



HALIFAX COMMUNITY COLLEGE 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 evaluated using the point system from the readmission rubric.** If students are considering a grade appeal, that avenue is to be considered first and follows a different process. Refer to HCC Student Handbook.

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 on grades, clinical performance, lab performance, student-initiated withdrawal, excessive absence withdrawal, or any other circumstances that cause a student not to complete the course sequence as scheduled.

Readmission students dismissed from the program for behavioral issues, drug/alcohol use, or clinical misconduct/negligence on any attempt will be reviewed case by case. Readmission opportunities will depend upon the individual situation and evidence of resolution of the issue(s). Submitting a readmission request does not guarantee readmission. Readmission is based on seat availability.

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. Within 4 weeks of course failure or withdrawal, meet with course faculty and/or nursing advisor to discuss issues related to the failure and begin a discussion for a plan of correction.
2. Submit a letter of intent to the Program Director of Nursing indicating a desire for readmission into the nursing program at Halifax Community College. The letter should include the following:
 - a. Succinct summary of the circumstances leading to the failure (with enough information to describe the issues but not having to include personal details if not relevant).
 - b. Identifying specific steps that will be taken to increase the likelihood of future success.
 - c. Include official documents that may be relevant such as medical papers, court documents, etc
3. Develop a readmission plan with the Nursing Faculty, which includes the following:
 - a. Course/year into which the student will seek readmission. (The point-of-readmission will be based on the student's previous grades, performance, and needs as 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 without auditing the prior semester.

- b. Discussion of areas for improvement as indicated by faculty completed rubric
- c. Identification of campus resources that will aid student's success during anticipated reentry

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

1. Admissions Application to HCC
2. Completion of the HCC Nursing Application Form
3. All transcripts, placement test scores, valid nursing admission test scores, and Social Security card copy must be on file in the admissions office and information session must have been attended within previous 12 months
4. Must meet the readmission minimum GPA requirement

Students who are not successful in their first semester course (ie: NUR 101, NUR 111, NUR 214, or NUR 215) will be required to have a minimum GPA of 2.5 and will be ranked with first-time applicants

Students who successfully completed their first semester course but were unable to pass a subsequent course will be expected to have a minimum GPA of 2.0

5. Referrals to Counseling Department, Student Support Services, and/or any other program as deemed necessary
6. 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 prior to the given deadline
7. Students must demonstrate ongoing competency in all audited courses. This will require demonstrating competency in meeting course objectives by completing a course auditing assessment plan and submitting it at the course's end. Detailed instructions are outlined in the Course Auditing Assessment Plan. For clarity and consistency, the Course Auditing Assessment Plan must be signed by the student, course instructor, and the Program Director of Nursing.
8. In addition to the Course Auditing Assessment Plan, students will be required to complete a skills evaluation to include any skills expected to be achieved at the level of reentry (including a medication dosage evaluation) in the presence of a current part-time or full-time clinical instructor.

Failure to Complete Readmission Plan

The readmission plan will specify deadlines for the completion of each requirement. Students who fail to meet any of the above requirements by the given deadlines will eliminate the option of readmission 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.

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 all 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 with the Nursing Faculty.

Halifax Community College Readmission Rubric
(Reinstatement to Halifax Community College Nursing Programs)

Student Name: _____ Student ID: _____

Semester (circle one): FALL SPRING SUMMER Year: _____

Course Number: _____ Course Title: _____

Instructor/Evaluator: _____

Students who are applying for reinstatement/readmission into the nursing program due to extenuating circumstances will be evaluated using the enclosed rubric. Reinstatement is not guaranteed to students and each case is evaluated individually. If students are considering a grade appeal that avenue is to be pursued first and is a different process. Students must refer to the *Halifax Community College Undergraduate Student Handbook* and follow the directions/steps found there.

