	Nursing Department
Policy Title:	Nursing Program Readmission
Policy Number:	3104.Z008
Effective Date:	January 1, 2024
Last Reviewed Date:	October 30, 2023; June 24, 2024; August 15, 2024

Policy Statement

To establish the readmission criteria that provides evidence of applicant ability to meet program objectives and requirements for successful program completion and outline the readmission process. Readmission is contingent upon available resources and documentation of clinical readiness. Available resources include physical and clinical space and faculty availability.

Scope

Definitions

Readmission refers to a student reapplying and being readmitted to the nursing program after a course failure or withdrawal.

Responsibilities/Requirements

Qualified applicants will be considered for readmission. Applicants may only be readmitted to the program track in which they were originally admitted.

Procedures

1. All students seeking readmission to the Nursing Program must be in good academic standing.

2. All nursing courses must be completed in the proper sequence as outlined in the curriculum found in the college catalog.

3. The student will not be considered for readmission if there are two or more failures from nursing courses or two withdrawals from the same nursing course. Upon two or

more failures or withdrawals, the student will not be eligible for readmission for three years to their designated nursing program.

4. The student must have an Exit Interview on file as determined by the Nursing Admission/Progression Committee to be considered for readmission.

5. Must meet the minimum cumulative GPA requirement (RN to BSN = 2.0); (AAS = 2.8); (VN = 2.0) for **all** courses completed in the degree plan, including prerequisites to be eligible for readmission.

6. Nursing courses are only valid for readmission if completed within the previous three years for the semester in which the student will enroll, and in the program track specified in Student Planning.

Readmission applicants:

1. The student must have an exit interview on file no later than six weeks from the date of the last class as determined by the Admission Progression Committee.

2. All remediation assignments and documentation must be completed to meet eligibility requirements for readmission.

3. The student must apply for readmission in Web Advisor prior to the academic semester.

4. Students will receive an email delivered to their COM email address from the Nursing Admission Progression Committee indicating readmission status and or requirements that must be completed for readmission.

5. All requirements must be met by the scheduled deadline date as specified in the readmission letter.

6. Students denied for readmission into the nursing program may petition the Nursing Admission Committee by sending the petition email to nursing@com.edu within 10 business days upon delivery of the readmission outcome letter time stamped by an email delivery receipt. The student will receive an email delivered to their COM email address from the Nursing Admission Committee in response to the petition. This response is final.

7. Readmission is only valid for the semester specified in the letter. If the student declines the offer, the student must notify the Admissions committee and reapply. If a student declines the offer for readmission twice, the student becomes ineligible to apply for three years.

8. A student may only apply twice for readmission to the same course. If this occurs, the student must apply as a new nursing applicant and meet all current eligibility requirements.

Approvals

Admission/Progression Committee	Date: August 15, 2024
Jalayne Henderson	
Nursing Council	Date:
Karen Brell	8/15/24
Director of Nursing:	Date:
Debra Bauer	8/18/24
Dean of Instruction:	Date:
R. M	8/24/24