

STUDENT NCLEX REPORTING PROCESS

This NCLEX-RN reporting process outlines student responsibilities with respect to reporting exam date(s) and results by set deadlines. This standardized process allows for students to receive remediation, if needed, and allow YSN faculty and staff to better support students, particularly those who have not passed the NCLEX-RN.

GUIDELINES FOR TAKING AND REPORTING NCLEX RESULTS

1. In the spring of their GEPN year, students are provided information by the associate dean of student life and the chair of GEPN on the NCLEX-RN testing process including a review of particular dates and this YSN NCLEX policy regarding what is required of students to record exam date(s) and report results.
2. The costs to take the exam and obtain licensure are the responsibility of the student and budgeted into the total cost of attendance by the YSN Office of Financial Aid.
3. Upon receipt of GEPN student grades, and successful completion of the comprehensive final proctored ATI in NURS 5171, Care of the Adult, students are eligible to request their final transcript via Parchment, in Yale Student Information System, to be sent to the Connecticut Department of Public Health in early August.
4. By September 1, GEPN and incoming RN students who do not yet have an RN license will secure an NCLEX-RN exam date and record their exam date into eValue. Each week the Office of Student Life generates a report to ascertain who has obtained a Connecticut RN license and who has not entered a scheduled test date. These reports are shared with the specialty directors as students cannot begin specialty year clinical rotations until they have an RN license. Students who have not yet scheduled a date to take the NCLEX-RN will be contacted by e-mail to assist them with scheduling should they need help. Please note: If a student reschedules the exam, the student must update the new exam date in eValue.
5. All M.S.N. specialty students must pass the NCLEX-RN by January 1 of their first specialty year*. Students who have not passed the NCLEX-RN by this date are required to take a leave of absence and may return to YSN in the spring of the following academic year as long as the NCLEX has been passed. A leave of absence will affect financial aid and any outstanding loans will come due after six months.
6. Once the NCLEX-RN exam has been completed, the student must record the unofficial result, *pass or fail*, into eValue within three days of the test date. The Office of Student Life tracks test dates and results beginning September 1 and shares them with the executive deputy dean, GEPN program chair, and specialty directors. If a student does not pass the NCLEX-RN, the guidelines below should be followed.
7. Upon receipt of the Connecticut RN license, students must upload the license within three days into eValue so it may be verified.
8. All M.S.N. specialty students should obtain their RN license as early as possible as not having one will delay starting clinical experiences.

9. A student with a delay in starting their clinical experiences may have a delay in graduation and completion of the program.

* Exception: Adult/Gerontology Acute Care students are required to pass the NCLEX exam by October 10 in their first specialty year in order to enroll in NURS 7820, Critical Care Immersion. If Acute Care students have not passed NCLEX by October 10, they are required to take a leave of absence.

GUIDELINES FOR STUDENTS WHO DO NOT PASS THE NCLEX

1. Students who do not pass the NCLEX-RN must report the negative result by e-mail to their specialty director(s) and the associate dean of student life within three days of receipt of the result.
2. Students will need to obtain a new test date as soon as possible and record the new test date in eValue. Note: There is a forty-five-day waiting period between test-taking dates, but students can schedule the subsequent NCLEX-RN date as soon as they receive the result of not passing.
3. Per the Connecticut Board of Nursing, students cannot begin specialty year clinical rotations until they pass the NCLEX-RN and obtain a Connecticut RN license. Not having an RN license in the fall term of the specialty year will delay the start of clinical experiences and this may delay graduation.
4. Students will make an appointment with their specialty director(s) and the associate dean of student life together to review their study plan based on the NCLEX Candidate Performance Report. Students should consider a referral to the YSN Academic Success Team (send an e-mail to ysnastreferral@yale.edu) (ysnastreferral@yale.edu) for suggestions of additional resources. Following that meeting, students will submit their study plan by e-mail to their specialty director(s) and the associate dean of student life.
5. Students will not be able to begin specialty clinical rotations without an RN license.
6. After the student takes the second NCLEX-RN test, the student will record the unofficial result, *pass or fail*, into eValue within three days of the test date and inform their specialty director(s) and associate dean of student life by e-mail of the results.
7. If the NCLEX-RN is not passed after the second attempt, the student will obtain another test date as soon as possible, record it in eValue, and make an appointment with the specialty director(s) and associate dean of student life to discuss changes in plan of study for a subsequent test date. Following that meeting, student will submit an updated plan of study to the specialty director(s) and associate dean of student life. Students must schedule their third NCLEX to be taken prior to January 1 in order to be able to continue in the spring term.
8. Upon receipt of the Connecticut RN license, the student must upload their license within three days into eValue so that it may be verified.

MAINTAINING AN ACTIVE LICENSE

All students in the on-campus and online specialty M.S.N. years and post-graduate master's certificate program are responsible for maintaining an active RN license and

must upload their new and renewed license annually in order to remain compliant and participate in clinical hours and attend classes (see Licensure Policy).