

Readmission Rubric

(Reinstatement to Halifax Community College Nursing Programs)

Student Name: _____ Student ID: _____

Semester (circle one): FALL SPRING SUMMER Year: _____

Course Number: _____ Course Title: _____

Instructor/Evaluator: _____

Students who are applying for reinstatement/readmission into the nursing program due to extenuating circumstances will be evaluated using the enclosed rubric. Reinstatement is not guaranteed to students and each case is evaluated individually. If students are considering a grade appeal that avenue is to be pursued first and is a different process. Students must refer to the *Halifax Community College Undergraduate Student Handbook* and follow the directions/steps found there.

I- Evidence of preparation to be considered for the Readmission Process:

Students are to follow the steps below for consideration of readmission to the nursing major (14 possible points):

Item	Max Points	Student's Points
1. Meet with the course faculty or Nursing advisor to discuss the issues related to the failure and begin a discussion for a plan of correction.	1	
2. Write a formal letter of intent to The Program Director of Nursing. The letter should include the following:		
A. Succinct summary of the circumstances leading to the failure (with enough information to describe the issues but not having to include personal details if not relevant).	1	
B. Identifying specific steps that will be taken to increase the likelihood of future success.	1	
C. Include official documents that may be relevant such as medical papers, court documents etc. (If N/A score 1 points)	1	
3. Submit all documents to their nursing advisor and/or faculty course lead within 4 weeks of the failure.	1	
5 possible Points	Total	

II- Motivation and Accountability (16 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Didactic & Clinical Faculty	4	3	2	1	0	Total
Class Preparation (<u>Didactic Faculty</u>)						
Clinical Participation (<u>Clinical Faculty</u>)						
Seeks Guidance Appropriately (<u>Didactic Faculty</u>)						
Seeks Guidance Appropriately (<u>Clinical Faculty</u>)						
16 Possible Points	Total					

<u>Class Participation</u> (Didactic Faculty)	<u>Clinical Participation</u> (Clinical Faculty)	<u>Seeks Guidance Appropriately</u> (Didactic Faculty)	<u>Seeks Guidance Appropriately</u> (Clinical Faculty)
The student is prepared for class.	The student participates in Clinical (i.e. pre-/post-conference).	The student seeks out guidance from faculty for advisement, questions, or exam review.	The student seeks out appropriate guidance from faculty for advisement, questions, or individual help.

III- Professionalism in the Classroom (16 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Didactic Faculty				4	3	2	1	0	Total
Attitude									
Behavior & Conduct									
Independent Work									
Collaborative Work									
16 Possible Points									Total
<u>Attitude</u> (Didactic Faculty)	<u>Behavior & Conduct</u> (Didactic Faculty)	<u>Independent Work</u> (Didactic Faculty)	<u>Collaborative Work</u> (Didactic Faculty)						
Positive attitude Enthusiastic Motivated – Takes initiative/self- motivated	The student displays professional and appropriate behavior (i.e. shows respect, is courteous towards faculty and peers).	The student completes assignments without prompting, demonstrates time management skills (i.e. assignments submitted on time), and demonstrates professional communication with faculty.	The student cooperated with peers during discussion, group work, and/or assignments, and actively participated during discussion, group work and/or assignments						
Additional Feedback:									

IV- Professionalism at the Clinical Site (20 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Clinical Faculty					4	3	2	1	0	Total
Appearance										
Attitude										
Behavior & Conduct										
Independent Work										
Collaborative Work										
20 Possible Points										Total
<u>Appearance</u> (Clinical Faculty)	<u>Attitude</u> (Clinical Faculty)	<u>Behavior & Conduct</u> (Clinical Faculty)	<u>Independent Work</u> (Clinical Faculty)	<u>Collaborative Work</u> (Clinical Faculty)						
Always in uniform, Always looks neat and clean, Wears appropriate jewelry (i.e. no nose, or tongue piercings), follows dress code policy	Positive attitude; Enthusiastic; Motivated –Takes initiative/self motivated; Works well with healthcare team	The student displays professional and appropriate behavior (i.e. shows respect, is courteous towards faculty, peers, members of the healthcare team, patients/families).	The student completes assignments without prompting, demonstrates time management skills (i.e. assignments submitted on time), and demonstrates professional communication with faculty and members of the healthcare team.	The student is/was cooperative and helpful with peers and healthcare team; Offers assistance to peers and healthcare team; Displays leadership skills (i.e. team player, creativity, flexibility, problem solving skills, acts as a mentor); Actively participates with peers and faculty.						

