

## **READMISSION POLICY**

Johnson College encourages students to complete their education degrees. To assist students in this endeavor, the College has established the following readmission policy.

Readmitted students are those students who have been separated from Johnson College for no more than two consecutive semesters, excluding summer session, and who have earned more than 30 credits prior to seeking to return. Otherwise, the student is considered a new applicant and must contact the Admissions Office (570-702-8900) to file a new application.

Students wishing to be readmitted, as defined above, must apply for readmission by contacting the Registrar's Office. (For information on Radiologic Technology students see below.) A readmission application must be completed and submitted with a \$15.00 readmission fee. Students who desire to be readmitted must have no financial balance and/or any other obligation due to the College.

Students wishing to return who were on academic probation at their time of separation from Johnson College may also be required to meet with the Vice President of Academic Affairs prior to being considered for re-admission.

Students who have been dismissed from Johnson College for academic reasons may seek readmission using the procedure outlined above. The Director of Enrollment Management, Department Chairperson, and Vice President of Academic Affairs make the decision for readmission jointly. Students will be enrolled on a probationary status and may be required to take a reduced academic schedule and/or participate in the SUCCESS Program. (Individual program readmission criteria may be found in individual program handbooks.)

Students who are readmitted are required to complete the graduation requirements in effect at the time they re-enter Johnson College. Coursework previously completed will be evaluated to determine if it meets current requirements. Students who have taken courses at other post-secondary institutions since their last date of attendance at Johnson College must submit official college transcripts of that coursework.

As stated in the Radiologic Technology Handbook under Readmission into the RT Program: If a student is dismissed from the Program, they may not request re-admittance into the program. If a student withdraws from the program due to grades not meeting the programmatic criteria, they will not be able to reapply back into the program.

## **VETERANS' READMISSION**

Johnson College complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act section 487.

The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status as the student had when he or she last attended the institution.

This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a

period of more than 30 days under a call or order to active duty of more than 30 days.

To view the full act visit: [www.hea.org](http://www.hea.org) Keyword VeteransReadmission

### **READMISSION PROCEDURE**

- 1) The Bursar's Office will first review all applications to determine if the student is in good financial standing with the College, before they are considered for readmission.
- 2) Applications of students deemed eligible for readmission will be reviewed by the Registrar's Office and will also be sent to the Department Chair for review and to determine if there any stipulations to be added to readmission.
- 3) If a student originally left Johnson College for medical reasons, student must provide a medical release from a licensed medical provider to the Vice President of Academic Affairs.
- 4) Students eligible for readmission may be required to participate in the Advocate Program and/or SUCCESS program as determined by the Office of Student Support Services.
- 5) After notification of readmission and any requirements for readmission, student must meet with the Financial Aid and/or Bursar's office to develop a plan to finance their education.
- 6) Students then must complete normal course registration procedures in conjunction with an academic advisor or the registrar.
- 7) After meeting with the academic advisor or registrar, student will meet with the Registrar's Office to fill out appropriate enrollment paperwork and to register for classes.