

**MARION TECHNICAL COLLEGE
NURSING EDUCATION**

NURSING EDUCATION POLICY AND PROCEDURE

SUBJECT: Readmission to the Nursing Program

PURPOSES/OBJECTIVES: To provide guidelines for readmission to the Nursing program.

POLICY:

Students will be readmitted to the Nursing program based on space availability, qualifying GPA, and past clinical performance.

PROCEDURE:

1. Students who wish readmission to the program should submit a "Student Petition for Readmission to the Nursing Program" form, written or electronic request to the Nursing office. This request should include the term the student wishes to return and the year of anticipated graduation.
2. Students are encouraged to request readmission as quickly as possible since the number of positions available in the Nursing sequence courses are limited.
3. The order of priority for continuing in the Nursing sequence is as follows:
 - a. Successful continuing students;
 - b. Advanced Standing students entering the program through the Advanced Standing course;
 - c. Returning students; and
 - d. Transferring students.
4. Students applying for readmission must have a 2.5 GPA or higher
5. Approval for readmission is valid only for the semester and year specified in the readmission petition. If the student does not accept or is not accepted into the space when it is available, the student must then reapply for a different entry date.
6. Students must accept the seat as directed in the acceptance letter by the listed deadline.
7. Students must demonstrate retention of knowledge by successful completion of the Readmission Procedure, and then may proceed to the next course in the nursing sequence.
8. Advanced Standing students must complete ATI Testing as specified in the Readmission Procedure.
9. If a student failed NUR 1400, NUR 1040, or NUR 2040, there is no prior successful Nursing course, and the student will simply repeat the failed course.
10. Students applying for readmission must meet the curriculum requirements of the graduating class they are entering.
11. Students will be readmitted based on criteria stated in the Readmission Procedure Steps.12. Students may be admitted to the nursing program a maximum of two times (one original

admission and one readmission).

13. Students requesting a third admission must document on the readmission petition any extenuating circumstances for previous withdrawal or failures.
14. Advanced Standing students will be allowed an initial admission and one readmission to the Advanced Standing Program. After the second Advanced Standing admission, a student who reapplies will be directed to start the program at the first term, if readmission is approved.
15. The Nursing Director and/or nursing admissions committee reserve the right to waive readmission requirements based on extenuating circumstances.

Readmission Procedure Steps

1. Achieve a 2.5 GPA.
2. Complete Parts 1 & 2 of the Readmission Procedure.
3. Readmission Rubric completed by Nursing Admission Committee
4. Student is notified of committee decision
5. Student to complete drug screen.
6. Student to completed background checklist.

Stacie Campbell

Dr. Stacie Campbell, Ph.D., MSN, RN.
Director of Nursing

Adopted 2/96

Reviewed 6/07; 3/19/09; 9/28/09

9/20/10 for semester conversion

Reviewed 1/27/14; 2/5/18

Revised 4/30/12; 3/7/16; 10/30/17; 3/18/19; 1/13/20; 4/20/20; 11/2/20; 3/8/21; 11/1/21;
3/14/22; 5/9/2022, 12/4/2023

NUR Shared/P & P/Readmission to Nursing Program

Marion Technical College
Petition for Readmission to the Nursing Program

Part 1

Name _____ PID: _____
Address _____ City/State/Zip _____
Date of Birth _____ Phone Number _____
E-mail _____ Last Successful Nursing Course/Year _____

The nursing student/transfer student who fails or withdraws from Nursing must demonstrate retention of knowledge by taking a comprehensive exam and a dosage exam. These exams will be taken at the same time, but graded separately. A score of 77% on both exams are required to continue to Part 2 of the Readmission Process. Students/transfers who fail or withdraw from NUR 1400 will repeat the entire course and begin again. Students/transfers who are approved for readmission after completing Part 2 will re-enter under the curriculum that is in effect at the time of readmission.

After passing Part I, **Transfer students ONLY** will have to complete a skills day as part of the readmission process for the Marion Technical College Nursing program. Times/days will be set up with the transfer student by the lab personnel.

Please note: **Qualifying students must have a cumulative grade point average of 2.5.**

I wish to re-enter the Nursing sequence: Term _____ Year _____

To arrange the exam, contact *one* of the following:

Stacie Campbell at campbells@mtc.edu

Cathy Crum at crumc@mtc.edu

Marion Technical College
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Part 2

3-Explain in at least 250 words the circumstances and possible reasons that led to your failure or withdrawal (you may use a new document to answer):

4-Create a time management plan for one month to demonstrate your future success. Include what will change in your life from when you were previously in the program and any additional classes you are taking (use separate paper for this section).

If you have questions regarding the Nursing Readmission policy, please contact the Health Technologies Center Administrative Assistant at 740.386.4180.

The Nursing Admission Committee meets every term to review all requests for readmission. You will need to have passed the ATI testing and completed Part 2 in order for your petition to be brought to the Admission Committee for consideration. You will receive written communication of the Committee's decision regarding your request.

If you are accepted back into the nursing program you will be required to meet with the nursing tutor within the first two weeks of the term you begin. You must make the appointment with the tutor on your own. At your first meeting with the tutor please bring a copy of your Part 2 reapplication (time management plan and reasons for your failure/withdrawal) for them to review and create a plan with you. The tutor or course coordinator can recommend additional tutoring sessions based on exams and course work. Exam reviews are not the expectation of the tutor.

Signature: _____ Date: _____

Rubric for Readmission

Each member of the Admission's Committee will evaluate each individual petition for readmission and bring their scoring to the next committee meeting.

Student Name: _____

Evaluator Initials: _____

1-Comprehensive Exam (75 questions)	Yes	No	Comments
Student passed with 77% or higher			
2-Dosage Quiz (one attempt)	Yes	No	Comments
Passed dosage quiz with 77% or higher			
3-Explanation	Yes	No	Comments
Did the student take responsibility in their answer?			
Was the length of at least 250 words met?			
Grammar/punctuation: 3 or less errors = Yes 3 or more errors = No			
4-Time Plan- Did the plan include:	Yes	No	Comments
Study time			
Work time			
Self-care			
Any classes outside of nursing			
Realistic plan			
Thorough plan			
5-Clinical/Lab Performance	Yes	No	Comments
Less than 3 deficiencies in skills, tardiness, dress code, preparation, pt. care, clinical homework = Yes More than 3 = No			
6-Steps to Success/Progress Alert	Yes	No	Comments
If on either or both of these situations, were the outcomes met? <i>*May be not applicable</i>			
7-Self-rating of the student	Yes	No	Comments
In the student's explanation of failure/withdrawal, was their explanation congruent with documented performance?			
Total:			

At the next Admission meeting:

Totals of entire committee—YES = _____ NO = _____

Average each member's totals and find percentages

SCALE: (for YES')

85% - 100% = Yes admit

77% - 84% = Maybe (waitlist)

76% or below = No

Physical Exam	Yes	No	Comments
*is the physical exam needed?			
Drug screen	Yes	No	Comments
*Completed?			
Background Checklist	Yes	No	Comments
*Completed?			
Any further notes:			

Student Name: _____

Returning to Class of _____ Fall graduation _____ Spring graduation _____

Entering NUR _____ course Fall _____(year) Spring _____(year)