

# College of DuPage

## Associate Degree Nursing Program Readmission Packet

Students who have been admitted to the Associate Degree Nursing (ADN) Program in the past and withdrew or earned a grade of less than “C” may be eligible for readmission on a space-available basis.

Students seeking readmission should be aware of the following guidelines from the College of DuPage Associate Degree Nursing Program Student Handbook.

### Readmission Policy

1. A student who *withdraws passing (grade of “C” or higher in course at time of withdrawal)* will not be penalized. A student who withdraws passing may be granted two readmissions on a space available basis. The readmission must occur within two calendar years of the withdrawal.
2. Students who *withdraw failing (grade below “C” at the time of withdrawal)* or receive a grade below a “C” in a C.O.D. Associate Degree in Nursing course may be granted one readmission on a space available basis. The readmission must occur within one calendar year of the initial withdrawal. Requests for readmission will be reviewed on an individual basis. In addition, the student must complete the following steps to be considered for readmission:
  - a. Submit a letter requesting readmission to the C.O.D. Associate Degree Nursing Admission Committee.
  - b. Submit a formal plan for success in the nursing program.

Upon satisfactory completion of these steps, the student will be interviewed by the members of the admission committee. Upon review of the student plan for success and completion of the interview, the admission committee will determine whether the student is a candidate for readmission.

3. Students seeking readmission must have a current GPA of 2.0 or higher in C.O.D. Associate Degree in Nursing/general education courses.
4. Students seeking readmission may be required to complete additional courses to prepare them for success prior to or concurrent with the first re-entry C.O.D. Associate Degree in Nursing course. If the student is not able to re-enter the program when the letter of re-admittance is sent, a new letter of intent must be submitted.

Students seeking to apply for readmission must submit an application (attached) to the Admissions office and pay a \$50 non-refundable application fee. The student must also contact a faculty member who serves on the Nursing Admissions Committee for advising (see below for list of faculty members). **It is imperative that contact be made with one of the faculty members listed below within one week of the withdrawal/failure of a nursing course.** An advising session will be scheduled at that point of contact.

If admission is granted, applicants for readmission are responsible for meeting the following requirements of the ADN Program:

- 1) Completion of the health requirements for the ADN Program and clinical agencies
- 2) Completion of the criminal background check
- 3) CPR for Healthcare Providers (American Heart Association) or Professional Rescuer (American Red Cross). The CPR card must expire after the student’s projected date of ADN Program completion.

College of DuPage Associate Degree Nursing Program Admissions Committee Members (nursing faculty)

Dr. Robert Berry [berryr@cod.edu](mailto:berryr@cod.edu)  
Janice Miller [millerja@cod.edu](mailto:millerja@cod.edu)  
Maureen Waller, Chair [waller@cod.edu](mailto:waller@cod.edu)

## **CRIMINAL BACKGROUND CHECK INFORMATION**

All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program.

A student with a positive background check containing disqualifying conditions as defined by Illinois State Law (225ILCS46/25) will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure in Diagnostic Medical Imaging Radiography. The disqualifying conditions are listed below:

## **DISQUALIFYING CRIMINAL CONVICTIONS**

Criminal convictions (both felonies and misdemeanors) that disqualify (which means a person cannot work in a direct patient care position with these convictions) an individual from working in a direct care position include:

- Battery,
- domestic battery, aggravated battery
- Assault
- Forgery
- Receiving or using a debit or credit card of another, without permission
- Financial identity theft
- Theft, retail theft
- Robbery, armed robbery, aggravated robbery
- Burglary, residential burglary
- Armed violence
- Criminal trespass to a residence
- Financial exploitation of an elderly or disabled person
- Murder, homicide, manslaughter
- Kidnapping, child abduction
- Unlawful restraint, forcible detention
- Indecent solicitation of a child, sexual exploitation of a child
- Tampering with food, drugs or cosmetics
- Aggravated stalking
- Home invasion
- Sexual assault, sexual abuse
- Endangering the life or health of a child
- Abuse or gross neglect of a long-term care facility resident
- Criminal neglect of an elderly person
- Ritual mutilation, ritualized abuse of a child
- Vehicular hijacking, aggravated vehicular hijacking
- Arson, aggravated arson or residential arson
- Unlawful use of a weapon
- Manufacture and delivery of controlled substances (drugs) or cannabis (marijuana)
- Possession with intent to deliver (either drugs or marijuana)
- Illegally receiving, selling or using credit or debit cards

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

**College of DuPage**  
**Health Sciences Programs**  
**POLICY FOR PROFESSIONAL CONDUCT AT CLINICAL SITES**  
Revised SPRING 2008

Socialization of students to appropriate professional conduct is a significant component of the Health Sciences Programs of College of DuPage (the "Programs"). Students in the Programs are expected and required to be reliable and competent, exercise sound judgment, act with a high degree of personal integrity, represent College of DuPage (the "College") in a respectful manner, and observe all the rules and regulations of the clinical sites to which they are assigned. Students also have a responsibility to protect the welfare and safety of the patients/clients for whom services are being provided.

