

## **RE-ADMISSION TO A HEALTH OCCUPATION PROGRAM**

A student may request re-admission following withdrawal to the Dean of Health Occupations or the Dean's designee, using the following procedure:

1. **Medical Reason** – Submit the following:
  - a. A written request for re-admission to the program, and
  - b. A statement from the attending physician or clinician summarizing the medical problem and indicating that the student may return to clinical without restrictions. The statement must be submitted on official letterhead.
  
2. **Military Duty** – Submit the following:
  - a. A written request for re-admission to the program, and
  - b. A copy of the pertinent military orders

### **Note:**

Requests for re-admission for medical or military reasons will be reviewed by the Dean of Health Occupations or the Dean's designee, and Instruction Chairperson or Program Coordinator, who will determine the appropriate placement of the student in the program in consultation with program faculty.

## **OUT OF SEQUENCE NURSING PROGRAM STUDENTS**

The Nursing Programs guarantee a space in the program for continuing students. Students who fail or withdraw from a course are considered out of sequence in the Nursing Program. Students out of sequence may return to the program based on space availability, or receipt of a grade or transcript if the course was taken at another college. No student, who is out of sequence, may register for nursing courses until the prerequisite courses are completed.

## **COURSE RE-ADMISSION**

A student who receives a "U" (unsatisfactory) or a "W" (withdrawal) course grade should contact the Instructional Chairperson or Program Coordinator to retake the course. Re-admission is based on space availability and program specific protocols. It is the responsibility of the student to withdraw from continuing courses he/she registered for but is ineligible to take.