

Fall 2019 ASNP Student Handbook



The ASNP Chair and Nursing Faculty would like to welcome you to the program. We look forward to assisting you in attaining your educational goals through the upcoming months. You will find information in this handbook that will assist you in your successful completion of the program. Upon satisfactory completion of the ASNP, the graduate nurse will receive an Associate of Science in Nursing (ASN) qualifying them to apply to sit the NCLEX-RN.

The *ASNP Student Handbook* serves as an additional resource, to the [CSI Student Handbook](#) and [CSI Catalog](#), to assist the student nurse with policies and procedures specific to the ASNP. The student nurse is required to read and adhere to the current *ASNP Student Handbook*. The student nurse is encouraged to keep the current *ASNP Student Handbook* available for reference and stay abreast any changes while in the ASNP. Please refer to all three publications, as needed, to clarify CSI and ASNP policies and procedures. The ASNP and CSI reserve the right to revise policies and procedures as needed.

* The student nurse is required to acknowledge having read and understand the policy and procedures in the *ASNP Student Handbook* by completing the *ASNP Student Handbook Acknowledgement* assignment on Canvas by Friday the first week of the semester.

State and National Approval

The ASNP is developed in accordance with criteria established by and received full approval from the Idaho Board of Nursing (IBN) 280 North 8th St., Suite 210, Boise, ID. 83720-0061, telephone (208) 577-2476 and the [Accreditation Commission for Education in Nursing](#) (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, telephone (404) 975-5000. The IBN and ACEN recommend that all candidates be apprised of the legal considerations involved when applying for the NCLEX-RN examination. The student nurse is encouraged to review and become familiar with the [IBN](#) and required to review and adhere to the [Rules of the Board of Nursing](#).

A history of a misdemeanor or felony within five (5) years may prevent admission. If greater than five (5) years, graduation from the ASNP does not result in approval to sit for the NCLEX-RN examination. Inquiries related to approval to sit for the NCLEX-RN examination are directed to the state board of nursing where the individual plans to register for licensure.

*The student nurse is required to acknowledge having read and understand the *Rules of the Board of Nursing* with a specific focus on the Denial of License, Grounds for Discipline, and Standards of Conduct by completing the *Rules of the Board of Nursing Acknowledgement* assignment on Canvas by Friday the first week of the semester.

National Council of State Boards of Nursing

NCLEX-RN Examination

Completion of the ASNP qualifies the graduate nurse to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). [The National Council of State Boards of Nursing](#) (NCSBN) offers information related to the NCLEX-RN examination including the current [Detailed Test Plan](#). The student nurse is encouraged to review the current Detailed Test Plan upon admission and as needed. The Detailed Test Plan serves as a guide for successful completion of the NCLEX-RN.

Mission

The ASNP supports the College's mission by providing an educational program that leads students to the knowledge, skills and attitudes (KSA) necessary to successfully work as registered nurses in caring for diverse populations in health care.

Philosophy

The nursing faculty believe in a curriculum that fosters and promotes the use of the nursing process, caring interactions, effective communication, learning to facilitate change in behavior for self and client, and recognition and consideration of culture and spiritual health when providing nursing care to diverse populations.

American Nurses Association

The ASNP is concerned primarily with utilizing the nursing process that aligns with the American Nurses Association (ANA) Standards of Professional Nursing Practice with a focus on The [Code of Ethics for Nurses](#) as it is a "guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession" (ANA, para 1).

Competencies

The ASNP utilizes the *QSEN Competencies* to assist in the development of the student nurse for nursing practice. "The Quality and Safety Education for Nurses (QSEN) project addresses the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work" ([QSEN, 2014, para 1](#)).

Grading and Evaluation

Clinical/Dose Calculation Exam (Pass/Fail)

This is a pass or fail exam. The student is allowed a minimum of three (3) attempts to pass at a 90%; remediation with course faculty must take place prior to future attempts if applicable.

**The student nurse who does not pass by the third attempt will not be allowed to continue in the program and subsequently will receive a D for the course grade.*

Exams and Assignments

Each course will execute unit and a cumulative final exam and assignments related to content applicable to the course. The student nurse must achieve a minimum average of 70% (*69.5 or greater will round up*) on course exams to be considered for final course grade computation. The student nurse must achieve a minimum average of 70% (*69.5 or greater will round up*) on course assignments, includes quizzes, to be considered for final course grade computation. If a minimum average of 70% is achieved on exams and assignments the total points achieved for the course will be divided by the total points available which will result in the final grade for the course.

