

RE-ADMISSION AND RE-ENTRY CRITERIA October 2015

1. A student has two attempts to successfully complete the HCC associate degree Radiography program: (1) the initial admission and (2) re-entry or applying a second time. In case of extenuating circumstances, such as a major health issue or other catastrophic event, this second attempt ruling may be appealed to the Radiography Program Director. The decision of approval or denial rests with the Radiography program and the Dean of Health and Human Services and is final.
2. Students receiving less than a grade of "C" in any course required in the curriculum will be dismissed from the program. The radiography courses may be retaken one time (including both withdrawal and dismissal) to achieve a grade of "C." The GPA for all students in the program must be 2.0 or higher for continuation and for graduation
3. Students must complete all radiography courses required in the program within 3 years from initial admission.
4. Students who have been dismissed from the program due to legal, ethical or safety reasons ***will not*** be allowed to be readmitted/re-enter the program.

Re-admission Guidelines (students within the initial semester of the program)

All students who either fail or withdraw from a first semester RAD course(s) must be re-screened and re-ranked based on the current admission requirements to re-enter the program. Students should submit a new student application following the process for application for admission to the Radiography program. This is based on ranking for the available (up to 15) spaces in a cohort determined by available clinical space per JRCERT accreditation standards.

Re- entry Guidelines (students in semesters 2 through 6 in the program)

Students who have successfully completed first semester RAD courses but have either failed or withdrawn from RAD courses have **one** year from dismissal or withdrawal to seek re-entry. Enrollment for re-entry is limited and only if the following conditions apply

- Space is available in the specified term
- Sufficient staff and clinical space placements are available
- Admission requirements in effect the year they are reapplying are met.

To be considered for readmission to the program must:

- A written request for reentry must be submitted to the Radiography Program Director. This should include the reason why they left the program along with the steps taken and behaviors changed to be successful if readmission is approved.
- Meet all the admission requirements for entry into the Radiography program for the academic year in which reinstatement is requested.

Students are selected by vote of Radiography program admissions team based on the following criteria:

- Submitted letter from the student
- Prior clinical performance
- Overall GPA and college hours completed

Students who have never attempted the course will have priority enrollment. The student must be in good financial standing with Heartland Community College at the time of application for re-entry.

If approved for re-entry, these students will be required to demonstrate retention of previously learned material. This includes:

- Written exam(s) to evaluate knowledge base with a score of 75% or better (taken only one time)
- Lab competency exams of clinical skills previously learned

Students who are readmitted are required to register for all of the Radiography courses including labs and clinical during the term of re-entry. The student must achieve a grade of “c” or higher in all courses to continue in the program. The higher grade of each of the repeated courses will be recorded in the student record. Failure to do so will result in the student’s withdrawal from the program.

A readmitted student will be subject to policies, procedures and required curriculum that are current at the time of readmission and must have a completed physical exam including verification of immunization on file with the Radiography program prior to attending lab activities and clinical experience. It is the student’s responsibility to assure that all health requirements are met. In addition, a current criminal background check and drug screen will be required.

