

## Readmission Application Worksheet

Name: \_\_\_\_\_ Y#: \_\_\_\_\_

Course(s) applying for: \_\_\_\_\_

Semester applying for: \_\_\_\_\_ Last semester attended: \_\_\_\_\_

Strategies for Success (Include 2):

### PLEASE READ CAREFULLY AND SIGN BELOW

I certify that I have read and understand the information on this application and it is **complete** and accurate to the best of my knowledge. I understand that omitting, withholding or giving false information may make me ineligible for readmission and enrollment. I release from all liability or damages those persons, agencies, or organizations who may furnish information in connection with my application for readmission. If accepted, I agree to read and abide by all school and Department policies and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix D

Nursing Program Readmission Application

Semester applying for (e.g., Fall 2023/Spring 2024) \_\_\_\_\_

Course(s): \_\_\_\_\_

Please print or type

Name \_\_\_\_\_ Yavapai College "Y" Number \_\_\_\_\_

List any previous names while in the Yavapai College Nursing Program \_\_\_\_\_

Mailing Address (Street, P.O. Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ YC Student e-mail \_\_\_\_\_

On which campus are you applying for re-admission? \_\_\_\_\_ Prescott \_\_\_\_\_ Verde Valley \_\_\_\_\_ \*Either

*\*Once a student is re-admitted to the Nursing Program and is assigned to a campus, the student is expected to complete the program on that campus and is responsible for housing and transportation.*

What was the last academic semester that you attended the Nursing Program, (e.g., Spring 2023/Fall 2023)?

\_\_\_\_\_

Which Program Semester are you requesting re-admission to (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)? \_\_\_\_\_

If applicable, list other colleges from which you are transferring courses and course completion dates. Transfer credits MUST be evaluated for equivalency by Yavapai College.

\_\_\_\_\_

ADVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The Readmission Application materials may be hand-delivered to the Nursing Office, mailed to address below, or emailed.

Mail to: Yavapai College Nursing Department  
1100 East Sheldon Street, YC Box  
6017  
Prescott, AZ 86301

Phone: 928-776-2247  
Toll Free: 1-800-922-6787, ext.  
2247  
FAX: 928-776-2394  
e-mail: nursing@yc.edu

***Please, remember to sign your portion of the Re-Admission Agreement. If you are accepted for readmission, a copy executed by the Director of Nursing will be forwarded to you to confirm your acceptance.***



## Appendix E

### Readmission Agreement and Acceptance

I understand that no more than two attempts are allowed for any nursing course. An attempt is defined as any enrollment in the course even if I, the student, self-withdraw or I am administratively withdrawn prior to course completion. I understand that this is my second and final enrollment in this/these course(s) and no additional enrollment(s) in this/these course(s) will be allowed or offered, regardless of the final course outcome.

I am enrolling for the following course(s): \_\_\_\_\_.

I understand that I will not be given another opportunity to continue in the program without a successful completion grade of "C" or above regarding this course enrollment.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted: \_\_\_\_\_

Dr. Barbara Durham, DNP, RN, CNE, CHSE, CNEcl

## READMISSION POLICY

### I. POLICY STATEMENT

Yavapai College Nursing Program supports the readmission of qualified students with one withdrawal or failure. No readmission is guaranteed. The maximal amount of time students can be out of the program is two semesters. After two semesters students must apply as a new program student applicant to be considered for admission.

Data and reapplication materials will be reviewed by Nursing Program Instructional Support Staff, Director of Nursing, and Student Advising. The following data points criteria will be used for decision making in student placement:

1. Current GPA
2. Course Percentage Grade
3. Program Entrance GPA
4. One course failure
5. Two or more course failures
6. Point system score: application entrance score (includes ATI TEAS score up to 50% of points)
  - ❖ Point system score is the application entrance score for admission into the Nursing Program- up to 1000 points possible.

### II. POLICY

#### A. Definitions

- i. Readmission: enrolling in the same semester course(s) from which the student had a withdrawal or failure. No readmission is guaranteed. The readmission process is available for students in every semester of the Nursing Program.
- ii. Failure: course failure in one or more courses within one semester.
- iii. Withdrawal: course withdrawal from one or more courses within one semester. A course withdrawal after the halfway point of the nursing course(s) when a student is not meeting course competencies at the time of withdrawal is considered a course failure.
- iv. Good standing: maintaining a passing grade (“C” or  $\geq 78\%$  or “S”) in all nursing core courses at the time of withdrawal; maintaining student conduct in accordance with the Nursing Program Student Handbook.

