



Re-Enrollment Policy and Procedure

Definition	Baccalaureate degree seeking nursing students are considered for re-enrollment to the nursing program when a delay in program progression has occurred.
Scope	Students/Faculty/Staff
Responsible Division	California State University San Marcos, School of Nursing

Policy

This policy applies when situations occur that prevent/prohibit a nursing student from progressing through the assigned cohort plan of study course sequence. 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have received an unsatisfactory grade, meaning a grade of C minus or below (71% or less) in a nursing course, or have withdrawn from a nursing course with an unsatisfactory grade.
- Students who have withdrawn from the nursing program and are in good academic standing with passing grades and are attempting to re-enter.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 and who are in good academic standing:
- 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. (Note: This is the only course offered for this category).

Undergraduate Program Cohort Census

The maximum number of students in a face to face cohort is by Board of Registered Nursing School of Nursing license as follows:

- Accelerated BSN cohorts: 60 students
- Traditional BSN cohorts: 44 students.
- ABSN and TBSN Cohorts with less than the licensed number of enrolled students are considered to have space available for re-enrollment students, up to the cohort licensed census. There is no guarantee there will be space available for a student wishing to re-enter.
- There is no limit on the number of students in RN-BSN cohorts.

Course Failure:

Students in TBSN and ABSN may only repeat one failed course. If two courses are failed, the student will be dropped from the nursing program.

RN-BSN students may only repeat two failed courses. If more courses are failed, the student must have permission from the School of Nursing Director to continue in the 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.

Procedure

Students wishing to re-enter the nursing program must meet with the Undergraduate Program Coordinator or Associate Director (TBSN or ABSN), or the RN-BSN Program Coordinator, to discuss a potential re-entry plan that will adhere to the BRN approved sequence of courses.

Re-Enrollment of RN-BSN Students

The student will complete a re-enrollment form for RN-BSN found on the EL website.

Upon re-enrollment approval by the RN-BSN Program Coordinator and Associate Director, the student will retake the failed or withdrawn course and join the reassigned cohort sequence.

Re-Enrollment of TBSN or ABSN Students

The student submits an online Re-Enrollment Petition no later than the posted deadline (See Table below). The following statements describe the possible re-enrollment scenarios.

- **Didactic Course Failure (No corresponding Clinical Course):**
 - The student will retake the didactic course.
 - A 2-unit clinical refresher N499 course based on the last clinical course the student took may be required. This requirement will be considered by the Undergraduate Program Coordinator, the Associate Director, or the Director of the School of Nursing. Final determination will be by vote of the Re-enrollment Committee. Should a clinical refresher course be deemed necessary, the following steps are required:
 - The student will be required to audit the didactic course which corresponds to the refresher clinical course.
 - A Petition to Audit form will be completed and signed by the didactic course instructor permitting the student to register.
- **Clinical Course Failure:**
 - The student will retake the clinical course.
 - The student 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.
 - The student will be required to take a 2-unit clinical refresher N499 course based on the corresponding clinical course outcomes.

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

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

The SoN Re-Enrollment 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. This committee reviews all petitions and makes determinations of student eligibility for re-entry based on the following **order of priorities**:

1. Students who received prior approval for their space available petition but were wait-listed due to lack of space in a cohort.
2. Students who are on an approved University Leave of Absence.
3. Students who have received an approved University withdrawal petition and successfully passed prior term nursing courses with grades of C or better.
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-enrollment 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 ensure a re-enrollment student is reassigned to a new cohort in all rosters associated with the SoN programs.