**The student nurse who does not achieve a minimum average of 70% on exams and minimum average of 70% on assignments will not be allowed to continue in the program and subsequently will receive the earned grade for the course.*

Clinical Performance (Satisfactory/Unsatisfactory)

The student nurse is required to maintain competency in soft (i.e. communication) and hard (i.e. procedural) skills used in any clinical setting including simulation.

**The student nurse who is unsatisfactory in the final clinical evaluation will not be allowed to continue in the program and subsequently will receive a D for the course grade.*

Final Grade

If the student nurse achieved a minimum average of 70% on exams and a minimum average of 70% on assignments, the total points will be used to compute the final course grade. The student nurse must achieve a minimum average of 75% (74.5% or greater will round up) of total points available for the final grade to pass the course.

**The student nurse who does not achieve a minimum average of 75% of total points available for the final grade will not be allowed to continue in the program and will subsequently receive the grade earned in the course.*

CSI ASNP Club Participation

The student nurse who maintains a minimum of 75% in the course and is actively involved in the club, per club bylaws, will have 2% added to their final earned grade at the end of the semester.

Grade Scale

Based on the 100% total listed above, letter grades will be assigned as follows:

92% to 100% = A 83% to 91% = B 75% to 82% = C 60% to 74% = D 59% or less = F

Theory and Lab

The student nurse is expected to attend theory and lab as identified in the course schedule; the student nurse is expected to arrive early so class may start on time. The teaching and learning environment are designed to assist the student nurse in meeting course objectives, end-of-course and end-of-program student learning outcomes, program outcomes, and complex health care delivery demands. It is the responsibility of the student nurse to be aware of their performance in theory and lab and consult with course faculty accordingly. The student nurse is expected to take exams and submit assignments as scheduled. Taking an exam late, with prior approval from course faculty, may result in a 10% deduction each day based on the time the exam was scheduled. Failure to take the exam as scheduled, without prior approval from course faculty may result in a zero (0) for that exam. Late submission of an assignment may result in a 10% deduction each day based on the time the assignment was due. The student nurse who misses theory and/or lab is responsible for the information and learning opportunities missed. If a student nurse is absent from theory and/or lab, each occurrence will result in a 2% deduction from the overall earned course grade. Following any absence, the student nurse is required to develop a *Performance Improvement Plan* (PIP) (Appendix A) and meet with course faculty to address the behavior, ensure future success, and improve learning outcomes; PIPs are filed in the student nurse file.

If theory or lab is canceled, the student nurse will be notified as soon as possible; CSI email, Canvas, and/or telephone.

Clinical

Clinicals are utilized to assist the student nurse in bridging theory and practice. Clinical attendance is critical for success as a student nurse. Clinical nursing faculty and agency nurses supervise the student nurse and assist the student nurse in comprehending how the content and skills learned in theory and lab apply to nursing practice. The student nurse will maintain a professional nursing student role with those they encounter during a clinical shift. The student nurse must adhere to the policies and procedures enforced by the clinical agency; including any educational or health related requirements or the student nurse will not be allowed to attend clinical until compliant.

If the student nurse is unable to attend clinical, the student nurse is responsible for notifying clinical faculty and the health care facility of the absence prior to the scheduled clinical shift. Failure to notify the clinical faculty and/or health care facility of an absence prior to the clinical shift, may result in a PIP or dismissal from the

program. Tardiness is an unsatisfactory clinical behavior which will result in a PIP; three (3) tardy will result in one (1) clinical absence and will be treated as such.

If the student is absent from clinical, the first occurrence will result in a 5% deduction from the overall earned course grade. Each subsequent absence (2nd, 3rd, etc.) will result in a 10% deduction from the overall earned course grade. There will be no clinical make-ups offered related to clinical absences/tardiness. Following any absence, the student nurse is required to develop a PIP and meet with clinical and course faculty to ensure future success and improve learning outcomes; PIPs are filed in the student nurse file.

**The student nurse who is unsatisfactory in any category on the final clinical evaluation will not be allowed to continue in the program and subsequently will receive a D for the course grade.*

Any accident or error involving the patient, visitor, or self must be reported to the clinical nursing faculty and agency nurse immediately. The student nurse, clinical nursing faculty, and agency nurse will document in accordance with the CSI and agency guidelines. The student nurse will endure any associated costs.

