

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 301

SUBJECT: Readmission

Responsibility of: Enrollment Director
Revised: June 2020 Reviewed: June 2020

SCOPE:

Former students seeking readmission into their previous program of study.

PURPOSE:

To allow qualified former students an opportunity to re-enter their previous program of study.

POLICY

Former students seeking readmission must have financial clearance to reapply to the school and meet all general and program specific requirements as outlined below. Readmission is not a guarantee.

DEFINITIONS:

Former student- a person who was previously enrolled at the school and wishes to re-enter their previous program of study

PROCEDURE:

General Procedures

At the discretion of the individual Program, the Admission/Recruitment Committee will base its readmission decision on the reason for prior withdrawal from Program, previous academic and clinical performance, admission and programmatic changes since prior enrollment, educational coursework beyond the previous enrollment, and space available in the Program.

Former students must achieve financial clearance by paying any unpaid balance or money owed to the School before their application can be processed for readmission.

Qualified applicants may need to complete the following steps:

- Achieve financial clearance by paying any unpaid balance of money owed to the School.
- Submit an application and application fee.
- Submit a letter of intent detailing a readmission plan for success that is clear and provides convincing evidence that circumstances that led to prior withdrawal from program have substantially changed.
- Set up a consultation with a member of the Admission/Recruitment Committee or Admissions staff member to review academic performance and admission and programmatic changes since prior enrollment in the program.
- Correct the general education course failure(s) from previous enrollment

- Meet standard admission requirements in place at the time of application submission. This may require an individual to take additional college level coursework to strengthen the application for readmission.
- Forward any additional documentation required at the discretion of the Admission/Recruitment Committee, based on individual circumstances.
- Interview with members of the Admission/Recruitment Committee or program designee.

Additional Program-Specific Requirements

Diagnostic Medical Sonography

A student who withdraws from the Diagnostic Medical Sonography Program and later desires to return is required to apply for readmission and must meet the admission requirements at the time of application. Readmission is not guaranteed.

A student who has been dismissed from the program for academic or clinical reasons may apply for re-admission. Admission requirements at the time of application must be met. Re-admission is not guaranteed.

Nursing Program

All considerations for readmission/repeating and for progression after readmission are based upon space availability for qualified applicants.

Readmission is not guaranteed, and, if granted, is a one-time-only occurrence. Former students should contact admissions before submitting an application for readmission.

Former students seeking re-entry, may resume their previous program curriculum if the courses are offered and a seat is available. If a curriculum change has occurred since the original start date, former students may be required to apply as a new student under a new program curriculum (i.e. diploma to dual enrollment diploma/degree). Former students should refer to Selective Admissions Policy 300.

Decisions on curriculum placement will be based on individual circumstances. The Admissions/Recruitment Committee will evaluate the applicant's readmission portfolio. Readmitted students may be required to be enrolled in or audit previously passed courses as part of a readmission plan for success.

Former students who have been out of a clinical course for more than two years and who are eligible for readmission consideration must retake all nursing courses.

Biology courses that have been taken more than five years ago will need to be repeated.

When a former student is being considered for readmission, he/she may be placed on academic probation according to Policy #308: Academic Probation. A readmission student will be expected to meet the probationary requirements during that time. Any additional course failures or dismissal for any reason will result in permanent dismissal from the program.

Individuals who were involuntarily dismissed from the program, or who had two or more course failures on their transcript, may re-apply and be considered for readmission after one year has passed from their actual dismissal date.

Emergency Medical Services

Readmission is at the discretion of the Program Director and is not guaranteed.

Medical Imaging

A student who withdraws from the Medical Imaging Program and later desires to return will be considered as a new student and must meet the admission requirements at the time of application. Readmission is not guaranteed.

A student who has been dismissed from the program for academic or clinical reasons may apply for re-admission. Admission requirements at the time of application must be met. Re-admission is not guaranteed.

Medical Laboratory Science

A student who voluntarily withdraws from the program and later desires to return will be considered as a new student and must meet all admission and program requirements in effect at the time of application. Readmission is not guaranteed.

Surgical Technology Program

An applicant seeking readmission to the Surgical Technology Program will be considered as a beginning student. All applicants are responsible for meeting all admission and program requirements in effect at the time of submitting an application. Readmission is a one-time occurrence and is not a guarantee.

Final Readmission into a Program of Study

Final readmission into a program of study will be communicated in writing to successful applicants by the Admissions Office.

Students will be expected to meet all post acceptance requirements in place at the time of readmission. Readmitted students who fail to meet all these requirements will have their admission offer revoked.

EDUCATION AND TRAINING: NA

REFERENCE:

School of Health Sciences Application and Reference Forms

COMMITTEE AND COUNCIL APPROVALS:

Medical Imaging Admissions Committee (June 2020)

Nursing Program Admissions Recruitment Committee (June 2020)

SHS Directors (June 2020)

CANCELLATION:

Tower Health System policies directly related to this topic shall supersede this Reading Hospital School of Health Sciences (RSHS) policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.