**Readmission Policy and Steps**

Students may be accepted for readmission the OCM BOCES PN Program at 2nd or 3rd Trimester following the steps below:

1. Student submits a letter to the Health Occupations Coordinator requesting readmission.
2. The Health Occupations Coordinator reviews the letter and student’s previous file for **academic requirements for readmission**:
	1. 2nd Trimester requirements:
		1. Achieved a 75% overall average in first Trimester
	2. 3rd Trimester requirements:
		* 1. Achieved a 75% overall average in first Trimester **AND**
			2. Achieved a 75% overall average in second Trimester
3. The Admission Counselor contacts student to schedule exams.
	1. Student takes theTEAS exam and meets the current admission requirements (scores good for one year). The exam costs is $75.
	2. If the TEAS score is met, the student then takes the FUNDAMENTALS ATI exam. The exam cost is $45.
4. Progressions Committee reviews the student's previous file (i.e. attendance, warnings, contracts, transcript) and scores for **academic requirements for readmission,** in addition to **scores on the Fundamentals ATI exam**.
	1. 2nd Trimester requirements: Score a level 1
	2. 3rd Trimester requirements: Score a level 2
5. File reviewed by Financial Aid.
	1. Any outstanding balance or fees?
	2. Potential funding available for student?
6. Health Occupations Coordinator contacts student with the decision of committee and status of readmission.
7. Student meets with Financial Aid to discuss:
	1. Tuition
	2. Books (if needed) and Fees (i.e. new uniform if needed)
8. Student interviews with Health Occupations Coordinator, former teacher, and a clinical instructor to review expectations, assignments, required textbooks, and skills.
	1. Students are readmitted at the beginning of a trimester only, not at the point where they”left off.” All classroom, lab, and clinical hours will need to be completed at the readmission point, even if this means repeating tests, skills and/or clinical days.
	2. Attendance requirements remain at the 5% rule.
		1. Any hours missed prior to the readmission point will still stand.
9. Student will need to remediate with an instructor to refresh/retest on previously completed lab skills. This will need to be on the students time, outside of scheduled class time.The student will need to show competency in these skills before returning to clinical.