The student nurse is required to complete the *Clinical Expectations Guide* (uploaded in the course), each clinical shift and dispose in the facility confidentiality container prior to leaving the facility. The Clinical Experience Guide assists the student nurse in using the nursing process to facilitate critical thinking, clinical reasoning, and clinical judgment in managing patient care. The student nurse is required to use the Clinical Evaluation Tool (upload in course) each clinical shift.

The student nurse is entitled to two (2) 15 minutes breaks and a 30-minute lunch during each clinical shift within the facility; the student nurse is not to leave the facility for breaks.

If clinical is canceled, the student nurse will be notified as soon as possible; CSI email, Canvas, and/or telephone.

Clinical Safety Guidelines

- All nursing student are required to submit a physical upon admission into the ASNP. The student nurse is responsible to notify the ASNP Chair and Nursing Faculty if a change in mental and/or physical health prevents the student nurse from participating in theory, lab, and/or clinical after admission into the ASNP.
- Know the location and how to use all emergency equipment.
- Use appropriate personal protective equipment (PPE) when providing care.
- Upon entering the clinical facility, place all books, coats, purses, backpacks, etc. in designated areas.
- Confine long hair and loose clothing.
- Wear enclosed shoes that cover the entire foot.
- Report all spills and accidents to your clinical faculty immediately.
- Wash skin immediately and thoroughly if contaminated by chemicals or microorganisms and notify your clinical nursing faculty immediately.

Clinical Requirements

Prior to registering for any ASNP course, the student nurse must complete all requirements, reference the ASNP website, and consistently demonstrate compliance on the student profile database. The student nurse is responsible for maintaining compliance. The student nurse who is non-compliant at any time will not be allowed to attend clinical which will result in clinical absence and will be treated as such.

Back Ground Check and Drug Screen

Prior to beginning the first semester, the student nurse must complete the background check and drug screen. If a student nurse leaves the ASNP for any reason during a semester, they are required to repeat the background check and drug screen; in addition, students coming from other programs are required to complete the background check and drug screen. If the background check reveals previous criminal charges, the ASNP Chair and the HSHS Instructional Dean will review the charges with the student nurse and determine if the student will be allowed to continue admission in the ASNP. A positive drug and/or alcohol screening results will be reviewed by the ASNP Chair and CSI Dean of Students.

Health Related

Prior to the first semester the student nurse must provide current proof of health insurance, physical and dental exam and required immunizations: a) Tdap b) hepatitis B series; c) varicella; and d) measles, mumps, and rubella (MMR). The influenza vaccine is required when available. If circumstances prevent vaccination, provider documentation is required.

Annual Tuberculosis (TB) is also required for proof of absence of disease. If this is the first TB skin test, the two-step process must be completed. In the event of a positive result or a history of having received Bacillus Calmette-Guerin (BCG) vaccination, the student must pick up and return a completed annual waiver form from the HSHS office. Routine annual chest x-rays are no longer recommended for asymptomatic, tuberculin skin test “positive” students or students who have received a BCG vaccination. Should a student nurse develop signs and symptoms of tuberculosis at any time, the student nurse must schedule a chest x-ray and notify the ASNP Chair immediately. The student nurse may be subjected to individuals with serious illness or hazardous treatments.

Basic Life Support

The student nurse must maintain current Basic Life Support (BLS) for Healthcare Providers certification. The certification is required for two continuous academic years, meaning the certification expiration date must be within the two years while in the ASNP; this may result in recertification prior to the first semester regardless of last certification date.

Skills Check-Off

The student nurse must successfully pass a skill evaluation before being able to perform any skill on a patient with documented need in the clinical setting. The student nurse participating in any invasive skill needing performed by a registered nurse, i.e. medication administration, intravenous initiation, wound dressing change, urinary catheter, etc., must be accompanied by a registered nurse (RN). Failure of the student nurse to be accompanied by an RN will result in an unsatisfactory in clinical and dismissal from the ASNP. The student nurse will not practice or demonstrate any invasive skills on any individual outside the clinical setting where there is a health care need. The student nurse may practice a physical assessment on classmates for educational purposes.

*The student nurse is required to acknowledge having read and understand the *Procedural Consent Acknowledgement* on Canvas by Friday the first week of the semester.

Malpractice Insurance

As a professional individual, even though in a learning situation, the student nurse is legally and financially liable for error or negligence, please reference the [Rules of the Board of Nursing](#). The College provides malpractice insurance while the student nurse is enrolled in the ASNP.

