

NORTHWOOD TECHNICAL COLLEGE  
ASSOCIATE DEGREE NURSING  
STUDENT POLICIES

## **PROGRAM REENTRY AND PRIORITY STATUS**

### **Reentry**

Students who fail or withdraw from a required nursing course or are academically dismissed from the nursing program or step out of program sequence may be eligible to reenter the program. Reentry into the program requires permission from the Associate Dean of Nursing/ADN Program Director to register for nursing courses and a student will be unenrolled from a course if not approved.

A student eligible for reentry who would like to request reentry into the nursing program must complete the following form prior to the semester they wish to enter:

#### **Student Program Reentry Request Form (E-04)**

\*Submit the form to the following email address: [reentryrequests@norhtwoodtech.edu](mailto:reentryrequests@norhtwoodtech.edu) no later than July 7 for fall and January 7 for spring prior to the start of the semester requesting reentry. Reentry requests will be reviewed by the Associate Dean of Nursing/ADN Program Director and will be used to determine priority reentry status.

All reentry students must have current clinical facility requirements uploaded and accepted into the student clinical document storage platform to be considered for reentry into a clinical course.

Additionally, eligibility will be based on space available in the program on the designated campus and courses requested.

Students will receive notification of their reentry status six (6) weeks prior to the start of the fall semester and two (2) weeks prior to the start of the spring semester they request to reenter.

When any student has reentered the nursing program, they will follow the dismissal policy under the semester they reenter the program.

### **Determination of Priority Status for Reentry**

Reentry requests will be reviewed in the order in which they are received and based on the priority status designated in this policy. If granted eligible to reenter and the student does not register within the deadline provided when reentry granted, the student will need to resubmit an E-04 form and follow the reentry process from the beginning for the semester they would like to enroll in courses.

#### **Determination of priority status is as follows:**

1. Temporary leave of absence for military duty.

The student who must leave the program for active military duty will be provided a space in the ADN program upon return regardless of academic standing. An exception to this will be if the student has been dismissed from the program. The student will be accepted into theory course(s). The student will be accepted into skills and clinical course(s) if space is available for skills (10543102 and 10543112) and clinical courses (10543104, 10543107; 10543108; 10543111; 10543115 and 10543116). The priority will be determined by the date and time stamp received by the Associate Dean of Nursing/ADN Program Director.

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ASSOCIATE DEGREE NURSING  
STUDENT POLICIES

2. Transferring from another Northwood Tech campus in good academic standing.
3. Returning from a hiatus.  
The student who has taken one semester off and has not withdrawn or failed a nursing course.
4. Successfully repeated a nursing course in the previous semester and are progressing forward into next semester. *Example: student who successfully repeats a second semester course and can now progress to third semester.*
5. Seeking immediate reentry into courses from which they withdrew or failed. *Example: student failed a third semester course and wishes to repeat that same course the next semester.*
6. Returning from a hiatus. (Student who has taken one semester off and has withdrawn from a nursing course while in the program).
7. Returning from a hiatus. (Student who has taken one semester off and has failed a nursing course while in the program).
8. Returning from a hiatus. (Student who has taken more than one semester off and has withdrawn from a nursing course while in the program).
9. Returning from a hiatus. (Student who has taken more than one semester off and has failed a nursing course while in the program).
10. LPN to ADN track students.
11. Dismissed from Northwood Tech.
12. Transfer student from another WTCS college.
13. Transferring to Northwood Tech from another school of nursing besides a WTCS college.
14. Requesting to take a Northwood Tech nursing course without enrolling in the Northwood Tech Nursing Program.