



## Re-Enrollment Policy and Procedure

<b>Definition</b>	In accordance with CSUSM Undergraduate Student progress policies and the California Board of Registered Nursing (BRN this procedure will be followed for students who re-enter the nursing program when a delay in program progression has occurred.
<b>Scope</b>	Students/Faculty/Staff
<b>Responsible Division</b>	California State University San Marcos, School of Nursing

### Policy

When situations occur that prevents/prohibits a student from progressing through the assigned cohort nursing course sequence, this policy applies to and the following procedure will occur for the student to re-enter the program and join another cohort. This process will provide students due process and opportunities to resume nursing courses as soon as possible to complete their nursing program.

#### 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have received an unsatisfactory grade, meaning a grade of C minus or below (71% or less) in a nursing course, or have withdrawn from a nursing course with an unsatisfactory grade.
- Students who have withdrawn from the nursing program and are in good academic standing with passing grades and are attempting to re-enter.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.
- Additionally, this procedure is followed for 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 Coordinator, the Associate Director, or the Director of the School of Nursing. 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 in the cohort the student petitions to join. There is no guarantee there will be space available for

a student wishing to re-enter. Re-Enrollment petitions received after the established deadline will be considered for the next re-entry petition review period.

**Course Failure:**

A student may only repeat one failed course. If two courses are failed, the student will be dropped from the nursing program.

Exception: If student fails courses that are linked to one another such as a didactic course and its companion clinical course, it is counted as one course failure.

***Clinical Course Failure:***

The student will retake the clinical course and will be required to audit the corresponding didactic course. A Petition to Audit form will be completed and signed by the didactic course instructor permitting the student to register.

***Didactic Course Failure (Course has a corresponding Clinical Course):***

The students will retake the didactic course and will be required to take a 2-unit clinical refresher N499 course based on the corresponding clinical course outcomes.

***Didactic Course Failure (No corresponding Clinical Course):***

The student will retake the didactic course and be required to take a 2-unit clinical refresher N499 course based on the last clinical course the student took. The student will be required to audit the didactic course which corresponds to the refresher clinical course. Students who take a leave of absence from the nursing program who are in good academic standing:

**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 Re-Enrollment Petition no later than the posted deadline.

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

Semester Requested to Re-enter Nursing Program	Due Date for Petition Submission
Spring	Friday at Midnight of Academic Week 7 in Fall Semester
Summer	Friday at Midnight of Academic Week 7 in Spring Semester
Fall	Friday at Midnight of Academic Week 2 in Summer Semester

Petitions received after the established deadline will be considered for subsequent semester re-entry.

The SoN Re-Enrollment Committee reviews all petitions and makes determinations of student eligibility for re-entry. Committee members include the SoN Undergraduate Program Chairperson or the Associate Director, Student Advising Coordinators for students enrolled in the undergraduate nursing programs, and the SoN Clinical Placement Coordinator.

The Re-Enrollment Committee 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.

The Committee will consider 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 designated SoN/Extended Learning Advising Coordinator will email the student regarding the status of their petition. If the petition is approved and a re-entry space is offered, the student will be required to accept the space according by the stated deadline.

Students who are offered and accept a re-enrollment space are responsible to schedule a meeting with the Undergraduate Program Chairperson or Associate Director to review the re-entry plan and to sign a refresher course contract as needed. Failure to hold this meeting will result in a forfeit of the space. The student may re-apply during a future petition review period.

Any break in enrollment may affect a student's clearance standing in Complio. It is the student's responsibility to determine the status of their clearance and bring all requirements current before resuming nursing courses. Failure to meet the requirements on or before the due date will result in a forfeit of the space and necessitate a reapplication of the Re-Enrollment petition for the next petition review period.

School of Nursing staff will notify ATI and SafeMedicate to change student's cohort after the student's acceptance of re-enrollment.