

**Nursing Program Deferral of Resequencing Application Form: Student Affairs Committee**

Name:	Date:	NTC ID:
Address:		Phone:
Email:		Semester and Year of Planned Return:
Nursing Program: (AD generic, AD Step-in, PN)		

Students have one opportunity to request a deferral of resequencing to our nursing programs. A Deferral of Resequencing application is needed for the following circumstances:

1. The student has completed at least one semester of nursing courses with a passing grade in all nursing courses.
2. The student has applied for resequencing to the nursing program in semesters 2, 3 or 4, and has been approved by the Student Affairs Committee to return to the nursing program.
3. The student can demonstrate that deferring their seat for a maximum of one year past the point of application is necessary for personal, financial, or academic reasons.

**Nursing Handbook Policy: (Updated 11/21):**

A student who has been granted resequencing may request deferral of their seat and a return to the program more than one year (but no more than two academic years) following the date of resequencing approval. Students selecting this option will not be required to reapply to the program. Instead, they will follow a resequencing-deferral process, and will be required to retake all courses in all semesters. Students who select this option will have used both their resequencing application and the deferral application. Therefore, if the student fails any subsequent courses or earns a grade below a C, the student will be required to reapply to the program. A student who uses this option and is granted readmission to the program is not eligible for resequencing or deferral process on the second admission cycle. Students who select this option must first complete the resequencing-deferral process form and create an academic plan with their advisor.

For deferral of resequencing to be considered, all required documentation must be submitted to the nursing office by the add-drop date of the semester in which the resequencing was scheduled to begin. Failure to submit all documentation will forfeit opportunity for deferral. Students will be notified by the Student Affairs Committee of resequencing acceptance or denial. Generally, students are notified within two weeks of the resequencing deadline.

**Documentation needed:**

1. Letter of Intent to Defer Seat: Use template below
2. Resequencing-Deferral Application Form
3. Resequencing Learning Plan signed by assigned advisor/instructor

**Instructions:**

Submit application to your nursing advisor, attention Student Affairs Committee:

Attn: Student Affairs Committee  
Northwest Technical College  
905 Grant Ave SW  
Bemidji, MN 56601

By signing below, I acknowledge and understand the following:

1. The student is required to follow the Nursing Program deferral-resequencing process as outlined in the Nursing Program Student Handbook
2. The student will be required to retake all nursing courses in all semesters in the nursing program.
3. Deferral of Resequencing is based on faculty approval and dependent upon availability of space.
4. It is the student's responsibility to meet the conditions outlined in the notification letter from the Student Affairs Committee.
5. The student may incur additional fees upon return to the nursing program and may not be eligible for refunds for any partially used products, texts, or program resources.
6. The student has no more than one year to return to the nursing program after a deferral request.

Letter of Intent to Defer a Resequenced Seat: In the space below, please explain to nursing faculty the situation for your request to defer your seat in the nursing program.

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

For Office Use Only	
Approved or Denied (circle one)	
Student Affairs Chairperson Signature	
Semester Student will return to Nursing Program	
Copy of application placed in student file, and routed to Nursing Admissions Advisor	