

Yale School of Nursing

Policy on NCLEX Policy

Effective Academic Year: 2025–2026

Approved by: YSN Executive Policy Committee on April 15, 2025

Approved by: YSN BPO on February 18, 2026

Student NCLEX-RN Reporting Policy

Purpose

This policy outlines student responsibilities for reporting NCLEX-RN examination dates and results by established deadlines. A standardized reporting process allows Yale School of Nursing (YSN) to provide timely academic support and remediation, when needed, and ensures that students meet licensure requirements necessary for participation in specialty clinical education.

Failure to comply with this policy may result in delayed clinical placement, interruption of program progression, or requirement to take a Leave of Absence (LOA).

I. General Information and Student Responsibilities

1. During the spring semester of the GEPN year, students receive formal instruction on the NCLEX-RN process, reporting requirements, and associated deadlines from the **Director of GEPN Transitions to Practice** and the **GEPN Program Chair**.
2. All costs associated with NCLEX-RN testing and RN licensure are the responsibility of the student and are included in the Cost of Attendance calculated by the YSN Office of Financial Aid.
3. Upon:
 - successful completion of GEPN coursework,
 - successful completion of the comprehensive final proctored ATI examination in **NURS 5171 – Care of the Adult II**, and
 - conferral of the RN Certificate by Yale University,

students become eligible to request official transcripts via **Yale Hub / Parchment** for submission to the Connecticut Department of Public Health. Transcript requests are processed by the Registrar's Office in early August (current fee: \$10).

II. NCLEX-RN Scheduling and Reporting Requirements

4. **By September 1**, all GEPN students must:
 - secure an NCLEX-RN examination date, and
 - record the scheduled test date in **eValue**.

The Director of GEPN Transitions to Practice will generate weekly reports to identify students who:

- have obtained a Connecticut RN license, or
- have not yet entered a scheduled NCLEX-RN test date.

These reports are shared with Specialty Directors, as students may not begin specialty clinical rotations without an active RN license. Students who have not scheduled an exam date will be contacted for support.

If a student reschedules the exam, the updated date must be entered into eValue immediately.

5. **All MSN specialty students must pass the NCLEX-RN by December 20 and obtain an active RN license by January 1 of their first specialty year.**
 - Students who do not meet this requirement are required to take a Leave of Absence in accordance with the **YSN Leave of Absence Policy** and may return in the following academic year once licensure is obtained.
 - A Leave of Absence may impact financial aid, and repayment of outstanding loans may begin after six months.

Exception:

- Adult/Gerontology Acute Care NP students must pass the NCLEX-RN by **October 1, and obtain an active RN license by October 10** of the first specialty year to enroll in **NURS 7820 – Critical Care Immersion**.
- Students who do not meet this deadline are required to take a Leave of Absence.

Incoming RNs entering YSN graduate programs must pass the NCLEX-RN and hold an active RN license by **September 1** of the first year of enrollment.

6. Within **three (3) days of completing the NCLEX-RN**, students must:
 - record the unofficial result (PASS or FAIL) in **NURSYS**.

Beginning September 1, the Director of GEPN Transitions to Practice will track NCLEX test dates and results and share updates with the Executive Deputy Dean, GEPN Program Chair, and Specialty Directors.

7. Upon issuance of a Connecticut RN license, students must upload proof of licensure to **NURSYS within three (3) days** for verification.

8. Students are strongly encouraged to obtain RN licensure as early as possible, as failure to do so will delay the start of specialty clinical placements.
 9. Delays in beginning clinical experiences due to NCLEX or licensure issues may result in delayed program progression and graduation.
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III. Guidelines for Students Who Do Not Pass the NCLEX-RN

1. Students who do not pass the NCLEX-RN must notify, **within three (3) days of receiving results**, by email:
 - their Specialty Director(s),
 - the GEPN Program Chair, and
 - the Director of GEPN Transitions to Practice.

Students are encouraged to retest as soon as feasible, provided they can still meet the applicable specialty deadline for passing the NCLEX-RN and obtaining an active RN license. Students who cannot meet the deadline will be required to take a Leave of Absence.

