

**Department of Nursing**  
**Drop/Withdrawal/Departure Form No. 002.1**

**Departure Form Policy and Procedure Acknowledgement:**

**All students are allowed to repeat one nursing core course while enrolled in the Associate Degree Nursing program (Policy/Procedure 004.0).** Any enrollment and subsequent withdrawal from a nursing core course will be applied towards this repeat policy. Therefore, a second failure or withdrawal from any nursing core course will result in discontinuation of progression and permanent suspension from the program.

Student ranking for readmission/re-entry into the Associate Degree Nursing program is calculated based upon a combination of standing (good/not in good), core nursing GPA, and the reason for withdrawal at the time of departure (Policy/Procedure 002.0). **Any student who does not have a minimum 2.0 GPA in all nursing core coursework at the time of departure will not qualify for readmission/re-entry (Policy/Procedure 002.2).**

Additionally, and thereafter, students must earn a minimum 75% grade in core course in semesters I through IV (Policy/Procedure 005.0).

**It is the student's responsibility to complete and submit withdrawal forms to the Registration Office.** The deadline for withdrawals is published in the class schedule each semester. Failure to submit this form will result in a grade of "NC" or "F". **Students must return all name badges upon departure to be eligible for readmission/re-entry.** Any student who requests to depart or withdraw from the program must also meet with the Director of Nursing within 10 business days.

Any individual with a failure, no show, or withdrawal from a course in the nursing program and is seeking to be readmitted must comply with the required steps as outlined in the Student Handbook and Nursing Program Readmission/Re-entry Policy 002.0. **Readmission is not guaranteed, and is dependent upon space availability and full faculty approval.** Readmission to the program will only be available to returning/transfer students whom have been out of the program for two semesters or less (Policy/Procedure 002.3). **If a student has been out of the Associate Degree Nursing Program for more than two semesters, they are invited to re-apply as a new student.**

**I have read and agree to the aforementioned policies and conditions regarding the withdrawal from, repeat of, and/or re-entry into any Nursing Department Associate Degree Nursing program core course.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Original – Nursing Office*    cc –  *Student*     *Instructor*  
*Rev. 5/19/2016*



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Petition to:
Request Readmission [ ]
Repeat a Course [ ]

[ ] Generic Student [ ] LVN/RN Step-up Student [ ] Transfer student

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Nursing Course: \_\_\_\_\_ Clinical Day/Time: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Semester Level: [ ] 1st [ ] 2nd [ ] 3rd [ ] 4th

Reason for Departure:

[ ] Mid / [ ] End of Course Failure: [ ] Academic [ ] Practicum
[ ] Gross Negligence/Dishonesty/Unsafe Practice [ ] Other

Current Theory Instructor: \_\_\_\_\_ Grade at time of departure: \_\_\_\_\_

Current Clinical Instructor: \_\_\_\_\_ Grade at time of departure: \_\_\_\_\_

Instructor Comments: \_\_\_\_\_

Recommendations for Success:

[ ] Student creates and submits remediation plan [ ] Learning Center / Tutor
[ ] Other: \_\_\_\_\_

Student's Re-entry Plan:

[ ] Plans to re-enter \_\_\_\_\_ Anticipated Date of Return: Spring Fall Year: \_\_\_\_\_
[ ] No plans to return [ ] Not Eligible [ ] Unknown

[ ] Met with Director of Nursing [ ] Clinical Agency Notification Complete
[ ] Returned Badges # \_\_\_\_\_ [ ] Petition & Letter of Request Completion
Due Date: \_\_\_\_\_

Director Comments: \_\_\_\_\_



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**Ranking Calculation:**

*Ranking Procedure based upon the Yuba College Nursing Program Readmission/Re-entry Policy No. 002.0*

Program standing at the time of Departure:  Good Standing  Not in Good Standing

Ranking level at time of departure: \_\_\_\_\_

Cumulative GPA - Core Nursing Courses:

Semester(s) Taken	Core Course	Grade Value(s)		Credits		Departure Grade Points
	N26		x	2 or 3	=	
	N36		x	3 or 4	=	
	N37		x	2	=	
	N1		x	4.5	=	
	N2		x	7	=	
	N22		x	3.5	=	
	N3		x	5	=	
	N21		x	3.5	=	
	N4A		x	3.5	=	
	N4B		x	3	=	
	N33		x	4	=	
Departure GPA (Grade Points/Credits)			Credit Total		Point Total	

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Nursing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Original – Nursing Office** cc –  Student  Instructor  
 Rev. 5/19/2016