COLLEGE OF DUPAGE

Nursing Program

Associate of Applied Science Degree

Spring 2027 - Readmission

Two application cycles per year
Program starts only in the Spring & Fall semester
Program is in-person only and admits approximately 80 students per cycle

Application Deadline: November 5, 2026 at 5 p.m.

Health Science Division Refund Policy
Health Science students acknowledge that program-related expenses are non-refundable if they voluntarily withdraw or are dismissed from the program for any reason. Non-refundable expenses include, but are not limited to, program application costs, tuition, laboratory fees, malpractice insurance, clinical site software account fees, health and clinical compliance requirements, Medical Document tracking software account fees, uniforms/scrubs, textbooks, supplies, and other expenses associated with enrollment or participation in the Health Science Program.

By accepting admission or registering for the program, students acknowledge their financial responsibility for these expenses and understand that withdrawal or dismissal from the program does not constitute grounds for refund of reimbursement.

The Associate Degree in Nursing (ADN) program at College of DuPage has been approved by the Illinois Department of Financial and Professional Regulation/Board of Nursing and the Illinois Community College Board (ICCB) and received reaccreditation in 2023 by The Higher Learning Commission – North Central Association. The ADN program has been awarded continuing accreditation through the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, phone (404) 975-5000, http://www.acenursing.org.

This applies to 1st, 2nd, 3rd, and 4th semester College of DuPage nursing students who:

1. **Medically withdrew from the program (College of DuPage medical appeal guidelines must be followed).**
2. **Were unsuccessful in any one program course (receiving a grade below "C" in a course).**
3. **Withdrew passing (grade of "C" or higher in a course at the time of withdrawal).**
4. **Withdrew failing (grade below "C" in a course at the time of withdrawal).**

Students who earn less than a C in a course or withdrew failing

The readmission for students must occur within **one calendar year** of the initial withdrawal. The student may be granted **one readmission** on a space available basis, provided that this is the first grade below a C in a Nursing course or withdrew failing.

Students who withdraw passing

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 first readmission must occur within two semesters of the withdrawal.

Requests for readmission will be reviewed on an individualized basis. According to the Associate Degree Nursing Student Handbook, the student must complete the following steps to be considered for readmission:

1. Prior to exiting the program, the student must make an appointment with the lead faculty of the course. The nursing advisor may attend the meeting with the student and the lead faculty of the course. An occurrence report will be completed by the lead faculty of the course.

2. The student must also make an appointment with a Program Chair prior to exiting the program.

   Program Chairs:
   Dr. Sarah Born DNP, MSN-Ed, RN, CHSE borns@cod.edu
   Dr. Larinda Dixon, Ed.D., MSN, RN dixonl@cod.edu

3. Complete academic coursework requirements detailed in the plan of study.

   ANATOMY & PHYSIOLOGY: The 5-year requirement will be waived for returning students.

   In addition, any general education courses per plan of study that are required prior to reentering the nursing program (English 1101, Psych 1101, Psych 2237, Speech 1100 or 1120, Humanities and Global/Cultural Multicultural Studies) must be completed.

4. Submit a letter requesting readmission to the College of DuPage Associate Degree Nursing Program. The letter will be sent to the Director of Nursing electronically at: nursingoffice@cod.edu. The included formal success plan should address areas such as past barriers to success, adjustments in work schedule, adjustments in personal commitments, and use of college support services.

5. Students seeking readmission who have earned less than a C in a previous nursing course must register and complete the course that they were unsuccessful in before proceeding in the program (ADN Handbook). Readmitted students do have the option to take a different faculty member when they repeat the course in which they were unsuccessful. There is a possibility the student may experience an additional delay in graduation if the student

chooses to wait until a different faculty member has been assigned to teach the course.

6. Students seeking readmission, due to being **unsuccessful in any one program course (receiving a grade below "C" in a course) or withdrew failing (grade below "C" in a course at the time of withdrawal)** at the discretion of the Program Chair, will be required to complete **NURSI 1109, Link to Success** the next time offered, even when the failed course has been retaken and was successfully completed."

7. Once approved for readmission, the Nursing department, Program Support Specialist will internally process the student to become program active.

8. **Statement on Medical Care and Health Insurance**

   Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while enrolled in the program. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Students are expected to provide proof of a Comprehensive Health Insurance Plan prior to the start of the program or clinical start. The insurance plan must cover you throughout the length of your clinical experience, which in most cases, consists of the entire length of the program. If you are in need of Health Insurance, visit cod.studentbenefitplans.com.

9. **Criminal Background Check**

   All students will be conditionally accepted pending clearance from a criminal background check. If a student is accepted and has a positive criminal background check, the student will not be eligible to restart the program. The student will be given one semester to clear the background check and granted acceptance during the next semester if the background check is cleared. If the student is not able to clear the background check after one semester, they will not be accepted into the nursing program. After the background is cleared, the student may reapply at a later date.

   If a student has a positive background check such as a felony, this will usually prevent a student from being able to acquire a license to practice nursing in the state of Illinois. If a student has a misdemeanor, this does not guarantee acquiring a license to practice nursing in the state of Illinois. The state of Illinois does have the ability to review and determine eligibility for licensure. The nursing program works in conjunction with clinical sites which require us to let them know about a student's criminal background check. Our clinical sites do require for all students to have a clear background check.

Upon satisfactory completion of these steps, the department will review the documents submitted by the student seeking readmission. The student will receive notification by email from the Nursing department. If a decision is reached to readmit the student, the student must comply with stated deadlines for drug screen, criminal background check, CPR, and health requirements by stated deadlines for the readmission to occur.

Your signature on this document will indicate that you are in agreement with the readmission policy. Email this signed document to directorofnursing@cod.edu.

Student Signature_____

Program Chair Signature_____

Semester Entry (8 week or 10 week) and Course_____

Date_____