In accordance with these expectations, when assigned to clinical sites, students in the Programs must adhere to the following Policy for Professional Conduct. This Policy is in addition to the Student Code of Conduct outlined in College catalogs and/or policy. The Policy of Professional Conduct includes, but is not limited to:

1. Providing competent and reliable services to patients/clients using sound judgment and discretion. Students are expected to:
  - a. be on time
  - b. refrain from excessive absenteeism
  - c. remain in assigned work areas, leaving only with permission
  - d. not leave patients unattended
2. Demonstrating respect and courtesy to patients/clients and their families
3. Demonstrating respect and courtesy to instructors, supervisors and all other members of the health care provider team at the site
4. Cooperating with faculty, staff and peers without insubordination
5. Providing care and/or services on a non-discriminatory basis
6. Performing only procedures and/or services authorized by supervisor(s) in accordance with accepted professional standards.
7. Observing the rules and regulations of all clinical facilities, including (but not limited to):
  - a. Proper use of equipment and other property
  - b. Not removing property of clinical facilities
  - c. Not distributing, possessing, and/or being under influence of illegal drugs or controlled substances,
  - d. Not possessing and/or being under the influence of alcohol
  - e. Complying with drug testing and criminal background checking requirements
  - f. Not possessing or using any type of weapon
8. Maintaining the confidentiality of patient/client information in accordance with recognized professional and institutional rules; without unauthorized release and/or misuse of patient/client information or institutional data
9. Maintaining proper dress, appearance, hygiene and decorum in accordance with the standards set by the program, clinical site, and professions
10. Complying with the ethical and professional standards set by the profession and the Programs, including (but not limited to):
  - a. Never taking prescription blanks or writing prescriptions
  - b. Never falsifying documents regarding student performance or the care of patients

The penalty for violating the Policy for Professional Conduct will be discipline up to and including suspension or dismissal from the Programs. Due to the sequential design of the curriculum in most Health Sciences programs, any period of suspension or dismissal may result in a delay in program completion.

If the disciplinary action is suspension or dismissal from one of the Programs, the student may appeal that disciplinary action to the Health Sciences Professional Conduct Review Board within 10 days of the discipline imposed. This appeal must be in writing using the Request for Professional Conduct Review form available in the Health and Science Division office. The form must be submitted to the Associate Dean for Health Sciences.

The student will not be permitted to participate in the Programs during the appeal process. The appeal will result in a hearing before the Health Sciences Professional Conduct Review Board, comprised of faculty from other C.O.D. Health Sciences programs within 30 days of the date the appeal is filed with the Associate Dean. Both the student and faculty involved in the disciplinary action may make an oral presentation to the Board in addition to written comments. There is no further appeal; the decision of the Board is final. If the decision to dismiss or suspend a student from a Program is upheld, no refund of tuition or fees or equipment or books will be provided.

College of DuPage Health Services will perform drug testing at the student's expense. Drug testing will precede clinical experience in all cases and will be required prior to admission in some programs. Positive results on a drug screen or misrepresentation regarding drug use will lead to immediate dismissal from the Programs. Criminal background checks are performed at the student's expense, and are required for many Programs prior to admission. Positive results will be handled by individual program faculty, as per program policies.

**COLLEGE OF DUPAGE**  
**APPLICATION FOR READMISSION TO THE ASSOCIATE DEGREE NURSING**  
**PROGRAM**

Curriculum Code: 3156

**PLEASE RETURN THIS TO: Health Sciences Admissions Office, SRC 2046**  
College of DuPage, 425 Fawell Blvd., Glen Ellyn, IL 60137

Name \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Previous or Other

Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street City State Zip

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Telephone (daytime) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If employed in health care, please list facility name \_\_\_\_\_

Email address: \_\_\_\_\_

Requested semester/year of readmission \_\_\_\_\_ / \_\_\_\_\_

Nursing completed with a grade of C or better: NUR 1104 \_\_\_\_\_

NUR 1105 \_\_\_\_\_

NUR 1206 \_\_\_\_\_

NUR 1207 \_\_\_\_\_

NUR 1208 \_\_\_\_\_

NUR 2109 \_\_\_\_\_

NUR 1210 \_\_\_\_\_

**ACKNOWLEDGEMENT**

I acknowledge receipt of the Health Sciences Programs' Policy for Professional Conduct. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in my suspension or dismissal from the Programs. I understand that I will not receive a refund of tuition or fees or for books, supplies or equipment purchased should I be dismissed from the Programs for violating this policy.

Also, I give my permission to the Health Sciences Admissions office to request adviser copies of my College of DuPage transcripts for admission and retention purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

**ADN Program (Readmission) 2010**  
**Cashier's Office**

**Code 3156**

If you have completed an application for admissions into the ADN program, the next step is to submit a non-refundable \$50 application fee to the Cashier's office, SRC 2049A, at College of DuPage with the top portion of this page. The non-refundable \$50 fee must be paid before submitting the Audit Form (the bottom portion of this page) to the Records office.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Social Security Number

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(Cut Here)

**Health Science Adviser Audit Form 2010**  
**Records Office**

**Code 3156**

**College of DuPage**

**ADN Program (Readmission)**

This Adviser Audit Form is a formal request to have your transfer credits and high school credits evaluated and/or sent to the Health Sciences Admissions office, SRC 2046H, for ADN program from the C.O.D. Records office.

**IMPORTANT:** Complete and return this form **AFTER** your transfer credits and high school credits have arrived at the C.O.D. Records office. To verify arrival of transcripts, contact the Records office at (630) 942-3938.

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student Name: \_\_\_\_\_ Previous Name(s): \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

**(If needed)** Name of High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Name Colleges/Universities/ACE/Military transcripts to be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETURN THIS FORM TO:**

**College of DuPage  
Records Office (SRC 2015)  
425 Fawell Blvd.  
Glen Ellyn, IL 60137**