PETITION FOR RE-ENTRY INTO NURSING FORM

This form is used to exercise your right of petition for re-entry into the nursing program after an unsuccessful semester or program withdrawal. There is no guarantee of readmission and admission is dependent upon seat availability. Please carefully read and follow the directions in the instructions section of this form. When complete, submit form and all required materials to the Department Chair of Nursing.

LAST NAME ______________________________ FIRST NAME ______________________________ M.I. ______________________________

STUDENT ID - OR - SOCIAL SECURITY NUMBER ______________________________

PHONE NUMBER (INCLUDING AREA CODE) ______________________________ DATE OF BIRTH ______________________________

INSTRUCTIONS

Before you begin the petition for re-entry into the nursing program process, it is important to remember, that you, the student, are held responsible for deadlines and policies. Note: If you have been out of the program for three semesters, you will need to re-apply for ranking and possible re-entry into the program and are not eligible to petition for re-entry.

To be considered for a petition for re-entry, you must provide the following:

1) Completed Petition for Re-Entry into Nursing Form (this form)
2) Student Success Plan (see below)
3) Appropriate documentation of evidence

Items to Address within the Student Success Plan

- Assessment of past academic concerns
- Detailed plan to address these concerns
- Specific interventions to address the plan
- Evaluation of the plans success

Deadline

Applications for spring semester reentry will be accepted November 1st – November 30th.
Applications for fall semester re-entry will be accepted May 1st – May 31st.

Petition Process

Upon receipt of the completed Petition for Re-Entry Form, an ad hoc committee comprised of the Department Chair, two nursing faculty (not to include the faculty advisor), one staff member from student services, and a non-nursing faculty will be convened. This committee will review the information and make a determination. The decision of the Readmission Committee is final. A decision of denial does not prevent a student from applying for ranking.

Notification Process

You will be notified by mail regarding the outcome of your petition – approved or denied. Make sure your address is updated. You should expect to receive notification two to three weeks after the submission of your appeal. Failure to provide required materials will result in a delay.
What is the semester of your intended re-entry into the nursing program?

_____________________________  ______________________
SEMESTER                      YEAR

STUDENT SIGNATURE

I have read the Petition Information and have attached my letter of explanation, and have included pertinent documentation.

_____________________________  ______________________
STUDENT SIGNATURE              DATE

FOR INTERNAL USE ONLY

☐ APPROVED   ☐ DENIED   ☐ NO ACTION TAKEN

COMMENTS:

IMPORTANT: MAKE A COPY FOR YOUR RECORDS