Associate Degree Nursing - Petition
Petition Instructions

PETITION READY REQUIREMENTS

To be eligible for entry into the core nursing courses and to submit an online petition, the following requirements must be completed:

- Admissions application submitted and $50 deposit paid; priority date/sequencing number assigned behind the scenes.
- Completion or in progress with the last class(es) of the following General Education Courses with a "C" or better in all courses:
  - 10-801-195 Written Communication OR 20-801-201 English Comp 1
  - 10-801-198 Speech OR 10-801-196 Oral/Interpersonal Communication OR 20-810-201 Fundamentals of Speech
  - 20-809-203 Introduction to Sociology OR 10-809-197 Contemporary American Society
  - 20-806-207 Anatomy & Physiology 1
  - 20-806-208 Anatomy & Physiology 2
  - 20-806-273 Microbiology OR 20-806-274 Microbiology
  - 20-809-231 Introduction to Psychology
  - 20-809-233 Developmental Psychology
  - 99-999-999 Elective Courses total 4 credits
- Priority for entry into the core nursing classes will be given to those candidates who have all pre-nursing courses completed at the time of petitioning.
  - If all first-semester spaces are not filled by these candidates, the remaining petitions will be reviewed and any open spots will be “tentatively” awarded to qualified petitioners who are in their last pre-nursing class.
  - These “tentatively awarded” spots will become permanent only after the candidate successfully completes the last pre-nursing course. If this candidate is not successful in the pre-nursing course they will lose their spot.
- Completion of TEAS test and Madison College Associate Degree Nursing benchmark scores achieved.
- Completion of Nursing Assistant training.

PETITION INSTRUCTIONS

- Only those students who are prepared to begin core nursing courses should submit a petition during the designated petition window. Refer to the “Am I Ready?” handout.
- Complete the Petition Process Tutorial.
- Upload all required documents (regardless of how many times you have petitioned). Once the petition
window closes, you cannot add or remove anything.

- Petitions must be submitted no sooner or later than the specified dates for the petition window. NO EXCEPTIONS.

- Paper petition packets from prior semesters will not be accepted.

- It is highly recommended that students make PDF copies of their petition documents prior to starting the online form.

- Your petition will not be considered unless ALL REQUIREMENTS ARE MET AND ALL DOCUMENTS ARE UPLOADED AS REQUESTED.

- If a student’s petition is accepted, they are awarded a spot and they choose not to begin, their petition will be voided. The student will have to re-apply to the program and receive a new sequence/priority date.

- A deferment to another year or semester is not an option.

**NOTIFICATION**

- Students will be notified of their status via email and letter within 45 days of close of the petition window.

- Awarded students will be notified of the date and time to attend a mandatory on-campus program orientation/workshop. The student is to attend the mandatory workshop on the campus where they have been awarded a spot.

- Awarded students that do not attend the mandatory workshop or do not register by their registration deadline or drop the classes will forfeit their seat and will need to resubmit an online program application to the Associate Degree Nursing program to obtain a new sequencing number.

- Non-awarded students are encouraged to petition again during a future petition window.

- All decisions regarding acceptance or non-acceptance are final and cannot be appealed. Madison College reserves the right to hold all decisions final.