

Appendix N: Readmission Guidelines

Readmission Guidelines

1. Students **must request their intent for readmission in** a written appeal. The [readmission letter of intent form](#) is located on the ATS website. Only submissions submitted via the online form 30 days prior to the beginning of the semester will be accepted for review. The letter should include a reflection on the reason for the withdrawal as well as the plan to successfully complete the program.
2. Must meet with the Bursar's office to verify there are no current account balances.
3. The Admission's office will schedule the student for required testing and provide the student with the appropriate paperwork needed for the readmission appeal request.
 - a. For nursing coursework, the required testing will be determined by the courses the student passed in the program prior to withdrawal.
 - b. The student must score the required benchmark on the standardized ATI assessments to be granted consideration for progression in the nursing sequence.
 - c. If applicable, students must test and meet the required benchmark levels for all courses noted below. If the student does not meet the required benchmarks, those classes will be added to their plan of study.
 - i. Fundamentals
 - ii. Maternity/Pediatrics
 - iii. Mental Health
4. 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 as per appendix F
5. After the required testing, the Admission's office will schedule the student for a meeting with the Enrollment Appeals Committee (EAC).
6. The student will be notified of the decision in writing within 3 business days of the committee meeting.
7. If approved, the student will complete the required lab skills review for the nursing course sequence recommended by the testing results prior to registration. A student unable to perform required skills must take the prior course sequence or will be denied readmission.
8. The decision by the Enrollment Appeals Committee is final.
9. 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.
10. In the event a student exceeds 150% of the maximum time frame allowed to complete the program, the student may submit a Maximum Time Frame appeal. In cases where the appeal is granted, students may continue with readmission.
11. Only one appeal opportunity will be considered. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program.

Readmission into ATS Institute of Technology will be dependent on space available to accommodate additional students. If the number of accepted applicants exceeds available space, the decision will be based on the student's GPA and academic history of coursework previously taken at ATS Institute of Technology and applicants may be deferred to a subsequent semester.