Additional Feedback:

V- Clinical Scoring (20 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Clinical Faculty					4	3	2	1	0	Total
Theory										
Communication										
Skill Competency (i.e. psychomotor, clinical, CJM, critical thinking)										
Documentation (i.e. DocuCare, EHR, MAR)										
Organizational Skills (i.e. clinical binder)										
20 Possible Points										Total
<u>Theory</u> (Clinical Faculty)	<u>Communication</u> (Clinical Faculty)	<u>Skill Competency</u> (Clinical Faculty)	<u>Documentation</u> (Clinical Faculty)	<u>Organizational Skills</u> (Clinical Faculty)						
Student transfers nursing theory to clinical practice	Student communicates effectively with staff, peers, instructor & patients	Student demonstrates psychomotor skills proficiently; Student demonstrates clinical skill competency; Student demonstrates principles of the clinical judgment model (CJM) & critical thinking skills	Student documents in an accurate and timely manner	Student displays organizational skills related to patient care (i.e. Knowledge of patient, medications, able to verbalize plan of care for that day, able to prioritize and adjust for time management as needed)						
Additional Feedback:										

VI- Academic Performance (4 possible points): 4 = upward trend, 3 = steady trend, 2 = inconsistent trend, 1 = downward trend

To be completed by Didactic Faculty					4	3	2	1	Total
Exams									
4 Possible Points									Total

VII- Attendance (8 possible points): 4 = zero, 3 = x1 , 2 = x2, 1 = more than x2

To be completed by Didactic & Clinical Faculty					4	3	2	1	Total
Class Attendance (i.e. unexcused absence and/or tardy)									
Clinical Attendance (i.e. unexcused absence and/or tardy)									
8 Possible Points									Total

VIII- Student Records (11 possible points): 4 = zero, 3 = x1 , 2 = x2, 1 = more than x2

To be completed by Program Director of Nursing	4	3	2	1	Total
Academic / Clinical Warnings (cumulative)					
Cumulative GPA (at time of failure) <ul style="list-style-type: none"> • 5 pts = 3.0 < • 3 pts = 2.5 – 2.9 • 0 pts = < 2.4 					
Previous Dismissal from HCC Nursing Program <ul style="list-style-type: none"> • 2 pts = No • 0 pts = Yes 					
11 Possible Points					Total
<u>Notes:</u>					

IX- Final Scoring / Decision (minimum of 75 points required to be considered for re-entry)

Total Possible Points			100
Total Points Earned by Student			
Further Information Needed – <i>HCC Nursing Recommends In-Person Panel Interview</i>	YES	NO	
Re-Entry Granted	YES	NO	
Student Notified of Decision	Email <input type="checkbox"/>	Phone <input type="checkbox"/>	YES NO
<u>Notes:</u>			

Halifax Community College Course Auditing Assessment Plan

Student Name: _____ Date Initiated: _____
 Course Number/Name: _____
 Course Instructor(s): _____
 Reason for Audit: _____

****All students auditing an NUR course are held to the same attendance and course requirements as students actively enrolled in the course. Throughout the semester, the student is expected to track course performance on this form to demonstrate ongoing competency for progression to the next NUR course.**

The student should review the form at the semester's beginning, midterm, as well as prior to the final of the semester for instructor review. Please note that remediation is required for a score of 80 or less on any test, project, or proctored exams

Instructions: *Indicate the grade/score for each competency. Indicate if remediation was required by saying Yes or No and include the completion date. Faculty must verify that each competency is met by signing the appropriate box and adding comments as necessary.*

If the course did not require a specific competency, place N/A in the appropriate Grade/Score box. The student is responsible for ensuring that this form has been completed; once completed, the faculty member will register the student for the next NUR course.

Required Competency	Grade	Remediation	Faculty Verification	Comments
Test 1				
Test 2				
Test 3				
Test 4				
Test 5				
Test 6				

Benchmark 1				
Benchmark 2				
Benchmark 3				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				
Professionalism				
Final Exam				
Other				

*** To demonstrate ongoing competency, the student must achieve an overall final course average of 77% or higher AND also receive a satisfactory evaluation for clinical and/or lab portions of the course. Failure to complete the course with an overall average of 77% or higher AND a satisfactory clinical and/or lab portion of the course will prevent the student from progressing to the next NUR course and will ultimately result in the student being dismissed from the program.**

I have read the above information and understand auditing process and verify that I understand the minimum requirements to progress upon completing the audit course.

Student signature: _____ Date: _____

Witness

Faculty signature: _____ Date: _____

Director's signature: _____ Date: _____

To be completed by the course instructor upon the completion of the semester

- This student has met the nursing program audit requirements of NUR _____, demonstrating competency in achieving student learning outcomes and can now be enrolled in NUR _____.
- This student has not met the nursing program audit requirements of NUR _____, does not demonstrate competency in achieving student learning outcomes, and therefore is not eligible to continue in the nursing program at this time.

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

Program Director's signature: _____ Date: _____

Updated 7/15/2024