

# COLUMBUS STATE

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NURSING



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**Columbus State Community College  
Health and Human Services Division  
Associate Degree Nursing Program  
Student Handbook (Addendums)  
Spring 2024 Nursing Class**

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Revised 12/14/2023

## **NURSING PROGRAM PROGRESSION**

### **Satisfactory Progress: All Students (page 32)**

- 1) If a student fails, withdraws failing, withdraws passing a nursing course, or chooses not to progress to the next course, the student is then considered out-of-sequence.
- 2) Students have two opportunities to complete the same nursing (NURS) course. Completion of a NURS course is defined as receiving a grade (A-E). The student may withdraw failing (D or E) or fail from each nursing course one time. If the student repeats a nursing course and fails or withdraws failing a second time, the student has failed out of the program and is dismissed from the program. The former student may then re-apply to the program at the next application period.
  - A withdraw from a NURS course passing (C or better on exams) does not count as an opportunity in the course.
- 3) A student who receives a "D" or "E" in any two nursing courses or twice in the same nursing course has failed out of the program and is dismissed from the program. The former student may then re-apply to the program at the next application period.
  - NURC1104 credit will be given upon return to the program if it was completed with a C or better within 4 semesters of acceptance into the program.
  - The student must begin the sequence of technical courses from the beginning of the plan of study.
- 4) A student is ineligible for admission to the nursing program after failing out of the program twice and/or exceeding time limitations twice even after successful completion of a nursing certificate program.
- 5) A student may only be accepted or be offered admission to the Nursing Program twice. Offered admission is defined as being accepted to the Nursing Program and declining entry. Once accepted the student can only begin the Nursing Program twice.
- 6) A student must achieve a grade of "C" or better in the following support courses: NURC 1104, BIO 2300 Anatomy, BIO 2301 Physiology, BIO 2215 General Microbiology, PSY 1100 Introduction to Psychology, ENGL 1100 Composition I, PSY 2340 Human Growth and Development, the open Basic and Related requirement and STAT 1350 Elementary Statistics in order to continue in the nursing program. A student who receives a "D" or an "E" in any of these courses must:

- a) retake the course prior to the semester in which it is required and earn a "C" or better; or
  - b) retake the course during the semester in which it is required and earn a "C" or better; or
  - c) go out of sequence in nursing, retake the course, and earn a "C" or better prior to re-entering the nursing sequence.
- 7) A student must achieve a GPA of 2.00 or higher in order to graduate.
- 8) Each nursing course has prerequisite and corequisite courses which must be taken as displayed in the Plan of Study by semester. Failure to take or pass any one of these courses will result in a student going out of sequence in Nursing.
- 9) If progress at mid-term is below 76% in theory the student will receive an academic warning notice. A conference to discuss this situation will be scheduled upon the student's request.
- 10) Students are informed of their clinical progress via individual clinical evaluation conferences scheduled at mid-term and the end of the semester. Additional clinical conferences may be scheduled by the clinical instructor or student.
- 11) For students going out of sequence, they must complete a Nursing clinical within three (3) semesters following the completion of the last clinical course [or acceptance to the program](#). Three (3) semesters are defined by the availability of the clinical course offering. If the course is not offered in the summer, it will not count as one of the three (3) semesters. Students must complete the Nursing Program within four (4) calendar years.
- 12) Students taking any part of the Nursing Program incur costs related to current required course and program learning and assessment materials such as books, standardized testing, uniforms, equipment, technology, etc.
- 13) Students not eligible to continue in the Nursing Program should connect with an academic advisor or Career Services to explore new program and career options. Students that already know their new path should connect with Student Central in Madison Hall on the Columbus Campus or Student Services in Moeller Hall on the Delaware Campus or call 614-287-5353 to declare a new program of

study. Students without an active program of study will be unable to register for future coursework.

- 14) Students who request to be removed from the program forfeit their completion of the program. If the student is eligible and desires to complete the Nursing Program, the student must reapply.
- 15) In addition to (1-14) students who are in the Advanced Standing track: Students who do not begin NURS1113 or withdraw passing from NURS 1113 are eligible to repeat the course once. Students who withdraw failing or fail from NURS 1113 are not eligible to repeat the course. The following progression will apply:

### **Practical Nurses**

Students who fail or withdraw failing from NURS 1113 or do not achieve practical nurse licensure during NURS 1113 will not earn N credit for NURS 1871, NURS 1140, NURS 1141, NURS 2042, and NURC 1104. Students who do not receive N credit for NURS 1871, NURS 1140, and NURC 1104 are considered Out of Sequence and may petition to enter NURS 1871, NURS 1140, and NURC 1104.

