



Fillable PDF Form

Instructions - DO NOT USE A MOBILE DEVICE

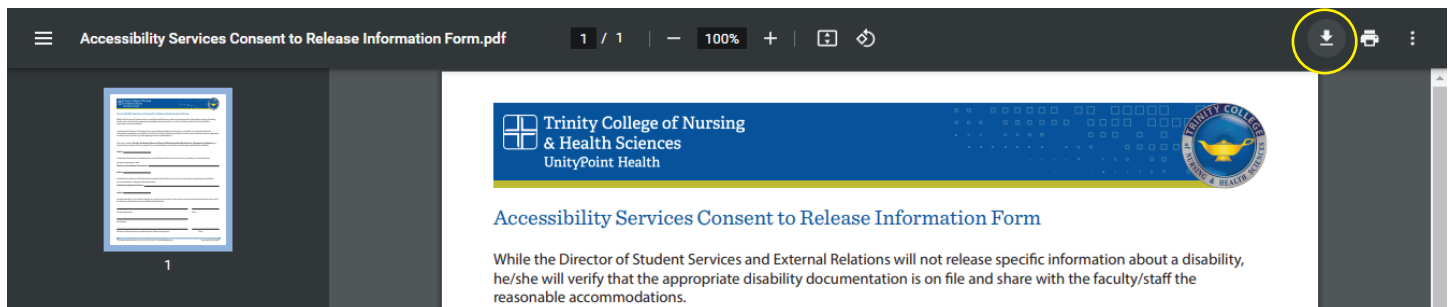
- Please follow these steps to assist you with filling out this digital form.

BEFORE YOU BEGIN:

- Be sure you have downloaded Adobe Reader DC to your laptop: <https://get.adobe.com/reader/>
- Do not use any other PDF application only use Adobe Reader DC
- Prepare a file location to download the form

GETTING THE FORM FROM WEBSITE TO LAPTOP:

- Do not fill out the form while online using the browser
- You will need to download the form from our website
- At the top right of the open form window is a download icon.
 - (Sample screenshot of a form browser window not actual form naming scheme for this form)



- By default your file will want to download to the downloads folder on your laptop unless you choose a different location - Click Save
- Open Adobe Reader DC - Select the downloaded PDF form from within the program. Don't double-click from the forms location, it may open the browser and if you fill out the form none of the data will send or be saved.
- Fill out the form and when you are ready to save go to File and select Save
- How to attach PDF to your email.
 - Open your email service.
 - Create an email and attach your filled PDF form and send to Cara.Banks@trinitycollegeqc.edu



ATI WITHDRAWN COMPLETE-NON GRAD FORM

Nursing Program Standardized Assessment Test Requirement Policy

The Standardized Assessment Test Requirement for the nursing programs requires all pre-licensure nursing students to attain a minimum of 95% predicted probability of passing NCLEX-RN™ score on the ATI Comprehensive Predictor examination by the second attempt during the final semester of the program curriculum. Students who have completed the program curriculum but do not attain the minimum required score on the ATI Comprehensive Predictor, do not meet the Standardized Assessment Test degree graduation requirement. The Standardized Assessment Test graduation requirement must be met by completion of the Virtual ATI NCLEX Review program in full. Full completion of the Virtual ATI NCLEX Review is determined by the Virtual ATI Coach. The student's status will change to "withdrawn" as of the last day of the term in which the student completes the program curriculum. The withdrawal date will remain permanently on the transcript; students are not enrolled or re-enrolled at the College once the status is changed to "withdrawn". The date of degree conferral will be the date the student completes the Virtual ATI NCLEX Review program as reported to the nursing program by Virtual ATI.

If the student has not fully completed the Virtual ATI NCLEX Review by the end of the term following completion of the program curriculum, the student will be charged a general service fee of \$60.00 per semester until the nursing program receives official notification from Virtual ATI that a student has fully completed the Virtual ATI NCLEX Review.

EXAMPLE 1

The student completes the program curriculum in August (Summer Semester). The student attains a 94% predicted probability of passing NCLEX-RN™ score on the ATI Comprehensive Predictor examination on the second attempt during the final semester of nursing coursework. The student must attain 100% Completion of the Virtual ATI NCLEX Review. The student completes Virtual ATI in November (Fall Semester). No general service fee will be charged to the student account.

EXAMPLE 2

The student completes the program curriculum in May (Spring Semester). The student attains a 94% predicted probability of passing NCLEX-RN™ score on the ATI Comprehensive Predictor examination on the second attempt during the final semester of nursing coursework. The student must attain 100% Completion of the Virtual ATI NCLEX Review. The student completes Virtual ATI in September (Fall Semester). The \$60.00 general service fee will be charged to the student account for the Fall Semester.

Student Identification

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Personal Email: _____ Program of Study: _____

Student Signature: _____ Date: _____

I understand that I will have a \$60.00 per semester general service fee assessed to my account, not to exceed a max total of 5 semesters or \$300.00

I have read the Nursing Program Standardized Assessment Test Requirement Policy

Chair of Nursing

Signature: _____

Date: _____

Last Date of Class: _____

Financial Aid Specialist

Signature: _____

Date: _____

Policies reviewed

Exit Interview conducted

Student Services Secretary

Signature: _____

Date: _____

Badge returned to student (if turned in)

Registrar

Signature: _____

Date: _____

Student status updated to withdrawn complete-non-graduate

Business Services Specialist

Signature: _____

Date: _____

Charges paid in full

Transcript Policy reviewed