To Do List for Students Stepping Out of Rotation (Temporarily Leaving the Program):

Informing the Correct People

1. Email the appropriate people informing them that you are stepping out of rotation:
   i. Basic students - Dr. Beth Keely: beth.keely@csulb.edu
   ii. Trimester students – Dr. Melissa Dyo – melissa.dyo@csulb.edu
   iii. ELM Students – Dr. David Kumrow – david.kumrow@csulb.edu
   iv. **All students**: you also need to copy Catherine Mullins – catherine.mullins@csulb.edu

   b. In your email specify your reason(s) for leaving:
      i. Not passing specific courses
      ii. Educational Leave – please explain personal reasons for leaving
      iii. Medical Leave

   c. In your email specify the timeline (specific semester) in which you hope to return to the School of Nursing.

   d. Please be sure to include your full name, student ID#, and graduation code.

Following University Protocol

1. Fill out and turn in the appropriate University enrollment forms (ex. Educational Leave Form)
   a. If you are not registered for courses for one semester, and have not completed the appropriate paperwork, your enrollment will be dropped and you will be forced to re-apply to the University.

Students Not Passing (or Withdrawing from) Nursing Courses for Academic Reasons

1. Set up an appointment to meet with the nursing instructor of the course you’re not passing.
2. Establish a **Re-entry (or Remediation) Contract** with the instructor
   a. This should be a document containing the specifics of your personal remediation plan and the terms of your re-entry (the measurable steps you must take to remediate in order to be ready to re-enter).
   b. Your remediation plan may involve multiple resources: the Learning Assistance Center, meeting with the Student Success Coordinator, CAPS, the SIM Lab, reading chapters and texts, etc...
   c. This is a document that you and your instructor should mutually agree upon, and both parties need to sign the contract to enter into it on the front end.
   d. There is no set form you must use. The most important things are that the terms are clear, and that both parties are in agreement.
3. Begin to work on your remediation plan.

Health Requirements and the Online Tracker

1. Email Catherine that you need to be unlocked from your current online health tracker to switch to the **Out-of-Rotation Tracker**
   a. In the email be sure to specify the graduation code of the cohort you’re leaving
2. **In switching to the Re-entry Student Tracker** all of your uploaded health requirements will be saved in your personal tracker, but will not be visible to the School of Nursing until you re-enter.

3. You will need to scan, upload, and attach your *driver’s license* in the Re-entry Student Tracker.

4. **You do not need to maintain updated requirements while you are out of the program.** That said, you will need to have all expiring requirements renewed before being allowed back into clinical. Therefore, it’s good to be aware of which requirements expire annually, and what your personal requirement timelines for expiration and renewal are in light of your re-entry time frame.
   a. **Exception:** if you’re in the midst of an immunization series (ex. Hep B), please go ahead and finish the series in the appropriate time frame. Also, if you were given a timeline (deadline) for a follow-up titer(s), it’s wise to go ahead and take care of getting it (as you will need to have a completed these requirements to re-enter).

**Requesting Re-Admittance into the Nursing Program**

1. **You will need to fill out and turn in a *Re-entry Request Application* (posted on website) to Lindsay in the Nursing Office**
   a. There is a BSN application (for Basic and Trimester students), and an ELM application – please submit the correct one.
   b. Follow any instructions on the *Re-entry Request Application* related to the specific circumstances surrounding your re-entry (ex. students returning from a Medical Leave will need a physician’s note clearing them for re-entry)
   c. If you are taking outside prerequisites or co-requisites that your re-entry is contingent upon, you will need to attach a grade card or transcript proving completion of the course

2. **Nursing Course Remediation Students ONLY:**
   a. You must meet with the instructor with whom you have the *Re-entry (or Remediation) Contract* for evaluation of your remediation completion.
   b. The instructor must sign off on the contract indicating that you have completed your remediation plan and are ready to re-enter.
   c. Staple a copy of your *Re-entry (or Remediation) Contract* to the *Re-entry Request Application* to turn in Lindsay in the Nursing Office

3. Wait. When final decisions are made, you will be informed (by email) whether or not there is space available for you to re-enter. Often times you will not be informed of your permission to re-enter until very close to the start of the semester

4. **Note #1:** Do not turn in the *Re-entry Request Application* until you have completed everything necessary to re-enter. Exception: non-nursing course in progress that you’re waiting on a grade for (Re-entry Application may be submitted before final grade is issued).

5. **Note #2:** If there is not space available for you to re-enter the semester you’ve applied for, you will need to turn in another (updated) *Re-entry Request Application* for the following semester at a later point.