

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

**ACADEMIC**

**SUBJECT:** READMISSION TO CREDIT PROGRAMS

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

**POLICY**

Each application for readmission will be considered on an individual basis and determination of readmission will be made by the Academic, 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 A dismissed or withdrawn student is eligible for readmission to the same program only one time.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.

**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 submit the form within one semester from their dismissal and be in good standing in all respects. After the one semester period has past the student must reapply if they wish to return. The manager of business operations will verify the student has a clear financial balance with the college. The director of financial aid will verify the student 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 of student affairs and enrollment management will verify the student has not exhausted readmission opportunities at Carolinas College. Upon verification by both parties, the dean of student affairs and enrollment management will notify the APG chairperson.
- C. Readmission decisions are made by the APG committee and are based on:
  1. An interview with the student).
  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 is ready to be readmitted into their program at that time.
  2. The deadline for reentering the program.
  3. What, if any, corrective actions are necessary prior to readmission.
  4. Any program specific implications or conditions for readmission in consultation with the program chair.
  5. 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 contingent upon final verification of the student's eligibility for clinical placement is confirmed. Students offered 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 or American Red Cross 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 Atrium Health
  5. Completion of the online criminal background disclosure form (if applicable).
  6. Verification of current completion status of ACE Modules (requirements vary by program).
  7. Validation of clinical skills as required.
- G. Students that the committee feel are not ready for readmission at the time of the meeting will be provided with feedback from the committee on the areas that they feel need to be addressed further at the time of notification by the Dean. The student will be able to address the insufficient or missing items. The student will need to submit the items to the APG committee chair. Once the APG committee determines that the missing items have been met a second interview with the committee will be scheduled to determine items 2 through 5 in part D of this policy. If the student is unable to meet the missing items before being able to reenter the program within one year the student will have to reapply to the program.
- H. Students accepted for readmission must meet any conditions identified by APG as outlined in section D and any eligibility conditions as outlined in section F. Failure to complete any conditions for readmission by timelines identified during the readmission process may result in readmission being rescinded and the student being dismissed.
- I. 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, 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.
- J. 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.
- K. 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.
- L. The Readmission to Credit Programs policy will be reviewed bi-annually.

## REFERENCES

### Related Policies to Consult

#### Carolinas College:

ACADEMIC - [Conducting APG Hearings](#); [Dismissal](#); [Progression](#)