

# Readmission Policy

A student is eligible for readmission one time. A student is not eligible for readmission if dismissed due to safety issues.

Withdrawn or dismissed students seeking readmission must contact the Admissions Department to initiate the process. As outlined in the Readmission Procedure, the Admissions Department will coordinate with all necessary departments to verify the former student's eligibility to reapply. The readmission decision for eligible re-applicants will be made by the program-specific Admissions, Progression, and Graduation (APG) committee, following review of the former student's reapplication materials. Readmission location and start date are subject to availability of space in the desired program. For readmitted students, the appropriate Curriculum Committee will determine placement and plan of study. Students may only apply for readmission to a program once.

## Readmission Procedure

1. Former students seeking to re-enter Bryan College of Health Sciences must notify the Admissions Department of their intent to reapply.
  1. Former students who were dismissed from the College within one year of their College start date can send an e-mail to the Recruitment and Diversity Coordinator indicating their intent to reapply.
  2. Former students who were dismissed from the College more than one year after their College start date must submit a new application.
  3. For Traditional Nursing Program re-admission only
    1. The Nursing APG Committee will review applications for readmission twice a year, in September and April.
    2. Former students are eligible for readmission to the Nursing program for up to two years from the date of dismissal. If more than two years have passed, students have the option of reapplying and starting over in the Nursing program.
    3. If denied readmission, former students will not be able to reapply to the Nursing program.
    4. If readmitted and the student fails one Nursing course after readmission, they will be dismissed and not be able to reapply to the Nursing program.
  4. For Sonography Program readmission only
    1. Former students are eligible for readmission to the Sonography program for up to one year from the date of dismissal. If more than one year has passed, students are ineligible for readmission and have the option of reapplying and starting over in the Sonography program.
    2. If denied readmission, former students will not be able to reapply to the Sonography programs.
    3. If readmitted and the student fails one Sonography course after readmission, they will be dismissed and not be able to reapply to the Sonography programs.
2. The Admissions Department coordinates with applicable departments, including the Dean of Students, Student Accounts, the Registrar, and the Dean or Director of the Program to verify the former student's eligibility to reapply.
3. If the former student is ineligible to reapply, the Admissions Department will notify the applicant of ineligibility. If deemed eligible to reapply, the Admissions Department will present the following student information to the program-specific Admissions, Progression, and Graduation (APG) Committee.
  1. Application materials (the original application and updated transcripts can be presented if these materials are less than one year old).
  2. A letter from the readmission applicant, including an explanation of the circumstances that led to dismissal or withdrawal, proof of progress since dismissal or withdrawal, and plan for success.
  3. For Traditional Nursing Program readmission only
    1. two letters of recommendation from Bryan College of Health Sciences faculty
    2. Readmission applicants who completed three or more semesters of the undergraduate nursing program curriculum are not required to participate in the admission interview process but must include a nursing faculty for one of their two letters of recommendation.
4. The APG Committee makes the readmission decision based on the readmission applicant's materials. The APG Committee chair communicates the decision with Admissions.
5. Communication of the readmission decision:
  1. If denied readmission, the Admissions Department communicates the decision with the readmission applicant.

2. If accepted, the Admissions Department notifies the following parties about the readmission: readmitted student, Dean or Director of the program, Program Clinical Coordinator (if applicable), applicable Curriculum Committee, Registrar, Financial Aid, and Student Success Center.
6. The student is not charged an enrollment deposit and is reinstated as a future start student by the Registrar's office.
7. The appropriate Curriculum Committee determines the student's plan of study and recommends resources and strategies for success and communicates this information with the Dean or Director of the Program.
8. Dean or Director of the Program collaborates with the Registrar to determine a start date and assign or reassign an advisor for the student.
9. Dean or Director of the Program communicates with the applicant in writing the Curriculum Committee's decisions, start date, and their assigned academic advisor.
10. Dean or Director of the Program communicates with course faculty of the potential enrollment in a clinical course.
11. The student meets with their advisor and registers for classes.