

For information, contact Institutional  
Effectiveness: (915) 831-6740

**FB-10**

**Student Re-entry into the  
Nursing Program**

**APPROVED:** March 11, 2005  
Year of last review: 2024

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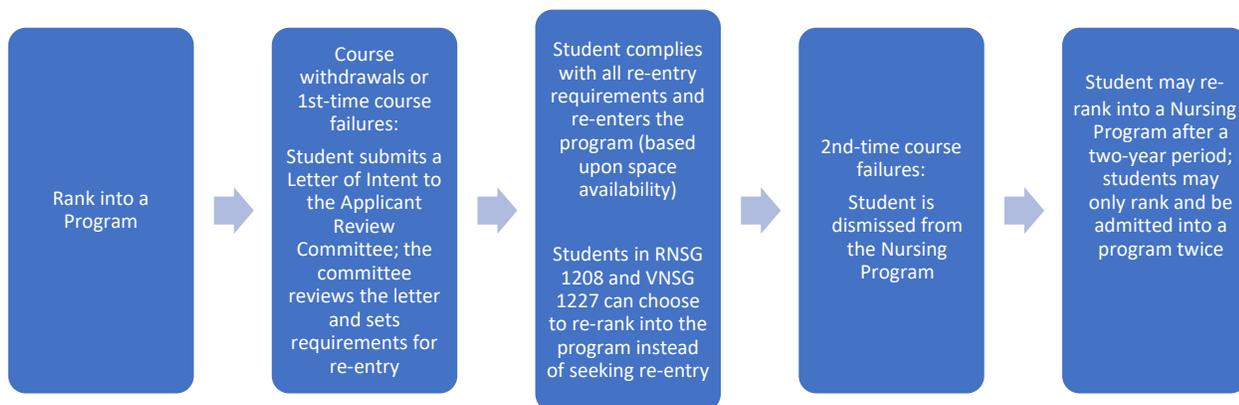
**AUTHORIZING BOARD POLICY:** FB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Nursing

**OBJECTIVE:** To provide a system for re-entry into a Nursing program for a student whose program of study has been interrupted.



**I. General Provisions**

**A. Definitions**

1. Re-entry: The process by which a student who has failed or withdrawn from a Nursing course can continue in the Nursing program.
2. Re-rank: The Specialized Admission process by which a student seeks competitive admission into the Nursing program for a second time.
3. Re-entry student: A student requesting to continue in the Nursing program who was previously admitted and either failed a course or withdrew from a course.
4. Generic (traditional) student: A student who starts one of the programs at the beginning of the semester.
5. Non-generic (non-traditional) student: A student who does not start the program in the program's first semester (advanced placement/transfer student).
6. Cumulative Grade Point Average (GPA): The calculation of the average of all the student's grades for all semesters and courses completed up to a given academic term, for courses taken at El Paso Community College.

**\*Note:** The word "faculty" denotes instructors, counselors and librarians.

## **B. Re-entry Policy Statements that Apply to all Re-entry Students**

All six of the following statements apply to all re-entry students.

1. Students may be allowed re-entry into the Nursing program due to a course failure for a total of one time. Re-entry for a second time can be recommended by the Applicant Review Committee or the Dean of Nursing only in documented cases involving unusual and extenuating circumstances.

All students seeking re-entry after a course failure or withdrawal must follow the steps outlined under section II, "Process" below.

2. Temporary leave of absence

A temporary leave of absence for up to two (2) semesters from the Nursing program is an option for a student in good standing (i.e. passing theory and clinical) with proper documentation. Students may request a temporary leave of absence for the following reasons: the birth of a child, the student's own health condition or stressful event, military service, or to provide care to a family member (spouse, child, or parent) with a serious health condition. Other extenuating circumstances will be considered on an individual basis.

Guidelines:

- a. Re-entry into the Nursing program is dependent on space availability.
  - b. A temporary leave of absence may be granted only once.
  - c. Requests must be submitted in writing with supporting documentation to the Nursing Applicant Review Committee for review.
  - d. Completion of the remediation plan suggested by the faculty and/or Program Coordinator is highly recommended before re-entry.
3. Unsafe practice  

Students who fail a course due to unsafe practice will be evaluated for re-entry by the Nursing Applicant Review Committee with recommendations forwarded to the Dean of Nursing. Students must comply with the requirements set forth by the Committee before re-entering the program.
  4. Requests for re-entry must be in writing and sent via email.
    - a. The emailed letter should be submitted to the Nursing Applicant Review Committee through the Program Coordinator. The Program Coordinator's name and contact information can be found on the EPCC Nursing website.
    - b. The letter must include the student's name, date, signature, the preferred date of re-entry, the course requested, the student's identification number, current phone number(s), email address, and any documentation relevant to the student's situation and re-entry request.
    - c. Documentation must be provided showing the student has completed re-entry requirements from the Nursing Applicant Review Committee.
  5. Re-entry is based on space availability in the requested course and semester.

