To Do List for Students Temporarily Leaving the Program:

Informing the Correct People

1. Email the appropriate people informing them that you are stepping out of rotation:
   i. Traditional Semester students - Dr. Beth Keely - beth.keely@csulb.edu
   ii. Trimester students – Dr. Melissa Dyo – melissa.dyo@csulb.edu
   iii. 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. This is an important step. 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 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. 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 Catherine in the Nursing Office
   a. Follow any instructions on the Re-entry Request Application related to the specific circumstances surrounding your exit and re-entry.
      i. Example: students returning from a Medical Leave will need a physician’s note clearing them for re-entry
   b. 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.
   c. You must meet with the instructor with whom you have the Re-entry (or Remediation) Contract for evaluation of your remediation completion.
   d. The instructor must sign off on the contract indicating that you have completed your remediation plan and are ready to re-enter.
   e. According to the student’s individual remediation plan, the student may be required to meet with Professor Dianne Leever, CAPS, LAC, and/or meet with other campus personnel. Students must complete these requirements before they will be allowed to re-enter the program.
   f. Staple a copy of your Re-entry (or Remediation) Contract to the Re-entry Request Application to turn into Catherine in the Nursing Office.

2. Read the Student Handbook re: reentry process. There are policies in place regarding the levels of student priority that faculty need to follow.

3. Wait. While frustrating, know that 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

**Additional Information:**

Note #1: Please 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).