

2.1.6 Progression and Re-admission – Bachelor of Science in Nursing

POLICY

This College of the Rockies (College) policy outlines the progression and re-admission requirements of the Bachelor of Science in Nursing (BSN) program. The requirements in this policy are over and above the requirements defined in policy 2.4.8 Academic Performance.

PURPOSE

This policy defines performance standards to monitor progress and support students to meet the competencies for entry to practice, as defined by the College of Registered Nurses of British Columbia (CRNBC).

SCOPE

This policy applies to all students reapplying to, or who are enrolled in, the BSN at the College in semesters 1 through 5. Starting in semester 6 of the BSN program, students become University of Victoria students and therefore are held accountable to University of Victoria re-admission and progression policies.

DEFINITIONS

BSN Academic Alert: An Academic Alert is an academic performance status intended to provide a formal mechanism to assist students with unsatisfactory or marginal performance, to improve their academic or clinical performance, and may take the form of a Learning Contract. The BSN Academic Alert will be communicated formally to the student by the Department Head.

BSN Progression Committee: Consists of the Department Head, BSN Program Coordinator, Placement Coordinator, Education Advisor, and at least one faculty representative from each year of the program. The committee meets at least three (3) times per semester to monitor and support student progress and administer the terms of this policy.

Confidentiality: Personal information that is meant to be kept private or secret, safe from access, use or disclosure by people who are not authorized to handle it. Students are obliged to protect the information they receive in compliance with Confidentiality Agreements they sign with the College of the Rockies BSN Program and practicum sites.

Re-admission Deferral for Compassionate Reasons: Will be determined by the Dean of Health and Human Services on a case-by-case basis. Examples for deferral include personal illness, family tragedy or unexpected life events.

Good Character: As defined by the College of Registered Nurses of British Columbia (CRNBC), a person of good character has no evidence of a criminal conviction, or any offence, or immoral or dishonest behaviour (CRNBC) (2015). *Requisite skills and abilities: Becoming a registered nurse in British Columbia.* Retrieved from <https://www.crnbc.ca/Standards/Lists/StandardResources/464requisiteskillsabilities.pdf>

Learning Contract: A formal agreement developed by the student and faculty in consultation with the BSN Progression Committee and approved by the Department Head.

Student in Good Standing: A student who has met all of the academic and practice requirements and is not currently on BSN Academic Alert. Student must also have no outstanding fees owing to the College.

GUIDELINES

A. PROGRAM REQUIREMENTS

- A. 1 Refer to the BSN Program and course outlines
- A. 2 Students in the BSN Program are subject to all College policies, including this policy. College policies may be viewed online at the College website:
<http://www.cotr.bc.ca/policies>

B. PROGRESSION

- B. 1 Faculty shall give a copy of the Progression and Re-admission policy shall be given to all students in their first semester upon entry into the BSN Program.
- B. 2 The following requirements must be met in order to progress from one semester to the following semester:
 - The student must complete all required and elective courses in the semester with a minimum grade of 60% with an overall term grade average of 65%.
- B. 3 Students are required to maintain a current CPR Level C Certificate while enrolled in the BSN Program. Re-certification is to be completed every **two** years.

C. ACADEMIC PERFORMANCE FOR STUDENTS AT RISK

A student at risk for failure to progress may be placed on BSN Academic Alert by the Department Head of Health and Human Services on advice of the BSN Progression Committee.

- C. 1 A student who is on BSN Academic Alert during the program semester may be put on a Learning Contract at the discretion of the Department Head.
- C. 2 Unacceptable student conduct will be addressed under Student Conduct Policy 2.4.4.

- C. 3 Conditions for removal from a BSN Academic Alert will be specified in the letter from the Department Head.
- C. 4 Students will be required to maintain any behaviour identified in the Learning Contract for the remainder of the BSN program. Students who fail to maintain the behaviours in subsequent semesters will be required to go on another Learning Contract.
- C. 5 Students who do not meet the specified conditions or stipulated standards, as outlined in the BSN Academic Alert, will be required to withdraw from the program.
- C. 6 Students will be limited to two BSN Academic Alert periods while enrolled in the first five semesters of the program. If a student demonstrates behaviours requiring the need for a third BSN Academic Alert, the student will be required to withdraw from the BSN Program.
- C. 7 A student not meeting course competencies could be required to withdraw from the BSN Program without a Learning Contract in place.

D. BSN STUDENT BEHAVIOUR

- D. 1 A student in the BSN Program shall adhere both to the College’s Student Conduct Policy and to the Professional Standards for Registered Nurses and Nurse Practitioners defined by the College of Registered Nurses of BC (CRNBC). Refer to BSN Program outline.