2. Students must schedule a new NCLEX-RN test date as soon as permitted and record the date in **NURSYS**.
Note: There is a mandatory 45-day waiting period between NCLEX attempts; however, students may schedule a subsequent exam as soon as the failed result is received.
3. In accordance with Connecticut Board of Nursing requirements, students may not begin specialty clinical rotations until they have passed the NCLEX-RN and obtained an active Connecticut RN license. Failure to obtain licensure by October 1 of the first specialty year will delay clinical participation and may delay graduation.
4. Students must meet with their Specialty Director(s) and the Director of GEPN Transitions to Practice to review their NCLEX Candidate Performance Report and develop a structured study plan.
5. Following this meeting, students must submit their written study plan by email to their Specialty Director(s) and the Director of GEPN Transitions to Practice.
6. Students may not begin specialty clinical rotations and may not continue program progression without an active RN license.
7. After a second NCLEX attempt, students must:
 - record the unofficial PASS or FAIL result in **NURSYS within three (3) days**, and
 - notify their Specialty Director(s), GEPN Program Chair, and Director of GEPN Transitions to Practice by email.
8. If the NCLEX-RN is not passed after the second attempt, the student must:
 - schedule a third examination date as soon as possible,
 - record the date in NURSYS, and
 - meet with the Specialty Director(s) and MSN Program Chair to revise the plan of study.

To remain eligible for spring semester enrollment, the NCLEX-RN attempt must be scheduled to meet **the deadline for obtaining an active RN license**.

9. Students returning from a Leave of Absence due to NCLEX non-pass must obtain and verify RN licensure **prior to re-entry** into the program.

IV. Maintaining an Active RN License

All students enrolled in on-campus, online, and post-graduate MSN specialty programs are responsible for maintaining an active, unencumbered RN license throughout enrollment. Students must upload renewed licensure annually as required to remain compliant and eligible to attend classes and participate in clinical experiences.

([YSN Licensure Policy](#)).

YSN Student NCLEX-RN Checklist

This checklist helps you stay on track with NCLEX-RN requirements and avoid delays in clinical placement, program progression, or graduation.

Before Graduation (GEPN Year)

- Attend NCLEX-RN information session(s) led by the Director of GEPN Transitions to Practice and the GEPN Program Chair
- Review YSN NCLEX-RN reporting deadlines and requirements
- Plan financially for NCLEX-RN exam and RN licensure fees (student responsibility)

After GEPN Completion

- Successfully complete NURS 5171 – Care of the Adult II (including the comprehensive ATI exam)
- Confirm RN Certificate has been awarded by Yale University
- Request official transcripts via Yale Hub / Parchment for submission to the Connecticut Department of Public Health
- Pay transcript processing fee (\$10)

NCLEX-RN Scheduling

By September 1:

- Secure an NCLEX-RN exam date
- Enter your scheduled exam date in eValue

If you reschedule your exam, update the new date in eValue immediately

After Taking the NCLEX-RN

Within 3 days of your exam date, record your unofficial result (PASS or FAIL) in NURSYS

If you pass:

- Upload your Connecticut RN license to NURSYS within 3 days of issuance
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NCLEX-RN Deadlines (Critical)

All MSN Specialty Students:

Must pass the NCLEX-RN by **December 20, and obtain an active RN license by January 1** of the first specialty year

Adult/Gerontology Acute Care MSN Students:

Must pass the NCLEX-RN by **October 1, and obtain an active RN license by October 10** to enroll in NURS 7820 – Critical Care Immersion

Incoming RNs to Graduate Programs:

Must pass the NCLEX-RN and hold an active RN license by **September 1** of the first year

⚠ *Failure to meet these deadlines will require a Leave of Absence and may impact financial aid.*

If You Do Not Pass the NCLEX-RN

Within 3 days of receiving results, email:


- Your Specialty Director(s)

- GEPN Program Chair
- Director of GEPN Transitions to Practice

- Schedule your next NCLEX-RN exam as soon as allowed (45-day waiting period applies)
- Enter the new exam date in NURSYS

- Meet with your Specialty Director(s) and the Director of GEPN Transitions to Practice
- Develop and submit a written study plan based on your NCLEX Candidate Performance Report

- After each subsequent NCLEX attempt:
 - Record PASS/FAIL in NURSYS within 3 days
 - Notify your Specialty Director(s), GEPN Chair, and Director of GEPN Transitions to Practice

 *You may not begin specialty clinical rotations or progress in the program without an active RN license obtained by the deadline specified in this document.*

Leave of Absence & Return

- If required to take a Leave of Absence due to NCLEX non-pass:
 - Obtain an active Connecticut RN license **before returning to the program**

Maintaining Your RN License

- Maintain an **active, unencumbered RN license** throughout enrollment
- Upload renewed licensure to **NURSYS annually**
- Licensure is required to attend classes and participate in clinical experiences

Important Reminder

Delays in scheduling, reporting, or obtaining RN licensure may delay clinical placement, program progression, and graduation.

If you have questions or need assistance, contact:
Director of GEPN Transitions to Practice **or your** Specialty Director