Skills and Abilities

The following essential skills and abilities are discussed so the student nurse is aware of the requirements of the ASNP. The student nurse performs a variety of skills and activities that utilize both mental and physical health. The student nurse must have the ability to perform activities requiring accurate and efficient interpretation and communication of written and verbal information in English; direct assistive personnel, read and record information, and respond to a health care provider order. The student nurse must demonstrate the ability to analyze, calculate, and measure data. The student nurse must effectively perform under stress as evidenced by maintaining safe practice and sound clinical judgment. Other needed skills and activities include the ability to safely lift, position, and transport patients, perform life saving measures, and move efficiently to meet the needs of patients in a timely fashion. In addition, the student nurse must effectively demonstrate activities requiring manual dexterity to include but not limited to performing injections, efficiently operate equipment, and inserting and maintaining catheters.

Dress Code

The student nurse complete uniform is to be worn while in the student nurse role. Due to risks associated with infection control and potential issues with public misidentification, the student nurse uniform should not be worn outside of the student nurse role.

Student dress is important as it conveys a sense of professionalism and identifies you as a student nurse. The student nurse must adhere to the following dress code unless otherwise instructed: black scrub pants/skirt (pants must not be longer than the heel and skirt must be below the knee), white scrub top with white/black undershirt, and enclosed shoes. Emblems and chevrons indicating freshman or sophomore are to be purchased at the CSI Bookstore. Emblems are sewn 2 inches below the left shoulder seam. The chevron is sewn at an approximate quarter inch below the nursing emblem. If a lab coat is worn, it must be solid white and have the CSI emblem and chevron visible. The CSI student nurse identification badge, facility access badge (if applicable), wrist watch (where appropriate), bandage scissors, hemostat, stethoscope, and penlight are part of the dress code. Additionally, the student nurse is expected to comply with health care agencies dress code policies.

Performance and Evaluations

Clinical nursing faculty will reference the *Clinical Evaluation Tool* and associated rubric to continuously evaluate student nurse performance in the clinical setting. If clinical nursing faculty identifies areas needing improvement, the clinical nursing faculty will complete the *Clinical Evaluation Tool* and conference with the student nurse. The student nurse will develop a PIP and meet with clinical and course faculty to address the behavior, ensure future success, and improve learning outcomes; PIPs are filed in the student nurse file. If the clinical performance of the student nurse does not improve within the time frame established in the PIP, the student nurse may receive an unsatisfactory on the *Clinical Evaluation Tool*.

**Students who are unsatisfactory (U) in any category on the final evaluation will not be allowed to continue in the program and subsequently will receive a D for the course grade.*

Professional Conduct

The student nurse is expected to follow the conduct guidelines outline in the [CSI Student Code of Conduct](#), the *ASNP Student Handbook*, and ANA's [Code of Ethics for Nurses](#). Failure to follow these guidelines may result in a review of allegations by the ASNP Chair and/or College Dean of Students with possible sanctions.

Social Media

The student nurse should be mindful that their social media behavior is subject to the standards of conduct established by the College and ASNP. Content posted to social media is in the public realm and can potentially

affect a student's ability to secure future employment and status as a student nurse. The student nurse is encouraged to become familiar with the [NCSBN Social Media Guidelines for Nurses](#) and American Nurses Association (ANA) [Social Media](#).

Confidentiality

The student nurse is expected to maintain patient confidentiality in all settings (HIPAA). During clinical, theory, laboratory, or other educational settings, the student nurse may become aware of information regarding doctors, nurses, patients, families, and others which must be kept confidential. Failure to maintain confidentiality may result in facility and/or legal ramifications.

*The student nurse is required to acknowledge having read and understand the *Confidentiality Acknowledgement* assignment on Canvas by Friday the first week of the semester.

Professional Development

The student nurse is encouraged to seek professional nursing organizations of interest and actively participate in local, state, and national nursing endeavors. The student nurse is highly encouraged to take advantage of dual enrollment programs that build on CSI's Associate of Science in Nursing degree.

Pre-nursing and student nurses are encouraged to hold [National Student Nurse Association](#) (NSNA) membership; a professional student nurse organization affiliated with the [American Nurses' Association](#) (ANA). The [Idaho Student Nurse Association](#) (ISNA) is an affiliation of the NSNA. Participation demonstrates professionalism, leadership, and team work in nursing practice. The student nurse is encouraged to participate in campus, local, state, and national activities. The student nurse who actively participates, outlined in the Registered Nursing Student Club Bylaws, and maintains a minimum average of 75% in their NURR course will receive a 2% increase to their final grade at the end of the semester.

