NURSING RE-ENTRY POLICY

Policy:

Students may apply for re-entry into the Nursing Program following withdrawal or an unsuccessful academic progression from NURS 1228 Adaptations, NURS 2137 Maladaptive States I, NURS 2247 Maladaptive States II or NURS 2223 Role Transitions within one academic year of exit. Students requesting re-admittance to both NURS 1117 Foundations **and** NURS 1132 Mathematics for Nurses will need to complete another application to the nursing program for the next application period. All entrance exam scores must be current. Students requesting re-admittance to NURS 1117 Foundation **or** NURS 1132 Mathematics for Nurses can submit a letter of request along with a plan for success. As with all reacceptances, these spaces are extremely limited. The exception would be if the student was dismissed from the program. Refer to section D.

Re-entry procedures are the responsibility of the student. The Division Chair or course coordinator will assist the student as needed in the process.

Approval to re-enter the Nursing Program is based on space availability, cumulative GPA, reason for withdrawal or dismissal, extenuating circumstances, and student behavior (absences, student counseling, tardiness, etc.). Requests for re-entry received after the deadline will not be considered. Refer to "Procedure" for details.

Students may only repeat a course one time. If the second attempt of the same course or a subsequent course results in a failure and/or withdrawal, the student will be withdrawn from the program.

If a student has been out of the Nursing Program for a minimum of three years, the student may apply for entry into the Foundations course.

Re-entry into the Nursing Program is not guaranteed.

Procedure:

A. **General Requirements:**
  1. After ascertaining the candidates for re-entry have satisfactorily completed the re-entry requirement, re-entry priority will be based on a point system. Ranking will be based first (1) on space availability and reason for withdrawal, (2) cumulative GPA, (3) content of the re-entry paperwork, (4) student behavior, including absences, student counseling, and tardiness, and (5) participation in mentoring. Refer to the Point System for Re-entry, (page 21). Extenuating circumstances may also be considered at the discretion of the Director of Nursing and Nursing Faculty. Refer to Section C.
  2. If more than one candidate for re-entry has the same number of points calculated from the point system, each candidate's "Clinical Evaluation Tool" will be reviewed and decision for re-entry will be based off of the candidate's clinical performance.
  3. Space must be available in the course the student is requesting re-entry into. An enrollment limit per course is in place to ensure an optimal learning environment.
  4. Cumulative GPA is based on the average of general education requirements for the Nursing Program and all completed nursing courses, **NOT** including the semester the student is withdrawing from.
  5. The student requesting re-entry into the Nursing Program must submit a formal business letter including a valid return address requesting re-entry to the program addressed to the Director of Nursing. A personal "Plan for Success" form must also be completed and submitted. These two documents should be received by the first Wednesday in May for Fall re-entry or the first Wednesday in December for Spring re-entry.

6. Student behavior will be considered when there are more candidates for re-entry than space availability. Students who have excessive absences or tardiness, or who have had verbal or written counseling documented may not be considered for re-entry.
7. The Nursing Faculty will meet in a closed-session faculty meeting to consider the candidate's request for re-entry.
8. The candidates for re-entry will be notified in writing of the faculty's decision within ten business days of the meeting. The notification will contain requirements that must be completed by specified due dates. If the specified requirements are not completed by the date indicated on the re-entry letter, the student will forfeit their space in the program.
9. All students readmitted to the nursing program will be placed on probation for the duration of their time in the program. Should the student incur any disciplinary issue(s) they may be withdrawn from the program.
10. Students that are on a probation should avoid any absences. After the second absence from class the student will be given a written counseling. After three absences from class the student will come before the Nursing Faculty Organization (NFO) to discuss attendance. Excessive absences could result in a probationary students' dismissal.

B. **The Returning Student's Responsibilities:**
1. Complete a letter addressed to the Nursing Director requesting re-entry into the course indicating the course number and name, and the semester and year. The letter must also include a detailed description of the reason for withdrawal, including personal and/or academic reasons, and actions the student has taken to ensure success upon re-entry to the program. (Documents located at http://www.connorsstate.edu/nursing select admissions then scroll down to "Re-Entry Policy.)"
2. Complete a "Plan for Success", (page 22) a plan of care written about the student, which includes self-assessment, analysis, goals, and plan of action to ensure success upon re-entry into the program.
3. Students reaccepted to any nursing course, excluding NURS 2247, must enroll in NURS 1002 *Success in Nursing Education*, if not previously taken.
4. Complete assigned Kaplan remediation as outlined in the re-acceptance letter.
5. Students accepted to return to the program who have a lapse of enrollment for one year or more will be required to complete a new drug screen and background check prior to re-entry. All students accepted to return must be current with BLS and on all health requirements as outlined through **Verified Credentials**. If the specified health requirements are not completed, the student will forfeit their space in the program.

C. **Extenuating Circumstances:**
1. Extenuating circumstances **may** be considered for student re-entry by the Director of Nursing and Nurse Faculty. Proper documentation and notification provided to the faculty of the circumstances must be made prior to the student's withdrawal, or if this is not possible, notification of faculty must be made within seven days of the extenuating circumstance.
2. Examples of extenuating circumstances may include but are not limited to the birth of a child, the student's own serious health condition, immediate family member's (spouse, child, parent) serious health condition, or death of an immediate family member.

D. **Permanent Dismissal:**
1. Re-entry into the Nursing Program will not be considered for students who have been permanently withdrawn from the Nursing Program. Reasons for permanent withdrawal include, but are not limited to:

a. Documented incidents of unsafe practice as defined in the Nursing Student Handbook.
b. Academic dishonesty as defined in the Nursing Student Handbook.
c. Other administrative issues as defined in the Connors State College Student Handbook.

POINT SYSTEM FOR RE-ENTRY

Space availability will first determine how many students may be re-admitted into each semester. Once space availability is verified, points will be determined based on the below point system for each student desiring re-entry. Students will be ranked by points awarded for re-entry. Extenuating circumstances may also be considered.

GPA (Calculated only on required nursing courses completed, not to include the nursing course the student withdrew from)	
2.5 – 2.7	1
2.8 – 3.0	2
3.1 – 3.4	3
3.5 – 3.7	4
3.8 – 4.0	5
Readmission Paperwork	
Completed letter to the Nursing Director (including a detailed description of reason for withdrawal and actions taken for success)	
Very detailed, complete	5
Somewhat detailed, mostly complete	3
Minimally detailed, incomplete	1
Plan for Success (complete, detailed, individualized, and cited)	
Very detailed, complete	5
Somewhat detailed, mostly complete	3
Minimally detailed, incomplete	1
Student Behavior	
Documented Absences (theory and/or clinical)	
0 – 2	5
>2	0
Documented Tardiness (theory and/or clinical)	
0 – 2	5
3 – 5	3
6 or more	0
Documented Counseling (for any reason other than absences/tardiness)	
None	5
1 offense	3
2 or more offenses	0
Mentoring	
More than 3 sessions	5
1 – 2 sessions	3
None	0
Total Possible Points:	**35**