

Letter of Intent to Re-enter Nursing Program

- Step 1. Student Reads Re-entry Policy
Step 2. Student completes Letter of Intent to Re-enter form
Step 3. Student meets with advisor to review form and obtain signature
Step 4. Nursing advisor retains copy and sends original to Admission's Certification Officer.

Student Name: _____ Student ID No.: _____

Mailing Address: _____

Home Phone No.: _____ Cell Phone No.: _____

Personal E-mail: _____ MGA E-mail: _____

Academic Advisor: _____

Re-entry Policy (Department of Nursing Student Handbook)

1. Students seeking re-entry into any program of Nursing (i.e. Pre-licensure BSN, ASN, RN-BSN) must be fully admitted to the University in *good academic standing*.
2. Re-entry into any program of Nursing is not automatic and students are not guaranteed re-entry into the nursing program.
3. PLBSN and ASN students **must submit** a Letter of Intent to re-enter the nursing program within 5 working days after the "*grades due date*" per the academic calendar in the semester in which the course failure or withdrawal occurred.
4. PLBSN & ASN students who have withdrawn with a **(W)**, **(WF)** or failed with a **(D or F)** in any **two (2)** nursing courses *(with the exception of an **approved** hardship appeal, see note below) in any nursing program **will not** be eligible for re-entry or admission in the nursing program at MGA.

Hardship Appeal Statement

*Hardship Appeals must be submitted prior to the end of the semester and before final examinations.

Students must understand that, if the Hardship Appeal is approved, all courses in the relevant semester will receive a grade of "W". Students cannot chose which course to withdraw from and the student will not be allowed to take exams once a Hardship Appeal form is submitted.

5. Students planning to return to a nursing course, in which they have received a grade of **D** or **F** or **withdrawn** **with a (W) or a (WF)** must meet the following criteria:
 - a. Submit a [Letter of Intent](#)
 - b. Provide evidence of current immunizations (PPD or chest x-ray, Hepatitis-B series, tetanus and other required immunizations per health care agencies).
 - c. Provide evidence of current CPR card must be certified by the American Heart Association in Child and Adult basic life support (BCLS) for health care providers. Current professional liability insurance and health insurance, and current criminal background check and drug screen.
 - d. Attend a mandatory on-campus nursing skills day (PLBSN and ASN only).**
6. Re-entry is granted on a space available basis.
7. Students are not eligible for re-entry into the nursing program with a pending student petition or hardship appeal.
8. It may not be possible to re-admit all students who apply for readmission due to availability of clinical space and faculty resources. If there are more applicants than positions available in a nursing class, selection for readmission may depend upon the following:

- a. Number of nursing courses successfully completed
 - b. Academic performance in nursing courses
 - c. Documented evidence of academic misconduct and/or disruptive behaviors
 - d. Written communication skills
9. All applications will be reviewed by the Department of Nursing's Admission, Recruitment and Retention committee.
10. Students requesting re-entry should contact their assigned nursing advisor with any questions or concerns.
11. Re-entry students will be assigned to a Nursing Program Success Coach in addition to their nursing faculty member Academic Advisor. Re-entry students will be required to sign a Success Guide generated learning contract within 3 weeks of classes starting. Students will be required to meet with the Nursing Program Success Coach as often as noted in the learning contract and are expected to comply with the learning contract action items until graduation. Meetings will focus on student's progress in nursing courses to include didactic and clinical performance.

STUDENTS ARE NOT PERMITTED TO BE RE-ADMITTED INTO THE MGA NURSING PROGRAM DUE TO THE FOLLOWING REASONS:

- Documented academic misconduct and/or disciplinary actions that establish a pattern of unprofessional behavior
- Failure to successfully pass the criminal background check and/or urine drug screen
- Unsafe nursing practice according to the *Policy Regarding Safe Nursing Practice* found in the Department of Nursing Student Handbook
- Terroristic threat to a school official (<https://policies.mga.edu/policy-manual/section-4-student-affairs/4-1-student-handbook-code-of-conduct/4-1-5-student-code-of-conduct/4-1-5-2-responsibilities.php>)

<p>1. Which nursing course(s) did you withdraw from or were unsuccessful in: Course Withdrawal NURS _____ Semester/Yr _____ Course Failure NURS _____ Semester/Yr _____</p>
<p>2. Which semester and calendar year do you want to re-enter and which nursing course(s) will you be enrolled in if re-admitted into the program? Semester/Yr _____ Course _____ Course _____ Course _____</p>
<p>3. Reflect upon the circumstance(s) that contributed to the nursing course failure or withdrawal. Respond in a narrative format attaching the narrative to this form.</p>
<p>4. Identify the steps that have been or will be taken to remedy the issues related to the course failure or withdrawal. Respond in a narrative format attaching the narrative to this form.</p>

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

ARR Chair: Approval ___ Disapproval ___

Department Chair: Approval _____ Disapproval _____