

## Appendix E: Readmission - No Exit Appeal Policy

### **No Exit Appeal Process for students dismissed in the current or conclusion of the current semester:**

A student requesting to immediately return into the nursing program, following an unsuccessful exit process must complete the following:

1. The student must notify the Registrar's Office in writing that an appeal is being requested via the [readmission letter of intent form](#). The notification must be received within 2 business days of the letter from the Registrar office.
2. The Student will provide the appropriate documentation which will be given in the Registrar's letter along with the required submission deadline.
3. The Registrar's office will schedule the student with the Enrollment Appeals Committee (EAC) after the appropriate documentation is received.
4. The appeal request process must be completed within the semester of the course failure.
5. The student will be notified of the Enrollment Appeals Committee decision in writing within 3 business days of the committee meeting. The decision by the Enrollment Appeals Committee is final.
6. If a student appeal is approved, and the student does not return the following semester, the student will be required to follow the readmission process.
7. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program. If a student is unsuccessful in any nursing course following an appeal, there is no re-admission.
8. Students will be required to complete 11 credit hours of coursework to include:
  - a. Nursing Care of the Adult 2 (9.5 credits)
  - b. Nursing Seminar (1.5 credits)
  - c. REV (0 credits)
9. 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.
10. 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.
11. Only one attempt will be allowed at the program exit examination.

### **No Exit Appeal Process for students dismissed from 6 months - 1 year from the date of the last nursing course completion:**

A student requesting to return into the nursing program, who is required to readmit under the Readmission-No Exit Appeal Policy must appeal to be readmitted. The appeals process is as follows:

1. Students must request their intent for readmission in writing. The letter of intent via the [readmission letter of intent form](#) to the Admission Office for review and approval prior to 30 days of the beginning of the semester. 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.
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. The Admissions Office will assist the student with scheduling an appointment with the Enrollment Appeals Committee (EAC). Students must obtain a composite score of 65% or higher on the required assessments to continue admission under these guidelines. Otherwise, the student must follow **No Exit Appeal Process for students dismissed more than 1 year from the date of the last nursing course completion** guidelines for coursework requirements. (see below)
6. Students must meet the required benchmark levels for all courses noted below, by previous results or be retested. If the student does not meet the required benchmarks, those classes will be added to their plan of study.
  - a. Fundamentals
  - b. Maternity/Pediatrics
  - c. Mental Health
7. The decision by the Enrollment Appeals Committee is final.
8. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program. If a student is unsuccessful in any nursing course following an appeal, there is no option for re-admission.

9. Students will be required to complete 11 credit hours of coursework to include:
  - a. Nursing Care of the Adult 2 (9.5 credits)
  - b. Nursing Seminar (1.5 credits)
  - c. REV (0 credits)
10. 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.
11. 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.
12. 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.
13. Only one attempt will be allowed at the program exit examination.

**No Exit Appeal Process for students dismissed more than 1 year from the date of the last nursing course completion:**

A student requesting to return into the nursing program, who is required to readmit under the Readmission-No Exit Appeal Policy must appeal to be readmitted. The appeals process is as follows:

1. Students must request their intent for readmission in writing. The letter of intent via the [readmission letter of intent form](#) to the Admission Office for review and approval prior to 30 days of the beginning of the semester. 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.
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. 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.
  - a. Fundamentals
  - b. Maternity/Pediatrics
  - c. Mental Health
6. The Admissions Office will assist the student with scheduling an appointment with the Enrollment Appeals Committee (EAC).
7. The decision by the Enrollment Appeals Committee is final.
8. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program. If a student is unsuccessful in any nursing course following an appeal, there is no option for re-admission.
9. Students will be required to complete 20.5 credit hours of coursework to include:
  - a. Nursing Care of the Adult 1 (9.5 credits)
  - b. Nursing Care of the Adult 2 (9.5 credits)
  - c. Seminar (1.5 credits)
  - d. REV (0 credits)
10. 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.
11. 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.
12. 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.
13. Only one attempt will be allowed at the program exit examination.

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.