

## **Nursing Program Resequencing Request & Learning Plan**

Name: \_\_\_\_\_ NTC ID#: \_\_\_\_\_

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

Students have one opportunity to request RESEQUENCING to either of the nursing programs at Northwest Technical College. A resequencing request is needed under the following conditions:

1. Failure of one or more co-requisite nursing classes (course grade of D, F, or withdrawal is considered a course failure).
2. Failure of medication math test.

### **Documentation needed:**

- a. Nursing Program Resequencing Request & Learning Plan form
- b. Copy of Student Transcript/DAR (may be provided by advisor to director)

Nursing Program faculty and the Director of Nursing will evaluate the resequencing request. The Resequencing Learning Plan should summarize what factors contributed to the unsatisfactory academic performance in specific course(s), evidence on how the student has changed these circumstances, an outline of specific strategies planned for successful in the future, at least one change to improve work-life balance, and a schedule of planned visits with advisor and/or instructor.

**Submit required documentation to:** Nursing Program Director via email or mail to  
Nursing Program Office  
905 Grant Ave SE  
Bemidji, MN 56601

For resequencing to be considered, all required documentation must be submitted to the Nursing office by the end of the current semester. Failure of documentation submission will forfeit consideration for resequencing. Students will be notified by email from the Director of their resequencing acceptance or denial. Generally, students are notified within two weeks of the resequencing deadline.

By signing below, I acknowledge I understand the following: The resequencing process to the Nursing Program as outlined in the Nursing Program Student Handbook; resequencing is based on approval and dependent upon space availability. It is the student's responsibility to meet the conditions outlined in the notification email from the Director. If the request for resequencing is denied, nursing at NTC cannot be pursued.

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

## Learning Plan

1. Summarize what factor(s) contributed to the unsatisfactory academic performance in your nursing course(s) or general education course(s), requiring the request to be resequenced into the Nursing Program.
  
2. Outline how you have changed the circumstance(s) above to provide for your success.
  
3. Outline specific strategies to be successful in the future. Strategies must be realistic and clearly explained. A minimum of two strategies, with at least one strategy being academic specific, must be submitted.
  - a.
  
  - b.
  
4. Identify at least one change to improve work-life balance for the rest of your college career at Northwest Technical College.
  
5. Share schedule or timeline of planned one-on-one visits with advisor/ instructor upon return to program (minimally once every three weeks).

Semester of failed course(s): \_\_\_\_\_

Affected Courses: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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Program Director

Accepted \_\_\_\_\_ Declined \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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