

Bon Secours Health System, Inc.  
Richmond Region  
St. Mary's Hospital  
Policy/Procedure

Policy Manual: School of Medical Imaging  
Section: Student – General

**POLICY STATEMENT:**

In certain circumstances, former students are eligible to re-apply for admission to the School.

The filing of such an application does not guarantee or assure admission.

***Previous Dismissal for Academic Reasons***

Students who have been dismissed from the School for failure to successfully complete **one** didactic course with a grade of C (80) or better during the entire 18 month 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 re-take a course.*

In this circumstance, reapplication requires:

1. Compliance with all current application 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.

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.

***Clinical Courses***

Refer to Academic Extension Policy A2 for failure to successfully complete a clinical course within the 2nd-5th semesters.

***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Students who have voluntarily withdrawn from the School and who were then in good standing are eligible to re-apply for admission.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 application 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 readmitted;
3. Submission of all transcripts for courses taken since leaving the School; and
4. Furnishing satisfactory evidence of improved academic skills prior to readmission.

**Satisfactory Academic Progress (SAP):**

All re-admitted students must maintain Satisfactory Academic Progress (SAP) to be eligible for Federal student aid. See Satisfactory Academic Progress (SAP) Policy A8.

**Repeated Courses:**

A 2nd, 3rd, 4th, or 5th semester student who receives less than a "C" in a clinical course must repeat the course to meet curriculum requirements. A course may be repeated only **once** and may be eligible for federal funding. Both the original and the repeated clinical course grade will be considered in the calculation of the GPA, attempted credits, percentage of attempted credits completed, and meeting SAP requirements. A clinical course can only be repeated in the summer semester, after successful completion of the 5<sup>th</sup> semester .

**Note: Pre-application courses are subject to change from application cycle to application cycle.**

***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 to appeal their dismissal in accordance with the terms and conditions of the 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".

**RESPONSIBLE PERSONS:** Program Administration**Approved by:**

Jody D. Crane, M.A.Ed., RT(R) (BD)

Director/Dean

May 17, 2018



Signature

Title

Date

**Approval History:**

Committees and Dates:

Administrative review in: 4/2002, 8/2003, 8/2004, 8/2005, 6/2006, 8/2007, 8/2008, 7/2009, 8/2010, 8/2011, 8/2012, 7/2013, 8/2014, 7/2015, 8/2016, 5/2017, 5/2018

**DOCUMENTATION:** None**REFERENCES:** None