READING HOSPITAL SCHOOL OF HEALTH SCIENCES
POLICY NO. 301

SUBJECT: Readmission

Responsibility of: Enrollment Director
Revised: July, 2011 Reviewed: 2013

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

General Readmission 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 tracts.

If requested, an applicant must achieve financial clearance by paying any unpaid balance or money owed to the School before their application for readmission can be processed.

Qualified applicants may need to complete the following steps:

- Submit an application and application fee.
- Submit a letter of intent detailing a readmission plan for success that is clear and convincing evidence that circumstances that led to prior withdrawal from program have substantially changed.
- Call Admissions to set up a readmission consultation with a member of the Admission/Recruitment Committee 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 a student 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.

Additional Program-Specific Requirements

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

Nursing Program

An individual who was involuntarily dismissed from the program, or who has two or more course failures on their transcript, is not eligible for readmission.

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.

Decisions on curriculum placement will be based on individual circumstances. The Admissions Committee and Curriculum Committee will work together to evaluate the applicant's readmission portfolio and to determine appropriate placement in the nursing curriculum. 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 the program for more than two years and who are eligible for readmission consideration must retake all nursing courses.

When a former student who has withdrawn from the program because of one course failure is readmitted, academic probation will be in effect at the time of re-entry. A readmission student will be admitted on a conditional basis and be placed on academic probation according to Academic Probation policy 308. 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.

Paramedic Education

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

Radiologic Technology

A student who withdraws from the Radiologic Technology Program/ Medical Imaging 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.

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. Former students are responsible for meeting all previous financial obligations before application can be considered for readmission. 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.