



College of Nursing

Program Handbook 2025-2026

Bachelor of Science in Nursing (BSN)

At the College of Nursing our highest priority is promoting excellence in nursing education and practice. We believe that excellence is achieved through a respectful, collaborative, and supportive environment where every member of our community can contribute their knowledge and skills. The varied perspective and experiences of our students, faculty, and staff strengthen our ability to prepare outstanding nursing professionals. We uphold the highest standards of professionalism and do not tolerate any form of discrimination. We are committed to meeting diverse learning needs and welcome suggestions on ways in which we can continue to improve our programs and learning spaces. Guided by the College of Nursing's mission, we share a collective responsibility to maintain these standards in pursuit of excellence.

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Overview

Introduction

The BSN Program Handbook is designed as a resource for students and faculty and includes links to relevant policies and processes. Much of the information is online; therefore, the web sites are listed for the official information. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student & Academic Affairs (OSAA).

This document is for informational purposes and does not create a contract or guarantee. The College of Nursing (CON) reserves the right to change any provision or requirement at any time without notice. **Students are responsible for knowing and adhering to all policies and procedures and as such are encouraged to check in periodically for any updates.** This information is meant to supplement the policies found on the following websites:

[The University of Arizona](#)

[The University of Arizona Catalog](#)

[The University of Arizona Academic Policies: Undergraduate](#)

[The College of Nursing](#)

Relationship to Other Documents

The Program Handbook is available on the CON [website](#) and is intended to be used in conjunction with other University documents. When questions arise, students should first consult this Program Handbook, course syllabus and the appropriate University policies. Many policies in the Program Handbook are specific to students in the BSN program and the CON. All students, faculty and staff are expected to read the handbook and be familiar with College and University policies. In addition to this handbook, students must review the CON [Policies & Procedures](#).

University Policies

The CON upholds all [University Policies](#) related to but not limited to the following:

- [Attendance Policies and Practices](#)
- [Disruptive Student Behavior](#)
- [Campus Accessibility](#)
- [Code of Academic Integrity](#)
- [Nondiscrimination and Anti-Harassment](#)

Systems & Resources

Systems

There are several university systems CON students will utilize, including, but not limited to those listed below. All students are expected to review the [Student Technology Needs](#).

[UAccess Student](#)

[Brightspace](#) (formerly called Desire to Learn/D2L)

[Assessment Systems](#) (Examity, Examsoft, Kaplan, Lippencott, ATI, etc.)

[Dates & Deadlines](#)

UA Student Email

All students are given an official University of Arizona [NETID](#) and [Email Address](#) (@arizona.edu). Email sent to this address can be checked remotely and/or forwarded to the student's phone. **This email address must be checked daily**, as it is the official source of communication between faculty, staff, and students. Students are responsible for all information and requests sent to this address. When emailing faculty and staff, students should provide their student ID and cohort (i.e., BSN-IH Level 1 or BSN 2nd Semester). For convenience, you may create an email signature block that includes your student ID for internal communications only. Including your student ID in your permanent email signature is not recommended, as it may be visible to unintended recipients and is not necessary for most correspondence.

Student Support Resources

BSN students have access to a number of [Student Support Resources](#), including Crisis Support, Campus Support, Student Affairs, and CON Student Organizations.

Office of Student & Academic Affairs (OSAA)

[OSAA](#) is responsible for academic advising, recruiting, admissions, onboarding, student success, progression, graduation, student-centered events, and education verifications. Students may contact OSAA via email (con-osaa@arizona.edu) or by calling 520-626-3808. Students wanting to meet with an [Admissions Advisor](#), [Academic Advisor](#), or [Success Specialist](#), must make an appointment using [Trellis](#).

IT

IT solutions and support services are coordinated through the [Health Sciences Shared IT Service Desk](#).

Office of Scholarships & Financial Aid (OSFA)

Students may seek to use scholarships, loans and/or grants to pay for their educational expenses. BSN students are eligible for financial aid and scholarships. Students with questions related to scholarships and financial aid should use the contact information on the [OSFA](#) website to reach out to the appropriate individual.

Scholarship Universe

[Scholarship Universe](#) is a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications. All CON scholarship applications must be submitted through Scholarship Universe.