If a student nurse is participating in an event that offers an opportunity to perform an invasive skill, one of the following requirements must be met:

- If the facility has a current clinical contract with CSI and the ASNP, with prior approval from the ASNP Faculty Club Advisor, the student nurse can perform the invasive skill under the supervision of a registered nurse employed by the facility.
- Or*
- If the facility does not have a current clinical contract with CSI and the ASNP, the student nurse can only perform the skill under the supervision of an ASNP Nursing Faculty. If no ASNP Nursing Faculty is present, then the student nurse is not permitted to perform the skill.

Course and Program Evaluation

At the end of each semester, the student nurse can provide feedback related to the course using the online course evaluation system; at the end of the program the student nurse can provide feedback related to the program. The ASNP Chair and Nursing Faculty consider student nurse feedback for course and/or program delivery.

Readmission

The student nurse who was unsuccessful in the ASNP may discuss with the course faculty the opportunity to readmit. To be eligible for readmission, the student nurse must obtain written recommendation from the course faculty. This faculty signed recommendation will be submitted, by the student nurse, with the *Readmission Application* (Appendix B).

Academic Integrity

Please be familiar with of the College's [Academic Integrity](#) policy. The ASNP does not take any integrity matters lightly. The [Code of Ethics for Nurses](#), Preservation of Integrity, clearly depicts the expectation of a professional nurse. If an integrity matter is suspected in the ASNP and the nursing faculty determines an incident of dishonesty, the following sanctions will apply: 1) first time offense related to an exam and/or assignment will result in a minimum deduction of 50% of the allotted points, second time offense will result in a zero (0) for the exam and/or assignment, third time offence will result in a 50% deduction of the final course grade earned; and 2) offense related to clinical practice may result in dismissal from the ASNP. The student nurse will complete a PIP, filed in the ASNP student file, and consult with faculty who will report the incident to CSIs Student Services.

Request for Recommendation

The student nurse wishing to obtain a recommendation from nursing faculty must submit the request in writing. The request authorizes ASNP Faculty to disclose any information related to the student nurse's education or suitability for employment.

HSHS Policy and Procedures

Drug and Alcohol

I. Statement of Purpose

The HSHS faculty supports the College of Southern Idaho (CSI)'s Student Substance Abuse Policy. Further, agencies providing learning experiences for students require that students be alcohol and illicit drug free, and patients/clients have a right to be ensured that any CSI HSHS student interacting with them is alcohol and illicit drug free, and HSHS faculty are responsible for assuring that students maintain an environment for clients/patients that allows decisions and procedures to be performed in such a way as to be in the clients/patients' best interest, while retaining records and protecting both patients/clients and students' privacy in accordance with state and federal laws.

II. Policy

A. Criteria:

1. CSI HSHS Department strictly prohibits possession, sale, transfer, attempt to sell or use of illicit/prohibited drugs or alcohol while at a clinical/practicum site as a CSI student. If an illegal substance is found in the possession of a student at a clinical site, it should be immediately brought to the attention of the designated security authority at the site. Appropriate law enforcement agencies will then be contacted to take possession of the substance and take further legal action as is indicated by the circumstance. If the clinical site does not have a security person, then call the local law enforcement agency.
2. Students with a detectable level of prohibited drugs/alcohol in their system will not be permitted to interact with patients/clients. The basis for determining "under the influence" and/or "detectable level" is, for the purposes of this policy, a positive test result for drugs and/or alcohol. A positive result for alcohol shall be .02 concentration or more. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs that have not been specifically prescribed, and used as prescribed, by a licensed physician or other health care provider, for specific treatment purposes of the student at that time.

B. Violations:

1. Any of the following shall be considered student misconduct will be reported to the Dean of Students for review:

- a. A confirmed positive drug test and/or positive alcohol test. For the purposes of the alcohol test, a positive result shall be .02 alcohol concentration or more;
- b. A student's refusal to provide a sample or submit for testing;
- c. A student adulterates or attempts to alter a sample by adding a foreign substance for the purpose of making the sample more difficult to analyze; or
- d. The student's submission of a sample that is not his or her own.

