

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

Policy No. 5.1.8

Title: Nursing Student Reinstatement	
Originated by: Director of Nursing	Originated Date: 9/2017
Revised by: Dean of Nursing Education & Health Programs	Revised Date: 2/2022
All Faculty Approval Date: 1/11/2022	
President/Board of Directors Approval Date: 8/30/2022	
Reviewed on: 10/2017; 7/2018; 2/2022	

Policy Statement:

A student who has academically been dismissed or who has withdrawn from the nursing program may apply for reinstatement. Students whose dismissal was caused by unsafe clinical practice, unprofessional behaviors, or violating Academic Dishonesty Policy & Code of Conduct will not be readmitted.

Rationale:

To allow students who qualify an additional attempt to meet program objectives and competencies.

Procedure:

1. A student may only be reinstated into Manhattan Area Technical College's Nursing program one time at the PN level and one time at the AND level.
2. A student's application for reinstatement may be reviewed by the Nursing Admissions & Progression Committee no more than two (2) times. If Reinstatement is not granted after the second application, the student becomes ineligible for Reinstatement.
3. If health concerns are a factor for the student leaving the College, then documentation for ability to continue in the program must be provided with Reinstatement paperwork.
4. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement.
5. Meet acceptable criteria for placement at clinical agencies for clinical experiences.
6. Reinstatement into the Manhattan Tech Nursing program will be dependent on the clinical space available to accommodate additional students.
7. A student repeating a clinical nursing course must repeat both the theory and clinical components of the course.
8. No more than two calendar years can elapse between withdraw and Reinstatement.
9. As per college policy, students must meet graduation requirements.

The Admission Committee must approve any exceptions to the above policies.

Steps for Reinstatement

A student who has been academically dismissed or who has withdrawn from the Nursing program and would like to seek reinstatement must submit items listed below online according to the following schedule:

- Reinstatement for the next semester
 - E.g. a student is dismissed from the fall semester and would like to be reinstated for the spring semester
 - 10 business days from the last day of the semester in which the student was dismissed

- Reinstatement for a future semester
 - E.g. a student is dismissed from the spring semester and plans to sit out the summer semester and return for the fall semester
 - Associate Degree of Nursing
 - Spring Semester (January) – September 1st
 - Fall Semester (July) – February 1st
 - Practical Nursing
 - Fall Semester – March 1st

The following items will be required:

1. A completed Reinstatement Application Form requesting reinstatement into (semester, year). Within the application the applicant will be asked to develop an action plan for success consisting of:
 - a. Description of the reason(s) leaving the program
 - b. Analysis of factors that led to this outcome
 - c. Goals to be accomplished during your remaining time at Manhattan Tech's Nursing program
 - d. Plan of action to meet your goal(s); be specific.
2. The Nursing Admissions & Progression Committee (NAPC) will review the student request, determine the reinstatement status, and notify the student of their status.
3. The decision may include reinstatement (dependent of space availability), a directive to complete remedial coursework and reinstatement, or denial of reinstatement.
4. If openings occur after this notification, students will be contacted immediately, and be required to pay the necessary seat deposit.
5. It is not uncommon for students to be notified just prior to the start of a semester due to sudden unexpected openings.
6. Available seat openings do not guarantee reinstatement.
7. Consideration of extenuating and unusual student circumstances is at the discretion of the NAPC. The committee decision will be based on the review of the following documentation:
 - Student's Reinstatement application
 - Student's clinical evaluations for all courses completed and attempted
 - Student's updated transcripts and prior academic performance (GPA, exams)
 - Student's compliance with current health requirements
 - Test scores
 - Other pertinent data
8. Reinstated students may be subject to repeating nursing and/or other selected general education courses, successfully pass competency exams in theory and/or clinical skills, subject to meeting the requirements of an academic progression plan, or any other factors as determined by the NAPC. The committee will make the determination of these possible requirements on an individual basis.
9. Students cannot bypass the NAPC and go directly to any member of the Department of Nursing, College Administration, or the Board of Directors to request reinstatement.
10. Any grievance of the NAPC's decision must be filed in writing following the Grievance Procedure published in the college catalog.

Absences

1. If a student is reinstated under the NAPC, pays a seat deposit and is registered, and then fails to attend class, the student forfeits their seat deposit for that semester.
2. This absence will be considered an attempt.

Withdrawals

1. If a student leaves for medical reasons, they must provide a letter from their medical provider upon exiting the program stating that they are unable to continue in the program until medically cleared to return. For refund information refer to the medical refund policy located within the college handbook.
2. The student upon seeking reinstatement must then complete the reinstatement application and provide medical clearance prior to the start of the semester for reinstatement.
3. A medical withdrawal, per college policy, does not count as a failed attempt and the student will be allowed to re-apply when medically cleared.
4. If a student withdraws from the nursing program, the student must notify the instructor immediately. If the student does not attend per the attendance policy this is considered a failure of the course.
5. If a student withdraws from the course, the student forfeits their seat deposit for that semester and will only be allowed one reinstatement into the program.