

Central Texas College  
Department of Nursing  
Associate Degree in Nursing Program

Memo to Students Seeking Readmission to the A.D.N. Program

- I. A student who has dropped a nursing course(s) in passing status and/or has been unsuccessful in a nursing course(s) must submit a letter to the A.D.N. Admissions & Standards (A&S) Committee requesting consideration for readmission. The letter must be submitted not later than the close of business on the last day of final exams as published in the semester schedule bulletin.
  
- II. **The letter must include:**
  - A. **Student name**
  - B. **Nursing course name(s) and the course call number(s) to which seeking readmission**
  - C. **Reason(s) for lack of success/progress in the course(s)**
  - D. **Plan for success if readmitted [Be specific please]**
  - E. **Semester and year seeking readmission**
  - F. **Student signature and date**
  
- III. The A&S Committee will meet and a decision letter will be mailed within two (2) weeks after the end of the semester. If readmitted, a faculty professor advisor and recommendations will be assigned. Academic/scholastic recommendations **must be completed during the semester break. It is the student's responsibility to make an appointment with the faculty professor advisor within the first week of class and bring prescribed documentation of the completed recommendations. Failure to do so will result in administrative withdrawal from the course.**
  
- IV. Please direct any questions/comments to Ms. Patricia Rylander at (254) 526-1278 or [patricia.rylander@ctcd.edu](mailto:patricia.rylander@ctcd.edu) or H. Dwayne Credor at (254) 526-1423 or 1 (800) 792-3348 (Extension 1278 or 1423) or [howard.credor@ctcd.edu](mailto:howard.credor@ctcd.edu)