

Appendix N: Readmission Guidelines

Readmission Guidelines

1. Students **must request their intent for readmission in** via the [readmission letter of intent form](#) that is located on the ATS website. Only submissions received via the [readmission letter of intent form](#) 30 days prior to the beginning of the semester will be accepted for review. The letter will include a reflection on the reason for the withdrawal as well as the plan to successfully complete the program. Letters that are incomplete and/or do not meet the reflection or plan the application for readmission may be declined.
2. Must meet with the Bursar's office to verify there are no current account balances.
3. 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
4. After the required testing, the Admission's office will schedule the student for a meeting with the Appeals Committee or designee. The student will be notified of the decision in writing within 3 business days of the meeting. The decision by the Appeals Committee is final.
5. 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, applicants who have not attended the college for more than one consecutive semester are required to complete testing of the courses the student passed in the program prior to withdrawal.
 - b. The student must score the required benchmark, 78% on the 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. Adult I
 - iii. Maternity/Pediatrics
 - iv. Mental Health
 - d. If the student meets the assessment benchmark they may be 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.
6. 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 of readmission.
7. If a student is readmitted they will be placed on Academic Probation and must meet a 2.0 GPA in the semester of readmission. If the GPA is not met, the student will be academically terminated.
8. If a student is readmitted they are encouraged to reach out to their instructors and tutors for assistance in meeting their GPA requirement.
9. In the event a student will exceed 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. If the student has a previous financial aid status of warning, probation, or suspension, the status is reinstated upon readmission until requirements are met.
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 denied or deferred to a subsequent semester.