



# Northwest Technical College

Bemidji, Minnesota

## Nursing Program Resequencing Request Form

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Students have one opportunity to request RESEQUENCING to either of the nursing programs at Northwest Technical College (NTC). A resequencing request is needed for the following circumstances:

1. Failure\* of one or more co-requisite nursing classes or co-requisite general education classes (\*Course grade of C-, D, F, or withdrawal is considered a course failure)
2. Failure of medication math test\*\*
3. Personal needs requiring stepping out for less than one year

### **Documentation needed:**

- a. Resequencing Application Form
- b. Resequencing Learning Plan signed by assigned advisor/instructor
- c. Copy of Student Transcripts

Nursing Program faculty and the Dean of Nursing and Human Services will evaluate the resequencing request by provided information including, but not limited to the student's Resequencing Learning Plan and a copy of the student's transcripts. The Resequencing Learning Plan should summarize what factors contributed to the need to step out of the program or unsatisfactory academic performance in what specific course(s), evidence on how the student has changed these circumstances, an outline of specific strategies planned for successful in the future, one change to improve work-life balance, and a schedule of planned visits with advisor and/or instructor.

### **Instructions:**

Submit the required documentation to: Nicholle Bieberdorf, MSN, RN  
Dean of Nursing, Health, & Human Services  
Northwest Technical College  
905 Grant Ave SW  
Bemidji, MN 56601

For resequencing to be considered, all required documentation must be submitted to the Nursing office by the end of the semester deadline. Failure of all documentation submission will forfeit consideration for resequencing. Students will be notified by letter from the Dean 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 my responsibility to meet the conditions outlined in the notification letter from the Dean. If the request for resequencing is denied, nursing at NTC cannot be pursued.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (Updated 9/2022)