CON offers scholarships on a yearly basis and requires all interested students to formally apply. All nursing students will receive an email with relevant information in the Spring. All students are encouraged to submit a [FAFSA](#). Many College and University scholarships rely on information provided by the FAFSA to be awarded.

Disability Resource Center (DRC)

The University of Arizona is committed to ensuring equitable access to all learning experiences. If you anticipate or encounter barriers due to a disability or pregnancy, contact the [Disability Resource Center](#) (DRC) at 520-621-3268 as early as possible to begin the process of establishing reasonable accommodations.

The College of Nursing will provide accommodations whenever possible. The DRC will work with you, the College of Nursing program, and your clinical placement site (when applicable) through an individualized, interactive process to determine accommodations that are reasonable in both academic and clinical settings. An accommodation may be deemed not reasonable if it would fundamentally alter an essential requirement of the program or pose a direct threat to the health or safety of patients, students, or others.

Once accommodations are approved, you must follow the DRC process to activate them each semester. Students are strongly encouraged to notify their course chair(s) promptly to confirm arrangements for implementing accommodations. Early communication helps ensure that accommodations are in place and effective from the start of the course or clinical experience.

Academic Program & Policies

Direct Admit Continuing Eligibility

The BSN Direct Admission Program is designed for students who want to complete a Bachelor of Science in Nursing and become a Registered Nurse (RN). Students offered Direct Admission will complete all lower-division coursework, including General Education, University Foundation, and BSN Prerequisite Coursework, during their first and second years. This coursework will be completed at the University of Arizona main campus in Tucson, Arizona.

Advanced Standing

While enrolled in their final semester of lower-division coursework, students will need to be enrolled in their final two nursing prerequisite courses in order to register for an Advanced Standing Conference with their academic advisor. During this conference, advisors will review all relevant transcripts to ensure the student has met the Continuing Eligibility Requirements.

Once Advanced Standing eligibility has been confirmed, students will complete the Advanced Standing Request Form to verify in which semester and on which campus they prefer to begin their BSN curriculum.

To be eligible for Advanced Standing status, students must:

- Take only UArizona courses and courses approved as direct equivalency, including high school coursework, by the [Transfer & Articulation](#) department.
- Earn a minimum of 3.00 cumulative GPA of all college-level coursework.
- Complete each [Prerequisite](#) Course with a minimum B grade.
- Abide by the UArizona [Grade Replacement Opportunity](#) and [course repeat guidelines](#).
- Become eligible for Advanced Standing within five semesters (Fall and Spring) or submit an exception request form if more than five semesters are needed. Exception requests will be reviewed by a committee. Approval is not guaranteed. Students whose exception request is approved and do not meet the eligibility requirements by the extended deadline will be required to change majors.

Eligibility will be evaluated during the Advanced Standing Conference. If it is determined the student does not meet the continuing eligibility requirements, their academic advisor will work with them to determine if eligibility can be achieved or transfer the student to a different major.

Program Overview

The CON offers two BSN degree pathways – Conventional and Integrative Health (IH). Students enrolled in one pathway cannot switch to the other pathway as the courses and curriculum are different.

Conventional: Located on the University of Arizona Health Science campus in Tucson, the BSN-Conventional pathway teaches conventional nursing with traditional nursing curriculum. It is a 24-month, 4-semester pathway offering courses in Fall and Spring. The curriculum is delivered predominantly in-person, with some courses delivered in an online format and some courses delivered in a hybrid format.

Integrative Health: Located 104 miles north of Tucson at the University of Arizona distance campus in Gilbert, the BSN-IH pathway blends conventional medicine with complementary approaches to mind, body, spirit, and wellbeing. It is a 16-month, 4-semester pathway offering courses in Fall, Spring and Summer. The curriculum combines asynchronous lectures with in-person seminars and exams. Clinical experiences, including lab and simulation are in person.

All BSN students are expected to develop the skills necessary to access course materials and complete assessments in the online environment, with or without accommodations. . Each course provides the student with the knowledge and skills needed to pass the National Council Licensure Exam for Registered Nurses (NCLEX-RN) and become a bachelor's prepared registered nurse. During times of public health concerns, classes may be held remotely. Students should follow all course policies related to remote learning directly from the course Brightspace sites.

