Re-Entry

Nursing students have one opportunity to re-enter into the program if unsuccessful in one course. Re-entry is not guaranteed for a specific semester. Each course grade below the 78% benchmark, unsatisfactory performance (refer to the nursing department unsatisfactory performance policy), or each course withdrawal will count as one unsuccessful attempt. Students are permitted to defer their re-entry for one semester.

- a. If a student is unsuccessful in one course in the first semester, please note the following steps for re-entry.
 - i. A grade audit will be completed.
 - ii. The Dean of Health and Human Services will communicate detailed information regarding the re-entry process to the student by email within 2 weeks of the semester end date.
 - iii. Student must complete re-entry requirements and submit the re-entry application by the deadline provided in the email from the Dean of Health and Human Services.
 - iv. Upon return of a completed re-entry application, students will be placed on the re-entry tracking list.
 - v. At least two first semester re-entry students will be offered a seat in the program each semester as needed.
 - vi. Once a seat becomes available a re-entry offer will be sent by email. Acceptance of that seat offer must be returned by the deadline provided in the email from the Administrative Assistant of Nursing and Health Careers.
 - vii. Once the seat offer acceptance has been received by the Administrative Assistant of Nursing and Health Careers, a re-entry contract will be developed and sent by email to the student.
 - viii. The student will review, complete, and sign the re-entry contract by the deadline provided on the contract.

- b. If a student is unsuccessful in two first semester courses, they must reapply to the nursing program.
- c. If a student is unsuccessful in the same course twice, the student must wait one year before reapplying to the program.
- a. If a student has their first unsuccessful attempt during second, third or fourth semester, please note the following steps for re-entry.
 - i. A grade audit will be completed.
 - ii. The Dean of Health and Human Services will communicate detailed information regarding the re-entry process to the student by email within 2 weeks of the semester end date.
 - iii. Student must complete re-entry requirements and submit the re-entry application by the deadline provided in the email from the Dean of Health and Human Services.
 - iv. Upon return of a completed re-entry application, students will be placed on the re-entry tracking list.
 - v. Once a seat becomes available a re-entry offer will be sent by email. Acceptance of that seat offer must be returned by the deadline provided in the email from the Administrative Assistant of Nursing and Health Careers.
 - vi. Once the seat offer acceptance has been received by the Administrative Assistant of Nursing and Health Careers