POLICY TITLE
Progression, stop-outs, and re-enrollment in programs with a two-step admission process

POLICY NUMBER
ASOM 4.19.1 Formerly APPM 4.3

PRIMARY RESPONSIBILITY
Financial Aid and Registrar – status designation
Academic Advising - interventions

CREATION / REVISION / EFFECTIVE DATES
Created August, 2012, Effective Fall 2013

PURPOSE
To ensure demonstrated retained competency of the student, to maintain the safety of patients/clients of clinical affiliate organizations, and to promote student retention and completion, additional factors above those outlined in ASOM 4.19 affect the determination of a student’s standards of progress and continued enrollment in programs with a two-step admission process.

ORGANIZATIONAL SCOPE OR AUDIENCE
All degree- or certificate-seeking students

DEFINITIONS
None

POLICY
Students attempting to reenroll in a course after failing the same course or a break in enrollment must demonstrate retained competence in the prerequisite course(s)

PROCEDURE

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of “W”, “FW”, “F”, or “D” where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in ASOM 4.19.

2. Students not successfully completing a required programmatic course may remain in the program with a two-step admission process, and may enroll in additional
required programmatic courses in successive academic terms for which they have satisfactorily completed the pre-requisite, 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 due to course availability the student will be required to demonstrate retained competency in the course objectives of 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 final exams, comprehensive laboratory exams, and clinical check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the non-completed course.

- 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.

- 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**
1. In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out”, and should they wish to re-enroll in programmatic courses will be required to later request re-enrollment (within any maximum timeframe for completion guidelines as required by accrediting agencies) in the program with a two-step admission process as outlined above.

**REFERENCES**
None

**RESOURCE PERSON**
Financial Aid and Registrar – status designation
Academic Advising - interventions
Program Chair – affirmation of competence