

Associate Degree Nursing and Practical Nursing Program Progression/Re-Enrollment/Re-Entry/Transfer Policy

Throughout the nursing program, students are graded according to their ability to meet course objectives/competencies. Students who meet the course objectives/competencies can continue in the program.

The following classes are included in the progression/re-enrollment/re-entry/transfer policy:

ADN Science Classes

10-806-177 General A&P
10-806-179 Advanced A&P
10-806-197 Microbiology

ADN Core Nursing Classes

10-543-101 Nursing Fundamentals
10-543-102 Nursing Skills
10-543-103 Nursing Pharmacology
10-543-104 Nursing: Introduction to Clinical Practice
10-543-105 Nursing Health Alterations
10-543-106 Nursing Health Promotion
10-543-107 Nursing Clinical Care Across the Lifespan
10-543-108 Nursing: Introduction to Clinical Management
10-510-100 LPN to ADN Pathway
10-543-127 Paramedic to ADN Theory 1
10-543-128 Paramedic to ADN Theory 2
10-543-130 Paramedic to ADN Skills
10-543-129 Paramedic to ADN Clinical
10-543-109 Nursing Complex Health Alterations 1
10-543-110 Nursing Mental Health Concepts
10-543-111 Nursing Intermediate Clinical Practice
10-543-112 Nursing Advanced Skills
10-543-113 Nursing Complex Health Alterations 2
10-543-114 Nursing Management Concepts
10-543-115 Nursing Advanced Clinical Practice
10-543-116 Nursing Clinical Transition

PN Science Classes

31-543-309
Body Structure
and Function
or 10-806-177
General A&P

PN Core Nursing Classes

31-543-301 Nursing Fundamentals
31-543-302 Nursing Skills
31-543-303 Nursing Pharmacology
31-543-304 Nursing: Intro to Clinical Practice
31-543-305 Nursing Health Alterations
31-543-306 Nursing Health Promotion
31-543-307 Nursing CI Care Across the Lifespan
31-543-308 Nursing: Intro to Clinical Management

If a student withdraws or fails from any of the above classes twice, or withdraws and/or fails from a total of three of the above classes they will be removed from the nursing program for two years. (A grade of C-, D or F in a science or nursing class is considered a failure). Please note that removal from the program affects financial aid and registration priority.

- Students may enroll in any of the above courses two times, as long as they have not had three or more withdrawals or failures in any combination of the classes that are part of the progression policy – as listed above. If a student withdraws from a class **prior to the start** of the class, that will not count towards the progression policy criteria.
- If you have a documented medical reason for withdrawing from a course, at the time of withdrawal you need to fill out the “Request for Refund Appeal” located on the following website: www.fvtc.edu/fvtcforms. A medical withdrawal does not apply in the progression policy.
- Students that are unsuccessful in a science class prior to starting the nursing core classes are advised to make an appointment with the Academic Advisor who works with nursing students prior to continuing in the program.
- Students who are unsuccessful in core nursing classes (not sciences) **MUST** meet with their Nursing Academic (faculty) Advisor. Students will come to the faculty advisor with the completed progression paperwork and a success plan. **Students cannot re-enroll into core nursing classes without consent from the Department Chair of Nursing.**
- Students who are unsuccessful in one component of Intermediate Clinical Practice will be required to repeat the **entire** clinical course. However, a student could choose to continue to **attend** the clinical course to gain experience.
- A student must be in the theory class or must have successfully passed that theory class in order to be in the clinical for that semester.
- A student must be in a skills class (A.D.N. skills, PN skills, Advanced Skills) or have successfully passed that skills class in order to be in clinical for that semester.
- If a student is repeating a theory class but has no clinical, they will be required to successfully complete a Skills Mastery course in order to be eligible for clinical the following semester.
- Students will not be accepted for transfer from another college/university if they have two failures or withdrawals in the same course or three failures or withdrawals in different nursing/science courses. ***In addition, a letter of good standing must be received from the transferring school.***
- Transfer students **MUST** meet with the Department Chair of Nursing when they submit the Re-Enrollment/**Re-entry**/Transfer form.
- Students that have been out of clinical or classes for more than one semester will need to:
 - Meet with the nursing department chair to determine their plan for re-entry.
 - Meet all current admission requirements.
 - Will be required to successfully complete a Skills Mastery course.
- **It is the student’s responsibility to maintain their FVTC email. It is advised that students check their email weekly.**

Re-Enrollment/Re-Entry/Transfer Procedure Policy

Students who are unsuccessful in a core nursing class and/or a science class that is a pre-requisite for progression in the program sequence and those requesting to transfer into the FVTC nursing program must complete and submit the Re-Enrollment/Re-Entry/Transfer Request form to an academic (faculty) advisor.

Re-enrollment/re-entry/transfer into the nursing program will occur according to space availability and student must have clinical documentation completed on time. Students must also meet all admissions requirement and be an active program student. Students can contact Admissions/Enrollment Services regarding their admissions status. Students who are not active in classes for three semesters (including summer) are inactivated and must reapply for admission and meet all admission requirements at the time of admission.

Re-Enrollment/Transferring into Core Nursing Classes

When students are requesting re-enrollment or re-entry into the nursing program core nursing classes, professionalism and behaviors that the student has exhibited, will be considered as a factor for progression, in addition to the sequence outlined below for priority for progression.