## **II. Process**

To provide a system for entry or re-entry into the Nursing program for generic and non-generic students who are defined as advanced placement, foreign, transfer, or transferring program students. The process will apply to re-entry of all generic students that enter the program via College Procedure FB-7 *Specialized Admission Requirements for Programs in Health Careers and Nursing*. All students seeking entry/re-entry into the Nursing program must follow the FB-10 procedure. This procedure includes entry/re-entry of non-generic students. Students must also comply with College Procedure EGA-7 *Scholastic Standards and Academic Progress*.

**A. Types of students eligible to seek placement into the Nursing program**

1. Generic students seeking re-entry
2. Students requesting advanced placement/transfer
3. Foreign graduates who need coursework prior to NCLEX testing
4. Licensed nurses who have disciplinary action or requirements from the Texas Board of Nursing
5. Nursing Graduates needing reeducation ((Texas Board of Nursing [BON] Rule 217))

**B. Withdrawal from the Nursing program**

1. A student will be required to withdraw or will be administratively withdrawn from the Nursing program if the student does not maintain a cumulative GPA of 2.0.
2. Theory and clinical courses are to be taken concurrently.
  - a. If a student withdraws from a theory course, the student must also withdraw from the corresponding clinical course.
  - b. If a student withdraws from a clinical course, the student must also withdraw from the corresponding theory course.
  - c. If a student passes clinical but fails the corresponding theory course, the theory course must be repeated separately.
  - d. A student who repeats a clinical course and has passed the corresponding theory course must audit the theory course in the same semester in which the clinical course is repeated.
  - e. If a student withdraws from a course that is a prerequisite for other courses, the student must also withdraw from those courses. All prerequisite courses must be passed with a “C” or higher for continuing enrollment.
  - f. Re-entry into a nursing course(s) after withdrawal is based on space availability in the requested course and semester.
3. Students may be withdrawn permanently from the Nursing program with no readmission/reentry allowed for:
  - a. Documented incidents of unsafe practice as defined in the Nursing Student Handbook.
  - b. Academic dishonesty (See College Catalog, Student Responsibilities and Code of Conduct).
  - c. Administrative reasons, such as new criminal charges or conviction or criminal charges or convictions not previously disclosed, and the revocation or surrendering of LVN license for students in the LVN-to-RN program.
4. A student withdrawing from the Nursing program due to an approved temporary leave of absence may return according to the established procedure (refer to Section I.B.3 of this procedure, FB-10 *Student Re-entry into the Nursing Program*).

**C. Re-entry to the Nursing program following withdrawal**

1. Re-entry pertains to students re-entering the Associate Degree Nursing (ADN) or Vocational Nursing (VN) program (excluding RNSG 1301 Pharmacology).
2. Students who fail a course due to unsafe practice will be evaluated for re-entry by the Nursing Applicant Review Committee with recommendations forwarded to the Dean of Nursing.

3. A student who has been out of the Nursing program for two (2) years or more will be required to reapply as a beginning student, which will require that the student re-rank, be admitted, and adhere to the specialized admission criteria (see College Procedure FB-7 *Specialized Admission Requirements for Programs in Health Careers and Nursing*). Students may only rank and be admitted into a program twice. No credit will be awarded for previous Nursing courses completed.

**D. Entry/Re-entry based on course failures or withdrawal**

1. All generic students seeking re-entry into the ADN Program or the VN Program will do so under the requirements in Section II, "Process," of this College Procedure (FB-10).
2. All other qualified students seeking entry into the Nursing program will do so through the appropriate procedure(s). Advanced placement/transfer students transferring Nursing courses and requesting credit for courses need to adhere to the following:
  - a. Nursing courses cannot be older than two (2) years old.
  - b. Lab Science and Pharmacology courses cannot be more than ten (10) years old.
  - c. All specialized admission requirements must be completed.
  - d. Credit for junior and senior courses completed at four-year universities cannot be awarded.
3. Students can re-enter the Nursing program after a course failure for a total of one time under the following guidelines:
  - a. First failure and/or withdrawal of a Nursing theory or clinical course:
    - (1) Students may be granted re-entry based on space availability with or without remediation and/or re-entry requirements.
    - (2) Requests for re-entry must be in writing and submitted via email to the Nursing Applicant Review Committee through the Program Coordinator. The Program Coordinator's name and contact information can be found on the EPCC Nursing website.
    - (3) Re-entry into specific courses is based on space availability. Students seeking re-entry will be ranked based on categories (See F.1.c below) and their cumulative GPA.
  - b. First-semester student with a Nursing course failure and/or withdrawal:
    - (1) Students who fail and/or withdraw from these first semester courses:

Students in either the Associate Degree Nursing or Vocational Nursing Program courses, RNSG 1208 or VNSG 1227, may choose to re-enter or re-rank into the Nursing Program. In this situation, there is no waiting period to re-rank. The failure will not count for re-entry purposes when the student re-ranks and is admitted for a second time into the program. However, a student can only re-rank and be readmitted into a program twice. If the student chooses to re-enter, a failure will count for re-entry purposes.
    - (2) Students who fail and/or withdraw from these first semester courses in theory and clinical:

Students in either the Associate Degree Nursing or Vocational Nursing Program courses RNSG 1260, RNSG 1413, VNSG 1323, VNSG 1160, VNSG 1402, or VNSG 1260 must apply to the Nursing Applicant Review Committee for reentry through College Procedure FB-7 *Specialized Admission Requirements for Programs in Health Careers and Nursing*.

c. Second theory or clinical course failure and/or withdrawal:

At the time of a second failure in any Nursing course, the student cannot re-enter the program. A student can only re-rank for the Nursing program and be readmitted one (1) time after the two (2) year waiting period has passed.

d. ADN students are REQUIRED to complete the program within four (4) calendar years. VN students are REQUIRED to complete the program within three (3) calendar years.

e. ADN students who request transfer to the VN program after a course failure will not take their course failure history with them; this includes the VN spin-off in the summer. Prior to transfer, recommendations/requirements from the Nursing Applicant Review Committee (if any) must be completed. Transfer is on a space-available basis. A student must submit a letter to the Nursing Applicant Review Committee requesting the transfer. Current VN students have priority for reentry into the VN program over students transferring from the ADN program.

**E. Student Application Process and Criteria to Apply for Entry/Re-entry**

1. Students seeking re-entry into the Nursing program after exiting a Nursing course for any reason must complete a *Student Exit Data Form* with the course coordinator or Program Coordinator. The initiator will forward a copy of the form to the Chair of the Nursing Applicant Review Committee, the Program Coordinator, and the Dean of Nursing. The student will receive a copy of the form and a copy will be included in the student's file.

If a student is not present to sign the *Student Exit Data Form* at the time it is completed, the form will be completed by the Course Coordinator or Program Coordinator. The form will be forwarded to the Program Coordinator, the Chair of the Nursing Applicant Review Committee, and the Dean of Nursing. A copy of the form will be included in the student's file.

2. Non-generic students seeking entry into the Nursing program must do so through the Nursing Counselor, who, in turn, works with the Nursing Applicant Review Committee and/or Program Coordinator for their placement into a Nursing program in the appropriate semester, based on space availability.
3. Students must submit a letter requesting re-entry into a specific program, to the Chair of the Nursing Applicant Review Committee, through the Program Coordinator, after the minimester/semester in which the student has exited the program. It is the student's responsibility to meet degree plan requirements.
4. Students must adhere to the Nursing degree plan as specified in the EPCC College *Catalog* for the semester/year that entry/re-entry is sought. If the degree plan is different from the original one under which the student was admitted, or if it comes from another institution, it is the student's responsibility to meet the new requirements and meet with the Nursing Counselor.
5. Once the Nursing Applicant Review Committee receives the following materials, a meeting will be scheduled to evaluate all files of the students requesting entry/re-entry. The committee meets two to three times per year and as needed. The files will include:
  - a. *Student Exit Data Form* or *Advanced Placement Form*
  - b. Letter requesting re-entry and/or non-generic student requests for placement into a Nursing program.
  - c. Course history obtained from Counseling
  - d. Transcripts, as appropriate
  - e. Any documentation the student submits and feels the committee should review related to their case

After deliberation, re-entry students will be notified by email of any requirements/recommendations made by the Committee that need to be completed prior to re-entry. The student will provide the Nursing Applicant Review Committee with documentation on completed requirements and of the desire to re-enter the Nursing program.