National Council Licensure Examination for Nursing (NCLEX-RN)

Successfully completing the NCLEX-RN is required for the BSN graduate to begin a professional nursing career. Students graduating from the BSN program are required to complete and pass diagnostic tests at each level in preparation for taking the NCLEX upon graduation. The CON strongly recommends that each student establish and implement a study

plan to review specific nursing content areas to prepare to take the NCLEX.

During their final semester, students apply for licensure to practice as a registered nurse. Students are given information regarding the NCLEX-RN and guidance in preparing the application. The examination may be taken at any designed testing site and will be administered via computerized adaptive testing (CAT).

Nurse Licensure Compact (NLC)

Most U.S. states participate in one multistate license, allowing nurses to practice in different states. For states outside the NLC, additional licensure may be required. For more information, please visit <https://www.nursecompact.com/>. Only nurses who declare a compact state as their primary state of residence may be eligible for a multistate license. As a resident of a noncompact state, you may apply for a license by endorsement in a compact state.

Please note: Before applying for RN licensure in the state of California, applicants must have successfully completed a microbiology lab. This is not a requirement of the UA BSN program nor the AZ BON. Students who anticipate applying for an RN license in California are encouraged to take a microbiology lab.

Honors Program

Eligible students (3.4 or higher GPA) are encouraged to enroll in the University's [Franke Honors College](#) where students will participate in a variety of small group and independent study opportunities and complete an Honors Project. Interested students should contact their respective Program Director to learn more.

Faculty Advisor (BSN-Conventional only)

Upon admission to the BSN-Conventional pathway, each student is assigned a faculty advisor who will serve in this capacity throughout the student's time in the program. The faculty advisor, who is an expert in the nursing profession, will provide coaching and guidance on an as-needed/as-requested basis regarding academic career, professional development, resume, clinical issues, and career pathway.

Attendance

Students must be enrolled in a course by the first day of class to attend. Students are expected to maintain perfect, on-time attendance, login to their Brightspace course sites at least twice per week and turn all assignments in on time. Failure to meet these requirements may result in:

- An evaluation to determine if the student is able to meet the course learning outcomes
- A reduced final course grade
- A recommendation for the student to withdraw from the course

In the event of an absence, the student must notify the faculty member as soon as possible and when feasible, before the absence. Students should refer to the specific course syllabus or Brightspace course site for additional information. Due to capacity, replacing clinical hours may not be possible.

Employment

Students are not permitted to work (paid or unpaid) for the eight (8) hours immediately preceding their clinical rotations. Students found in violation of this policy will be prohibited from attending or removed from the clinical experience and will be given an unexcused absence.

Examinations

Students are required to take exams when scheduled. If an emergency arises, students must contact the course chair no later than the exam start time on the day of the examination. If unable to contact the course chair by phone prior to the exam, the student is required to send an email to the course chair. The course chair determines whether a make-up examination will be available, as well as the date, time & format. Students should always refer

to specific course policies and the CON [Exam Policy: NHE Students](#).

Clinical Experiences

Students are expected to attend all clinical experiences to which they are assigned. Many clinical experiences are outside of normal business hours, including evenings, nights, weekends, early mornings, and holidays. In addition, students in clinical rotations are required to abide by the policies & procedures, including clinical compliance requirements and associated deadlines, established by the College and clinical site partners. All students must review the CON [Policies & Procedures](#).

Students who fail to comply with these requirements may be unable to fulfill their academic requirements and may be dismissed from the program.

