

READMISSION PROCEDURE

Halifax Community College does not guarantee readmission to any student. Readmission is always conditional on the classroom, lab, and clinical space availability in a given course. Students seeking readmission will be selected using the point system from the admissions policy if there are more applicants than space available.

Limits on Readmission

Because of the rapidly changing healthcare environment, students who have been out of any nursing program for more than one year (defined as not enrolled in any NUR-prefix course within the past 12 months) must apply as first-semester students completing either nursing program from the beginning.

After three unsuccessful attempts to complete either one or a combination of the nursing programs at HCC, students will be ineligible for future admission. Unsuccessful attempts include dismissal based upon grades, clinical performance, or lab performance, student-initiated withdrawal, excessive absence withdrawal (overcut), or any other circumstances that cause a student not to complete the course sequence as scheduled.

Reentry students dismissed from the program for behavioral issues, drug/alcohol use, or clinical misconduct/negligence on any attempt will be reviewed on a case-by-case basis. Reentry opportunities will depend upon the individual situation and evidence of resolution of the issue(s).

Steps to Readmission – First Readmission (Second Attempt)

For those students seeking readmission following the first unsuccessful admission attempt, the following steps must be followed:

1. Submit a letter of intent to the Department Head of Nursing indicating a desire to reenter the nursing program at Halifax Community College.
2. Participate in a formal interview with the Department Head and Nursing Faculty.
3. Develop a reentry plan with the Department Head and Nursing Faculty, which includes the following: a. Course/year into which the student will seek reentry. The point-of-reentry will be based upon the student's previous grades and performance, and needs identified by the student and faculty. Students may be required to audit or take for credit any course(s) in the program, regardless of the previous grade in the course. Students may not reenter the final course of either program (NUR 103 or NUR 213).

Specific requirements for reentry, which may include, but are not limited to:

1. Admissions Application to HCC
2. Completion of Health Science Admission Form
3. All transcripts, placement test scores, valid nursing admission test scores, and Social Security card copy on file in the admissions office
4. Must have a current GPA of 2.0 or higher
5. Challenge exam(s) and necessary score(s) = 77 score
6. Skills competencies – one attempt for each competency check off
7. Dose calculation test, level of test, and necessary score = 90 on one attempt
8. Referrals to Counseling Department, Student Support Services, and/or any other program as deemed necessary

9. Submission of physical exam form, immunization records, two-step TB test results, drug screen/background check (as required by clinical agency), current CPR, and malpractice insurance receipt

Failure to Complete Readmission Plan

The reentry plan will specify deadlines for the completion of each requirement. Students who fail to meet any deadline or who fail the skills competency or dose calculation test will eliminate the option of reentry into the nursing program. Students who cannot reenter may reapply to the nursing program, meet all current admission criteria, and be ranked with all other applicants.

Unsuccessful completion of a challenge exam will result in the student's inability to reenter into the semester planned. The student then has the option to meet with the Department Head of Nursing to evaluate the readmission plan and determine a new point of reentry and/or additional requirements before reentry. Depending upon the level of the challenge exam failed, the student may be required to apply as a first-semester student, meet all current admission requirements and deadlines, and be ranked with all other applicants.

Following Readmission

Once a student has reentered the nursing program after completing the reentry plan, the student must take all nursing courses in sequence with a passing grade ("C" or better) and meet all other course requirements to complete the program successfully.

Students reentering any semester of the nursing program will be required to obtain any textbooks, resources, uniforms, or other class requirements into which they are entering.

Second Readmission (Third Attempt)

If a student is unsuccessful in the program following the reentry attempt, the same process will be used for the third entry; however, the student may be required to apply as a first-semester student due to repeated inability to complete the program requirements, regardless of the semester in which the student exited the program. This will be determined during the formal interview process with the Department Head and Nursing Faculty.

Student Signature

Date