Joseph F. McCloskey
School of Nursing
Lehigh Valley Health Network

Date: 6/2024	**Readmission #102**	Pages: 1 of 2
Reviewed: **6/22** **6/23** **6/24**	_Tina Vanburen signature_ DNP, MSN RN **Tina Vanburen, DNP, MSN, RN, CNS** **Director, School of Nursing**	**Administration Committee**

PURPOSE
To allow qualified former students an opportunity to re-enter Jospeh F. McCloskey School of Nursing.

SCOPE
Former students seeking readmission into Lehigh High Valley- Schuylkill Joseph F. McCloskey School of Nursing (JFMSON).

DEFINITIONS
Former student- a person who was previously enrolled at the school and wishes to re-enter the nursing program.

POLICY
Former students seeking readmission must have financial clearance to reapply to the school and meet all general and program specific requirements as outlined below. Readmission is not a guarantee.

PROCEDURE

The Administrative Committee will base its readmission decision on the reason for prior withdrawal from the program, previous academic and clinical performance, admission and programmatic changes since prior enrollment, educational coursework beyond the previous enrollment, and space available in the program.

1. Former students must achieve financial clearance by paying any unpaid balance or money owed to the school <u>before</u> their application can be processed for readmission.

2. Qualified applicants may need to complete the following steps:
   - Achieve financial clearance by paying any unpaid balance of money owed to the school.
   - Apply and pay application fee. The application fee is non-refundable and valid for one-year to the next open admissions cohort. Once an applicant's file has become inactive, they must reapply. Students seeking readmission should be aware of application timelines.

- Submit a letter of intent detailing a readmission plan for success that is clear and provides convincing evidence that circumstances that led to prior withdrawal from the program.
- Correct the general education course failure(s) from previous enrollment.
- Meet standard admission requirements in place at the time of application submission. This may require an individual to take additional college level coursework to strengthen the application for readmission.
- Forward any additional documentation required at the discretion of the Administrative Committee, based on individual circumstances.
- All considerations for readmission/repeating and for progression after readmission are based upon space availability for qualified applicants.
- **Readmission is not guaranteed, and, if granted, is a one-time-only occurrence. Former students should contact admissions before applying for readmission.**
- Former students seeking re-entry, may resume previous program curriculum if the courses are offered and a seat is available. If a curriculum change has occurred since the original start date, former students may be required to apply as a new student under a new program curriculum.
- Decisions on curriculum placement will be based on individual circumstances. The Administrative Committee will evaluate the applicant's readmission portfolio. Readmitted students may be required to be enrolled in or audit previously passed courses as part of a readmission plan for success.
- Former students who have been out of a clinical course for more than two years and who are eligible for readmission consideration must retake all nursing courses.
- When a former student is being considered for readmission, he/she may be placed on academic probation. A readmission student will be expected to meet the probationary requirements during that time. Any additional course failures or dismissal for any reason will result in permanent dismissal from the program.

3. Final Readmission into the Nursing Program:
   - Final readmission into the nursing program of study will be communicated in writing to successful applicants by the Admissions Office.
   - Students will be expected to meet all post acceptance requirements in place at the time of readmission. Readmitted students who fail to meet all these requirements will have their admission offer revoked.

Review and Approval: Administration Committee