

## Readmission and Reinstatement

---

### A. Purpose

The purpose of this policy is to provide specific guidance on the process of readmission and reinstatement of students to graduate and undergraduate programs.

### B. Persons Affected

This policy applies to doctoral, graduate, and undergraduate students.

### C. Definitions

1. Readmission is the request from a student to be considered for reentry to a program of previous enrollment.
2. Reinstatement is a formal request by a student following the process stated below.

### D. Policy

This policy addresses the procedures, and related statutes, regulations, rules, policies, and standards related to the process of readmission and reinstatement of students.

### E. Procedures

1. Students will be dismissed from the nursing program if they meet any one or more of these conditions:
  - a. Received a grade of “D” or “F” in more than one course or in a course that has been repeated due to a previous failing grade,
  - b. Received written email notice of dismissal from the program for failure to adhere to SON Policy.
2. Students dismissed will observe the following guidelines:
  - a. A dismissed student is no longer eligible to progress or enroll in a nursing program.
  - b. Dismissed students will not be eligible to receive a Letter of Good Standing from the School of Nursing
3. Students who drop or withdraw twice from the same course may not re-enroll in the course or continue in the SON.
4. Readmission requests beyond 12 months, or one year, will require reapplication to the program of choice.
5. All students applying for reinstatement must submit the following in typewritten form including the date, full name, address, UTRGV email, and phone number.
6. A student applying for reinstatement must:

- a. Meet with an Academic Advisor from the Academic Advising Center to review factors influencing failure, drop, withdrawal, or leave of absence, and for assistance with referrals to overcome academic challenges.
- b. Meet with the program coordinator.
- c. Submit a formal letter requesting readmission to the APG Committee (Use the required attached form).
- d. Meet all program readmission deadlines and submit the application by the program deadline.
- e. Address the factors that influenced the student's failure, drop, withdrawal, or leave of absence.
- f. Explain the progress made by the student toward addressing the factors identified in number 4.
- g. Submit all program requirements (immunizations, CPR, Insurance.) prior to returning to the nursing program.

**F. Process**

1. The process will be managed by the Admissions, Progression, and Graduation Committees for the undergraduate and graduate programs.
2. The student is expected to apply for readmission or reinstatement.
3. The student is expected to use the attached form to request readmission and reinstatement.
4. The Committees will use the rubric for objective assessment of each request.
5. Note: If eligible approval to retake/repeat a course may be granted on a space-available basis.

**G. Related Statutes or Regulations, Rules, Policies, or Standards**

Undergraduate Handbook

Graduate Handbook

**H. Attachments**

Rubric: Admission and Reinstatement

Form: Request for Readmission or Reinstatement Form Letter to the School of Nursing

**I. Dates Reviewed or Amended**

December 28, 2023

January 26, 2024, approved by SONFO.

Date Approved by Dean January 25, 2024