### **Military Medics and Paramedics**

Students who fail or withdraw failing from NURS 1113 will not earn N credit for NURS 1871 and NURC 1104. Students who do not receive N credit for NURS 1871 and NURC 1104 are considered Out of Sequence and may petition to enter NURS 1871 and NURC 1104.

## **NURSING PROGRAM PROGRESSION**

### **Satisfactory Progress: All Students**

#### **Out of Sequence (OOS) (page 36)**

Students who interrupt the continuous nursing sequence based on their admission plan of study, withdraw from or are unsuccessful in a NURS course, are considered Out of Sequence (OOS).

If a student withdraws from a course or is unsuccessful in a course the course lead for that course will initiate the OOS process. A student who chooses to interrupt their progress will email [RNAdmissions@cscc.edu](mailto:RNAdmissions@cscc.edu) to initiate the OOS process. Upon initiation of the OOS process the student will receive a *Nursing Out of Sequence Form* for their records from [RNAdmissions@cscc.edu](mailto:RNAdmissions@cscc.edu).

Re-entry will be determined based on the petitioning process, see next section. Out of Sequence students must enter and complete a NURS clinical course within 3 semesters after admission to the Nursing Program or successful completion of a clinical course.

If course space is limited, the following criteria, listed in priority, are used to determine re-entry to a nursing course:

- 1) Last opportunity to re-enter within 3 semesters following completion of last clinical course or entry into the Nursing Program.
- 2) Denied re-entry to the course previously because of space limitations.
- 3) Highest GPA.

Students may have additional requirements for re-entry such as skills reviews or other assignments. There may be a late fee incurred for registration when requesting to re-enter a nursing course. A student re-entering the nursing sequence is required to meet the same catalog requirements as the class the student is entering into.

Communication regarding Out of Sequence procedures (including the receipt of completed form) will come from [RNAdmissions@csc.edu](mailto:RNAdmissions@csc.edu).

## **NURSING PROGRAM PROGRESSION**

### **Satisfactory Progress: All Students**

#### **Petitioning (page 37)**

Students who are Out of Sequence and want to return to the program must complete the *Petition for Nursing Courses* Form in the semester preceding the semester in which the student wishes to register.

- 1) Student becomes OOS with the Nursing Admissions and Informatics Committee.
- 2) Student will be emailed Petition to Reenter and Petition Letter from [RNProgression@csc.edu](mailto:RNProgression@csc.edu) by week 8, the semester prior to the semester requesting to reenter. Students who have withdrawn after week 8 or are unsuccessful in a course will receive petitioning information with their Out of Sequence paperwork.
- 3) Student will submit a Microsoft Forms petition by petition deadline.
  - a. Petition deadline for entering AU: 3 PM Friday of week 9 SU.
  - b. Petition deadline for entering SP/SU: 3 PM Wednesday of week 14 AU or SP.
  - c. Students are not able to petition to reenter a semester beyond the immediate next semester. (*Ex: student cannot submit a petition during summer semester for any semester other than Autumn*)

- d. *Students who are unsuccessful in a course and eligible to reenter in the immediate upcoming semester will have the option to petition to reenter. Petition must be received by 3PM on Wednesday of finals week.*
- 4) CPR and health records status are confirmed for each petitioner by staff.
- 5) Petition forms are processed, and sections are assigned based on availability and course lead discretion.
- 6) Petitioners that have their petitions approved will be registered by faculty or Staff in the Nursing Department for the section assigned to them by the Course Lead of the course they are petitioning for. Students with approved petitions will receive approval email from [RNProgression@csc.edu](mailto:RNProgression@csc.edu) explaining approval and that they have been registered for the course(s) requested. Petitioners that are denied will receive denial email from [RNProgression@csc.edu](mailto:RNProgression@csc.edu) explaining reason their petition was denied.

**NURSING CLINICAL POLICIES AND PROCEDURES**  
**Clinical Dress Code (page 47)**

4) Jewelry

- a. Visible body piercings are limited to ears and nose only.
- b. No ear tissue dilators, expanders, or stretchers are permitted. Must be a solid ear covering in the skin-toned color.
- c. Jewelry must be plain and discreet. Jewelry must not interfere with patient care or present a hazard to the employee.
- d. One ring or ring set per hand.

5) Tattoos

- a. Tattoos must be appropriate for the work environment or otherwise may not be visible. Examples of inappropriate tattoos include but are not limited to nudity, profanity, vulgarity, overly distracting to patients or families, or intimidating in nature.