

## ***Policy on Re-Admission to the Nursing Program***

### **INTRODUCTION:**

In recognition of the high levels of critical thinking ability, theoretical knowledge and technical skills demanded of professional nurses and the rigorous requirements for professional and ethical behavior required by a rapidly advancing health care system, this Policy On Re-Admission to the Nursing Program has been developed for generic nursing students by nursing faculty. The Department of Nursing requires students to demonstrate Currency of Nursing Knowledge and Skills before they can be re-admitted to the nursing program. Demonstration of currency in nursing knowledge and skills serves two purposes: (a) promotion of safe practice by nursing students engaging in client care in the clinical area and (b) maximizing potential for nursing students to graduate and to be successful on the NCLEX-RN licensure examination. This policy is consistent with current practice in nursing education in both Oklahoma and across the nation.

### **POLICY:**

#### **General Statement:**

1. Generic nursing students will be allowed to repeat only one (1) semester of nursing course(s) during their time in the ECU nursing program (extraordinary circumstances will be evaluated on an individual basis by the SARP committee). This policy includes students who have earned a “D” or “F” grade in any nursing course or who have withdrawn for any reason during any semester. After the second “D” or “F” grade in a subsequent semester or a second withdrawal from a nursing course for any reason or a failure in the Currency of Nursing Knowledge and Skills process, students will **not** be re-admitted to the nursing program. Students requesting permission to re-enter the clinical sequence of nursing courses or to re-enroll in a specific nursing course must also demonstrate **Currency of Nursing Knowledge and Nursing Skills**. This policy also applies to students seeking admission from another school of nursing who have had nursing courses equated to ECU nursing courses and to students who have dropped out of nursing courses for non-academic reasons.

#### **Application for Currency of Nursing Knowledge and Skills Process**

1. Students who have academically failed, withdrawn from nursing courses or “dropped out” of the nursing program, must submit a completed **Application for Re-Admission to the Nursing Program**. The application must be sent to and received by the Chair of the Student Admissions, Retention, and Progression Committee by the scheduled deadlines (see #2). Students who are seeking admission from another nursing school must complete the **Application for Equating Nursing Courses from Another Program** and follow the “Procedure for Equating Nursing Courses” found in the *Nursing Faculty Handbook*.

2. Deadlines for submission of the Application for Re-admission:
  - a. **January 5** for students failing/withdrawing from the **Fall** semester
  - b. **July 1** for students failing/withdrawing from the **Spring** semester
  
3. The **Application for Re-Admission** must include:
  - a. an address and phone number where the student can be reached at any time
  - b. a listing and comprehensive discussion of the reason(s) for the failure or withdrawal from the previous nursing course
  - c. the steps the student has taken to ensure that the underlying problem has been resolved and the steps the student will employ in future nursing courses so that the problem(s) will not reoccur
  - d. preference of completing either Option One or Option Two for meeting the Currency of Nursing Knowledge (see below)
  - e. option preference for meeting the nursing skills requirement (see below).
  
4. All Applications for Re-Admission will be reviewed and evaluated by the Chair of the Student Admissions, Retention, and Progression Committee (SARP), faculty members of the SARP committee, (if available) and the Chair of the Department of Nursing, within one week of the submission deadline dates. The Committee and/or Chairs will make a decision about whether the student will be permitted to proceed in the Currency of Nursing Knowledge and Skills process. Students will be notified by mail and phone of the decision prior to the last day for regular enrollment for that semester.
  
5. **Failure to meet the deadline for the Application for Re-Admission or an Application that is incomplete, will NOT be accepted and the student will NOT be allowed to continue the Currency of Nursing Knowledge and Skills process.**

#### **PROCEDURE:**

Currency of Nursing Knowledge may be demonstrated by either one of the two following Options: (Students may select the option that they believe best meets their learning needs and style).

#### **Option One (Self-Study and Examination)**

The student may demonstrate currency of knowledge by **self study and examination**. The student must:

- a. achieve a grade of **75% or higher** on the final examination(s) of the required course(s). The lead instructor(s) will furnish a study guide to the student for each course by mid-semester prior to the final examination(s). The student will take the final examination(s) on the **scheduled final examination day(s) for the designated class(es)**. No retake on final examination(s) will be allowed.

- b. pass any **Metrology exams** given in the class with a score of **100%**.
- c. pass the Nursing Department Metrology Exam with score of 100% if not taken as part of the course(s),
- d. meet the Currency of Clinical Nursing Skills requirements outlined below.

