

POLICY G4 Re-admission (Certificate)

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:
Previous Dismissal for Academic Reasons
Didactic/Lab course
Students who have been dismissed from the School for failure to successfully complete **one** didactic/lab course with a grade of C (80) or better during the entire length of the program, are eligible to re-apply for admission. Program Administration will review student application on a case-by-case basis to determine courses to be accepted as transfers. Program Administration also reserves the right to require a previous student to retake a course.
In this circumstance, re-application requires:
 1. Compliance with all current application requirements for the entering class;

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

Clinical Course

Refer to policy A2 Academic Progress and Academic Extension.

The Admissions Committee will evaluate each candidate's application.

Acceptance is contingent, among other things, upon the former student demonstrating improved academic skills and meeting the same criteria as do all other applicants for that particular school year.

Prior Withdrawal

Students who have voluntarily withdrawn from the School and who were then in good standing are eligible to re-apply for admission.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; and
4. Furnishing satisfactory evidence of improved academic skills prior to re-admission.

Satisfactory Academic Progress (SAP)

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

Previous 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

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to appeal their dismissal in accordance with the terms and conditions of G27 Student Appeal policy, 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 (Certificate)

A2 – Academic Progression & Academic Extension (Certificate)

A8 – Satisfactory Academic Progress (SAP) (Certificate)

G27 – Student Appeal

VIII. Disclaimers:

- 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