



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FB-11 Student Re-entry into a Health Career Program

APPROVED: December 6, 2013 **REVISED:**
Year of last review: 2021

AUTHORIZING BOARD POLICY: FB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Dean of Health, Career and Technical Education, Math and Science

OBJECTIVE: To provide a system for re-entry into a health career program of a student whose program of study has been interrupted. **NOTE:** This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

PROCEDURE:

I. General Provisions

A. Definitions

1. Re-entry--the process by which a student who has failed or withdrawn from a health career course can continue in the program.
2. Re-entry student--a student requesting to continue in the health career program who was previously accepted and either failed a course or withdrew from a course.
3. Student on probation--a student who is not progressing within the degree plan due to a variety of reasons and has been placed on Probation in accordance with Procedure EGA-7 *Scholastic Standards and Academic Progress*.

B. Re-entry Guidelines for Health Career Programs. NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

All five of the following statements apply to all re-entry students. (Entry/Re-entry is on a space available basis.)

1. Students may be allowed re-entry into the health career program for a total of one time unless there are documented extenuating factors.
2. Specific procedures to follow, based on when the failure occurs, if the student's re-entry request is due to course failure.

a. Failure or withdrawal in first semester

Students who fail or withdraw from the first semester courses in the health career program must be re-ranked through the Specialized Admissions Process and must meet current admission requirements.

b. First failure of any theory or clinical course

At the time of the first failure in a theory or clinical course, students may be granted re-entry without remediation requirements based on space availability.

***Note:** The word "faculty" denotes instructors, counselors and librarians.

- c. Second failure in a theory or clinical course

At the time of the second failure in a theory or clinical course, the student will not be granted re-entry into the healthcare program.

- 3. Students who fail a course due to documented, unsafe clinical practice will not be readmitted into the program.
- 4. Requests for re-entry must be in writing.
 - a. The letter should be submitted to the program coordinator and the appropriate Dean.
 - b. The letter must include a date and signature, the preferred date of re-entry and the course requested, student's identification number, current phone number(s) and, if appropriate, documentation that any recommendations have been met.
 - c. Requests for a second re-entry must have documentation of any exceptional circumstances that would justify the additional re-entry request (e.g. illness, deployment, etc.).
- 5. Re-entry is based on space availability in the requested program/course.

II. Process for Re-entry into a Health Career Program. NOTE: This procedure applies to students enrolled in an allied health program only. Nursing students should refer to College Procedure FB-10 *Student Re-entry into the Nursing Program*.

The process provides a system for entry or re-entry into a healthcare program for students that are defined as re-entry, non-traditional credit, foreign, transfer, or transferring program students.

The process will apply to re-entry of all generic students that enter the program via College Procedure FB-7 *Specialized Admission Requirements for Programs in Health Careers or Nursing*. Students seeking re-entry into a health career program must follow this procedure. All students seeking entry/re-entry into a nursing program must follow College Procedure FB-10 *Student Re-entry into the Nursing Program*. Students must also comply with College Procedure EGA-7 *Scholastic Standards and Academic Progress*.

A. Definitions

- 1. Types of students eligible to seek placement into the health career program:
 - a. Students on probation
 - b. Students seeking re-entry after a break in attendance
 - c. Students requesting non-traditional credit
 - d. Foreign graduates who need course work prior to licensure eligibility
- 2. Withdrawal from a health career program
 - a. A student will be administratively withdrawn from the program if the student:
 - 1) Does not maintain an overall G.P.A. of 2.00 or higher, based on program guidelines
 - 2) Does not receive a grade of "C" in any specialized course or co-requisite course
 - 3) Does not register for courses the following minimester or semester
 - 4) Demonstrates lack of course progression based on faculty counseling form recommendations
 - 5) Positive substance abuse tests (one year required for re-entry)

The student in the above situation(s) may request re-entry according to guidelines in this procedure.
 - b. The student may be withdrawn permanently from the healthcare program, with no readmission/re-entry allowed, for:
 - 1) Documented incidents of unsafe practice as defined in the student clinical manual or course syllabus
 - 2) Academic dishonesty