### **Option Two (Independent Study and Examination)**

The student may enroll in an **Independent Study (IS)** in the course(s) in which currency is to be demonstrated. The IS will be for the credit value of the course minus any credit hours allotted to clinical or laboratory activities. The IS will be graded by a Pass (P) or Fail (F) grade. The student enrolled in the IS may be required to attend selected campus laboratory experiences but may **NOT** attend or participate in any clinical activities associated with the course. The IS instructor(s) of record will be the lead instructor(s) of the course(s) in which currency is to be demonstrated. To meet the requirements for Independent Studies, the student must:

- a. Complete and sign an **Independent Studies Contract** according to ECU requirements before the final enrollment date for the semester.
- b. Attend **90% of classes** during the semester and remain for the **entire** time of each class. (Extraordinary circumstances affecting a student's achievement of attendance of 90% of class will be considered by the SARP Committee and decisions will be made on an individual basis.)
- c. Take any unit examinations or quizzes during the course (optional), but these will have **no** effect on the student's final grade on the IS.
- d. Achieve a grade of **75% or higher** on the final examination. The student will take the final examination on the **scheduled final examination day for the designated class**. No retake on this examination will be allowed.
- e. Pass any **Metrology exams** given in the class with a score of **100%**.
- f. Pass the Nursing Department Metrology Exam with a score of 100% if not taken as part of the course(s),
- g. Meet the Currency of Clinical Nursing Skills requirements outlined below.

**Students not meeting ALL the above stated criteria will receive a grade of "F" in the Independent Study and will NOT be allowed to reenter the nursing program. (See the Course Requirements for Demonstration of Currency of Nursing Knowledge grid below for a listing of the required courses)**

## Currency of Clinical Nursing Skills:

In addition to fulfilling the above listed currency of nursing knowledge requirements for readmission, students must also demonstrate currency of **clinical nursing skills** within nine (9) months before beginning the semester to be repeated, by:

- a. taking and passing a **six (6) week Certified Nurse Assistance (CNA) course** (certificate serves as proof of completion)  
**OR**
- b. working in direct patient care as a “nursing assistant,” “nurse technician” or similar position for a minimum of **120 clock hours** during the designated time period (letter from immediate supervisor verifying completion of hours serves as proof)  
**AND**
- c. taking and passing a “**clinical nursing skills test**” prior to readmission to any lab or clinical nursing course.  
The skills test will be given by the course coordinator(s) for the course(s) in which currency of nursing knowledge was successfully demonstrated. The clinical nursing skills test must be taken within one week after completion of the currency of knowledge requirements. The format and content of the skills test will be at the discretion of the course coordinator.

## Re-admission to the Nursing Program

1. Satisfactory completion of the Currency of Nursing Knowledge and Clinical Skills process does **NOT** guarantee re-admission to the program. Because space in clinical courses is limited by the availability of faculty and clinical resources, students who are out-of-sequence for any reason may not be able to re-enroll in clinical courses and therefore may be unable to continue in the nursing program.
2. All prerequisite and support courses identified in the *ECU Nursing Student Handbook* must be completed in accordance to the “Procedure for Admission to the Nursing Program for Generic Students.”
3. After the student satisfactorily completes either Option One or Option Two and nursing skills requirements of the Currency of Knowledge and Skills process, the Student Admissions, Retention, and Progression Committee will review all relevant information concerning the student’s application for re-admission and make a recommendation to the Nursing Faculty Organization. The nursing faculty must approve, by majority vote, the recommendation before the student will be permitted to re-take the course(s) they either failed or from which they withdrew.

4. Factors that may prevent the student from re-admission include, but are not limited to:
  - a. **lack of space in clinical rotations and/or lack of classroom space,**
  - b. failure to meet the agreement requirements of either Option One or Option Two of the Currency of Knowledge (e.g. failure to attend of 90% of classes, scoring lower than 75% on the final exam, etc.) ,
  - c. failure to achieve a 100% score on the metrology examination,
  - d. failure to complete the clinical experience requirement and/or failure to pass the required nursing skills exam,
  - e. failure to demonstrate completion of all required prerequisite courses,
  - f. failure to demonstrate satisfactory remediation of non-academic concerns including but not limited to felony convictions, positive drug screens, dismissal from the program for unacceptable behaviors in clinical, a pattern of unacceptable behavior in clinical courses as indicated by “On Clinical Warning” forms, failure to meet OBN licensure requirements, etc.
  - g. Ineligibility to take the NCLEX licensure examination at the time of graduation from ECU.
5. Students suspended or expelled for felony drug offenses or other felonies must follow East Central University policies for re-admission to the University including but not limited to, evidence of completing a drug treatment program, remaining “clean” for one year and meeting with the ECU Dean of Students prior to being accepted for readmission. (*ECU Student Handbook*, pp 19-20) Students who do not meet these requirements for re-admission to the University will not be permitted to re-enter the nursing program. Students who do meet the ECU requirements must also meet all Oklahoma Board of Nursing and other state boards of nursing requirements for licensure prior to re-admission. Generally, boards of nursing require at least a five (5) year interval between a felony arrest or completion of sentence including parole, and the time the graduates’ of nursing programs will be permitted to take the licensure exam.
6. Students must be eligible to take the NCLEX licensure exam at the time of graduation from ECU.
7. Preference for re-enrollment in clinical nursing courses will be given to students who have voluntarily withdrawn from nursing courses with a grade of “C” or higher. Students who have withdrawn with a “D” or “F” grade or who have completed the course but received a “D” or “F” grade will be ranked for re-admission using the “Criteria For Admission to the ECU Nursing Program” form found in the admissions packet. This procedure will be used when there are fewer clinical spots and/or classroom seats than can accommodate the number of students applying for re-admission.

