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California State University SAN MARCOS | School of Nursing

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Re-Enrollment Policy and Procedure

Definition	This policy applies to students who could continue in the nursing program as part of their cohort and are seeking re-entry in a new cohort.
Scope	Bachelor of Science of Nursing (BSN) students
Responsible Division	California State University San Marcos, School of Nursing (SoN)

Policy

This policy applies when a nursing student cannot progress through the assigned cohort plan of study course sequence and is now seeking re-entry into a new cohort.

This policy applies to:

- Students who have received an unsatisfactory grade, meaning a grade of C minus or below (less than 73%) in the following prerequisite courses: BIOL 175, BIOL 176, BIOL 160, CHEM 105/105L, and any nursing courses, or have withdrawn from any course.
- Students who have withdrawn from the nursing program and are in good academic standing with passing grades and are attempting to re-enter. Students can re-enroll to the Nursing Program once. Nursing is an ever-changing profession and requires students to maintain a foundation of knowledge required for the role.
- Students returning from one or more semesters of non-enrollment in the nursing program and 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).

California Nurse Practice Act, CAL Bus. & Prof. Code, Required Curriculum § 1426, 1d. 2023. BRN requirement to complete didactic and clinical courses concurrently

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 ADN/RN-BSN cohorts.

Course Failure:

- TBSN Students: May only repeat one failed course in the following prerequisite courses: BIOL 175, BIOL 176, BIOL 160, CHEM 105/105L and any nursing courses.
- ABSN Students: May only repeat one failed course in the program.
- ADN/RN-BSN Students: May 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.*

Possible Re-enrollment Statuses

The following statements describe the possible re-enrollment statuses.

- **Failure of one of the Science Courses (Listed Above):**
  - The student will retake the science course up to one time
  - The student will not move forward in the course sequence
- **Good Academic Standing (Return from WD or Leave)**
  - If two or more semesters of non-enrollment have occurred, the student will be given a modified program plan to refresh clinical skills and maintain didactic content.
  - The student will be required to refresh the associated Medical Surgical didactic course which corresponds to the refresher clinical course.

- **Didactic Nursing Course Failure (No corresponding Clinical Course):**
  - The student will retake the didactic course.
  - If two or more semesters of non-enrollment have occurred, the student will be required to:
    - Enroll into N401 to refresh competency based on the last clinical course the student took.
    - Enroll into N401 to refresh the didactic course which corresponds to the refresher clinical course.

- **Clinical Course Failure***:*
  - The student will retake the clinical course.
  - The student must refresh the corresponding didactic course by enrolling in NURS 401

- **Didactic Course Failure (Course has a corresponding Clinical Course):**
  - The students will retake the didactic course.
  - The student will be required to enroll in NURS 401 based on the corresponding clinical course outcomes

Re-enrollment Procedure

The following procedure will occur for the student to re-enter the program. This procedure provides students due process and opportunities to resume nursing courses as soon as possible to complete their nursing degree.

a. Students wishing to re-enter the nursing program must meet with the Associate Director (TBSN or ABSN), OR the ADN/RN-BSN Program Coordinator, to discuss a potential re-entry plan that will adhere to the Board of Registered Nursing approved plan of study.
    i. ADN/RN-BSN Students: will complete a ADN/RN to BSN Re-Enrollment Petition
        1. Upon re-enrollment approval by the ADN/RN-BSN Program Coordinator and Associate Director, the student will retake the failed or withdrawn course and join the reassigned cohort sequence.
    ii. TBSN or ABSN Students: The student will complete a Re-Enrollment Petition no later than the posted deadline (See Table below).

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 2in Summer Semester

The SoN Re-Enrollment Committee
Members include the SoN Director, 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 received an approved University withdrawal petition and passed prior term nursing courses with C or better grades.
4. Students who applied to return to a specific course due to a non-passing grade in the course.
5. Students interested in returning from one or more semesters of non-enrollment in the nursing program.

6. Non CSUSM students applying to take psych courses.

The Committee will consider the student's reason for request, previous academic performance, and a statement that demonstrates resolution of any factors which contributed to prior 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 by the stated deadline.

Students offered and accepted a re-enrollment space are responsible for scheduling a meeting with the Associate Director to review the re-entry plan and sign a modified program plan 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.