

# Northwood Tech – Associate Degree Nursing

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## CHECKLIST FOR STUDENTS WHO HAVE FAILED OR WITHDRAWN FROM AN ADN COURSE (Reentry ADN Student)

If an ADN student does not successfully complete or withdraws from a core nursing course, the student is out of program sequence and must await the opportunity to retake the course(s) that have been missed. The following instructions must be followed in order to return to take core ADN courses:

- Complete the **STUDENT PROGRAM READMISSION REQUEST FORM (E4)** and send it to the Associate Dean, Nursing/ADN Program Director, Lorraine Sacino Murphy [lorraine.sacinomurphy@NorthwoodTech.edu](mailto:lorraine.sacinomurphy@NorthwoodTech.edu) within **ONE WEEK** of withdrawing from or failing a course.
  
- Check your Northwood Tech email for messages re: Reentry into ADN Program Sequence to know when you can register for classes. **Do not register without permission from the Associate Dean, Nursing/ADN Program Director.**
  - Theory and/or clinical courses may be retaken the following semester *only if there is space available*. Clinical courses are limited in the number of students per section (no more than eight [8] students per section). Classroom space available may also prohibit students from retaking a course the following semester and requires permission from the campus reentry coordinator.
  
- When you are given permission to return to take a *clinical* course, you must check the status of the following, update if needed, and provide copies of updates to your clinical instructor as instructed to do so by the ADN Program Coordinator. Information and forms regarding these can be found on the ADN program webpage, Requirements & Application, under “Orientation”.
  - Repeated WI background check and the National Background check, MN background checks for New Richmond and Superior campuses if you have not had a clinical course for one semester
  - Signed Functional Abilities form
  - TB test updated
  - CPR for Health Care Providers certification is current
  - Physical exam if it has been more than one year since you last had a clinical course
  - Immunization status is current
  - You will be required to demonstrate competency of clinical skills of past coursework before you may return to the clinical setting. Upon acceptance to return to take a clinical course you will be contacted by your instructor to plan for this demonstration of skills.

All reentry students should meet with the Associate Dean, Nursing/ADN Program Director to discuss the list above along with required textbooks. The Associate Dean, Nursing/ADN Program Director will communicate with the bookstore and Evolve Coordinator as to the student needs.