

Title of Policy	Progression and Re-admission – Provincial Practical Nursing Program (PPNP)
Policy Number	2.1.8
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 Provincial Practical Nursing Program (PPNP). 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 students when standards are not met.

## **SCOPE**

This policy applies to all students enrolled in or reapplying to PPNP at the College.

## **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 PPNP. The learning contract may be developed in consultation with the PPNP Progression Committee and must be approved by the Department Head.

## **POLICY STATEMENTS**

### **A. PROGRAM REQUIREMENTS**

- A. 1 All students in the PPNP must meet and adhere to the program requirements as outlined in the PPNP Program Outline and corresponding course outlines.
- A. 2 Students in the program are subject to all College policies. College policies may be viewed online at the College website: <http://www.cotr.bc.ca/policies>.
- A. 3 Students are obliged to protect the information they receive in compliance with Confidentiality Agreements they sign with the College of the Rockies PPNP.

### **B. PROGRESSION**

- B. 1 A copy of the Progression and Re-admission Policy shall be given to all students upon entry into the PPNP.
- B. 2 The following requirements must be met for a student to progress from Levels 1 through 4:
  - Receive a passing grade of 65% in PPNP 101 Human Anatomy for Practical Nurses before taking PPNP 104 Variations in Health 1, PPNP 105 Health Promotion 1, PPNP 106 Pharmacology 1, PPNP 107 Integrated Nursing Practice 1, and PPNP 108 Consolidated Practice Experience 1.
  - Receive a passing grade of 65% in courses in each level of Professional Practice: PPNP 102, PPNP 111, PPNP 201, PPNP 211, Professional Communication: PPNP 103, PPNP 112, PPNP 201, PPNP 212, Variations in Health: PPNP 104, PPNP 113, PPNP 203, PPNP 213, and Health Promotion: PPNP 105, PPNP 114, PPNP 204, PPNP 214.
  - Receive an 80% grade and an overall 80% average on the theory portion in PPNP 106 Pharmacology 1 and PPNP 115 Pharmacology 2 and receive 100% on the drug calculation component of these courses. Students who are unsuccessful after 3 attempts at the drug calculations component will fail the course.
  - Receive a COM grade in courses at each level of Integrated Nursing Practice PPNP 107, PPNP 116, PPNP 205, PPNP 215. Students must achieve a 70% average on written assignments and demonstrate satisfactory competency in all the skill components to pass the course.
  - Receive a COM grade in each level of the Consolidated Practice Experience courses: PPNP 108, PPNP 117, PPNP 206, PPNP 216, PPNP 217, and PPNP 218. In Consolidated Practice Experience courses, students who demonstrate satisfactory achievement of practice criteria receive a COM (Complete) grade.

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

- C. 1 Policy 2.4.8 Academic Performance applies to all students in the Provincial Practical Nursing 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 PPNP program.

C. 4 A student may be placed on a learning contract at the discretion of the instructor, in consultation with the PPNP Progression Committee, Program Coordinator and Department Head, 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. Timeline for achieving learning needs
4. Instructor generated learning strategies
5. Student generated learning strategies
6. Resources and services to support student success
7. Impact on the student's progression if learning needs are not met

C. 4. 4 A student not meeting course learning outcomes could be withdrawn from the PPNP without a learning contract in place.

#### **D. PPNP STUDENT CONDUCT IN PRACTICUM COURSES**

D. 1 A student shall prepare for and demonstrate competencies in their practice performance. At the discretion of the Dean, upon recommendation from the instructor and the PPNP 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 all policies of the agency in which they are obtaining their practicum experience, as well as College and PPNP Program policies. When the policies of the practicum site and 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 PPNP. 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 PPNP Program must notify the Program Coordinator and/or Department Head of Health and Human Services

E. 2 Required Withdrawal

E. 2. 1 At the discretion of the Dean or Registrar, a student may be withdrawn from class, a course, or a program as specified in policy 2.4.4 Student Conduct.

- E. 2. 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 PPNP and the Program will not seek an alternative clinical placement.
- E. 2. 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 a nursing student.
- E. 2. 4 Refer to Policy 2.6.2 Vocational Student Withdrawals as a Result of Absence.

**F. RE-ADMISSION**

- F. 1 Readmission to the PPNP is subject to seat availability.
- F. 2 Students in good standing who must interrupt their program may apply for readmission within one year (12 months) of departure.
- F. 3 All practicum requirements must be current. Refer to PPNP Program Outline for all practicum admission requirements.
- F. 4 Students who fail to successfully complete a course or level may apply to re-enter and repeat the incomplete course or level when it is next offered. The standard waiting period between offerings of the same course or level is 12 months.
- F. 5 Students must apply for readmission at least six months in advance of the level start date, as it may be necessary to repeat part of the work from the previous level to upgrade skills and/or knowledge which have been lost in the intervening period. Students in the PPNP must repeat Integrated Nursing Practice at the appropriate level as part of their re-entry into the program.
- F. 6 Priority for re-admission will be given in the following order:
  - 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 within British Columbia.
- F. 7 A student returning in 12 months (1 year) or less will maintain full credit for all courses previously completed courses. After more than one year's absence, students will be required to update or repeat courses. See policy 2.1.4 Course Audit regarding process and fees.
- F. 8 Students must complete the entire program within 36 calendar months (3 years) of initial entry. Applicants seeking re-entry who cannot meet this deadline will not be re-admitted.

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 level/program, including two previous failures in practicum courses.

**G. ATTENDANCE**

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

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

G. 3 Refer to Policy 2.6.2 Vocational Student Withdrawals as a Result of Absence.

**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 PPNP is final and cannot be appealed.

**RELATED POLICIES AND SUPPORTING DOCUMENTS**

[2.1.4 Course Audit - Policy](#)

[2.1.5 Student Registration - Policy](#)

[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](#)

[2.6.2 Vocational Student Withdrawals as a Result of Absence - Policy](#)

PPNP Program Outline