I- Evidence of preparation to be considered for the Readmission Process:

Students are to follow the steps below for consideration of readmission to the nursing major (14 possible points):

Item	Max Points	Student's Points
1. Meet with the course faculty or Nursing advisor to discuss the issues related to the failure and begin a discussion for a plan of correction.	1	
2. Write a formal letter of intent to The Program Director of Nursing. The letter should include the following:		
A. Succinct summary of the circumstances leading to the failure (with enough information to describe the issues but not having to include personal details if not relevant).	1	
B. Identifying specific steps that will be taken to increase the likelihood of future success.	1	
C. Include official documents that may be relevant such as medical papers, court documents etc. (If N/A score 1 points)	1	
3. Submit all documents to their nursing advisor and/or faculty course lead within 4 weeks of the failure.	1	
5 possible Points	Total	

II- Motivation and Accountability (16 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Didactic & Clinical Faculty		4	3	2	1	0	Total
Class Preparation (<u>Didactic Faculty</u>)							
Clinical Participation (<u>Clinical Faculty</u>)							
Seeks Guidance Appropriately (<u>Didactic Faculty</u>)							
Seeks Guidance Appropriately (<u>Clinical Faculty</u>)							
16 Possible Points							Total
<u>Class Participation</u> (Didactic Faculty) The student is prepared for class.	<u>Clinical Participation</u> (Clinical Faculty) The student participates in Clinical (i.e. pre-/post-conference).	<u>Seeks Guidance Appropriately</u> (Didactic Faculty) The student seeks out guidance from faculty for advisement, questions, or exam review.	<u>Seeks Guidance Appropriately</u> (Clinical Faculty) The student seeks out appropriate guidance from faculty for advisement, questions, or individual help.				

III- Professionalism in the Classroom (16 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Didactic Faculty		4	3	2	1	0	Total
Attitude							
Behavior & Conduct							
Independent Work							
Collaborative Work							
16 Possible Points							Total
<u>Attitude</u> (Didactic Faculty) Positive attitude Enthusiastic Motivated – Takes initiative/self- motivated	<u>Behavior & Conduct</u> (Didactic Faculty) The student displays professional and appropriate behavior (i.e. shows respect, is courteous towards faculty and peers).	<u>Independent Work</u> (Didactic Faculty) The student completes assignments without prompting, demonstrates time management skills (i.e. assignments submitted on time), and demonstrates professional communication with faculty.	<u>Collaborative Work</u> (Didactic Faculty) The student cooperated with peers during discussion, group work, and/or assignments, and actively participated during discussion, group work and/or assignments				
Additional Feedback:							

IV- Professionalism at the Clinical Site (20 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Clinical Faculty					4	3	2	1	0	Total
Appearance										
Attitude										
Behavior & Conduct										
Independent Work										
Collaborative Work										
20 Possible Points										Total
Appearance (Clinical Faculty) Always in uniform, Always looks neat and clean, Wears appropriate jewelry (i.e. no nose, or tongue piercings), follows dress code policy		Attitude (Clinical Faculty) Positive attitude; Enthusiastic; Motivated –Takes initiative/self motivated; Works well with healthcare team		Behavior & Conduct (Clinical Faculty) The student displays professional and appropriate behavior (i.e. shows respect, is courteous towards faculty, peers, members of the healthcare team, patients/families).		Independent Work (Clinical Faculty) The student completes assignments without prompting, demonstrates time management skills (i.e. assignments submitted on time), and demonstrates professional communication with faculty and members of the healthcare team.		Collaborative Work (Clinical Faculty) The student is/was cooperative and helpful with peers and healthcare team; Offers assistance to peers and healthcare team; Displays leadership skills (i.e. team player, creativity, flexibility, problem solving skills, acts as a mentor); Actively participates with peers and faculty.		
Additional Feedback:										

V- Clinical Scoring (20 possible points): 4 = Always, 3 = Usually, 2 = Occasionally, 1 = Rarely, 0 = Never

