Imperial Valley College

Course Repeat and/or Re-entry Policy for the IVC ADRN Program

I) General Nursing Education:
   A) It is preferred that all general education be taken prior to the nursing courses
   B) Courses which are prerequisite or co-requisite for nursing courses must be taken and successfully completed in the proper sequence as each builds on knowledge gained to ensure patient safety and quality of nursing care

II) Nursing Course Re-entry
    A) Re-entry may be applicable, if the student:
       1) Received a failing grade (less than a “C”) in any course in the Nursing Major, including Pharmacology and Skills Labs or other class designated in the schedule as NURS, OR
       2) Received a failing grade in any clinical performance, OR
       3) Elected to receive a “W” (withdrawal) from any course in the Nursing Major for any reason. If the student left due to a documented serious illness/injury, or childbirth, please refer to the ‘Pregnancy Policy and/or the ‘Post-Surgery/Extended Illness Policy’

    B) Limitations to Re-entry
       1) Re-entry is neither automatic nor guaranteed and is subject to an individualized evaluation of the reason for exiting and current space available
       2) A student’s Petition for Re-entry will be considered only one time throughout the Nursing Program’s curriculum. Special consideration may be given in extremely extraordinary circumstances
       3) If a student is discharged from the Nursing Program for unprofessional conduct or a violation of legal or ethical standards set forth by the Nursing Program, then re-entry may not be possible
       4) As patient safety is paramount, a student dismissed as a result of unsatisfactory clinical performance will require further consideration and re-entry may not be possible
       5) Re-entry places the student into the specific course exited.
       6) The student must re-enter within two semesters (one year) of the semester exited or re-apply for admission to the program as a new student in first semester. This is an issue of recency, not a guarantee of placement at time of petition.

C) Re-entry Process
   1) The student must meet with the course instructor(s) to discuss strategies for future student success and possibility of re-entry
   2) The instructor will submit documentation to the Division Office:
(a) A Teacher/Student Conference Form with exit discussion for the student file
(b) Recommendations for student success strategies and re-entry for the Student Progression Committee and/or Director

3) The student must complete and submit a Petition for Re-entry form with:
(a) Documentation of remediation (if necessary) based on the recommendations from the instructor / student exit discussion and other sources of counseling
(b) Additional documentation as defined on the Petition for Re-entry form
(c) Deadlines
   (i) Exiting Fall month of January re-enter Spring
   (ii) Exiting Spring month of June re-enter Fall
   (iii) Exiting Summer month of July re-enter Winter
   (iv) Exiting Winter month of February re-enter Summer

D) Re-entry Approval Process
1) The Student Progression Committee (SPC) makes the final recommendation for acceptance or denial of the Petition for Re-entry
   (a) The SPC will speak with the instructor(s) and review the instructor(s) recommendations and student remediation
   (b) The SPC reviews all Petitions for Re-entry and attachments
   (c) The SPC will review the student’s grades, prior progression through the Nursing Program and other applicable information

2) If the petition is accepted:
   (a) The student’s name is placed on a re-entry list along with the date of the re-entry request and the course needed
   (b) As seats become available, (on a first come, first served basis) the Program Director via the Nursing Division Office notifies the student
   (c) If the student has been out of the program more than one semester or six months, the student must provide documentation of satisfactory physical, CPR certification, immunization status, TB clearance, liability insurance, background check, and drug screen - all expected elements for a new admission student
   (d) The student will participate in the Nursing Program under the rules and regulations written in the Nursing Student Handbook for the year of the re-entry

3) If the petition is denied, the student will be informed of the options
   (a) Option A: Re-apply to the RN Nursing Program at entry level, subject to all selection criteria
   (b) Option B: Apply to the Vocational Nursing Program at entry level, subject to all selection criteria
   (c) Option C: Seek admission in another program or another school
## Algorithm for Re-Entry into the Nursing Program

| Unsuccessful Completion of any Nursing Course ↓ |
| Instructor and Student Exit Interview ↓ |
| Instructor Documents Recommendations for Remediation ↓ |
| Student Develops and Implements Student Success / Remediation Plan ↓ |
| Student Submits Petition for Re-entry with Attachments and completes plan for SPC ↓ |
| SPC Speaks with Instructor and Reviews Petition ↓ |
| SPC recommends: Accept or Deny re-entry ↓ |

### If Accepted:
- Student placed on ‘re-entry list’ ↓
- Space available: 1st come, 1st served ↓
- Student must be current with entry and ongoing requirements ↓
- Student re-enters program as directed ↓

### If Denied:
- Student is informed ↓
- Option A: Re-apply to RN Nursing Program at entry level ↓
- Option B: Apply to VN Nursing Program at entry level ↓
- Option C: Seek admission in another program or another school ↓