



## Readmission Policy

All courses in the Nursing Curriculum (RN and PN) must be taken in sequence. Students enrolled in nursing courses whose studies are interrupted and wish to re-enter the program must re-apply for the next class or course with current students.

The following will be put into consideration:

1. Students will be re-admitted into the program as space is available.
2. Requests for readmission must be received one quarter before intended readmission.
3. All readmitted students must abide by the curriculum, policies and procedures currently being administered by the program and the school.
4. Due to the time interval between leaving the program and re-entry, Richard Medical Academy requires the date of departure from the program be set at six (6) months or less the student can re-enter and repeat the course/clinical he/she failed without repeating the entire quarter.
5. If the student has left the program for greater than six (6) months and up to a year, the student will re-apply and repeat the entire quarter if the course has available space.
6. If the student has left the program for one (1) year or longer, the student will be required to re-apply to Richard Medical Academy and re-enter from the start, beginning with Quarter 1.
7. The policy and procedure mentioned is subject to Program Administrator approval upon meeting with the candidate (student) then forward the supportive documentation to the Admission Committee for final approval.
8. Students dismissed from the program for academic reasons may reapply to the program one time.
9. Students dismissed for code of conduct violations (behaviors) will not be eligible for readmission.
10. Option to repeat a course - All readmission applications to the nursing programs must be thoroughly evaluated and approved by the Program Administrator before admission will be granted.
  - a. A student receiving a failing grade ("F") in a course may apply to repeat the course. The subsequent grade earned in the repeat course will replace the original failing grade.
  - b. If a student fails any course offered in a quarter, they may not progress to the next quarter until the failed course is successfully passed. Classes may be repeated one time only.
  - c. Criteria - These guidelines must be followed regarding repeating a course:
    - i. The student must file an Option to Repeat a Course letter with the Program Administrator.
    - ii. Only students receiving a failing grade are eligible to repeat a course and have the grade replaced.



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- iii. The last grade always prevails and the original grade is removed from the GPA computation, however, the original grade remains a part of the official transcript.
- iv. Class size will be a factor in repeating a failed course.
- v. Classes may be repeated only one time.