6. After ascertaining that the applicants are qualified by satisfactorily completing the requirements, the committee will place students within each category (See F.1.c.) by their current cumulative GPA. If more than one candidate has the same cumulative GPA, the GPA for the last semester in which the student enrolled in Nursing courses will be used to determine placement. Students re-entering the program will be notified by email when a space is available. A non-generic student's entry will be considered upon completion of prerequisites and space availability.
7. It is the student's responsibility to keep all contact information current at the admissions/registrar's office and with the Nursing Clinical Compliance Coordinator or designee.

## **F. Placement into the Nursing program**

### **1. Entry/Re-entry**

- a. A non-generic student's entry will be based on the completion of the prerequisites for the program/course, and whether the student is in good standing with the College.

Non-generic students:

- (1) Nursing courses cannot be more than two (2) years old to transfer into the Nursing program at EPCC.
  - (2) Lab Science and Pharmacology courses cannot be more than ten (10) years old.
  - (3) All specialized admission requirements must be completed.
- b. Re-entry priority will be based on the student's reasons for leaving the program/course, cumulative GPA, and the conditions specified for re-entry.
  - c. The following priority guidelines are used to determine an applicant's placement for available openings within specific courses:

#### **(1) CATEGORY I**

A student withdrawal from the Nursing program due to an approved temporary leave of absence. (Refer to Section I.B.2, of this College Procedure, FB-10 *Student Re-entry into the Nursing Program.*)

#### **(2) CATEGORY II**

- a) Advanced Placement/transfer applicants passing with a minimum grade of "C" in all nursing courses when leaving his/her former program. An adjusted GPA will be used for advanced placement/transfer students. In addition, advanced placement/transfer students must submit a letter(s) of good standing from all Nursing programs where they were previously enrolled, with an original signature on institutional letterhead from the former programs.
- b) Generic students that left the program for an extended period of time not longer than two (2) years, with no previous course failures. The students must have completed any recommendations/requirements prior to re-entry. The students must meet all admission criteria and academic requirements.
- c) Graduates of a foreign nursing program.
- d) Foreign graduate nurses requiring courses specified by the Texas Board of Nursing (BON), including re-education.

- e) Registered Nurses or Vocational Nurses who have received Board Orders for disciplinary action from the Texas BON.
- f) Students requesting re-education per BON.

(3) **CATEGORY III**

- a) Generic students with course failures or course withdrawals.
- b) Students who have entered the Nursing program from category I or II and then failed or withdrew from a Nursing course.

(4) **CATEGORY IV**

Advanced Placement/transfer applicants who have failed any Nursing course that they were enrolled in before leaving their former program (transfer failing students). Advanced placement/transfer students must submit a letter of good standing from any former Nursing program they attended previously, with original signatures on institutional letterhead. Entry into the program is based on space availability. Advanced placement/transfer students transferring nursing courses and requesting credit for them, must adhere to the following:

- a) Nursing credits cannot be over two (2) years old.
- b) Lab Sciences and Pharmacology courses cannot be over ten (10) years old.
- c) All specialized admission requirements must be completed.

The Nursing Applicant Review Committee will review the files of all applicants requesting entry and re-entry into the Nursing program.

**G. Appeals Process**

1. The student may appeal any requirements/recommendations of the Nursing Applicant Review Committee or any denials or delays in re-entry to the Nursing Applicant Review Committee.

Appeals regarding the denial or delay of re-entry, or the terms of the requirements given by the Nursing Applicant Review Committee for re-entry or advanced placement/transfer student must be made in writing via email to the Nursing Applicant Review Committee within thirty (30) calendar days of the receipt of the emailed letter with the requirements for entry/re-entry.

2. If the student feels the Nursing Applicant Review Committee's resolution is not satisfactory, the student may appeal the committee's decision in writing via email to the Dean of Nursing.
  - a. The appeal process must occur within fifteen (15) calendar days of the receipt of the notification.
  - b. The Dean of Nursing will discuss the appeal with the Nursing Applicant Review Committee. The Dean will either affirm or reverse the recommendation of the Nursing Applicant Review Committee. The student will be notified of the decision by the Dean by email. The decision of the Dean of Nursing is final and cannot be appealed in situations involving unsafe practice.
  - c. Appeals regarding the Dean's decision in a situation not involving unsafe practice must be made in writing to the Vice President of Instruction and Workforce Education, within fifteen (15) calendar days of receipt of the Dean's decision. Upon review of all documentation, the Vice President of Instruction and Workforce Education will either affirm or reverse the decision of the Dean. The decision of the Vice President of Instruction and Workforce Education will be final.