

GATEWAY COMMUNITY AND TECHNICAL COLLEGE Policies and Standard Operating Procedures	Identification No. 1.5.4	Policy <input checked="" type="checkbox"/>	SOP <input type="checkbox"/>
	Effective date of policy 08/01/2009	Effective Date of Revision 11/28/2017	

Instructions: Boxes above will be completed by the Office of Institutional Research, Planning and Effectiveness. For items below place cursor on gray area and type requested information. If you are creating a Policy, reference any KCTCS Policies that relate to the local policy. If you are creating a Standard Operating Procedure (SOP), make sure that you include enough detail to thoroughly explain the procedure.

Revised 4/8/08

Title of Policy: Associate Degree Nursing (ADN) Program Readmission Policy

1. **Policy statement or reference:**
The purpose of this policy is to outline the process by which students are readmitted into the Associate Degree Nursing (ADN) Program.
2. **Overview:** ADN Readmission process
3. **Responsible Party:**
Vice President of Academic Affairs, Director of Nursing, Nursing Faculty, Nursing Administrative Assistant and Nursing Readmission Committee
4. **Procedures:**
Prior to a student departure from the nursing course(s) and/or program, it is strongly recommended that students follow best practices and meet with course faculty, Director of Nursing and Assistant to the Director of Nursing to review course progress, reason for course exit, proper advising, and review available options as it relates to educational plan.

Students who have been admitted into the college’s ADN program and who have not successfully completed the program may be readmitted to the program only once following academic failure or withdrawal from the initial admission. A grade of “W”, “D”, “F” or “E” is considered a program attempt.

This Nursing Readmission Committee will include the Director of Nursing and Nursing Department faculty members appointed by the Director of Nursing. Members may include, but are not limited to, nursing didactic faculty, clinical instructor(s), and lab instructor(s).

The Nursing Readmission Committee will review all applicants applying for readmission and will make recommendations to the Director of Nursing. In making recommendations, the Nursing Readmission Committee will consider factors including, but not limited to, professional behaviors and clinical performance evaluations.

Readmission into the Nursing Program is contingent upon the following.

- a. Readmission into the program may be limited due to available seats in the program, clinical facilities, observation sites, limited faculty, and financial resources at the college.
- b. Applicants must meet current admission guidelines.
- c. Applicants must have completed, with a grade of “C” or better, pre-requisite courses required for the course(s) to which they wish to be readmitted;
- d. Applicants must have a cumulative nursing curriculum GPA of 2.5 on a 4.0 scale.

- e. Applicants must not have failed (defined as a grade of “D”, “E”, or “F”) two (2) or more nursing courses within one (1) semester or over the course of multiple semesters.
- f. Applicants that have withdrawn from the program and have received a grade of “W” on their transcript for NSG course(s) will be reviewed for eligibility depending on the date that the withdrawal occurred and/or the reason for the withdrawal.
- g. If more than one (1) year has elapsed since the last day of attendance in a nursing course, the applicant is not eligible for readmission, must reapply to the program, and repeat all nursing courses (if accepted).
- h. Applicants interested in readmission must provide the following **by the last day of finals week** for the semester that failure or withdrawal from nursing course(s) occurred:
 - Letter to the Director of Nursing requesting readmission to the Nursing Program. Within said letter, applicant must state which course(s) readmission is being requested and what steps applicant will take to be successful.
 - Letter of recommendation from one (1) current nursing faculty member.
- i. **A Level I student** who is unsuccessful during the first semester is eligible to apply for readmission for the next scheduled start date.
- j. **Students in Level II, III, or IV** requesting readmission will be expected to participate in a plan to maintain competency in previously passed nursing courses. A Readmission Contract must be signed outlining expectations for readmission with a projected completion date.

Level II, III, or IV students may be asked to demonstrate competency by any or all of the following means:

- achieving at least a Level II on ATI proctored exam(s), and/or passing with a score of 78% or greater, an exam equivalent to the comprehensive final exam for previously passed nursing course(s);
- scoring a 90% or higher on dosage calculation exam(s) reflective of previously passed nursing course(s); and
- demonstrating skills competency reflective of previously passed nursing course(s).

The nursing course(s) and competency demonstration methods will be chosen at the Nursing Readmission Committee’s discretion. These exams and the skills competency demonstration can be taken only once and the student must successfully complete each of the competency exams and the skills demonstration to be readmitted.

- k. The Nursing Readmission Committee will convene to review readmission applications. Applicants will be notified in writing of their acceptance or denial of readmission into the Nursing Program with a projected readmission date within four (4) weeks of the Nursing Readmission Committee review and final decision.
- l. If the applicant does not follow the Readmission Policy, or is unsuccessful with the exam(s) and/or skills competency demonstration(s), request for readmission will be denied, and applicant may elect to enter the applicant pool for NSG 101.

Policy Review and Revision: Policies are reviewed as part of the comprehensive institutional effectiveness process.

Gateway Community and Technical College ADN Readmission Contract

I, _____, have been unsuccessful in or have withdrawn from the _____ semester in the following course(s): _____. I recognize in order to successfully readmit to the Associate Degree Nursing (ADN) Program, it will require any or all of the following:

1. Achievement of:

- at least a **Level II** on ATI Proctored Exam(s) and/or 78% on Comprehensive Final Exams(s) for (check all that apply):
 - Level II**
 - Level III**
 - Level IV**
- at least a 90% on Dosage Calculation Exam(s) for (check all that apply):
 - Level II**
 - Level III**
 - Level IV**
- successful Skills Competency Demonstration(s) for (check all that apply):
 - Level II**
 - Level III**
 - Level IV**
- successful completion of Focus Reviews on ATI, and submission of transcript.
- Other: _____

As it relates to item 1 above:

- Content will be reflective of any or all of the nursing course(s) in which I've been successful.
- The following will be determined at the Nursing Readmission Committee's discretion:
 - courses/subjects for competency retention demonstration,
 - methods of competency retention demonstration,
 - dates and times for exams and skills administration,
 - choice between an ATI Proctored Exam or Comprehensive Final Exam, and
 - skills selected for demonstration (a list of skills that could be chosen will be provided separately to the student).
- I will have one (1) attempt to achieve the minimum score requirement for each exam, for successful skills competency demonstrations, and for successful completion of ATI Focus Reviews and transcript submission.

2. Attendance at the Mandatory Orientation for the level in which I am being readmitted,
3. Obtainment of all current required GCTC uniforms and textbooks/resources prior to first day of classes for which I am being readmitted,
4. Meeting all current clinical requirements,

A schedule/timeline for item completion will be established once I am accepted for the opportunity to readmit into the program.

If I am unsuccessful in any of the requirements listed above, or do not follow the Readmission Policy or contract as outlined, request for readmission will be denied.

By signing below, I understand the Readmission Policy and I am in agreement to the Readmission Contract.

Student Name (Print)	Student Signature	Date
	Director of Nursing Signature	Date