Interprofessional Experiences

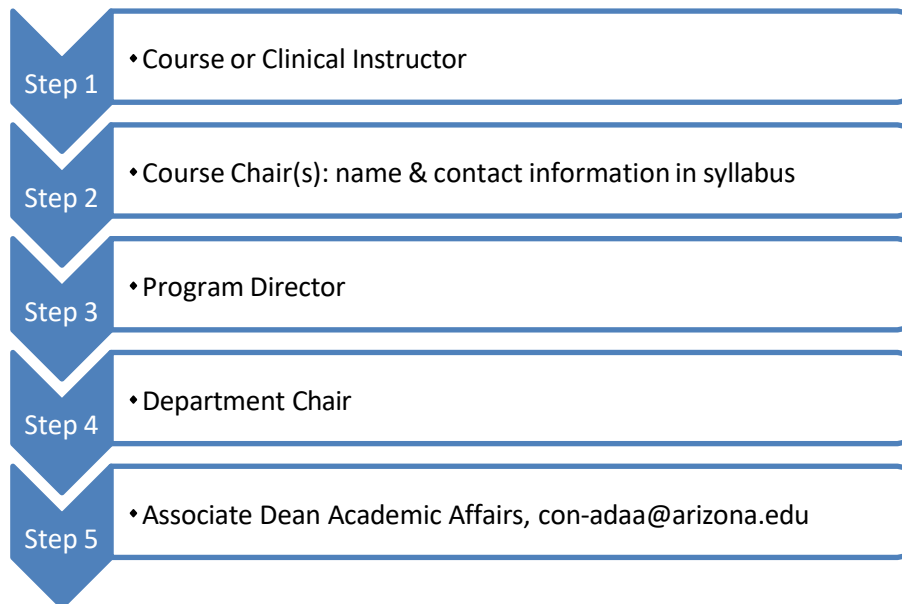
BSN students are required to participate in interprofessional experiences and complete ALL assigned components. Many activities are outside of normal business hours, including evenings, nights, weekends, and early mornings. Attendance is required for all scheduled events. Alternate activities must be approved in advance and in writing.

Technical and Essential Qualifications

All BSN students are required to meet the [Technical and Essential Qualifications for Nursing Students](#) for successful admission, progression and success, with or without accommodations.

Line of Communication

The CON has outlined a line of communication to resolve concerns that may arise in the classroom and/or at a clinical site. Any student who has a concern regarding a grade, treatment in class, or other topic, should first bring the concern to the appropriate instructor. Students should expect their concerns to be addressed promptly per the [Student Communication Policy](#). Communication with the next person in the line of communication is needed only if the prior contact does not lead to a resolution.



A student should initiate the line of communication by sending an email requesting an appointment to the initial person in the line of communication (Step 1). To help resolve the issue as quickly as possible, the student should come to the appointment with the problem clearly identified and all supporting documentation/evidence. Should the issue not be resolved, the student should make an appointment with the next person in line. **Failure to follow the proper line of communication may result in a delay in resolution of or a dismissal of the concern.**

OSAA is available to answer questions about processes and policies. OSAA cannot make decisions to resolve concerns/issues. Students may contact their Academic Advisor in OSAA by scheduling an appointment directly in [Trellis](#) or by emailing con-osaa@arizona.edu.

Students should promptly report concerns or complaints involving discrimination, harassment, or retaliation through the appropriate line of communication when possible; however, such concerns may also be reported directly to the Office of Institutional Equity (OIE) at 520-621-9449 or equity@email.arizona.edu. Additional information is available at equity.arizona.edu.

Enrollment Status

Continuous Enrollment

Students must maintain continuous enrollment following the Program of Study to retain their position in the program, unless a Leave of Absence is approved.

Students waiting for program admission/readmission, or a grade appeal decision that is preventing them from progressing may not, while the decision is pending, enroll in any NURS course in the BSN Program of Study nor participate in any BSN classroom/clinical learning activities.

Full Time Enrollment

BSN students are expected to maintain full-time enrollment in their BSN coursework as prescribed in the [Program of Study](#). If there are questions or concerns regarding this policy, students should contact their OSAA Academic Advisor.

Leave of Absence

Undergraduate students may leave the University for short periods of time by following the [Leave of Absence Policy](#). This policy is particularly salient to students needing a Leave of Absence due to United States Armed Forces military orders.