C. Substance Testing:

1. To support the objectives of the HSHS Department and this policy, testing for substances may be performed under the following circumstances:
 - a. **Baseline:** A baseline drug and/or alcohol test will be done by all students prior to entering designated HSHS programs. Should a student test positive for an illegal or unauthorized prescription during the admission drug screen, the student will be notified by the RN Department Chair as to the drug screen results. The student will be counseled and offered another opportunity to complete a drug screen on a date of the department chair's choosing as well as randomized screenings during the student's attendance during the program. If any further drug screens indicate illegal or unauthorized prescription utilization, the student will immediately be dismissed from the program and will not be re-admitted to the RN program. Students identified as "under the influence" during clinical attendance will follow the HSHS drug/alcohol policy as outlined in this handbook.
 - b. **Per clinical/practicum agency protocol:** All students will follow clinical/practicum agency protocol when at the clinical/practicum site.
 - c. **Random:** Random drug and/or alcohol test may be done during the school year by designated HSHS programs.
 - d. **Reasonable Suspicion:** A student will be required to submit to a drug and/or alcohol test when at least one designated/trained supervisor has reasonable suspicion to believe that a student is under the influence of drugs and/or alcohol. These beliefs will be based upon specific emotional, physical, behavioral or performance indicators. A second witness, who is a trained supervisor, will either observe the student or concur by telephone with the decision to test. Both supervisors must concur with the decision to test.

D. Reasonable Suspicion Procedure:

1. The student's clinical/practicum supervisor will temporarily suspend the student's ability to interact with patients by removing the student to an area where they must wait safely while the supervisor follows up on the reasonable suspicion documentation and/or testing. If the student chooses to leave and he/she could be a threat to self or others, the appropriate law enforcement agency will be informed.
2. The student's clinical/practicum supervisor will contact his/her supervisor or another trained peer and request their physical presence at the site and assistance in making the decision of whether or not there is reasonable suspicion. If this is not possible, then the concurrence to test will occur by phone.
3. The student's clinical/practicum supervisor will complete the "[Observed Behavior Record—Reasonable Suspicion](#)" form.
4. The CSI supervisor or their designee will contact CSI security to arrange for transportation of the student to a drug testing lab facility.
5. The clinical/practicum supervisor will suspend the student from the clinical/practicum site until the results of the drug test are available.
6. If the test is positive, the student will be responsible for the cost. If the test is negative, CSI will be responsible for the testing charge.

**Due to unforeseen events, the ASNP reserves the right to alter the ASNP Student Handbook as needed. Addendums will be communicated to the student nurse via Canvas.*

Appendix A

Purpose: The purpose of the *Performance Improvement Plan* (PIP) is to guide the student nurse and nursing faculty in developing a plan to assist the student nurse in identifying theory, lab, or clinical performance deficiencies and the opportunity for success.

Instructions: The student nurse develops the PIP r/t the identified concern. The student nurses reviews with nursing faculty; nursing faculty may add to the PIP to assist in success in the course. The PIP will be filed in the student nurse’s ASNP file.

**Please type responses, pint/sign/date, and review with nursing faculty.*

Student Name: Date: _____

Faculty Name: _____

Area of Concern	Action Plan	Resources	Expected Outcomes	Date /Outcome

Student Comments:

Faculty Comments:

Student Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

Appendix B

We would like to encourage you to consider readmission without delay; however, be aware submission of this application does not guarantee readmission. Please carefully review the information below, feel free to contact the course faculty with any questions.

If pursuing readmission, you are encouraged to submit this application and the course faculty's letter of recommendation immediately after grades are posted, otherwise all candidates must request readmission for the spring semester by October 15th and fall semester by March 15th. Requests after the spring and fall deadline will be considered based on seat availability. Please keep in mind, you may be asked to demonstrate skill competency to include but not limited to: use of SBAR, IV initiation, medication administration, and/or urinary catheter insertion. You will be placed on a *Performance Improvement Plan* (PIP) and may be asked to adhere to, but not limited to, mandatory study time on campus, frequent meetings with course faculty, and/or mandatory tutoring if readmitted. Our goal is to provide you with the tools to be successful in the ASNP and meet your goal in becoming a registered nurse (RN).

It is very important that you complete the three (3) questions below as thoroughly as possible as the ASNP Readmission Committee utilizes your responses to determine readmission eligibility.

**Please type responses, print/sign/date, and submit this application along with the course faculty recommendation to the ASNP Chair.*

Name:

CSI Student ID:

Address:

Email:

Phone:

Requested Course:

Date of Exit From ASNP:

Provide a *detailed* answer for the following:

- 1) State the reason(s) for the interruption of your nursing education.**

- 2) Discuss your plan(s) for successful completion of the course/program if readmitted.**

- 3) What arrangements/actions have you taken, or anticipate taking, in preparation for readmission and success in the course/program (please include time line and documentation if applicable)?**

Signature: _____ **Date:** _____