

## STUDENT REAPPLICATION & REINSTATEMENT PROCEDURES

Rev. 8/21/2024

### Membership of Reinstatement Committee

The 12-member Limited Entry Programs Reinstatement Committee is comprised of voting and non-voting members.

- a. Ex officio (non-voting) Members:
  - i. Dean, School of Health Sciences
  - ii. Administrative Assistant IV, Dean's Office
- b. Chairperson (only votes in the event of a tie)

Voting members are selected from each of the following areas and are nominated by the respective department chair/director and appointed by the Dean of Health Sciences for one year, renewable terms, commencing on the first day of the fall semester of each academic year.

Academic Department Members:

Nursing  
Health-Related Professions  
Dental Sciences, Diagnostic & Rehabilitation Services  
Biology  
Mathematics

Additional Members:

Health Programs Advising & Limited Entry Admissions  
Health Sciences Classified/Professional Staff  
CSN Academic Counselor  
Student Conduct Officer

### I. DEFINITIONS

- a. **Reapplication** occurs when a student exits a Limited Entry program and is reapplying to enter the same program in the first semester with all program courses to be retaken.
- b. **Reinstatement** occurs when a student exits a Limited Entry program during any semester and is requesting to reenter the same program in the semester they left. See Student Reinstatement Procedures in section IV below.
- c. **Matriculated:** Enrolled in program specific courses leading to a degree.

### II. TYPES OF WITHDRAWAL

- a. A student may be administratively withdrawn from a limited-entry health science program for reasons of academic failure, unsatisfactory clinical performance, failure to meet key deadlines or

program benchmarks, or for egregious professional misconduct. See Egregious Professional Misconduct in section V below.

- b. A student may voluntarily withdraw from a health science program.

### III. REAPPLICATION TO A PROGRAM

- a. Students who have matriculated into a limited-entry program, and who later exit that program (whether administratively or voluntarily), may reapply into the same program for a second matriculated attempt. A subsequent reapplication request for a third matriculated attempt into the same program is highly disfavored and will be adjudicated by the Programs' Director on a case-by-case basis.
- b. Reapplication decisions occur at the individual program level.
  - i. A "Reapplication Letter" obtained from the respective Program Director must be included in the Limited Entry application packet.
  - ii. Reapplicants must meet all current CSN and program eligibility requirements.

### IV. REINSTATEMENT TO A PROGRAM

- a. Students who have matriculated into a limited-entry program, and who later exit that program (whether administratively or voluntarily) during any semester and is requesting to reenter the same program in the semester they left. A subsequent reinstatement request for a third attempt in the same program is highly disfavored and will be adjudicated on a case-by-case basis.
  - i. Reinstatement requests must be submitted to the Dean's Office by the posted submission deadline date. See submission deadline date in the "Forms and Information for Health Science Students" tab under "General Information" at <https://www.csn.edu/health-sciences-program-requirements>.
  - ii. A "Program Director Letter" from the respective Program Director must be submitted to the Dean's Office.
- b. Reinstatement into the program
  - i. Students approved to re-enter are seated on a space-available basis.
  - ii. If the number of approved re-entry students exceeds the space available, students will re-enter the program in the order of their approvals or (if multiple simultaneous approvals) by random number assignment. The Office of the Dean of Health Sciences will oversee the random number lottery.
  - iii. Each program may establish a reasonable timeframe, as determined by the respective Program Director, in which an approved student can successfully re-enter before previously completed coursework is considered expired.
  - iv. Additional conditions and/or restrictions may be required by individual programs as relevant to the course of study.
  - v. The Reinstatement Committee will specify the reasonable timeframe in which an approved student can successfully re-enter before previously completed coursework is considered expired in its written determination. If a student does not successfully re-enter during that window of time (due to lack of space available), the student must reapply for reinstatement so that the committee can consider the student's situation in the new context.
  - vi. The Committee may require that the student repeat certain coursework or may require that a student reapply to the program.

- vii. As a condition for reentry into a program, the Committee may require a student to repeat clinical components or demonstrate competency through written or oral testing and/or psychomotor skill validation, as specified by the respective Program Director.

## **V. EGREGIOUS PROFESSIONAL MISCONDUCT**

### **a. REAPPLICATION AFTER PROFESSIONAL MISCONDUCT**

- i. For situations that involve professional misconduct, respective program department staff (faculty, program director, and department chair/director), in consultation with the Dean of Health Sciences, have discretion to determine if the precipitating incident is considered egregious.
- ii. Examples include (but are not limited to) falsification of documentation, dishonesty, patient endangerment, alcohol or substance use on campus or in the clinical setting, etc.
- iii. Egregious incidents are grounds for administrative withdrawal from the School of Health Sciences and are referred to CSN Student Conduct for follow-up.
- iv. A student may appeal the Department Staff's determination of egregious incidents to the Dean of the School of Health Sciences within 21 calendar days of the receipt of the denial letter and, finally, to the Vice President for Academic Affairs within 14 calendar days of receipt of the Dean's letter. The decision of the Vice President of Academic Affairs is final.
- v. A denied appeal to the School of Health Sciences does not preclude the student's pursuit of education through another School at the College of Southern Nevada.

### **b. REINSTATEMENT AFTER PROFESSIONAL MISCONDUCT**

- i. For situations that involve professional misconduct, the faculty, program director, and department chair/director (in consultation with the Dean of Health Sciences) have discretion to determine if the precipitating incident is considered egregious.
- ii. Examples include (but are not limited to) falsification of documentation, dishonesty, patient endangerment, alcohol or substance use on campus or in the clinical setting, etc.
- iii. Egregious incidents are grounds for administrative withdrawal from the School of Health Sciences and are referred to CSN Student Conduct for follow-up.
- iv. The Reinstatement Committee will consider the situation, including any relevant update or imposed sanction from Student Conduct. The student may submit testimony (in writing or in person) and may be present for the initial discussion. If present, the student will then be excused from the meeting while the committee holds an executive session. A formal vote will be taken and recorded, and the student will subsequently be informed by the Dean of the outcome in writing.
- v. The Committee may exercise any of the options within its purview in its imposition of any possible sanction, including recommending that a student's reinstatement request be permanently denied.
- vi. A student may appeal the Committee's decision to the Dean of the School of Health Sciences within 21 calendar days of the receipt of the denial letter and, finally, to the Vice President of Academic Affairs within 14 calendar days of receipt of the Dean's letter. The decision of the Vice President of Academic Affairs is final.
- vii. Denied reinstatement to the School of Health Sciences does not preclude the student's pursuit of education through another School at the College of Southern Nevada.