

APPLYING FOR READMISSION

Readmission to the nursing program follows the Kentucky Community and Technical College System Rules, Section IV, 3.7.1. It is not an automatic process and is administered by the following procedures:

Readmission is dependent upon (1) available space in the class, and (2) the demonstration of your ability to succeed in future nursing courses.

To be considered for readmission you must do the following:

1. Submit, within 72 hours of the final examination of the class you were enrolled in, to the Nursing Coordinator, a letter requesting readmission to the nursing course and semester.

The letter should include:

- Your reasons for withdrawing or failing from the nursing program.
- What factors you plan to institute to assure your success if readmitted.
- A copy of your STUDENT PLAN FOR ACADEMIC SUCCESS that you have maintained with your course faculty.
- The ACTION PLAN you have developed with your present clinical instructor.
- Documentation of successful completion of assigned mandatory remediation.
- Your current mailing address and telephone number.

As you address reasons you should be readmitted, talk with your clinical instructor to seek his/her input. In this discussion you should formulate an action plan and obtain a completed Action Plan to include in your readmission request. You will want to acknowledge your difficulties and accept responsibility for improvement. **If assigned remediation is not completed and documented for each exam score <77%, readmission for the following semester will not be considered.**

2. In addition, please include any documentation you believe will be helpful in considering your readmission request. This documentation must be turned in by the time the Nursing Admissions Committee meets to consider your request.

The Nursing Admissions Committee will consider readmission. You will be notified by mail of the decision regarding your request.

This decision process may take from one week to two months. Your patience is appreciated.

Admiss. 8/8/06

Reviewed: 5/09

**ACTION PLAN
FOR READMISSION TO THE NURSING PROGRAM**

Based on the attached action plan, I _____
student
am applying to be considered for readmission to _____.
Nursing course

Student Signature

Date

READMISSION AND ACTION PLAN

IDENTIFIED STUDENT BARRIERS TO LEARNING	ACTION PLAN

Admiss.11/13/02

Reviewed: 5/09

