



Approval:

Dr. K. Q. A. [Signature]

Date: 1/2016

Review by: 1/2019

Date Revised: NEW

Policy/Revision Submitted by: Deborah R. Garrison, VPAA

SUBJECT: *Readmission to the BSN Pre-licensure Nursing Program*

I. POLICY: Students who have been dismissed from the four-year prelicensure or second degree BSN Program for failing to meet Academic Good Standing in Nursing requirements (specified in policy S-100), but who meet the requirements for Academic Good Standing at Methodist College (specified in policy S-71), are eligible to reapply to the program after an absence of one regular semester. A BSN Nursing Program Readmission Review Committee will be convened by the Dean of Nursing.

II. PURPOSE: The purpose of the review process is to assure a comprehensive, fair and equitable review for all applicants for readmission to the BSN Program. Each application will be reviewed considering the same academic factors, including GPA, academic transcript, and other formal, documented outcomes such as course grades and standardized tests.

III. READMISSION PROCESS:

The process for application for readmission is as follows:

1. The applicant must provide the following documents to the Dean of Nursing for review not later than April 15 for fall readmission and November 1 for spring readmission:
 - a. Letter of Application for Readmission including a detailed account of what has changed that would result in a successful outcome if readmission were to be awarded;
 - b. Readmission application form; and
 - c. Official transcripts of any course work completed after dismissal from the Methodist College BSN Program.
2. The Dean of Nursing will, upon receipt of one or more readmission applications, convene a BSN Nursing Program Readmission Review Committee (NPRRC) comprised of three to four full-time nursing faculty who will be unbiased in their review; the NPRRC will be chaired by the designee specified by the Dean of Nursing.
3. The Dean of Nursing, or designee, will provide the application materials, along with Methodist College transcripts and standardized test results, to the NPRRC.
4. The NPRRC will review the application(s) two weeks (ten business days) of the committee being named and will make a recommendation of readmission or denial of readmission to the Dean of Nursing.
5. When a recommendation for readmission is made, the NPRRC will identify stipulations that must be met as a condition of readmission. Failure to meet these stipulations may warrant dismissal with no opportunity for readmission.

6. The Dean of Nursing will notify the readmission applicant of the final decision regarding readmission, along with any stipulations pertinent to readmission, via United States Postal Service with a return receipt requested. Notification letters will be sent from the Office of the Academic Dean not later than December 10 for spring readmission and May 10 for fall readmission.
7. The decision of the Dean of Nursing may be appealed to the Vice President of Academic Affairs within one week (five business days) of notification if the applicant for readmission desires. A formal letter of appeal must be submitted.
8. The VPAA will render a decision within a period of one week (five business days) from the time the appeal is received. The decision will be communicated through United States Post Service with a return receipt requested. The decision of the VPAA is final.
9. If an offer of readmission is made, the offer is valid for the academic semester specified by the NPRRC or the VPAA in the decision rendered.
10. Once the student is offered readmission, the student must meet with the Registrar to select courses and develop an academic plan.
11. Students will be admitted in accordance with the admission policies in effect at the time they are granted readmission.
12. Once accepted for readmission to the College, students will be required to meet the curriculum requirements for the degree as stated in the current catalog and which are in effect at the time of re-entry.
13. A student who is readmitted and proceeds to earn a grade of D or F in any nursing course in a subsequent semester will be dismissed from the BSN Nursing Program with no option to apply for readmission.