

**INSTRUCTIONS TO PETITION FOR  
NORTHWOOD TECH**

To be eligible to petition for priority admission to the Northwood Tech ADN program, you must have completed Steps 1 & 2 of the ADN Admissions process:

*STEP 1: Apply for Pre-ADN*

*STEP 2: Admission Requirements for core ADN Program*

The final step (Step 3) to gain acceptance into the Northwood Tech ADN program is to petition for priority admission into the program.

If you have met the **minimum requirements** to be admitted to the ADN program, you may petition:

- *Accuplacer Next Gen* scores that meet the ADN entrance requirements.
- Nursing Assistant course has been completed with a grade of 2.0 (C) or higher.
- Chemistry requirement has been completed with a grade of 2.0 (C) or higher.
- Have earned a high school diploma or GED/HSED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date.
  - Proof of your high school diploma or GED/HSED certificate must be provided in the form of an official transcript.

However, there are typically far more applicants than space available for the core ADN students, therefore, Northwood Tech has implemented a process whereby the students who are the most prepared will have priority petition consideration over those students who have not yet achieved these benchmarks, specifically:

- Have earned a grade of 2.0 (C) or higher in 10806177 General Anatomy & Physiology
- Have earned a grade of 2.0 (C) or higher in 10806179 Advanced Anatomy & Physiology
- Have completed most or all of the program-required general studies courses with a grade of 2.0 (C) or higher.

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## Petition Process

When you are ready to petition to the Northwood Tech ADN program core courses, you must complete the following steps:

1. Obtain a **copy of your most recent Northwood Tech unofficial transcript** proving that you have completed and met the grading standards for the required courses and any other program-required general studies courses you have completed.
  - You may access your Northwood Tech unofficial transcript through your student web portal.
  - If you have transferred credits from another institution, your Northwood Tech unofficial transcript must reflect these credits.
2. In compliance with the American Disabilities Act of 1990, the Functional Abilities Disclosure form informs prospective students of the skills and abilities necessary to complete a nursing program. By signing the Disclosure, you are verifying that: a) You have been provided the information regarding the Functional Abilities required for the ADN program; b) You have been provided the information regarding individuals that may be contacted to assist with accommodations, should any be requested. Read the information carefully, then sign the **Nursing-Associate Degree Functional Abilities Disclosure** listed above and submit with your Petition Packet.

3. Carefully read the Caregiver Background Check Disclosure. Your signature indicates you understand any criminal record of charges or convictions *may* prohibit you from entering the ADN program. All ADN students must successfully complete all clinical courses each semester of the program. Clinical agencies have the right to refuse access to any student with a history of criminal charges or convictions. Background checks are run after the student has been admitted to the ADN program. Carefully review and then sign/date the **Nursing-Associate Degree Caregiver Background Check Disclosure** listed above and submit with your Petition Packet.
4. Carefully read and follow the directions provided in the **Intent to Enroll-Petition Checklist**, which will guide you to fully prepare your ADN Petition packet. Sign and date the checklist and submit with your Petition Packet.
5. Make a copy of your ADN Petition packet for your records.
6. Petition packet must be *post-marked or dropped off to the campus you are petitioning at* between:
  - **March 27-April 3 for fall term admission (all campuses)**
  - **October 25-November 1 for spring term admission (except Ashland)**
  - **NO** Petition Packets will be *accepted before or after* these dates.
    - Packet drop-offs at a campus must occur within the dates stated above.
    - Get a stamped receipt when you drop off your petition packet.
7. Students will receive an email confirming or denying their selection by
  - **April 15** for fall term
  - **November 15** for spring term
  - Inquiry phone calls or emails regarding this information will NOT be accepted.
  - *Be sure we have your correct email address!*
8. If there are petitioners who have equally met the Priority Petition for Admission requirements, the student with the earliest admission date to the Pre-ADN program will be selected.
9. If you are selected for the ADN program core courses, you will receive an email informing you of the mandatory ADN orientation that will occur after you have been selected.
10. If you are not selected for the ADN program core courses, you are encouraged to petition again. A new petition packet must be submitted each time. Petitioners have 30 days to pick up their packet. Packets not picked up will be shredded. Petition packets cannot be mailed back, you must pick up your packet at the campus.
11. For additional questions, contact your campus Admissions Advisor:

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