

POLICY G4 Re-admission (AAS)

Policy Name: Re-admission
Policy Category & Number: G4
Person Responsible: Program Coordinator
Approved by: Dean
Effective Date: April 3, 2022
Version: 2.0
Policy Status: Approved

- I. Policy:
It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to identify the circumstances in which former students are eligible to re-apply for admission to the School. The filing of such an application does not guarantee or assure admission.
- II. Purpose:
The purpose of this policy is to establish the re-admission process and requirements for previous students to re-apply for admission to SOMI.
- III. Scope:
This policy applies to all previous and current enrolled students at SOMI.
- IV. Policy Details:
Dismissal for Academic Reasons
Students who have been dismissed from SOMI for failure to successfully complete **two (2)** courses with a grade of C (80) or higher are not eligible to re-apply for admission.

Student Voluntary Withdrawal
Students who have voluntarily withdrawn from the School and who were then in "good standing" at the time of their withdrawal, are eligible to re-apply for admission. The following will be required in this circumstance:
 1. Compliance with all current admission requirements for the entering class.
 2. Submission of a complete application packet, including the application fee and letter of intention, explaining the reasons the student believes he or she deserves to be re-admitted.
 3. Submission of all transcripts for courses taken since leaving the School.

POLICY G4 Re-admission (AAS)

- Furnishing satisfactory evidence of improved academic skills prior to re-admission.

Administrative Withdrawal

Students who are administratively withdrawn from the program due to unsuccessful completion of one (1) course during the 2nd-5th semesters are eligible to return and retake the course.

Satisfactory Academic Progress (SAP)

All re-admitted students must maintain Satisfactory Academic Progress (SAP) to be eligible for Federal Student Aid.

Dismissal for Disciplinary Reasons

Students who have been dismissed from the School for disciplinary reasons are not eligible to re-apply for admission. While such students have the right to appeal their dismissal in accordance with the terms and conditions of policy G27 Student Appeal, they are not permitted to re-apply for admission through the application process.

Good Standing

All former students re-applying must have exited the School in “good standing” in order to submit a new application. Students must have satisfied all financial obligations, returned all school property, and met all exit requirements to be considered in “good standing”.

- V. Definitions:
None

- VI. Attachments:
N/A

- VII. Related Policies:
A1 – Grading (AAS)
A8 – Satisfactory Academic Progress (SAP) (AAS)
G27 – Student Appeal

- VIII. Disclaimers:

POLICY G4 Re-admission (AAS)

- a. Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control:

Version	Date	Description	Prepared by
1.0	12/8/2021	New Template & Revisions	Dean
2.0	4/3/2022	Revisions	Dean