



ATS Institute of Technology
25 E. Washington St., Suite 200, Chicago, IL 60602
Tel. (312) 300-0980 Fax (312) 419-7421

Readmission Policy: completed the Program but did not complete Exit

This is a Readmit Policy for Students who completed the Program but did not complete Exit in Timely Manner and were terminated.

For students that were terminated more than 2 years from the date of the last nursing course was completed:

1. Must meet with the Bursar's office to verify there are no current account balances.
2. Must meet with the Admission Department to review proper readmission documentation.
3. Must submit two professional recommendations from employers and/or previous nursing faculty instructors testifying to student ability to be successful in the program.
4. Must submit letter of intent identifying cause of failure to complete exit requirements in a timely manner. The letter must include a step-by-step plan for academic success if readmitted.
5. Students must ensure all components are completed in CastleBranch to be medically cleared for courses. Students will obtain access to CastleBranch from the Admissions Department. This includes:
 - a. New background check
 - b. Current drug screen
 - c. Medical Compliance of TB testing, updated immunizations, and titers to show immunity, current physical and current CPR from the AHA.
6. If a student is granted re-admission, must meet with the Director of Nursing, and schedule a time to take a Comprehensive Assessment to identify knowledge gaps.
 - a. Students will be required to complete 26 credit hours of coursework to include
 - i. Nursing Care of the Adult I (9.5 credits)
 - ii. Nursing Care of the Adult II (9.5 credits)
 - iii. Nursing for Mental Health (3.0 credits)
 - iv. Pharmacology (3.0 credits)
 - v. Seminar (1.0 credits) vi. REV (0 credits)
7. If a student is granted re-admission, the student is subject to the student handbook in place in the semester of enrollment of the first class.
8. In case student will exceed 150% of max time frame allowed to complete the program, student may submit appeal. In case the appeal will be granted, students may continue with the readmission.
9. Upon successful completion (C or better) of the required courses, the student will be enrolled in the REV course and will proceed with the program exit examination requirements noted in the handbook.
10. Students may test out of the courses noted below but is only allowed one assessment attempt. There will be a fee applied of \$150 per course for students who wish to choose this option (if the student takes the assessment and isn't successful meeting the required percentage, the fee will be applied toward tuition of the required course minus testing fee).
 - a. Nursing Care of the Adult I – must obtain a minimum composite score of 60% on the Adult Medical Surgical Online Practice assessment.
 - b. Nursing Care of the Adult II – must obtain a minimum composite score of 70% on the Adult Medical Surgical Online Practice assessment.

For students that were terminated within 6 months -2 years from the date of the last nursing course was completed:

1. Must meet with the Bursar's office to verify there are no current account balances.
2. Must meet with the Admission Department to review proper readmission documentation.
3. Must submit two professional recommendations from employers and/or previous nursing faculty instructors testifying to student ability to be successful in the program.
4. Must submit letter of intent identifying cause of failure to complete exit requirements in a timely manner. The letter must include a step by step plan for academic success if readmitted.



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5. Students must ensure all components are completed in CastleBranch to be medically cleared for courses. Students will obtain access to CastleBranch from the Admissions Department. This includes:
 - a. New background check
 - b. Current drug screen
 - c. Medical Compliance of TB testing, updated immunizations, and titers to show immunity, current physical and current CPR from the AHA.
6. If a student is granted re-admission, must meet with the Director of Nursing, and schedule a time to take a Comprehensive Assessment. Student must obtain a composite score of 60% or higher on the Comprehensive Assessment to continue admission under these guidelines. Otherwise the student must follow the more than 2 years guidelines for coursework requirements.
 - a. Students will be required to complete 10.5 credit hours of coursework to include
 - i. Nursing Care of the Adult II (9.5 credits)
 - ii. Seminar (1.0 credits)
 - iii. REV (0 credits)
7. If a student is granted re-admission, the student is subject to the student handbook in place in the semester of enrollment of the first class.
8. In the event a student exceeds 150% of maximum time frame allowed to complete the program, the student may submit an appeal. In cases where the appeal is granted, students may continue with readmission.
9. Upon successful completion (C or better) of the required courses, the student will be enrolled in the REV course and will proceed with the program exit examination requirements noted in the handbook.
10. Students may test out of the course noted below but is only allowed one assessment attempt. There will be a fee applied of \$150 for the course for students who wish to choose this option (if the student takes the assessment and isn't successful meeting the required percentage, the fee will be applied toward tuition of the required course minus testing fee.).
 - a. Nursing Care of the Adult II – must obtain a minimum composite score of 75% on the Adult Medical Surgical Online Practice assessment.