

Manhattan Area Technical College
Institutional Policy and Procedure Manual
Division of Nursing Policy and Procedure

Policy 5.1.8

Title: Nursing Student Reinstatement	
Originated by: Director of Nursing	Originated Date: 9/1/2017
All Faculty Approval Date: 1/2022	
Revised by: Director of Nursing Education	Revised Date: 10/2017, 2/2022, 6/2026
Reviewed on: 7/2018; 6/2026	

Policy Statement:

Students who have been academically dismissed from or withdrawn from a Manhattan Area Technical College (MATC) Nursing Program may apply for reinstatement. Reinstatement is not guaranteed and is dependent upon meeting eligibility requirements, successful review by the Nursing Admissions & Progression Committee (NAPC), and available program capacity.

Students who leave the program due to unsafe clinical practice, unprofessional conduct, academic dishonesty, or violations of the College Code of Conduct are not eligible for reinstatement.

Rationale:

The reinstatement process provides eligible students an opportunity to return to the Nursing Program while maintaining program standards, clinical agency requirements, student competency expectations, and progression requirements.

Procedure:

1. A student may be reinstated into a MATC Nursing Program one time at the Practical Nursing (PN) level and one time at the Associate Degree Nursing (ADN) level.
2. A student's reinstatement application may be reviewed by the NPAC no more than two times. If reinstatement is denied following the second application, the student becomes ineligible for future reinstatement.
3. If health concerns contribute to student's withdrawal or dismissal, documentation verifying the student's ability to safely continue in the Nursing Program must be submitted with the reinstatement application.
4. Students approved for reinstatement must follow the nursing curriculum, policies, and procedures in effect at the time of reinstatement.
5. Students must meet clinical agency requirements and be eligible for placement in clinical experiences.
6. Reinstatement is dependent upon available clinical placement opportunities and program enrollment capacity.

7. Students repeating a clinical nursing course must repeat both the theory and clinical components of the course.
8. No more than two (2) calendar years may elapse between withdrawal/dismissal and reinstatement.
9. Students must continue to meet all College graduation requirements.
10. Exceptions to this policy must be reviewed and approved by the NAPC.

Reinstatement Application Process

Students who wish to seek reinstatement after academic dismissal or withdrawal must submit a completed reinstatement application and required documentation according to the following timelines:

- ***Reinstatement for the Following Available Semester/Cohort***
 - *Example:* A student dismissed during the fall semester requesting reinstatement for the next available spring cohort.
 - Application must be submitted within ten (10) business days following the final day of the semester in which dismissal occurred.
 - Reinstatement decisions will be based on available program space, clinical placement capacity, curriculum sequencing, the student's ability to successfully continue in the nursing program, and approval by the NAPC.
- ***Reinstatement for a Future Cohort***
 - *Example:* A student dismissed during the spring semester does not request reinstatement into the next available cohort and instead applies for a later admission cycle.
 - Students requesting reinstatement into a future cohort must submit a completed reinstatement application according to the deadlines below:
 - Associate Degree Nursing (AND)
 - Fall Cohort (August start): February 1st
 - Spring Cohort (January start): September 1st
 - Practical Nursing (PN)
 - Fall Cohort (August start): March 1st
 - Reinstatement decisions will be based on available program space, clinical placement capacity, curriculum sequencing, the student's expressed readiness to continue in the nursing program as outlined in the reinstatement application, and approval by the NAPC.

Reinstatement Review Process

The following items are required for consideration of reinstatement:

1. A completed Reinstatement Application Form requesting reinstatement for a specific semester and year. As part of the application, the student must develop an Action Plan for Success addressing:
 - a. Reason(s) for leaving the Nursing Program.

- b. Analysis of factors that contributed to the outcome.
 - c. Goals to be accomplished during the student's remaining time in the MATC Nursing Program.
 - d. Specific plan of action to achieve identified goals.
2. The NAPC will review the student's reinstatement request, determine reinstatement status, and notify the student of the decision.
3. Reinstatement decisions may include:
 - a. Approval for reinstatement based on available program space.
 - b. Approval for reinstatement with additional requirements, such as remedial coursework, competency validation, or an academic progression plan.
 - c. Denial of reinstatement.
4. If an opening becomes available after initial reinstatement decisions have been communicated, eligible students may be contacted and required to complete registration requirements, including payment of any required seat deposit.
5. Due to unexpected changes in enrollment, student may be notified of available openings close to the beginning of the semester/cohort start date.
6. Available program openings do not guarantee reinstatement.
7. Consideration of extenuating or unusual circumstances is at the discretion of the NAPC. The committee's decision will be based on a review of applicable documentation, including:
 - a. Reinstatement application and Action Plan for Success.
 - b. Clinical evaluations from all completed and attempted nursing courses.
 - c. Updated transcripts and academic performance, including GPA and examination performance.
 - d. Compliance with current health and program requirements.
 - e. Testing results.
 - f. Other pertinent information.
8. Students approved for reinstatement may be required to repeat nursing and/or selected general education coursework, successfully completed theory and/or clinical competency examinations, complete remediation activities, or meet requirements outlined in an academic progression plan. The NAPC will determine requirements on an individual basis.
9. Students may not bypass the NAPC by requesting reinstatement directly from Nursing Department personnel, College Administration, or the Board of Directors.
10. Students wishing to appeal a NAPC reinstatement decision must submit a written grievance according to the College Grievance Procedure published in the College Catalog.

Absences Following Reinstatement

1. If a student is approved for reinstatement by the NAPC, completes registration requirements, and then fails to attend class or clinical experiences, the student

- forfeits any required seat deposit for that semester/cohort.
2. Failure to attend following reinstatement will be considered a reinstatement attempt within the Nursing Program.

Withdrawals

1. Students withdrawing from the Nursing Program due to medical reasons must provide documentation from their healthcare provider indicating that they are unable to continue in the program until medically cleared to return. Refund considerations will follow the College Medical Withdrawal Refund Policy.
2. Students seeking reinstatement following a medical withdrawal must complete the reinstatement application process and provide documentation of medical clearance prior to returning to the Nursing Program.
3. A medical withdrawal, as defined by College policy, does not count as a failed program attempt. Students may seek reinstatement once medically cleared and must meet all reinstatement requirements.
4. Students withdrawing from the Nursing Program must notify the nursing faculty immediately. Failure to communicate the withdrawal and failure to meet attendance requirements may result in course failure according to the Nursing Program Attendance Policy.
5. Student who withdraw from the Nursing Program may be eligible to apply for reinstatement according to the Nursing Program Reinstatement Policy. Approval of reinstatement is not guaranteed and is subject to NAPC review and available program capacity.