



Department of Nursing

Policy #002

Reinstatement to the BSN Program

Status:	10/20/2014, 10/2015, 6.1.2017, Revised and Approved 8.1.19
Effective:	8.1.19
Initiated by:	Admission, Progression, Retention and Graduation Committee
Relevant WAC, Standard or criterion:	WAC 246-840-519

Purpose

The purpose of this policy is to outline the criteria for student reinstatement to the BSN program.

Procedure

1. Any student seeking reinstatement to the BSN program must write a letter and meet with the Director of Nursing to address:
 - a. Reason for withdrawal or dismissal.
 - b. Reason for seeking reinstatement to the BSN program.
 - c. How his/her situation has changed in the interim.
 - d. Which semester the student wishes to return.
 - e. Response to any recommendations that may have been made at the time of withdrawal or dismissal.
 - f. Plan for progression through the program.
2. The Chair of the Admission, Retention, Progression and Graduation Committee (APRG) will compile information on the student's past clinical performance, as well as request information from the Office of the Registrar on academic progress, status at the time of withdrawal and other pertinent data for presentation to the Director of Nursing.
3. After review by the APRG Committee, recommendations may include that the student:
 - a. be reinstated,
 - b. be denied reinstatement, or
 - c. be reinstated on a probationary period with specific conditions in writing.
4. Reinstatement to the Department of Nursing BSN program may include:
 - a. Reapplication to the Department of Nursing BSN program.
 - b. Reapplication to Heritage University if not a current student.
 - c. Updating knowledge and skills as recommended by the Director of Nursing, ARPG Committee and appropriate faculty (which may include repeating courses).
 - d. Fulfillment of all current requirements for graduation.
 - e. Interview by the APRG Committee.

5. Final decision for reinstatement to the BSN program will be determined by the APRG Committee, who will notify the student in writing of the final decision. The final decision will be given to the Director of the BSN program. The Office of the Registrar will be notified as to reinstatement of the Nursing Major.
6. Reinstatement is not guaranteed and decisions will be dependent on course and clinical agency space availability.

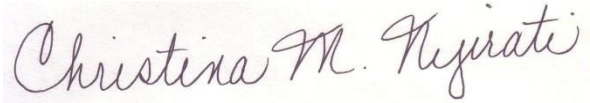
Reviewers

Proposed revisions of this policy should be reviewed by:

1. Nursing Faculty Assembly
2. Policy and Bylaws Committee

Forms

- Reinstatement to the Heritage University BSN Nursing Program Form (see Attached)



Signature: _____

Reinstatement to the Heritage University BSN Nursing Program

This form is to be completed and submitted along with documentation to address required information indicated in the procedural section of Policy 002: Reinstatement to the Heritage University BSN Program. This information is to be given to the Director of Nursing no later than two months prior to the start date of the semester requesting reinstatement.

1. Name _____
2. Address: _____
3. Telephone number: _____
4. Date of this request: _____
5. Date last enrolled in the BSN Program: _____
6. Reason for withdrawal from the BSN Program:

7. Year and semester for which you are seeking readmission:
Year: _____ Fall Spring Summer
8. Name and catalog number of nursing course(s) you are seeking to take on your first semester if reinstated.

9. College grade point average to present date: _____
10. Courses taken or audited since last enrolled in the program:

Catalog Number	Course Title	Where Taken	Dates Taken	Grade

Signature