



Dr. K. Q. A. [Signature]

SUBJECT: Readmission to Methodist College

I. POLICY:

1. Methodist College considers applications for readmission subsequent to dismissal in a fair, consistent, and equitable manner. Readmission is conferred only when the APR committee deems future successes likely; therefore, readmission is not guaranteed. Application for readmission may be made after a minimum of one regular (Fall or Spring) semester of non-enrollment. Exception: Cohort-based programs (e.g. Second degree accelerated BSN and RN-BSN) in which continuous enrollment is part of the normal degree progression may use any intervening semester i.e. fall, spring or summer as the required semester of non-enrollment for application for readmission.
2. To be considered for readmission, applicants must be: (1) in good financial standing with the College, which means that any outstanding balances must be resolved before an application will be accepted; and (2) applicants must have a GPA sufficient to reasonably attain a cumulative GPA of 2.0 in no more than two regular semesters. Students who are readmitted will be designated as **Probationary** until the required cumulative GPA of 2.0 is attained.

NOTE: Students must seek readmission to specific programs in accordance with any published, discipline specific policy subsequent to attaining readmission the Methodist College. This may require a second readmission process.

II. PROCEDURES:

1. All materials must be submitted by the application deadline for the semester for which readmission is sought. The readmission process takes approximately six (6) to eight (8) weeks, so students are encouraged to apply early.
2. To apply for readmission, the student must do the following:
 - a. Submit a complete application for admission and application fee indicating the program to which the student is seeking readmission;
 - b. Submit a written letter to the Office of Admissions explaining why he/she should be considered for readmission; and
 - c. Submit official transcripts for any course work completed subsequent to leaving Methodist College (if applicable);
3. The completed application and all previous academic records will be reviewed by the Methodist College Admissions, Progression and Retention (APR) Committee.
 - a. During this review, the APR Committee will render a decision on the readmission application.
 - b. Criteria evaluated by the APR Committee will include both evidence showing resolution of the problem that led to dismissal, and a plausible plan for success.

- c. If additional information is needed, the student may be asked to appear before the committee to discuss his or her plan for success upon readmission. If appearance is required, the student will be notified by the Registrar of the date and time of this meeting.
4. Students will be notified of the readmission decision in writing by the Registrar via United States Postal Service with a return receipt requested.
5. If a student wishes to appeal a readmission decision, the student must submit an appeal to the Vice President of Academic Affairs within 30 days of the negative readmission decision. The VPAA has one week (five business days) to consider the appeal. The VPAA's decision will be sent via United States Postal Service with a return receipt requested. The VPAA's decision is final.

III. GENERAL INFORMATION:

Readmission is subject to the following requirements:

1. The conditions of readmission are set by the APR Committee and must be met by the student as described in the readmission letter. Failure to meet the conditions of readmission could result in dismissal from the College.
2. Readmission is offered for the specific semester as designated by the APR Committee. A student who does not re-enroll at the specified time must notify the Registrar of his/her rationale and may forfeit a positive readmission decision.
3. Readmitted students must meet with the First Year Advisor to develop a plan of action before enrollment. Readmitted students are advised by the First Year Advising team throughout the first semester or longer as needed before enrollment.
4. Students seeking readmission to a program with a program-specific policy must follow the published process for readmission after being reinstated to the College.
5. Students will be admitted in accordance with the admission policies in effect at the time they are granted readmission.
6. Once accepted for readmission to the College, students will be required to meet the curriculum requirements for the degree as stated in the current catalog and which are in effect at the time of re-entry.