

READMISSION TO THE NURSING MAJOR

Students who have withdrawn from the nursing major, including those dismissed for failure to meet academic progression requirements, prior to program completion, are eligible to apply for readmission through the School of Nursing's Standards, Progression and Policy (SPP) Committee. It is suggested that students wait for a minimum of one semester before applying for readmission so that they can demonstrate actions taken to improve the possibility of success in the nursing program. A student who applies for readmission will be subject to the admission requirements published in the Linfield University Course Catalog at the time of application for readmission. Students seeking readmission to the School of Nursing should also refer to the current Nursing Student Manual for additional information.

Readmission to the nursing curriculum involves an application process reviewed by the SPP Committee. If the student meets readmission expectations, a review course to demonstrate clinical competency may be one step in this process. This is considered in particular when a student has been out of the courses of study more than 6 months (includes all program tracks).

Re-entry to the nursing major will depend on the following:

- Decision of the application process will be made by the SPP Committee. Affirmation by the Dean of the Linfield School of Nursing. Decisions may be appealed to the Dean of the Linfield School of Nursing. Decisions by the Dean may not be appealed.
- Available space in the program. Students progressing as scheduled through the program have priority.

Students granted readmission are expected to be successful. If the student fails another nursing course the student will be dismissed from the School of Nursing and readmission will not be considered.

Procedure

1. Prelicensure Program: An application for readmission and other required documents (refer to directions related to readmission letter below) must be submitted to the Registrar's Office (Prelicensure students) by dates noted in the Linfield Course Catalog.
2. A Prelicensure student who has been enrolled in another nursing program since leaving Linfield must submit a letter of good standing from the Dean or Director of that nursing program. The letter of good standing must attest to the fact that the student was in a position to progress in the nursing major at the time the student withdrew.
3. Applications and student letter are forwarded to the SPP Committee for review and to the Dean of the SON for affirmation.
 - a. The SPP Committee will evaluate each applicant for readmission on an individual basis. The committee may request additional supporting material from the applicant including written statements from faculty or advisors.
 - b. Depending on the circumstances, SPP may suggest conditions to the Dean related to the readmission. The following examples are not all inclusive.
 - i. A student requesting readmission after an extended absence (> 6 months) may be required to retake and successfully pass a particular course(s).

- ii. Prelicensure students will be required to complete a new background check and drug screening if they have been out of the program for more than a year by the start date of their readmitted term.
 - iii. A Prelicensure student who was out of the program for less than a year will not be required to submit a background check or drug screening.
 - iv. The student may need to complete a course to demonstrate clinical competency in their respective course of study.
4. The SPP Committee submits a decision to the Dean of the Linfield School of Nursing
 5. The Dean notifies student(s) of the decision relative to readmission in writing with a copy to the students' Academic Advisor, University Registrar, Clinical Facilities Coordinator, Associate Dean, Faculty Advisor, Director of Admissions, and SPP chair(s).
 6. To appeal the decision by SPP, students must submit a written request to the Dean of the School of Nursing.

Letter Requesting Readmission

The student requesting readmission to the nursing major submits a letter along with the Application for Readmission to the Registrar's Office that includes the following information:

Brief history of why you failed and were dismissed including a self-reflection on issues that impacted academic performance and actions taken that address these issues.

- List each course failed, grades on each test and assignments in that course and the total course grade.
- Your remediation plan needs to address the following and what you plan to do differently to increase the likelihood of being successful if readmitted.
 - Help you sought while enrolled in the Linfield University School of Nursing.
 - Evidence you sought help with academic skills since dismissed, such as took a course in study skills, bought NCLEX study program. You may want to submit summary of work from that program.
 - Study habits and process of studying for exams.
 - Support systems.
 - Working outside of school: How much you worked during the semester the low grades were earned. Describe your plan for working should you be readmitted.
 - Discuss, if appropriate to your situation, if you sought counseling and your plan for support should you be readmitted.
 - Stress management plan.

READMISSION TO LINFIELD UNIVERSITY

A student from the McMinnville or Portland campus must apply for readmission if they want to return to Linfield after being away from the college for a semester or more without taking an official leave of absence or if their leave of absence has expired, or from Online and Continuing Education for five consecutive terms.

A readmitted student is responsible for consulting their academic department regarding changes to the curriculum and also must meet the most recently approved requirements for any program that is accredited or licensed. The student must meet the graduation requirements from

an eligible catalog and which has not expired at the time of the student's graduation. The application for readmission includes:

1. A readmission of a former student application (<https://apply.linfield.edu/register/returningapp>)
2. Submission of official transcripts from all colleges and universities attended after leaving from Linfield University.

In addition, a returning student who left the college because of a suspension or Medical Leave must appeal their status with the appropriate office (Registrar, Dean of Students, or Health, Wellness, and Counseling) and can do so while simultaneously completing the Readmission Application.

A returning student who is requesting readmission to Linfield in the nursing program with specific entrance requirements is not guaranteed admission to that program.

Students previously admitted to any program in the School of Nursing must also submit Nursing-specific forms.

DEADLINES

McMinnville campus: While the Office of Admission typically reviews all applications for returning students, the priority deadlines are April 15 for fall semester and December 1 for spring semester.

Portland campus: The priority deadline is July 1 for fall semester and December 1 for spring semester. Accelerated students should apply at least one month in advance of the start date. Applications may be deferred given issues with clinical placements.

RIGHT TO RESCIND ADMISSION POLICY

A disciplinary matter or criminal conviction, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made, may affect the University's decisions regarding admission, enrollment, or course of study. Linfield University reserves the right to rescind admission or enrollment in such circumstances. In addition, because offers of admission and enrollment are based upon a record of academic achievement, Linfield reserves the right to rescind admission or enrollment upon receipt of a final high school transcript or most recent college transcript reflecting a significant decline in academic performance, or showing that specific program prerequisites courses, grades or credit hours have not been met. Finally, if an application misrepresents any information, for any reason, admission or enrollment may be rescinded at the University's discretion.