

Southeast Kentucky Community and Technical College
Associate Degree Nursing Program
Readmission & Transfer Information

Readmission to the nursing program is not automatic, you must follow the Kentucky Community and Technical College System rules, section IV, 3.7.1. and Nursing Program Policies.

- Readmission is dependent upon (1) available space in the class, (2) the demonstration of your ability to succeed in future nursing courses, which may be demonstrated by successful scoring of a comprehensive final exam of courses completed during the last semester attended and/or NLN/HESI testing, and (3) meeting all program requirements and admission criteria.

To be considered for readmission you must complete the following:

1. Submit a letter via mail or email to the nursing coordinator requesting readmission to the Nursing Program by March 1 for fall admission and November 1 for January admission. Jpennington0004@kctcs.edu
2. **The letter must include:**
 - a. The **campus site, (Cumberland or Pineville), course number and semester for readmission.**
 - b. The reasons for withdrawing or failing from the Nursing Program.
 - c. An action plan which addresses problem areas, and how those will change or be addressed in order to assure future success. (a plan of action)
 - d. Other factors you plan to institute to assure success if readmitted
 - e. Your current mailing address, email and telephone numbers.
3. In addition, please include other documentation you believe will be helpful in consideration for readmission.
4. All documentation will be shared with the nursing faculty for their recommendation and submitted to the Nursing Admissions committee for their consideration regarding readmission.
5. Faculty will look at attendance, test scores, remediation and other classroom information for all students requesting readmission.
6. Students must show continued competency by passing a final exam of the last Med/Surg. nursing class successfully taken and/or NLN/HESI testing before being readmitted and continuing in the Program. (information regarding the exam necessary with objectives and outcomes will be provided)
7. A student may be considered for readmission **one time** during the Program if all criteria are met and space is available. The Nursing Admissions Committee may recommend readmission a second time, for a student with extenuating circumstances who present sufficient evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion. **Transfer Students:**

Applicants who wish to transfer into the nursing program from another nursing program must:

- Meet all admission requirements, and test scores, of the receiving institution, SKCTC.
- **(If you are currently enrolled at another KCTCS Community College please do a paper application, only for SKCTC, if you are admitted the application will then be processed to change home school).**
- Notify the Coordinator of the Associate Degree Nursing Program in writing, or email, stating entry date requested and reason for transfer, and have a faculty member from the program previously attended submit a letter of recommendation to the nursing program coordinator. □ Deadline is March 1 for fall and December 1 for spring.

Send letters via mail or email to: Kathy Guyn, ADN Program Coordinator, at 700 College Road Cumberland, KY. 40823 or email letters to jpennington0004@kctcs.edu

Remember, everyone must attend a preadmission conference and all application documentation must be turned in, by **March 1** for fall admission and **November 1** for spring admission, to Shana Lewis, Admission Office, SKCTC 700 College Road, Cumberland, KY 40823.

Questions: contact the nursing office at 606-589-3095 or email jpennington0004@kctcs.edu

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