Back2UA Policy:

The Back2UA Policy does not require undergraduate students, who are in Academic Eligibility statuses of Eligible, Academic Review, or Academic Warning, to complete an official Leave of Absence request. Only absences up to 2 semesters can be permitted under this policy. However, since space in the BSN program is limited based on course/clinical capacity, students are required to submit a petition for BSN Leave of Absence to avoid dismissal from the program due to lack of continuous enrollment. If the [BSN Leave of Absence](#) is approved by the College of Nursing, students will be able to return in the approved term without needing to complete the "Returning to BSN Program" requirements, defined below. Students returning from an approved BSN Leave of Absence may be required to complete a NURS 399 Independent Study to return safely to clinicals. View the [BSN LOA Petition Form](#).

A student who does not return within the time allotted by the [University of Arizona Undergraduate Leave of Absence policies](#) will be required to reapply to both the University and the BSN program. See Readmission guidelines below.

LOAs may affect the status of a student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a BSN Leave of Absence.

Students should notify the College of Nursing [Office of Student and Academic Affairs](#) 60 days prior to the start of their approved BSN Leave of Absence return term to confirm enrollment eligibility and connect with the [Office of Clinical Operations](#) to confirm clinical compliance.

Course Enrollment

Course enrollment is often limited by the capacity of the CON's clinical site partners, which may be affected by factors outside of the College's control or influence. Course enrollment will be managed in the following priority order:

1. Students successfully progressing in the program on schedule per the Program of Study.
2. Students successfully progressing after taking a break from the program.
3. Students in good standing who interrupted their academic progress with a course withdrawal.*
4. Students in good standing who interrupted their academic progress with a complete withdrawal.*
5. Students in good standing who previously earned a D, E or F in the course.*
6. All other eligible students.*

*Note: These students must first have CON Admission & Progression of Students (APS) and CON leadership approval. See Returning to BSN Program below.

In the case where there are more students who qualify than there are seats available (i.e., one seat available and two students repeating after earning a D grade), the following priority order will apply:

1. Students who have been absent from the program for a longer period to ensure satisfactory application of nursing skills.
2. Student cumulative UA GPA.
3. In the case where the above items are equal, the CON Admission & Progression of Students (APS) committee will make a recommendation to CON leadership regarding student progression.

Progression, Grading, & Dismissal

Satisfactory Program Progression

BSN students successfully progress in the program by exhibiting professionalism consistent with the ethics and academic policies outlined in this handbook. Successful students achieve learning outcomes sequentially within each course as outlined in the program curriculum. Syllabi, course policies, clinical evaluations, and course Brightspace sites will specify minimum standards of performance necessary to meet student learning outcomes.

Program coursework is taken sequentially by level. Courses in each level are prerequisite to the next level's coursework and must be successfully completed prior to students attempting courses in subsequent levels. See the BSN-Conventional or BSN-Integrative Health [Program Guides](#) for courses required in each level.

Progression Benchmarks

A high level of academic performance is expected of BSN students in the University of Arizona CON. The CON recommends all students complete General Education and University Foundation requirements prior to the third semester of the program to ensure timely degree processing. Students are responsible for checking their grades regularly and knowing if they are at-risk of not progressing in the program. A student must be making satisfactory progress toward degree completion to remain enrolled in the program.

In addition to successfully passing each course, students must always provide safe care to patients; see the [Safe and Professional Performance in Clinical Laboratory Settings \(BSN/MEPN Programs\)](#) policy for more information.

Time to Degree

BSN students must successfully complete all NURS courses in the professional phase of the degree (i.e. prelicensure program) within 4 years of Advanced Standing and beginning the professional program or students will be administratively withdrawn from the prelicensure program. Note that approved Leaves of Absence do not excuse or extend the time to degree window.

All BSN degree requirements, including university foundations, general education coursework, nursing

prerequisites, and BSN professional coursework must be completed within 8 years.

Grading Scale

The CON uses the standard grading rubric unless otherwise noted in the course syllabus. Assignment grades that are not whole integers will be entered to the second place past the decimal point (hundredth) before calculating the clinical, theory and/or course grade. Per College policy, grades cannot be rounded up (e.g., 69.99 = D).

A = 90% – 100%

B = 80% – 89%

C = 70% – 79%

D = 60% – 69%

E = <60%

Grade Policy

BSN students are expected to earn grades of A (4.0), B (3.0) or C (2.0) in every NURS course required for degree completion. Grades below a C are viewed as unsatisfactory academic performance.