## **ELIGIBILITY**

1. Generally, if the student has had more than one withdrawal or one failure or any combination of the two for any reason the student is considered to be out of the Nursing Program. The Director of Nursing may consider emergency circumstances when applying this eligibility requirement.
2. A student may be granted ONE readmission per program enrollment if there is space available after considering all first-time applicants and the student has no previous readmissions. The location where a space may open is not guaranteed.
3. The Director of Nursing reserves the right to deny a request for readmission if the student was dismissed for issues relating to academic integrity, unsafe patient care, inappropriate conduct, violation of Student Handbook provisions, or dismissal from a college or clinical agency.
4. The Director of Nursing reserves the right to approve an admission or readmission for a student in good standing who has to withdraw for military deployment or an unexpected catastrophic event (death of an immediate family member or severe injury or illness).
5. Students who seek readmission due to illness or injury will need to submit a physician's release to meet the essential functions of the Nursing Program. Director of Nursing will review the documentation before a determination for readmission can be granted.
6. When space is not available in the semester a student applies for, the application may be considered for the following semester. The same criteria apply for readmission consideration.
7. All students must meet current Health and Safety requirements.
8. A clinical skills refresher check off will be required for students accepted for readmission who did not complete clinical in the current semester or have been out of clinical for one semester or more before advancing to the next clinical course. Students will be required to perform the nursing skills competency check off at a satisfactory level.
9. The clinical skills refresher check off will be scheduled by the student. The student is responsible for making the check off appointment with the Faculty, Instructor of the given semester, or the Skills Lab Assistant. The Faculty, Instructor or Skills Lab Assistant will approve and finalize the date for check off. Practice times prior to the check off may be scheduled in collaboration with the Faculty, Instructor or Skills Lab Assistant.
10. The check off is part of the readmission plan. Satisfactory completion is required prior to advancing to the next clinical course in the Nursing Program. Proof of completion must be submitted to the Nursing Program office.

### III. PROCEDURE:

#### A. Application Process:

- A. The student desiring readmission must follow the steps in the Readmission Policy as outlined below:
  - a. Meet with an academic advisor regarding readmission process.
  - b. Completed Readmission Application Form and Readmission Worksheet dated and signed by academic advisor.
  - c. Readmission Agreement signed and dated by student.
  - d. Compliant Castle Branch To Do List Summary Report.
  - e. Submit the completed readmission application packet (steps b, c, d) to the Nursing Department (nursing@yc.edu ) on or before the first Tuesday after the regular semester ends by 4:00 PM: no exceptions will be given or made
- B. After review of the Application for Readmission materials, and enrollment availability data, the Director of Nursing will notify students of the final decision
- C. The student will receive notification of the readmission decision from the Director of Nursing. Notification will be emailed to the student's YC Scholar email, and a formal letter sent to the address of record.
- D. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in same course(s) to progress in the program following re-entry.
- E. Appeals to any of the above practices must be made to the Director of Nursing whose decision will be final.
- F. Incomplete readmission applications will not be processed. Please make copies of documents prior to submitting the application (we do not provide copy service).

#### B. After Being Accepted:

- A. Once readmission has been granted students must complete clinical skills refresher checkoffs. Students will be required to perform the selected nursing skills competency check off at a satisfactory level. The required nursing skills are subject to change.
  - a. First semester: Nursing skills include head to toe assessment, sterile procedure, medication administration.
  - b. Second, third, or fourth semester: In addition to the first semester skills, skills competency will include starting an IV, spike and prime IV solution, calculating drip rates, and IV push medication administration.
- B. Practice times prior to the check off may be scheduled in collaboration with the Simulation Coordinator.
- C. The student is responsible for making the skills refresher check off appointment with the Simulation Coordinator after sufficient practice time in the skills lab. The Simulation Coordinator will approve and finalize the date and complete the check off.
- D. The skills refresher check off is part of the readmission plan. Satisfactory completion is required prior to advancing to the next clinical course in the Nursing Program. All students must have skills check offs completed prior to the first clinical day with patient care (not including hospital orientation).
- E. The simulation coordinator will provide a summary of the completed skills to the student, instructional support specialist, and the student's assigned clinical instructor via email. This proof of initial completion will be placed in the student's academic record/ file. The summary will include the skills that were completed satisfactorily and the skills that need improvement and additional practice time.
- F. Skills that need improvement will need to be repeated before the student is able to attend clinical and participate in patient care. The student will have 7-10 days to practice and repeat the skill in collaboration with the Simulation Coordinator.