To be completed by Clinical Faculty					4	3	2	1	0	Total
Theory										
Communication										
Skill Competency (i.e. psychomotor, clinical, CJM, critical thinking)										
Documentation (i.e. DocuCare, EHR, MAR)										
Organizational Skills (i.e. clinical binder)										
20 Possible Points										Total
<u>Theory</u> (Clinical Faculty) Student transfers nursing theory to clinical practice	<u>Communication</u> (Clinical Faculty) Student communicates effectively with staff, peers, instructor & patients	<u>Skill Competency</u> (Clinical Faculty) Student demonstrates psychomotor skills proficiently; Student demonstrates clinical skill competency; Student demonstrates principles of the clinical judgment model (CJM) & critical thinking skills	<u>Documentation</u> (Clinical Faculty) Student documents in an accurate and timely manner	<u>Organizational Skills</u> (Clinical Faculty) Student displays organizational skills related to patient care (i.e. Knowledge of patient, medications, able to verbalize plan of care for that day, able to prioritize and adjust for time management as needed)						
Additional Feedback:										

VI-Academic Performance (4 possible points): 4 = upward trend, 3 = steady trend, 2 = inconsistent trend, 1 = downward trend

To be completed by Didactic Faculty					4	3	2	1	Total
Exams									
4 Possible Points									Total

VII- Attendance (8 possible points): 4 = zero, 3 = x1 , 2 = x2, 1 = more than x2

To be completed by Didactic & Clinical Faculty					4	3	2	1	Total
Class Attendance (i.e. unexcused absence and/or tardy)									
Clinical Attendance (i.e. unexcused absence and/or tardy)									
8 Possible Points									Total

VIII- Student Records (11 possible points): 4 = zero, 3 = x1 , 2 = x2, 1 = more than x2

To be completed by Program Director of Nursing	4	3	2	1	Total
Academic / Clinical Warnings (cumulative)					
Cumulative GPA (at time of failure) <ul style="list-style-type: none"> • 5 pts = 3.0 < • 3 pts = 2.5 – 2.9 • 0 pts = < 2.4 					
Previous Dismissal from HCC Nursing Program <ul style="list-style-type: none"> • 2 pts = No • 0 pts = Yes 					
11 Possible Points	Total				
Notes:					

IX-Final Scoring / Decision (minimum of 75 points required to be considered for re-entry)

Total Possible Points	100	
Total Points Earned by Student		
Further Information Needed – <i>HCC Nursing Recommends In-Person Panel Interview</i>	YES	NO
Re-Entry Granted	YES	NO
Student Notified of Decision <input type="checkbox"/> Email <input type="checkbox"/> Phone	YES	NO
Notes:		

Halifax Community College Course Auditing Assessment Plan

Student Name: _____ Date Initiated: _____
 Course Number/Name: _____
 Course Instructor(s): _____
 Reason for Audit: _____

****All students auditing an NUR course are held to the same attendance requirements as students actively enrolled in the course. As an audit, **the student is expected to complete this form** to demonstrate ongoing competency and all for progression to the next NUR course. Please note that remediation is required for a score of 80 or less on any test, project, or proctored exams. ****

Instructions: *Indicate the grade/score for each competency. Indicate if remediation was required by saying Yes or No and include the completion date. Faculty must verify that each competency is met by signing the appropriate box and adding comments as necessary.*

If the course did not require a specific competency, place N/A in the appropriate Grade/Score box. The student is responsible for ensuring that this form has been completed; once completed, the faculty member will register the student for the next NUR course.

Required Competency	Grade	Remediation	Faculty Verification	Comments
Test 1				
Test 2				
Test 3				
Test 4				
Test 5				
Test 6				
Benchmark 1				
Benchmark 2				

Benchmark 3				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				
Skills Evaluation _____				
Professionalism				
Final Exam				
Other				

- This student has met the course objectives of NUR ____ demonstrating competency in achieving student learning outcomes and can now be enrolled in NUR ____.
- This student has not met the course objectives of NUR ____ and is unable to demonstrate competency in achieving student learning outcomes and is not eligible to continue in the nursing program at this time.

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

Director's signature: _____ Date: _____