

# COM Re-Admission of Prior CHSU Students

## Re-Admission of Prior CHSU Students

Students who withdraw from CHSU-COM, regardless of the reason, may be considered for readmission upon re-application. This policy does not apply to students who have been dismissed for academic performance or misconduct. Students that have been dismissed from CHSU-COM for any reason may not seek readmission to CHSU-COM.

Re-admission applicants are required to comply with all of CHSU-COM's admissions requirements for non-readmission applicants. In addition, applicants must submit a letter to the CHSU-COM Admissions Department that includes the following information:

1. Reason for withdrawal
2. Status/activities/academic and professional pursuits since withdrawal
3. Reasons why the applicant should be considered for re-admission

All documents must be submitted at least ninety (90) days in advance of the academic year during which the applicant wishes to re-enroll. The Admissions Committee will review the application for readmission and reserves the right to request additional supporting documentation. All applicants will receive written notification of the Committee's decision via email.

In all cases of re-admission, students must complete the program within the maximum length of time permitted by the COM Graduation Requirements.

All current or former students returning from an approved extended period away from CHSU, such as a leave of absence or an offer to repeat an academic year, must notify CHSU in writing of any offenses, including deferred adjudications, at least sixty (60) days prior to the anticipated return date. An offense occurring less than sixty (60) days prior to the anticipated return date must be reported to the Director of Student Affairs within 24 hours of the offense. Nondisclosure or falsification of any related information may result in the revocation of the offer to return to CHSU, or if already returned to CHSU, referral to the Student Progress Committee for possible sanctions up to, and including, dismissal from the program.

CHSU retains the right to relinquish the seat of any current or former student returning from an extended absence if they have been criminally charged or convicted of a misdemeanor, felony, or traffic violation. Students who have already resumed classes following an extended absence may be referred to the Student Progress Committee for sanctions up to, and including, dismissal from the program.

As future physicians, students are held to a high standard of professionalism, ethics and honor, and CHSU has a duty to protect the public from potential harm by its students. All current or former students returning from an approved period away from CHSU, such as a leave of absence or an offer to repeat an academic year, must complete a national background check, and controlled substance screen within a timeframe designated by CHSU, but no later than sixty (60) days prior to the anticipated return date.

Additional requirements, such as a psychiatric evaluation, may be placed on returning students as deemed appropriate. Students who do not return on the approved date, or otherwise do not fulfill all of the requirements for return, will need to re-apply through AACOMAS and will not be guaranteed readmission.

CHSU-COM may, in its sole discretion, allow the student to re-enroll in the next class of the same program, with the same enrollment status, number of credits and academic standing as when the student last attended CHSU-COM. The student may also request admission at a later date, so long as completion of the program occurs within the time frame required by CHSU-COM's accreditor, COCA, as explained above. If the school determines that the student is not prepared to resume the program where they left off, the school must make reasonable efforts to help the student resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to

retake a pretest, as long as such requirements do not place an undue hardship on the College. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that can be taken, the school is not required to readmit the student.