above priorities, the subcommittee will take into account the student's reason for request, previous academic performance, and a statement that demonstrates resolution of any academic deficiency.

Once a decision is reached, the appropriate SoN/Extended Learning Advising Coordinator will email the student regarding the status of their Space Available petition. If the Space Available petition is approved and a re-entry space is offered, the student will be required to accept the space according to the stated deadline. In addition, re-entry students must meet with the Undergraduate Program Chairperson to review the re-entry plan and to sign a refresher course contract as needed. The student is responsible for scheduling the meeting with the Undergraduate Program Chairperson. Should a student fail to meet with the Undergraduate Program Chairperson prior to re-entry, the student may be required to forfeit the space, and reapply through the Space Available process for a future petition review period.