- 3) Administrative drops due to disciplinary actions, and/or certain results from background checks (e.g. felony convictions, Federal OIG status, etc.)
 - c. A student withdrawal from a course due to personal illness, family illness or problems, financial concerns or other reasons not related to classroom performance is eligible for re-entry on space available basis upon resolution of the personal situation.
- B. Re-entry into the healthcare program following withdrawal
 1. Re-entry pertains to students re-entering the healthcare program after successful completion of at least one program-specific course.
 2. Re-entry does not apply to a student who has been:
 - a. Withdrawn from the program for a documented incident of unsafe practice.
 - b. Withdrawn from the program for academic dishonesty.
 - c. Out of the program for three (3) years or more.
 3. A student withdrawn from a program for unsafe practice or for academic dishonesty may not be allowed to re-enter the program regardless of the number of courses in the degree plan remaining to be completed.
 4. A student who has been out of the program for three (3) years or more will be required to reapply as a beginning student which will require that the student be re-ranked and adhere to the specialized admission criteria. The Program Coordinator, Counselor, and Dean will review the course history to determine which, if any, courses remain valid in the degree plan upon acceptance to the program. To assist the student in fulfilling this responsibility, the student must consult with an Academic Counselor upon acceptance into the program to identify course requirements prior to each registration period.
- C. Application Process and Criteria for Re-entry
 1. Students must submit a letter requesting re-entry to the specific program coordinator. The letter must contain:
 - * A date and signature
 - * The preferred date of re-entry
 - * The course requested
 - * Student's identification number
 - * Current phone number(s)
 - * Students MUST provide documentation that the recommendations have been met or that person/family illnesses or situations have been resolved.
 2. Students must adhere to the healthcare degree plan as specified in the EPCC College *Catalog* for the semester/year that entry/re-entry is sought. If the degree plan is different from the original one under which the student was admitted or if it comes from another institution, it is the student's responsibility to meet the new degree plan requirements, and other requirements, as outlined in the most current program information guide. The student must initiate a revised degree plan with a counselor. It is the student's responsibility to seek evaluation of credits and provide all the transcripts and documents needed to evaluate any prior educational experience. If it is necessary for the student to initiate a new degree plan, this must be done through an Allied Health Counselor, and the student must have that degree plan on record with the Admissions and Registrar's Office.
 3. After ascertaining that the applicants are qualified, and have completed requirements, if applicable, the program coordinator will rank students within each category by program specific procedures. Students reentering the program will be notified by telephone or in person when a space is available. Mail notification will be sent as needed. Students' entry will be considered based upon completion of prerequisites and space availability.

D. Ranking for re-entry into the health career programs

1. Ranking priorities for re-entry into the health career programs will be based on:
 - a. Space availability in the course/program, including clinical site availability.
 - b. Student's entry will be based on the completion of the prerequisites for the program/course, GPA, and on whether the students are in good standing with the College.
 - c. Ranking for re-entry will be based on the student's reasons for leaving the program/course, GPA, and conditions specified for re-entry, as identified by the program procedures.
 - d. The following guidelines are used to determine an applicant's placement for available openings within the program or specific courses:
 - 1) CATEGORY A-I

Student exited in good standing because of documented illness or pregnancy, other documented reasons and/or extenuating circumstances that impacted success.
 - 2) CATEGORY A-II
 - a) Nontraditional Credit applicant who was passing with a minimum grade of "C" in courses when leaving his/her former program. An adjusted GPA will be used for advanced placement/transfer students.
 - b) A non-progressing student that left the program for an extended period of time, but fewer than three (3) years, with no previous course failures. A student may have recommendations/requirements prior to re-entry.
 - c) Student that has successfully challenged a healthcare course(s) by Proficiency Exam and has had no course failures prior to the challenge.
 - d) Foreign graduates requiring courses specified by the licensing or certifying agencies.
 - 3) CATEGORY B-I
 - a) Readmission, advanced placement/transfer, and foreign graduates who have failed a healthcare course in a healthcare program.
 - b) Student who has entered the healthcare program from category A and then failed a healthcare course.
 - 4) CATEGORY B-II

Nontraditional credit applicants who have failed the last healthcare course which they were enrolled in before leaving his/her former program (transfer failing student).

E. Appeals Process

1. The student may appeal any requirements/recommendations of the Program Coordinator or any denials or delays in re-entry. If there is not a satisfactory resolution, then they may appeal to the Dean for Health Careers.
 - a. Appeals regarding the terms of the requirements given by the Program Coordinator must be made in writing to the Dean within 30 days of the receipt requirements for entry/re-entry.
 - b. Appeals regarding the denial, delay or re-entry must be made in writing to the Program Coordinator within 30 days of the notification. If a satisfactory conclusion is not reached, the student can appeal to the Dean for Health Careers within 15 days of the receipt of the notification.
 - c. Appeals regarding the decision of the Dean must be made in writing to the Vice President of Instruction, within 14 days of receipt of the Dean's decision. The Vice President of Instruction, upon review of all documentation, will either affirm or reverse the decision of the Dean. The decision of the Vice President of Instruction will be final.