Greetings.

These instructions are specifically designed for prior Nurse Residency Graduates that would like to request an extension on their BSN completion date. BSN completion dates are specified in the Nurse Residency Program Contract that is signed on hire.

In order to submit this request you will need to craft a formal letter to the Nurse Residency Advisory Board including the following details.

On a cover sheet please specify the following:

1. Your Full Name/ Start Date/ Unit

In the body of your paper please **DO NOT** include your name or unit.

1. Your reasons for not successfully completing your BSN in the required time frame
2. The new completion date of your BSN
3. Your plan for successfully completing your BSN within the additional time requested
4. A copy of your unofficial transcript

\*Please note; including a letter of good standing and support from your Clinical Nurse Manager is required.

After your formal letter and letter of support from your Clinical Nurse Manager are completed, you will need to email these documents to [tess.taylor@crmcwy.org](mailto:tess.taylor@crmcwy.org).

Within a weeks’ time of submission you will receive communication from Tess Taylor, Nurse Residency Program Director, that your submission has been received. You will also be given a date in which your request will be presented to the board. Please note the Nurse Residency Advisory Board meets monthly so plan ahead for request submission.

Tess Taylor, MSN, RN

Nurse Residency Program Director

Nurse Residency Advisory Board Chair