- **Courses:** Students who earn a grade lower than a C in any course are not eligible to proceed to the next level without repeating the course.
 - For courses that assign one grade for the combined theory and clinical components, a student who earns less than a C grade (or an F in the instance of a pass/fail component) in either the theory or clinical component will receive a final grade no higher than a D for the total course.
 - For courses that assign separate grades for the theory and clinical components, a student who earns less than a C grade in either course must retake both the theory and clinical courses.
 - CON follows University policy on [Repeating Courses and Grading for Repeated Courses](#), with the exception that NURS 300-400 level courses can only be electively retaken when a student's grade falls below the BSN 2.0 (C) minimum standard.
- NURS courses may be attempted no more than three times. An attempt includes courses completed with a passing grade, failing grade, or withdrawal, including a complete withdrawal.
- For repeated courses, student GPA will reflect only the highest grade earned in the repeated course.

Students have 5 business days from the time of published clinical performance evaluation and/or course assignment grade to contact an instructor or course chair regarding the grade. After that time, the evaluation/grade will not be reviewed. For review or appeal of final course grades in UAccess, see Grade Appeal section.

Academic Eligibility and GPA Policy

The CON follows the [Undergraduate Academic Eligibility Policy](#), wherein students are required to maintain a minimum cumulative GPA of a 2.0 to remain in Eligible Status. A 2.0 or higher cumulative GPA and major GPA is required to graduate with a BSN degree.

BSN students whose semester GPA falls below a 2.0, but their cumulative is still above a 2.0, will be placed in Academic Review status. Students in Academic Review status will receive notification from OSAA and are encouraged to utilize resources to enhance their success.

Students achieving less than a 2.0 cumulative GPA will be placed on academic warning. Students on academic warning may enroll in courses, but will be required to:

- Meet with their academic advisor prior to the start of the subsequent semester
- Develop and adhere to a student success plan developed by course faculty and OSAA in consultation with the student. This plan will be saved by OSAA in the student's file.

Students on Academic Warning achieving a 2.0 or higher cumulative GPA at the end of the subsequent semester will return to eligible status. Students achieving less than a 2.0 or higher cumulative GPA at the end of the subsequent semester will be placed on Academic Probation. BSN students who reach the status of Academic Probation will be required to change their academic program out of the BSN degree. This Required Program Change will result in students' majors being changed to "No Major Selected" on the main campus in Tucson and future academic advising by the A Center.

End-of-Term Notification

At the end of term, the course chair will report to the Program Director each student who did not earn a passing grade in a course. The BSN Program Directors will provide the report to OSAA. Students will be notified by OSAA of unsatisfactory grades and/or GPA after the end of each semester.

Withdrawal Grades

[Withdrawal processes](#) are controlled by the University. The College of Nursing does not support the practice of withdrawing from a course to avoid a poor/failing grade. Students are encouraged to meet with their advisor when considering a course withdrawal. A withdrawal is considered a course attempt per the course repeat policy.

Incomplete Grades

Given the progressive nature of the program, incomplete grades must be resolved prior to the start of the next level in the program's sequence. **Note: this is an exception to university policy.**

Unsatisfactory Progression

The Student Progression process is a collaborative effort between faculty and student to address any area(s) of academic or clinical concern that may impede a student's progress in the nursing program. As a component of AACN Essentials competency-based learning, students will be evaluated regularly for satisfactory progress and competency achievement. Examples of assessment strategies to determine whether a student has achieved competency in the required learning outcomes include, but are not limited to, statistical analysis of knowledge and critical thinking demonstrated in examinations, the evaluation of successful demonstration of clinical skills, clinical judgement, and competent performance in the clinical setting.

Student Petitions or Appeals

CON follows the [University Petition & Appeal Process](#)

Grade Appeals

All students can appeal decisions made by the College that impact their progression. This includes appealing a final course grade. The CON follows the University [Grade Appeal Process](#):

1. The student first discusses the concerns with the course chair. After this discussion, the student will determine whether to file a formal grade appeal.
2. If the student determines they would like to move forward with a formal grade appeal, the student may schedule an appointment in Trellis to meet with an Academic Advisor for guidance on the policy, process, and chain of communication.
3. The student will then fill out the Grade Appeal Packet, including attestation that they have informed the instructor in writing of the intent to file a grade appeal.
4. The student will submit the entire Grade Appeal packet to their course chair. The student, course chair, and relevant parties shall then follow the steps and timeline provided in the Grade Appeal Packet.

