STUDENT WITHDRAWAL OR DISMISSAL FROM PROGRAM

Causes for Withdrawal or Dismissal from ADRN Program

1. Academic failure occurs whenever the student fails to achieve the minimum passing score required for any nursing course in any semester. Withdrawal should be done after developing a realistic remediation plan and conferencing with the instructor(s) for guidance and strategies for future success.

2. Unethical or unprofessional behavior causes sufficient for immediate dismissal
   - Documented and observed academic dishonesty, cheating or plagiarism
   - Documented behavior consistent with substance, drug, or alcohol abuse
   - Insubordinate attitude or profane language or behavior with the intent to disrupt, malign, harm, or discredit program faculty or staff
   - Non-compliance with ADRN Program policies and/or college policies

3. Clinical performance causes sufficient for immediate dismissal
   - Unsafe performance in the classroom or clinical practice setting
     - The 1st “unsatisfactory performance” necessitates completing a NLC Remediation Referral prior to the next clinical assignment. The instructor determines if remediation must be immediate or scheduled
     - The 2nd “unsatisfactory performance” necessitates completing a NLC Remediation Referral prior to the next clinical assignment and the student may be directed to meet with the Associate Dean of Nursing to determine if other steps are needed.
     - The 3rd “unsatisfactory performance” requires the student to meet with the teaching team and Associate Dean of Nursing for dismissal. No student shall receive three “unsatisfactory performances” in one day.
   - Inconsistent, ineffective, or unprofessional performance in patient care
   - Unsatisfactory or inappropriate recording or documentation
   - Failure to complete clinical objectives
   - Insubordination to a clinical instructor or clinical facility staff
   - Non-compliance with clinical agency mandates such as standard precautions, identification of the patient prior to treatment or care, medication administration guidelines, accurate and timely documentation, etc.
   - Non-compliance with Health Insurance Portability and Accountability Act (HIPAA);
     - Example: Copying, scanning, Xeroxing, emailing, or transmitting by other means any portion of a patient’s medical record
     - Example: Discussing a patient’s case with anyone except instructors, student peers, or appropriate agency staff or discussing in a public setting where others may hear
   - Inability to perform duties due to health or behavior

4. Attendance causes sufficient for immediate dismissal
   - The student fails to attend the first meeting of a class
   - Excessive absences or tardiness; i.e. exceeding the number of hours allowed for any nursing course
   - Illness, mental or physical, deemed sufficient to interfere with the student’s ability to complete objectives

5. Other causes as defined in the student code of conduct and/or college policies on student conduct

Determining Course Repeat and Re-entry into Program

1. A student with a grade of W, D, or F in any course in the ADRN major, including clinical, pharmacology and
skills labs, may or may not be eligible to repeat the course

2. Theory and clinical course work must be concurrent; therefore, a W, D, or F in any course in the ADRN major may affect the student’s status in the program and the ability to progress.

3. Re-entry is neither automatic nor guaranteed and is subject to an individualized evaluation of the reason for exiting, current space available, and completed remediation plan.
   - Only one Petition for Re-entry will be considered for any student during the course of study for the ADRN Program. Students who fail any nursing course in first semester may submit a petition for re-entry into the Nursing Program, however, this failure will be considered one re-entry. Special consideration may be given only in extremely extraordinary circumstances.
   - Re-entry places the student into the specific course exited.
   - 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 first semester student. This is an issue of recency, not a guarantee of placement at time of petition. Admission criteria at that time shall apply.
   - If a student is dismissed for unprofessional conduct or a violation of legal or ethical standards set forth by the ADRN Program, then re-entry may not be possible.
   - 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.

4. Regardless of the reason for withdrawal/dismissal from the ADRN Program, the student must meet with the course instructor(s) to determine if a remediation plan is appropriate and to discuss the possibility of re-entry through a Petition to Reenter
   - The instructor will submit a completed Teacher – Student Conference Form for the student file with recommendations for the Student Progression Committee and Associate Dean of Nursing to consider.
   - The student must complete and submit a Petition for Re-entry form (Page 51-52) with a copy of the remediation plan based on the recommendations from the instructor and other sources of counseling.

5. The Student Progression Committee (SPC) reviews available documents, speaks with the instructor(s) if available and makes a recommendation to the Associate Dean of Nursing for acceptance or denial of the Petition for Re-entry
   - The SPC also reviews any historical documents, pattern of progression through the ADRN Program, completed remediation documents, and other applicable information.

6. If the Associate Dean of Nursing accepts a recommendation for re-entry, the student’s name is placed on a re-entry list along with the date of the re-entry request and the course needed.
   - As seats become available, on a first come, first served basis, the Associate Dean of Nursing via the Nursing Office notifies the student.
   - The student will participate in the ADRN Program under the rules, regulations, and Nursing Student Handbook written for the year of the re-entry.
   - If the student has been out of the program more than one semester or six months, the student must provide documentation of satisfactory physical and immunization status, TB clearance, background check, drug screen, and CPR certification - all expected elements for a new admission student.

7. If the Petition to Re-enter is denied, the student will be informed of the options.
   - Option A: Re-apply to the ADRN Program as a first-semester student.
   - Option B: Apply to the Vocational Nursing Program as a first-semester student.
   - Option C: Seek admission in another program or another school.

**ALGORITHM FOR RE-ENTRY INTO THE NURSING PROGRAM**
<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>Unsuccessful Completion of any Nursing Course</td>
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<tr>
<td>Teacher - Student Conference</td>
</tr>
<tr>
<td>Instructor Documents Recommendations</td>
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<tr>
<td>Student Develops &amp; Implements Remediation Plan</td>
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<tr>
<td>Student Petitions for Re-entry with attachments</td>
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<tr>
<td>SPC Speaks with Instructor and Reviews Petition</td>
</tr>
<tr>
<td>SPC Recommends Accept or Deny Petition to Re-enter</td>
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**If Accepted:**
- Student placed on ‘re-entry list’
- As space available: 1st come, 1st served
- Meet entry and ongoing requirements
- Student re-enters program as directed

**If Denied:**
- Student is informed
- Option A: Apply as generic RN student
- Option B: Apply as generic VN student
- Option C: Apply another program