

Request for Reinstatement Form

Deadlines for Reinstatement Applications: (It is suggested you keep a copy of this Reinstatement Request form for your records.)

If the student has been out for one semester or more, the reinstatement request must be received by 5:00 p.m. two weeks prior to the final week of the current semester.

If a student is applying during the current semester, the reinstatement request must be received by 5:00 p.m. on the Friday before the final exam of the current semester.

Student Information	
Student Name:	Student ID #:
Phone Number:	Email Address:
Requested Reinstatement Courses (check one Theory and one Clinical course only)	Student Request
NUR251 - Fundamentals in Nursing	
NUR252 - Clinical practice for NUR 251	
NUR255 - Medical-Surgical Nursing I	
NUR256 - Clinical Practice for NUR 255	
NUR258 - Psychiatric/Mental Health Nursing	
NUR259 - Clinical Practice for NUR 258	
NUR260 - Family-Child Nursing	
NUR261 - Clinical Practice for NUR 260	
NUR262 - Maternal-Newborn Nursing	
NUR263 - Clinical Practice for NUR 262	
NUR264 - Advanced Medical-Surgical Nursing	
NUR265 - Clinical Practice for NUR 264	
NUR266 - Leadership	
NUR267 - Clinical Practice for NUR 266	
Requested Academic Term	Student Request
Fall	
Spring	
Year of Requested Academic Term (please write in an answer, ex: 2023)	
Last Academic Term Completed in the PVC RN Program (please write in answer, ex: Fall 2023)	
Last PVC RN Program Course completed with a passing grade (Choose One)	Student Request
Not Applicable (Choose only if did not complete any PVC RN Programs successfully)	
NUR251 - Fundamentals in Nursing	
NUR252 - Clinical practice for NUR 251	
NUR255 - Medical-Surgical Nursing I	
NUR256 - Clinical Practice for NUR 255	
NUR258 - Psychiatric/Mental Health Nursing	
NUR259 - Clinical Practice for NUR 258	
NUR260 - Family-Child Nursing	
NUR261 - Clinical Practice for NUR 260	
NUR262 - Maternal-Newborn Nursing	

NUR263 - Clinical Practice for NUR 262	
NUR264 - Advanced Medical-Surgical Nursing	
NUR265 - Clinical Practice for NUR 264	
NUR266 - Leadership	
NUR267 - Clinical Practice for NUR 266	
<i>By signing the Request for Reinstatement form I understand that reinstatement is subject to available space and my score on the reinstatement criteria. I also understand that the prioritization of the reinstatement request is explained/defined in the PVC RN Program Student Handbook.</i>	
Print Student Full Name:	
Signature:	Date:

Criteria for Student Reinstatement Placement

Directions: Assign the appropriate score for each criterion. Only one score per section should be listed.

Student Name:	Date:
Last Successful Completed RN Program Course:	Academic Term:
Requested RN Program Course Reinstatement:	Requested Academic Term Start:

Choose One Criterion	Section I PVC RN Program Course Completion	Points Possible	Student Points
	Student assigned an "incomplete" for a semester.	100	
	Student initiated voluntary withdrawal, in good standing maintaining a minimum theory score of at least 75% and meeting all clinical objectives at the time of withdrawal.	85	
	Involuntary withdrawal is related to unsatisfactory theory performance throughout or at end of the course. The theory score is less than 75% but greater than 72%.	15	
	Involuntary withdrawal is related to unsatisfactory theory performance throughout or at end of the course. The theory score is less than 72% but greater than 70%.	10	
	Involuntary withdrawal is related to unsatisfactory theory performance throughout or at end of the course. The theory score is less than 70%	5	
	Involuntary withdrawal is related to unsatisfactory clinical performance throughout or at end of the course.	5	
Choose Criterion if applicable	Section II Resilience	Points Possible	Student Points
	Received a passing grade (75% or >) on the comprehensive exam	5	
Choose Criterion if applicable	Section III Determination	Points Possible	Student Points
	Completed all course work assigned to date	5	
Choose One Criterion	Section IV Clinical Performance	Points Possible	Student Points
	Completed clinical objectives without a Performance Evaluation Form (PEF)	10	
	Met clinical objectives after meeting criteria in PEF	5	
	Did not successfully meet all clinical objectives	0	
Choose One Criterion	Section V Professional Behavior	Points Possible	Student Points
	No PEF or SSC for unprofessional conduct	10	
	One PEF and/or SSC for unprofessional conduct with sustained correction of issue	5	
	Two or more PEFs and/or SSC for unprofessional conduct	0	

Choose One Criterion	Section V Attendance	Points Possible	Student Points
	No missed clinical or theory classes	10	
	Only one Absence in theory or Clinical	5	
	Met minimum standard of the program attendance policy	2	
	Absences exceeded minimum standard of the program attendance policy	0	
Choose Criterion if applicable	Section VI Resource Utilization	Points Possible	Student Points
	Took initiative to use resources and followed up on faculty recommendations from PEFs/SSCs /other at the time of exit	5	
THIS SECTION IS COMPLETED ONLY IF THE STUDENT HAS NOT BEEN REINSTATED THE NEXT CONSECUTIVE ACADEMIC TERM			
Choose Criterion if applicable	Section VII Other	Points Possible	Student Points
	Demonstrates evidence of remediation plan completion, e.g., taking a pharmacology class, dosage calculations, personal counseling, tutoring, etc.	5	
	Student was denied previous acceptance due to unavailability of space. Students will be given additional 5 pts for each semester denied. Maximum Points 15	5	

Faculty Signature: _____

Date: _____

Program Exit

If the student exits before the end of the semester, it is the student's responsibility to officially withdraw from the course by contacting Admissions and Records. The student will then need to complete the two-step Exit Interview procedure, including meeting with the faculty member first and then follow through with an appointment with the Program Director/Coordinator. All facility badges must be returned to faculty.

Students must schedule an exit interview with the program director/coordinator within one week of leaving the program to develop an SSC for remediation and reinstatement.