POLICY TITLE
Progression, stop-outs, and re-enrollment in programs with a clinical, externship, or practice-based learning component for School of Health Sciences.

POLICY NUMBER
ASOM 4.19.1 Formerly APPM 4.3

PRIMARY RESPONSIBILITY
Financial Aid and Registrar – status designation
Program Chair – Retained competency verification

CREATION / REVISION / EFFECTIVE DATES
Created August, 2012, Effective Fall 2013; Revised July, 2017, Effective Fall 2017

PURPOSE
In order to ensure demonstrated retained competency of the student, to maintain the safety during clinical, externship and/or practice-based learning experiences, and to promote student retention and completion, the purpose of this policy, in addition to factors outlined in ASOM 4.19, is to identify the process for student progression in a program when the student does not progress with continuity to the completion of the degree or certificate.

ORGANIZATIONAL SCOPE OR AUDIENCE
All degree- or certificate-seeking students in the School of Health Sciences programs.

DEFINITIONS
Clinical, externship, or practice-based learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients’ health records, or is performing invasive healthcare procedures in a campus laboratory setting.

POLICY
Students with a break in continuous program enrollment must demonstrate retained competence in the prerequisite course(s).

PROCEDURE
Unsuccessful attempt:

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of “W”, “FW”, “F”), must attempt to re-enroll in the
course(s) not successfully completed for the next academic term when offered if there is an available opening, provided the student satisfies the standards of progress as outlined in ASOM 4.19. Failure to attempt to re-enroll in the non-completed course(s) in the next academic term in which it is offered, if there is an available opening may result in the student being required to start the program over in order to complete the certificate or degree.

2. Students not successfully completing a required programmatic course may remain in the program and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the prerequisite, provided they satisfy the standards of progress as outlined in ASOM 4.19.

3. Should there be any term of non-enrollment in the required course(s), the student will be required to demonstrate retained competency in the course objectives in any required pre-requisite programmatic course(s) as described below before re-enrolling in the course.
   - Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on the final exams, comprehensive laboratory exams, lab or clinical competency and/or skill check-offs.
   - Students unable to demonstrate retained competency in any required pre-requisite programmatic course(s) may be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the course not successfully completed or may be required to repeat prerequisite course(s).
   - Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space at the time of the student submission.
   - Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above.

**Stop-outs**

In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out.” Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an
accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

REFERENCES
None

RESOURCE PERSON
Financial Aid and Registrar – status designation
Program Chair – Retained competency verification
Dean – School of Health Sciences