Professionalism aspects can include but are not limited to:

Classroom conduct and engagement during class; quality of interactions with peers, staff and faculty; following the established guidelines for course/program questions or concerns; professionalism of emails or submitted papers and /or projects; incidents of professionalism violations that resulted in a professionalism contract, and classroom/class attendance.

Priority for progression in core nursing classes occurs in the following order:

1. Students currently enrolled in sequence and continuing in the program
2. Students that do not maintain the planned sequence in the program **due to non-academic** reasons.
3. Pathway students (entering 3rd semester of ADN program) who have not been unsuccessful in any of the courses listed in the Progression Policy.
4. Students who did not maintain the planned sequence of study **due to academic failure** in one class.
5. Students who did not maintain planned sequence due to **academic failure in two classes**.
6. Transfer students who have maintained program sequence or who have been unsuccessful in one course (science or nursing course).

Dismissal from the Nursing Program

After three failures and/or withdrawals in any of the above listed courses, **or** two failures and/or withdrawals in the same class, the student will not be eligible to continue in the ADN and/or PN program. Students that have been dismissed from the ADN and/or the PN program may not reapply to either the ADN or the PN program for two years. Students cannot move between nursing program (ADN-to PN, PN-ADN) if they failed or withdrew from one of the programs. After two years students are eligible to apply for admission and must meet all admission and nursing program requirements at the time of reentry.

- Students that have not started the nursing core classes prior to dismissal from the program will enter the program as a pre-nursing student.
- Students need to meet all current admission requirements.
- Students who have already started core nursing classes and wish to continue in nursing after the two years have elapsed must meet with the Department Chair of Nursing to discuss entry requirements.

Nursing Program Re-Enrollment/Re-Entry/Transfer Request

Name _____ Student ID _____

Address _____ Phone Number _____

_____ E-mail _____

FVTC student _____ Transfer Student from Where _____

Program (circle one): Associate Degree Practical Nursing

Name of Course you want to enter: _____

Request to Re-Enroll (circle one): Spring or Fall Year: _____

Name of Last Course you were successful in: _____

Month/year you completed the course: _____

I (student) understand that the Progression Policy applies to my continuation or reentry into this program and that my cumulative or program GPA can be a factor in determining when and if I will be able to continue or enter into core nursing classes. I understand that I will be contacted via FVTC email when and if there is a space available. There can be limited space availability in the nursing program and space may only become available when a student chooses to leave or is unsuccessful in courses.

Student Signature: _____ Date: _____

**** Please attach personal plan for success and bring with you to your meeting with your nursing faculty advisor. This letter should include in detail your plan for being successful and may include academic, personal, and work issues.**

THIS SECTION FOR FACULTY TO COMPLETE

GRADES

ADN - A&P		PN-Body Structure & Function	
ADN - Advanced A&P		PN - A&P	
ADN- Microbiology			

Science and Core Nursing Classes Failed

Class	Grade	Semester/Year

Faculty advisors- print transcript and attach.

Faculty/Advisor Signature: _____ Date: _____

Appeal Process for Re-Entry into the Nursing Program

A student may appeal dismissal from the ADN or PN program. You must have completed the course in which you are unsuccessful, that is resulting in the dismissal prior to submitting an appeal.

To begin the appeal process, a student must submit a written appeal to a Nursing Faculty Advisor. This paperwork should include:

1. A copy of all assessment scores (tests, papers etc.) from the failed course with the instructor signature.
2. A signed "Consent for Release of Confidential Information for Progression Appeal" form.
3. A detailed letter of explanation of why an exception to the progression policy should be granted. This letter should include:
 - a. A description of any extenuating circumstances.
 - b. Changes the student is implementing to ensure success in the program.

After meeting with the nursing advisor, the Nursing Advisor will submit the appeal paperwork to the Department Chair of Nursing. This paperwork will then be forwarded to the Student Success Committee and a meeting will be scheduled. The committee meets with students in January, May, August, and December. The student will be notified and encouraged to attend the scheduled meeting. The Student Success Committee will consider the following criteria when reviewing the appeal:

1. Extenuating circumstances that may have contributed to the student's difficulties.
2. Detailed steps that will be taken to achieve success.
3. Likelihood of success if the student were given another chance.
4. Current GPA

The Student Success Committee will make a decision regarding the appeal request. A student may only appeal once to the Student Success Committee.

If the student is not satisfied with the decision of the Student Success Committee, they must submit a written appeal to the Dean of Health. This paperwork should include the same items as was submitted to the Student Success Committee. After the information is received an appeal hearing will be scheduled with the Health Programs Appeal Committee (health care related Department Chairs and program counselor) and the student will be notified of the meeting time and location.

The Health Programs Appeal Committee will use the same primary criteria when reviewing the appeal as the Student Success Committee.

The decision of the Health Programs Appeal Committee will be final.



**Consent for Release of Confidential
Information for Progression
Appeal**

I _____ authorize Nursing Department Faculty of Fox Valley Technical College to release to the Student Success/ Committee information pertaining to my requested progression policy appeal for Re-entry into the either the ADN or PN Program.

The information will pertain to academic performance in any class you have taken and can include grades received on assignments, exams, quizzes, projects, and clinical evaluations.

I understand that my records are protected under the Federal and specific State confidentiality laws and regulations and cannot be disclosed without consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent automatically as listed below.

This release expires upon completion of the progression policy appeal.

I further acknowledge that the information to be released was fully explained to me and this consent is given of my own free will.

Date

Signature of Student