

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section II - Academic/Student

SUBJECT: READMISSION TO CREDIT PROGRAMS

REVIEWER(S): Dean of Student Affairs & Enrollment Management*
Chair, Admission, Progression and Graduation Committee
Provost

Related Policies:

[Conducting APG Hearings \(Sec. II\)](#)

[Dismissal \(Sec. II\)](#)

[Progression \(Sec. II\)](#)

I. POLICY

Each application for readmission will be considered on an individual basis and determination of readmission will be made by the Admission, Progression and Graduation (APG) Committee. A dismissed or withdrawn student is eligible for readmission to the same program only one time. In the case of administrative dismissal, the opportunity for readmission may be further restricted. Non-credit programs are not addressed here. Students academically dismissed from the pre-nursing or pre-rad track of the general studies program, or those who do not meet guaranteed admission, are not eligible to apply for readmission to either track.

II. PROCEDURE

- A. Students must electronically submit the completed Application for Readmission form to the dean of student affairs and enrollment management (Dean). Space is limited so applicants for readmission are encouraged to submit the form in a timely manner.
- B. To be considered for readmission, the student must be in good standing in all respects. The dean of administrative and financial services will verify the student has a clear financial balance with the college and is current on any student loan obligations per the most recent data available from the National Student Loan Data System (current is defined as not greater than one month in arrears). The Dean will verify the student has not exhausted readmission opportunities at CCHS. Upon verification by both parties, the Dean will notify the APG chairperson.
- C. Readmission decisions are made by the APG committee and are based on:
 1. An interview with the student, if requested by the APG committee.
 2. Academic and administrative experience within the college.
 3. Exit information provided by the program chair, faculty and/or others upon previous departure, related to factors that may have led to the withdrawal/dismissal of the student (e.g., progression paperwork).
 4. Actions the student has taken to ensure their future success.
- D. APG will determine:
 1. If a student will be readmitted into their program.
 2. The deadline for reentering the program.
 3. What, if any, corrective actions are necessary prior to readmission.
 4. The course of action if the student is unable to reenter their program within the established deadline (e.g., reapply as a new student, admitted as a new student).

- E. Students will be notified of the APG committee’s decision by the Dean within three business days.
- F. A decision to readmit is conditional until final verification of the student’s eligibility for clinical placement is confirmed. Students offered conditional readmission are sent electronic notification of the following conditions of readmission as required:
 1. Verification of requirements established by the APG committee upon approval of the readmission.
 2. Development of a plan for success with the student success coordinator, discussion of the plan for success with his/her advisor, and regularly planned meetings with the advisor.
 3. Documentation of current Basic Life Support for Healthcare Providers Certification from an approved American Heart Association course with an expiration date on or after one year from the date of readmission.
 4. Completion of a health assessment and baseline drug screen. This may be required even if the student is employed with Carolinas HealthCare System.
 5. Completion of the online criminal background disclosure form.
 6. Verification of current completion status of ACE Modules (requirements vary by program).
 7. Validation of clinical skills as required.
- G. Students accepted for readmission but not readmitted due to space constraints will be placed on the waiting list or alternate list for the next available entry point. A student applying for readmission to the college must reenter no later than one year from the last successfully completed applied course. Applied courses (i.e., NUR, SUR, etc.) must be repeated if the length of time between successful completion of a course and readmission to a consecutive course exceeds one calendar year or if substantial curriculum changes have occurred.
- H. Students applying for readmission into the first course in a healthcare program must do so by the published deadlines for that start date, otherwise, the deadline for applying for readmission is generally three months prior to the anticipated start date.
- I. A student dismissed due to drug/alcohol use/abuse may only be considered for a reentry date one year or greater from the start of the semester in which the dismissal occurred.
- J. The Readmission to Credit Programs policy will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President _____ Date: _____