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**Policy Name:** Readmissions  
**Policy Number:** ACA 2.04  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2025  
**Version:** 2.4  
**Policy Status:** Approved

## I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to identify the circumstances in which former students are eligible to re-apply for admission to the school. The filing of such an application does not guarantee or assure admission.

## II. Purpose

The purpose of this policy is to establish the re-admission process and requirements for previous students to re-apply for admission to SOMI.

## III. Scope

This policy applies to all previous and current enrolled students at SOMI.

## IV. Definitions

None

## V. Policy Details

Circumstances for re-application to the school are listed below:

### Dismissal for Academic Reasons

Students who have been dismissed from SOMI for failure to successfully complete one (1) course with a grade of C (80) or higher.

The following will be required in this circumstance:

1. Compliance with all current admission requirements for the entering class.
2. Submission of a complete application, 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 school.
4. Provision of satisfactory evidence of improved academic skills prior to re-admission.

### Student Voluntary Withdrawal

Students who have voluntarily withdrawn from the school and who were then in “good standing” at the time of their withdrawal, are eligible to re-apply for admission.

### **Standard Period of Non-Enrollment**

Students are eligible for a standard period of non-enrollment (SPN) for non-academic reasons, such as military leave, financial, medical, or mental health reasons. Refer to policy ADM 3.07 Leave of Absence or Permanent Resignation from the School.

### **Satisfactory Academic Progress (SAP)**

All re-admitted students must maintain Satisfactory Academic Progress (SAP) in accordance to policy ADM 2.06 to maintain eligibility to utilize Title IV Financial Aid.

### **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 Process 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”.

## **VI. Attachments**

N/A

## **VII. Related Policies**

ACA 3.06 SOMI Grading System  
ADM 1.05 Student Appeal Process  
ADM 2.06 Satisfactory Academic Progress  
ADM 3.07 Leave of Absence or Permanent Resignation from the School

## **VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

## **IX. Version Control**

Version	Date	Description	Prepared by
1.0	3/13/2017	Initial Policy	CDDAA
2.0	4/3/2022	Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA
2.2	3/6/2024	Revisions	CDDAA
2.3	4/2/2025	Revisions/Policy Changes	CDDAA
2.4	4/15/2025	Revisions / Minor	CDDAA