

*Mercer County Community College*  
*Division of Health Professions*  
*Nursing Program*

**Reinstatement to a Nursing Course**

Purpose: To provide an equal opportunity for reinstatement to a nursing course (students not dismissed from the nursing program), in an effort to promote future success in the nursing program.

Procedure:

1. Students are eligible for reinstatement within two semesters of course withdrawal or failure. Students must complete the nursing education program within six semesters of their first nursing course. Students who do not reinstate within this time frame may be eligible for reinstatement through the second chance nursing program or extenuating circumstances policy.
2. Students are reinstated on a space available basis after all progressing students are accommodated.
3. Students who are reinstated into a nursing course must complete the course in which they were unsuccessful or withdrew before being permitted to progress to the next level of nursing courses
4. Students returning to any course in the nursing program will be held to all current policies/standards in effect at the time of reinstatement to the nursing program.
5. Students requesting reinstatement to a nursing course who were on a leave of absence (LOA) due to medical reasons or withdrew from a nursing course due to documented extenuating circumstances will be reinstated before students who were unsuccessful in a nurse course for placement in the next semester on a space available basis.
6. Students must take the following steps to be reinstated into a nursing course:
  - a. Submit a letter of intent to return to the nursing program office. This letter should be submitted within two weeks of the initial course failure or withdrawal.
  - b. The student must attend a nursing program approved success workshop or on-line learning activities.
  - c. The student will create a written plan for success. This will be reviewed with their nursing program advisor and/or Director of Nursing Education.



7. The student must complete all the reinstatement requirements listed above by the announced deadline in order to be registered for the nursing class.

Effective Date: February 1, 2012

Revised Date: July 2013, November 2013, January 2014, January 2015, May 2015, August 2016, January 2017, May 2018, December 2018, May 2020

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

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Director of Nursing Education