

RE-ADMISSION AND RE-ENTRY CRITERIA updated March 2021

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 (coordinator). The decision of approval or denial rests with the Radiography program and the Dean of Health Sciences (or Associate Dean) 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. Up to 15 students per cohort can be admitted to the program based on available clinical education placements and determined by rank through the radiography admissions process.

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- Students who have successfully completed first semester RAD courses but have either failed or withdrawn from RAD courses have **one academic** year from dismissal or withdrawal to seek re-entry. Students will only be allowed re-entry one time and only in the next academic year. 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.

Students disqualified due to a legal, ethical, or safety issue(s) will NOT be considered for re-entry.

To be considered for re-entry to the program, the following must occur within 8 weeks of student's exit from program

- A written request for re-entry must be submitted to the Radiography Program Director (coordinator) addressing the following:
 - The reason why they left the program
 - A plan that establishes strategies for future academic success
- 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 the Radiography program admissions team in a closed meeting based on the following criteria:

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

Students who have never attempted the course will have priority enrollment.

Petitioner(s) will be accepted for re-entry in the order of letter approval. Letters are presented to admissions team in the order they are received. The petitioner must be in good financial standing with Heartland Community College at the time of application for re-entry.

The petitioner will be notified of the Committee's decision following the meeting. Upon receiving the notification, the petitioner must contact the Program Coordinator (or designee) within 10 days of receipt of notification and will make an appointment to discuss the re-entry requirements and develop a learning contract as a means to follow up on the student's progress during completion of the re-entry requirements.

If approved for re-entry, these students will be required to demonstrate retention of previously learned material by specific due dates. 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 (procedures and patient care) previously learned

If the student is unsuccessful in carrying out the requirements of re-entry and of the learning contract, he/she will be notified of his/her lack of progress and will be dropped from the program. The student will not be allowed to apply for re-entry consideration.

Students who are allowed to re-enter must register for all required Radiography courses including labs and clinical during the term of re-entry. Students will demonstrate skills (procedures and patient care) completed in prior enrollment through the competency process in clinical environment.

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. The student will not be allowed to apply for re-entry consideration.

A re-entry student will be subject to policies, procedures and required curriculum that are current at the time of re-entry. The student will also need to complete a new drug screening and background check prior to re-entry, as well as, be current with CPR and current clinical health requirements. These are the financial responsibility of the student. It is the student's responsibility to assure that all health requirements are met and verification is on file with the Radiography program prior to attending lab activities and clinical experience. .