

EL CENTRO COLLEGE
ASSOCIATE DEGREE NURSING
READMISSION PROTOCOL

I. Readmission Committees

- A. The El Centro Nursing Program's Readmission Committee comprised of a nursing faculty chairperson, nursing faculty members and a Health Occupations Admissions Office staff member.

There will be individual committees for El Centro College, Northlake College and distance sites.

II. Readmission Directives

A. Priority Designations

A student who has been approved for readmission will be assigned a readmission priority according to the circumstances of the withdrawal/course failure as follows:

1. Priority One - A student who withdraws for medical (health) reasons. The student must be passing theory, skills, and clinical at the time of the withdrawal.

A student who withdraws prior to scheduled lecture tests or who chooses to skip or layout for an entire semester is also considered a Priority One readmission.

2. Priority Two - A student who withdraws from theory lecture class for any reason with a failing lecture grade.

A student who fails a lecture class but successfully completed the clinical and skills lab courses of that semester is also considered a Priority Two readmission.

3. Priority Three - A student who must withdraw from nursing courses due to failure in skills lab or clinical.

B. General Readmission Guidelines

1. A student's readmission to the Associate Degree Nursing program is a privilege, not an entitlement.
2. Readmission is dependent upon clinical space availability.
3. A student may be approved for **one** readmission to the Associate Degree Nursing program. Under situations of extenuating circumstances and with the exception of first semester students, consideration may be given to a request for a second readmission with sufficient documentation and the student's letter of petition submitted with the readmission application.
4. A student must exhibit a minimum grade point average of 2.5 on the Associate Degree Nursing degree plan outline (prerequisite, support and nursing courses) to be considered for readmission.
5. All students applying for readmission must complete the LASSI profile.
6. A student who has been assigned requirements for readmission by the instructor conducting their exit interview or by the Readmission Committee must complete those requirements before the student will be approved for readmission.
7. A student who is approved for readmission and is offered a space in the next semester but does not enroll must contact the Health Occupations Admissions Office in writing by the end of the following semester in order to be considered for readmission in the next subsequent semester. During the interim, the student must complete the Nursing Student Success course (RNSG 1093) through Continuing Education prior to re-entry to the program. If the student is offered a space in the subsequent semester and again does not enroll, the student must reapply for readmission which may or may not be approved.

8. A student who is a clinical failure (Priority Three readmission designation) must submit two letters of recommendation from their last two clinical instructors of record. An instructor may refuse to write a letter of recommendation, if, in their professional opinion, approval of the student's readmission is not advisable.
9. A student who has been out of the nursing program for one full (fall or spring) semester and who is approved for readmission and offered a space, must submit to a new background check and drug screen before they are allowed to register. (NOTE: Students who have been enrolled at the Distance Learning sites and who have been continuously employed at those sites during the time they are out of the nursing program may be exempt from the additional background check and drug screen at the discretion of the Associate Dean of Nursing.
10. A student who has been out of the nursing program for one full year (fall and spring semesters) and who is approved for readmission must successfully complete a nursing skills and math dosage calculation check off from their last successfully completed semester.

Example: A student readmitting to the third nursing level must pass all skills and math proficiency from the second nursing level of the program.

C. Readmission to the First Semester

1. Readmission slots for the first semester RNSG 1423 are limited to 0-2 slots per campus. Readmission is granted on space availability only. If space is not available for the next semester, the student is advised to reapply as a new student during the next available application filing period.
2. Readmission to the first semester of the Associate Degree Nursing program may be granted only for **Priority One** designated students. Students in the first semester who withdraw before the 12th class day will be required to reapply to the nursing program as a new applicant in the competitive pool.

Priority 2 and 3 students must reapply to the nursing program as a new applicant in the competitive pool.
3. Only one readmission or re-application to the first semester is allowed. Any subsequent readmission for extenuating circumstances must be at another nursing level.
4. A Priority One readmission student who re-enters the first semester and again withdraws from the nursing program must wait one year to reapply to

the nursing program as a new applicant. If accepted to the program a second time and withdraws, the student is prohibited from future application to the nursing program.

III. Readmission Application Procedure

A. Student/Instructor Responsibilities

1. The student will make an appointment for an exit interview with their instructor **to complete the readmission application form**. The exit interview must be completed before the semester ends if the student would like to be considered for readmission for the next semester.
2. Prior to the exit interview, the instructor will obtain lecture test scores, clinical and skills evaluation data (satisfactory, needs improvement, etc.) and will record that information on the readmission application form.
3. During the exit interview an add/drop form must be completed. The student must obtain this form from the Registers' window. If readmission requirements are prescribed, a timeline for completion must be indicated on the readmission application.
4. The student must submit a letter of extenuating circumstances and any other supporting documentation at the exit interview if applying for a second readmission to the nursing program. Applications for a second readmission if not accompanied by a letter of extenuating circumstances will be automatically denied by the Readmission Committee.

Second readmissions will not be automatically granted.

5. Following the exit interview, the student will retain the yellow copy of the readmission application and the white original copy will be forwarded to Kanora Jackson in the Health Occupations Admissions Office at El Centro College.
6. The student will then begin completing any readmission requirements and will forward documentation of completion to the Health Occupations Admissions Office (all campuses and sites).

El Centro College'
Associate Degree Nursing Program

Readmission Policy

I hereby verify that I have received, read and understand the policies and procedures of the El Centro College' Associate Degree Nursing Readmission Policy.

Student Name (printed)

Student Signature

Student DCCCD ID #

Date Signed

Please return this sheet (signed) to Kanora Jackson in the Health Occupations Admissions Office.

Revised 4/23/07