

NORTHWOOD TECHNICAL COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT POLICIES

DISMISSAL FROM ADN PROGRAM

A student will be dismissed from the ADN program if either of the following occurs:

- Failing two nursing (543 nursing) courses
- Withdrawal from the same nursing course two (2) times is considered as a failure of the course and counts toward the ADN Program Dismissal Policy

This policy includes nursing (543 nursing) courses taken at other Wisconsin Technical College System (WTCS) colleges.

After a student is academically dismissed, their program plan will be deactivated, and they must withdraw from any ADN program courses. Academically dismissed students are not eligible to receive a Letter of Good Standing from the Associate Dean of Nursing/ADN Program Director.

If a student reenters the program and is dismissed a second time for course failure, they will not be eligible to return to the ADN program.

A student dismissed from the ADN program due to violations of Code of Conduct, safety, and/or professional standards is not eligible to apply for readmission to the program.

Reentry of dismissed students will be as space is available in the semester of reentry and based on the prioritization status described in the reentry policy.

REENTRY AFTER DISMISSAL FROM ADN PROGRAM

Students who have been dismissed from the ADN program for academic reasons may be eligible to reenter the program. To be considered for eligibility to reenter into the program after dismissal the following documentation must be provided by the reentry due date:

1. Work the equivalent of at least 20 hours/week in a healthcare facility with direct patient care (direct patient care includes Activities of Daily Living) for one year after dismissal. Documentation must be sent directly to the Northwood Tech Associate Dean of Nursing/ADN Program Director from the healthcare facility on company letterhead. The documentation must include position held, start to end date, and verification that a minimum of 20 hours/week was worked.
2. Provide a letter of recommendation for continuation in the ADN program from the immediate supervisor of the healthcare facility in which the dismissed student worked for the year. A letter of recommendation must be provided from each supervisor in all positions held over the last year on company letterhead. The documentation must be sent directly from the facility to the Associate Dean of Nursing/ADN Program Director.
3. Submit an E-04 form to the Associate Dean of Nursing/ADN Program Director requesting reentry into the program.