E. WITHDRAWAL

A student choosing to withdraw from the BSN Program must notify the Program Coordinator or Department Head of Health and Human Services.

- E. 1 A student may withdraw from the BSN Program and remain registered in non-BSN courses.
- E. 2 A student may withdraw from one of the BSN core courses and remain registered in the BSN Program providing they have an academic plan developed and approved with the Department Head of Health and Human Services.
- E. 3 **Required Withdrawal**
 - E. 3. 1 At the discretion of the Dean, a student may be required to withdraw (i.e., be excluded) from a class, a course or a program as specified in College Policy 2.4.4 Student Conduct.
 - E. 3. 2 A student denied a practice placement by a health care facility or agency because of a criminal record that is deemed unacceptable will be required to withdraw from the BSN Program. The program will not seek an alternative clinical placement.
 - E. 3. 3 There will be immediate dismissal from the program of any students who breach confidentiality by sharing information regarding persons with whom they are in contact in their role as BSN students.

F. RE-ADMISSION

- F. 1 **Eligibility for Re-admissions for Semesters 1 through 5**

- F. 1. 1 The Dean of Health and Human Services, in consultation with the Registrar, shall determine eligibility for re-admission of all students in the BSN Program.
- F. 1. 2 Students in good standing who must interrupt their program may apply for re-admission within one year of departure.
- F. 1. 3 All non-academic admission requirements must be current. Refer to BSN Program Outline for non-academic admission requirements.

F. 2 Re-admission Guidelines

- F. 2. 1 Re-admission to the BSN Program is subject to space availability.
- F. 2. 2 Students who fail to successfully complete a semester may apply to re-enter and repeat the incomplete semester when it is next offered. The standard waiting period between offerings of the same course or semester is 12 months.
- F. 2. 3 Students must apply for re-admission at least six months in advance of the semester start date, as it may be necessary to repeat part of the work from the previous semester in order to upgrade and/or relearn skills.
- F. 2. 4 Priority for re-admission will be given as follows:
 - 1) Students in good standing who interrupted their program for illness or other personal reasons.
 - 2) Students who did not progress in the program for academic reasons.
 - 3) Students transferring from another program.
- F. 2. 5 A student returning in one year or less will maintain full credit for all previously completed courses. After more than one year's absence, students may be required to update or repeat courses.
- F. 2. 6 A student must complete the entire program within 84 calendar months (7 years) of **initial** entry. Applicants seeking re-entry who cannot meet this deadline will not be re-admitted.
- F. 2. 7 The Dean of Health and Human Services reserves the right to deny re-admission to any student who is:
 - 1) Guilty of serious misconduct;
 - 2) A safety risk to themselves or others;
 - 3) Demonstrating a consistent lack of achievement of the course outcomes throughout the program, including two previous clinical failures.

F. 3 Appeal

The decision to deny a student re-admission to the BSN Program is final and cannot be appealed.

G. ACCOUNTABILITY

The Dean of Health and Human Services is responsible for updating and implementing this policy.

Appendix A: BSN PROGRESSION COMMITTEE

BSN PROGRESSION COMMITTEE

Terms of Reference

PURPOSE

The BSN Progression Committee provides a timely opportunity for faculty to share and identify student and/or cohort patterns that affect student success in the BSN program.

SCOPE

The BSN Progression Committee is responsible for monitoring the progress of BSN students and administering the terms of College Policy 2.1.6 Progression and Re-Admission – Bachelor of Science in Nursing.

GUIDELINES

A. ROLE OF BSN PROGRESSION COMMITTEE

- A.1 Critically discuss BSN student performance issues, support and advise faculty in the development of a plan for student success.
- A.2 Advise the Dean of Health and Human Services should a BSN Academic Alert be required.
- A.3 Critically discuss practicum site challenges and support the faculty in identifying alternatives and possible solutions.
- A.4 Advise faculty members on the terms of BSN student learning contracts.
- A.5 Forward committee recommendations to the dean. The recommendations will be addressed in accordance with College policies and in a timely fashion.

B. MEMBERSHIP

- B. 1 The BSN Progression Committee will include the Department Head, BSN Coordinator, Clinical Placement Coordinator, Education Advisor, and at least one faculty representative from each of the program years.
- B. 2 Program year representatives are selected by the BSN Coordinator; Student Services Coordinator will identify an Education Advisor representative annually.

C. LENGTH OF TERM

- C. 1 On-going, by virtue of Office. BSN Program Year Representatives and an Education Advisor serve on the committee for the academic year.

D. MEETINGS

- D. 1 The BSN Progression Committee meets a minimum of three times a semester – one-third through the semester, two-thirds through the semester, and at the end of each semester. Additional meetings can be scheduled as needed.