

Joseph F. McCloskey School of Nursing

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Date: 6/2024, revised 8/2026	Readmission #102	Pages: 1 of 4
Reviewed: 6/23 6/24 6/25	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Administrative Committee

PURPOSE

To allow qualified former students an opportunity to re-enter the Joseph F. McCloskey School of Nursing.

SCOPE

Former students seeking readmission into the Lehigh Valley Hospital-Schuylkill Joseph F. McCloskey School of Nursing (JFMSON).

DEFINITIONS

Former student: a person who was previously enrolled at the school and wishes to re-enter the nursing program.

POLICY

Former students seeking readmission must have financial clearance to reapply to the school and must meet all general and program-specific requirements outlined below. Readmission is not guaranteed.

PROCEDURE

The Administrative Committee will base its readmission decision on the reason for prior withdrawal from the program, previous academic and clinical performance, admission and programmatic changes since prior enrollment, educational coursework beyond the previous enrollment, and space available in the program.

- Former students must achieve financial clearance by paying any unpaid balance owed to the school before their application can be processed for readmission.
- Apply and pay the application fee. The application fee is non-refundable and remains valid for one year, through the next open admissions cohort. Once an applicant's file has become inactive, the applicant must reapply. Students seeking readmission should be aware of application timelines.
- Submit a letter of intent detailing a clear readmission plan for success that provides convincing evidence that the circumstances leading to prior withdrawal have been addressed. The letter should be given to the Admissions Office.
- Correct any general education course failure(s) from previous enrollment.

- Meet the standard admission requirements in place at the time of application submission. This may require additional college-level coursework to strengthen the application.
- Forward any additional documentation required at the discretion of the Administrative Committee, based on individual circumstances.
- All considerations for readmission, repeating, and progression after readmission are based on space availability for qualified applicants.

Readmission is not guaranteed and, if granted, is a one-time-only occurrence, with no exceptions. The 2026-27 student handbook states the same rule. Former students should contact Admissions before applying for readmission.

- Former students seeking re-entry may resume the previous program curriculum if the courses are offered and a seat is available. If a curriculum change has occurred since the original start date, former students may be required to reapply as new students under the revised program curriculum.
- Decisions on curriculum placement will be based on individual circumstances. The Administrative Committee will evaluate the applicant's readmission portfolio. Readmitted students may be required to enroll in or audit previously passed courses as part of a readmission plan for success (see the Student Auditing of Courses Policy).
- Former students who have been out of a clinical course for more than two years and who are eligible for readmission consideration must retake all nursing courses.
- A former student being considered for readmission may be placed on academic probation and will be expected to meet the probationary requirements during that time.
- A readmitted student will be required to work with the Student Success Specialist to create and implement an academic success plan. Any additional course failure or dismissal for any reason will result in permanent dismissal from the program.

Final Readmission into the Nursing Program

- Final readmission will be communicated in writing to successful applicants by the Admissions Office.
- Students are expected to meet all post-acceptance requirements in place at the time of readmission. Readmitted students who fail to meet these requirements will have their admission offer revoked.

Associated forms: Student Readmission Checklist (Form 102-A) and Student Readmission Acknowledgement Form (Form 102-B). Both forms are required components of the readmission application and are attached to this policy.

REVIEW and APPROVAL

This policy is reviewed annually by the Administrative Committee.

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Form 102-A: Student Readmission Checklist - Policy #102

Readmission Policy #102. Return this checklist and all required documents to the Admissions Office.

All items below must be completed before submitting a readmission application. An email, phone call, or verbal request to re-enroll does not initiate the readmission process.

Student Name: **Date of Application:** **Student ID:** **Prior Enrollment Dates:** **STEP 1: BEFORE YOU APPLY**

- ☐ Contact the Admissions Office. Required before submitting any materials.
- ☐ Achieve financial clearance. All balances owed to the School of Nursing, Lehigh Valley Health Network, or Jefferson Health, including any tuition waiver or work agreement obligations, must be satisfied in full. Admissions will confirm clearance. This requirement cannot be waived. Applications will not be processed until clearance is confirmed.

STEP 2: SUBMIT YOUR APPLICATION

- ☐ Complete and submit the official readmission application form, available from the Admissions Office or the school website.
- ☐ Pay the non-refundable application fee. Valid for one year toward the next open cohort. If the file becomes inactive, the student must reapply and pay the fee again.

STEP 3: REQUIRED SUPPORTING DOCUMENTS

- ☐ Readmission plan statement. Must address the circumstances that led to prior withdrawal or failure and explain specifically what has changed.
- ☐ Evidence that prior course failures have been remediated: transcripts showing successful completion of any previously failed general education courses.
- ☐ Documentation confirming current admission requirement compliance. Additional coursework may be required.
- ☐ Any additional materials requested by the Administrative Committee.

STEP 4: CLINICAL COURSE ABSENCE

- ☐ Confirm length of absence from clinical coursework. Absence from a clinical course for more than two years requires retaking ALL nursing courses upon readmission.

STEP 5: ACKNOWLEDGEMENT FORM

- ☐ Sign and return the Student Readmission Acknowledgement Form (Form 102-B) with all other materials. It will be retained in the student file.

Student Signature: **Date:**

Return this checklist and all required documents to the Admissions Office. Contact the Admissions Office before submitting any materials.

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Form 102-B: Student Readmission Acknowledgement - Policy #102

Readmission Policy #102. Submit with the Readmission Checklist (Form 102-A).

By signing below, I confirm that I have read and understand the conditions of readmission to the Joseph F. McCloskey School of Nursing. I understand this signed form will be retained in my permanent student file.

Student Name: **Date:** **Student ID:** **Prior Enrollment Dates:**

- ☐ **FINANCIAL CLEARANCE.** I understand that any balance owed to the Joseph F. McCloskey School of Nursing, Lehigh Valley Health Network, or Jefferson Health, including any outstanding tuition waiver or work agreement obligations, must be satisfied in full before my readmission application can be processed. This requirement cannot be waived or deferred.
- ☐ **READMISSION IS NOT GUARANTEED.** I understand that the Administrative Committee will review my application based on my prior withdrawal reason, academic and clinical record, current program requirements, and available space.
- ☐ **ONE-TIME READMISSION.** I understand that readmission is a one-time opportunity and that I will not be eligible for readmission a second time.
- ☐ **NURSING COURSE FAILURE AFTER READMISSION.** I understand that readmission is my final opportunity to complete the nursing program at JFMSON and that any failure of a nursing course after readmission will result in my immediate and permanent removal from the program.
- ☐ **CURRICULUM AND PLACEMENT.** I understand that my curriculum placement will be determined by the Administrative Committee, that I may be required to enroll in or audit previously passed courses, and that if the curriculum has changed since my original enrollment I may be required to apply as a new student under the updated curriculum.
- ☐ **CLINICAL COURSE REQUIREMENT.** I understand that if I have been absent from a clinical nursing course for more than two years, I must retake all nursing courses upon readmission, regardless of prior performance.
- ☐ **POST-ACCEPTANCE REQUIREMENTS.** I understand that readmission is not final until all post-acceptance requirements are met and that failure to meet them will result in revocation of my admission offer.
- ☐ **FORMAL APPLICATION PROCESS.** I understand that an email, phone call, or verbal request to re-enroll does not constitute a readmission application. I must complete all steps outlined in the Readmission Checklist and Policy #102.

Student Signature: **Date:** **Printed Name:** **Student ID:**

Retain original in student file. Provide copy to student.