

**Montcalm Community College (MCC)**  
**Nursing Department**

**Policy: Re-Entry**

Nursing students have one opportunity to re-enter into the program if unsuccessful in one course. Re-entry is not guaranteed for a specific semester. Each course grade below the 78% benchmark, unsatisfactory performance (refer to the nursing department unsatisfactory performance policy), or each course withdrawal will count as one unsuccessful attempt. Students are permitted to defer their re-entry for one semester.

**The definition of an unsuccessful attempt is equal to one course failure.**

**First Semester**

- a. If a student is unsuccessful in one course in the first semester, please note the following steps for re-entry.
  - i. A grade audit will be completed.
  - ii. The Dean of Health and Human Services will communicate detailed information regarding the re-entry process to the student by email within 2 weeks of the semester end date.
  - iii. Student must complete re-entry requirements and submit the re-entry application by the deadline provided in the email from the Dean of Health and Human Services.
  - iv. Upon return of a completed re-entry application, students will be placed on the re-entry tracking list.
  - v. At least two first semester re-entry students will be offered a seat in the program each semester as needed.
  - vi. Once a seat becomes available a re-entry offer will be sent by email. Acceptance of that seat offer must be returned by the deadline provided in the email from the Administrative Assistant of Nursing and Health Careers.
  - vii. Once the seat offer acceptance has been received by the Administrative Assistant of Nursing and Health Careers, a re-entry contract will be developed and sent by email to the student.
  - viii. The student will review, complete, and sign the re-entry contract by the deadline provided on the contract.
- b. If a student is unsuccessful in two first semester courses, they must reapply to the nursing program.
- c. If a student is unsuccessful in the same course twice, the student must wait one year before reapplying to the program.

**Second - Fourth Semester**

- a. If a student has their first unsuccessful attempt during second, third or fourth semester, please note the following steps for re-entry.
  - i. A grade audit will be completed.

- ii. The Dean of Health and Human Services will communicate detailed information regarding the re-entry process to the student by email within 2 weeks of the semester end date.
- iii. Student must complete re-entry requirements and submit the re-entry application by the deadline provided in the email from the Dean of Health and Human Services.
- iv. Upon return of a completed re-entry application, students will be placed on the re-entry tracking list.
- v. Once a seat becomes available a re-entry offer will be sent by email. Acceptance of that seat offer must be returned by the deadline provided in the email from the Administrative Assistant of Nursing and Health Careers.
- vi. Once the seat offer acceptance has been received by the Administrative Assistant of Nursing and Health Careers, a re-entry contract will be developed and sent by email to the student.
- vii. The student will review, complete, and sign the re-entry contract by the deadline provided on the contract.
- b. If a student is unsuccessful in two different courses throughout the program, please see the re-entry appeal process.
- c. If a student is unsuccessful in the same course twice, the student must wait one year before reapplying to the program.
- d. If a student is unsuccessful in three courses in one semester, they must wait one year before reapplying to the program.
- e. If a student is unsuccessful in three courses throughout the program, they must wait one year before reapplying to the program.

Failure to meet deadlines in the re-entry process will result in forfeiture of re-entry into the nursing program.

### **Appeal Process**

Students who have had two unsuccessful attempts in the program may be eligible for the re-entry appeal process. Please note, students will only be allowed one nursing program re-entry appeal.

#### *Steps in the appeal process:*

1. Student contacts the Dean of Health and Human Services or their designee to set up an appointment to meet.
2. At the meeting there will be discussion on the circumstances that led to the unsuccessful attempts and the appeal process.
3. Student completes the re-entry appeal application that will be sent by email from the Dean of Health and Human Services. Student must submit the re-entry appeal application by the noted deadline.
4. The Dean of Health and Human Services will distribute a faculty feedback questionnaire to be completed by course faculty.
5. The Dean of Health and Human Services will distribute the application, transcripts and the faculty feedback questionnaire to the appeal committee which will consist of five faculty members (this includes two nursing faculty and three non-nursing faculty).

6. The appeal committee will review the application, transcripts, and faculty feedback questionnaire.
7. The appeal committee will complete the re-entry appeal rubric.
8. The appeal committee will provide their decision to the Dean of Health and Human Services based on the re-entry appeal rubric score.
9. The Dean of Health and Human Services will convey the appeal committee's decision to the student via MCC email.
10. All decisions of the appeal committee are final.
11. Students who are not eligible to return or fail to meet the re-entry appeal application deadline may reapply to the nursing program after one year.