8. Nursing students who are seeking admission from another school of nursing through the “**Course Equating**” process must follow the “Procedure for Equating Nursing Courses” as presented in the *Nursing Faculty Handbook*. These students must receive a recommendation from the SARP Committee and approval from the nursing faculty prior to enrolling in any clinical nursing courses. All pertinent elements of the “Policy on Re-Admission to the Nursing Program” will apply to these transfer students, including completion of all prerequisite courses.
9. Nursing students are required to demonstrate competence in metrology prior to administering medications, by taking and passing the Department of Nursing **Metrology Examination** with a score of 100%, according to the “Policy on Metrology Examination” (*Nursing Student Handbook*). Students who fail to pass the metrology exam will **NOT** be allowed to re-enroll in the program.
10. Nursing students who are accepted for re-admission into the program must have a new criminal background and sex offenders registry search no more than three (3) months prior to beginning clinical rotations (see policy on “Criminal Background and Sex Offenders Registry Searches”).
11. Nursing students who are accepted for re-admission into the program must have current malpractice insurance purchased through the ECU Department of Nursing’s Group Malpractice Insurance Policy.

## Course Requirements for Demonstration of Currency of Nursing Knowledge and Skills

Course	Documentation of Currency of Knowledge
NRSG 2104 Nursing Process	Students who are unsuccessful in Nursing Process, but who have completed Physical Assessment and are requesting permission to re-enroll in Nursing Process must successfully demonstrate currency in Physical Assessment following either option one or two. In addition, these students must reapply to the program with first time applicants.
NRSG 2223 Physical Assessment	Students who are unsuccessful in Physical Assessment, but who have completed Nursing Process and are requesting permission to re-enroll in Physical Assessment, must successfully demonstrate currency in Nursing Process following either option one or two.
NRSG 3118 Child-Adult Nursing I	Students who are unsuccessful in Child-Adult I and who are requesting permission to re-enroll must demonstrate currency in Nursing Process and Physical Assessment following either option one or two. They must also meet the currency of nursing skills requirements.
NRSG 3912 Pharmacology I	Students who are unsuccessful in Pharmacology I may re-enroll in N3912. However, they must request permission to continue in the clinical sequence of courses and demonstrate currency in Child-Adult I following either option one or two. They must also meet the currency of nursing skills requirements.
NRSG 3392 Pharmacology II	Students who are unsuccessful in Pharmacology II may re-enroll in N3392. However, they must request permission to continue in the clinical sequence of courses and demonstrate currency in Child-Adult II following either option one or two. They must also meet the currency of nursing skills requirements.
NRSG 3218 Child-Adult Nursing II	Students who are unsuccessful in Child-Adult Nursing II must request permission to re-enroll in N3218 and demonstrate currency in N3118 and N3912 following either option one or two. They must also meet the currency of nursing skills requirements.
NRSG 4214 Psychiatric Mental Health Nursing NRSG 4374 Adaptation in Aging NRSG 4165 The Childbearing Family	Students who are unsuccessful in N4214 and/or N4374 and/or N4165 must request permission to re-enroll in these course(s). They must also demonstrate currency in N3218 following either option one or two. They must also meet the currency of nursing skills requirements.
NRSG 4186 Community Health and the Supervisory Process NRSG 4515 Comprehensive Clinical Nursing NRSG 4942 Utilization of the Nursing Process	Students who are unsuccessful in N4186 and/or N4515 and/or N4942 must request permission to re-enroll in these course(s). They must also demonstrate currency in N4214, N4374 and N4165 following either option one or two. They must also meet the currency of nursing skills requirements.

**Approved by Nursing Faculty, 2000**

**Revised: 2002, 2004, 2006, 2007, 2008**