Because of the progressive nature of the BSN program, the timeline for reaching a final outcome in the Grade Appeal process may result in a student, pending the outcome of the appeal, being ineligible to progress to the next level in the subsequent term.

Dismissal from Program

The APS committee can recommend to CON leadership a student for dismissal from the BSN program for the following reasons:

- Unsatisfactory professional program progression or completion within 4 years.
- Inability to return to Eligible Academically Eligible Status after one semester of Academic Warning.

- Earning less than a passing course grade (per the above grade policies) by the third attempt.
- Failure to meet the College and/or assigned clinical site partner compliance requirements.
- Engaging in disruptive behavior, unprofessional behavior, and/or unsafe practice (patient safety concerns or violations).
- Engaging in illegal or unethical conduct as outlined by the University's Code of Conduct, the ANA's Code of Ethics and all relevant clinical site-specific policies (including HIPAA).

The Course Chair or Program Director may meet with the student to review the concern(s) and documentation prior to requesting dismissal for safety/ethical/enrollment grounds. If dismissal is not recommended, the Program Director will issue the student a written warning via email that will be included in the student file. If applicable, a Code of Conduct violation will be reported to the Dean of Students Office. The student is encouraged to reach out to their Academic Advisor. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical setting.

Students have the ability through CON to appeal a dismissal decision.

Returning to the BSN Program

Students who had an approved BSN Leave of Absence are eligible to return in the term for which they were approved on their petition. Students should notify the College of Nursing [Office of Student and Academic Affairs](#) 60 days prior to the start of their return term to confirm enrollment eligibility and clinical compliance. If the student does not return in the approved timeframe, the student will need to Request to Return to the BSN Program.

Circumstances Requiring a Request to Return:

- Approved Leave of Absence term had lapsed and it had been no more than 2 semesters (fall and spring) since the student's last enrollment.
- Student was unable to enroll in coursework due to pending incomplete grade or grade appeal.
- Student had a non-compliant drug/alcohol test.
- Student is returning from a suspension.

Request to Return Process

- Student must complete the [BSN Request to Return Form](#), which includes a personal statement.
- Submission Deadline
 - Submission should be submitted in a timely manner, as soon as a student is aware that they might not progress successfully in coursework, but no later than the last day of final exams at 5PM (AZ time).
 - Students may submit their personal statement and accompanying documentation before a final grade has been posted for coursework. If a student passes the coursework, progression will function normally and the Request to Return will not be reviewed.
 - If a student submits their personal statement and accompanying documentation before a final grade has been posted for coursework, the student could be offered a provisional decision on their Request to Return pending the posting of final grades.
- Personal Statement Review and Decision
 - Requests to Return will be reviewed bi-monthly and have one final review the day after finals end each semester/term.
 - The Admission & Progression of Students (APS) committee will review the submitted documentation and make recommendations to college leadership. College leadership will approve or deny the student's return to the program.
 - Final review decisions will be emailed to a student's Catmail by 5PM on the day of the final review.

After approval to Return to BSN the student:

- Will rejoin the BSN program in the approved level.
- May be required to enroll in an independent study course (NURS 399) to refresh clinical skills.
- Must be clinically compliant 30-days prior to the first day of the return term.
- May meet with the Course Chair(s) prior to the first day of the term in which they are returning.
- Must meet with the Course Chair within 2 weeks of the start of the semester to collaboratively create a Student Success Plan.
- May request view/reader access to the Brightspace course sites for the preceding level for review.
- Should check their official UA email weekly, at minimum.

Readmission to the BSN Program

Only students who have not been dismissed or disqualified from the program and are in Eligible standing are eligible to request to rejoin the BSN program. All students seeking readmission must be eligible to return to the BSN program via Change of Major and Advanced Standing procedures. Please contact OSAA for more information. Readmission is not guaranteed.