

Title of Policy	Progression and Re-admission – Bachelor of Science in Nursing
Policy Number	2.1.6
Category	Student Affairs
Approval Body	Education Council
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Dean, Health and Human Services
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## **CONTEXT AND PURPOSE**

This College of the Rockies (the 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.

This policy defines performance standards and outlines processes for students and College staff to monitor student progress and offer support when standards are not met.

## **SCOPE**

This policy applies to all students who are enrolled in, or re-applying to, the BSN Program 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 progression and readmission policies.

## **DEFINITIONS**

**Confidentiality Agreement:** A formal agreement between the student, the College of the Rockies, and the practicum site pertaining to any personal, program, and practicum information that is meant to be kept private and safe from access, use, or disclosure by people who are not authorized to handle it.

**Learning Contract:** A formal agreement collaboratively developed by the student and instructor to address and support an identified student learning need(s) affecting the student's progression in the BSN program. The learning contract may be developed in consultation with the BSN Progression Committee and must be approved by the Department Head.

## **POLICY STATEMENTS**

### **A. PROGRAM REQUIREMENTS**

- A. 1 All students in the BSN Program must meet the program requirements as outlined in the BSN Program Outline and course outlines.
- A. 2 Students in the BSN Program are subject to all College policies. [College policies](#) may be viewed online at the College website.
- A. 3 Students are obliged to protect the information they receive in compliance with Confidentiality Agreements they sign with the College of the Rockies BSN Program.

### **B. PROGRESSION**

- B. 1 A copy of the Progression and Re-admission policy shall be given to all students in their first semester of the BSN Program.
- B. 2 The following requirements must be met 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% in each course and with a minimum overall term grade average of 65% as calculated by the Registrar's office.
  - The student must receive a COM grade in all nursing practice courses.
- B. 3 For course numbering, descriptions, and sequencing please refer to the BSN Program outline.
- B. 4 It is the responsibility of the student to ensure they have the appropriate prerequisites, as stated in the course outlines, for a given course.
- B. 5 Students enrolled in a course without the appropriate prerequisites or prior written instructor approval will be removed from the course.

### **C. PERFORMANCE FOR STUDENTS AT RISK**

- C. 1 Policy 2.4.8 Academic Performance applies to all students in the BSN program.
- C. 2 Unacceptable student conduct will be addressed under policy 2.4.4 Student Conduct.
- C. 3 Students are responsible for accessing the recommended support for improved performance in the BSN Program.
- C. 4 A student may be put on a learning contract at the discretion of the instructor, in consultation with the BSN Progression Committee, Department Head, and/or BSN Program Coordinator, if the instructor has concerns regarding student performance.
  - C. 4. 1 The contract addresses the educational concerns and conditions for continuing in the course.

- C. 4. 2 The contract is signed by the student, instructor, and Department Head (or designate).
- C. 4. 3 The contract may include, but is not limited to, some, or all, of the following:
  - 1. Clearly identified learning needs
  - 2. Reference to the course learning outcomes
  - 3. Reference to the Domains of Nursing Practice
  - 4. Timeline for achieving learning needs
  - 5. Instructor generated learning strategies
  - 6. Student generated learning strategies
  - 7. Resources and services to support student success
  - 8. Impact on student's progression if learning needs not met.
- C. 4. 4 A student not meeting course learning outcomes and/or the Domains of Nursing Practice and Competencies could be withdrawn from the BSN Program without a learning contract in place.

**D. BSN STUDENT CONDUCT IN PRACTICUM COURSES**

- D. 1 A student shall prepare for and demonstrate competencies in their practicum performance. At the discretion of the Dean, upon recommendation from the instructor and BSN Coordinator, a student can be denied continuation in practicum courses if there is evidence in their performance of a consistent lack of preparation or competency or if they compromise the safety or learning of others.
- D. 2 A student is subject to policies of the agency in which they are obtaining their practicum experience, as well as College and BSN Program policies. When the policies of the practicum site and the College overlap, the more stringent of these policies will be followed.
- D. 3 A student is expected to demonstrate professional conduct in all practicum experiences within the BSN Program. Students who fail to uphold agency standards and regulations will be withdrawn from the practicum course.

**E. WITHDRAWAL**

- E. 1 A student choosing to withdraw from the BSN program must notify the Program Coordinator or Department Head of Health and Human Services.
- E. 2 A student may withdraw from the BSN Program and remain registered in non-nursing courses.
- E. 3 Required Withdrawal
  - E. 3. 1 At the discretion of the Dean or Registrar, a student may be withdrawn from a class, a course or a program as specified in policy 2.4.4 Student Conduct.
  - E. 3. 2 A student denied a practice placement by a health care facility or agency because their criminal record is deemed unacceptable will be withdrawn from the BSN Program and the program will not seek an alternative clinical placement.

- E. 3. 3 There will be immediate withdrawal from the program of any student who breaches confidentiality by sharing information regarding persons with whom they are in contact in their role as nursing students.
- E. 3. 4 Students are permitted two attempts in completing nursing practice courses. If the student fails on their second attempt of a nursing practice course, they will be removed from the program. Student must apply through the admissions process to re-enter into the program.

**F. RE-ADMISSION**

- F. 1 Re-admission to the BSN Program is subject to seat availability.
- F. 2 Students in good standing who must interrupt their program may apply for re-admission within one year (12 months) of departure.
- F. 3 All non-academic admission requirements must be current. Refer to BSN Program Outline for non-academic admission requirements.
- F. 4 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. 5 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 to upgrade and/or relearn skills.
- F. 6 Priority for re-admission will be given as follows:
  - F. 6. 1 Students in good standing who interrupted their program because of a compassionate or medical withdrawal.
  - F. 6. 2 Students who did not progress in the program for academic reasons.
  - F. 6. 3 Students transferring from another program.
- F. 7 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. See Policy 2.1.4 Student Audit regarding process and fees.
- F. 8 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 readmitted.

F. 9 The Dean of Health and Human Services reserves the right to deny re-admission to any student who is:

F. 9. 1 Guilty of serious misconduct.

F. 9. 2 A safety risk to themselves or others.

F. 9. 3 Demonstrating a consistent lack of achievement of the course outcomes throughout the program, including two previous clinical failures.

**G. ATTENDANCE**

G. 1 Attendance at all scheduled classes, practicum experiences, examinations, and other learning experiences is mandatory.

G. 2 A student who misses more than 10% of their learning experiences in either theory or practicum courses will be evaluated for their eligibility to remain in the program.

**H. ACCOUNTABILITY**

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

**I. APPEAL**

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

**RELATED POLICIES AND SUPPORTING DOCUMENTS**

[2.4.4 Student Conduct - Policy](#)

- [2.4.4 Student Conduct - Procedures - Academic Conduct Report Procedure](#)
- [2.4.4 Student Conduct - Procedures - Appendix B Student Misconduct Report FILLABLE](#)

[2.4.8 Academic Performance - Policy](#)

BSN Program Outline