

COM Re-Admission of Prior CHSU Students

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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.

Re-Admission of Service Members to CHSU-COM

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service with the U.S. Armed Forces. The following sections explain the eligibility and re-admission requirements of this policy.

Students are eligible for readmission under this provision if, during the leave, the student performed or will perform voluntary or involuntary active-duty service in the U.S. Armed Forces including active duty training and National Guard or Reserve service under federal (not state) authority. Students are not eligible if they received a dishonorable or bad conduct discharge. In general, the cumulative length of absence and all previous absences for military service (service time only) must not exceed 5 years.

Notice Requirement

Students planning to take leave for military service, must provide written notice to the Associate Dean of Students Services as far in advance as is reasonable under the circumstances. Alternatively, at the time of readmission, the student must submit an attestation of military service that necessitates absence from CHSU-COM. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

Students must also provide written notice of the intent to return to CHSU-COM to the Associate Dean of Student Services. The notice must be submitted no later than 3 years after the completion of the period of service. If the student is recovering from a service-related injury or illness, they must notify the school no later than 2 years after their recovery. A student who fails to apply for readmission within the designated time limits may not be eligible for readmission.

In accordance with Federal Regulations, returning students who receive a dishonorable or bad conduct discharge from the Armed Forces (including the National Guard and Reserves) are not eligible for readmission.

Tuition and Fees

For the first academic year after return from military service, the student will be readmitted at the same tuition and fees rate that the student was or would have been assessed for the academic year of departure, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student will be charged the same tuition and fees as other students in the program.

Re-Admission Requirements

CHSU-COM will allow the student to re-enroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when the student was last in attendance. Students may be subject to the degree requirements in effect at the time of readmission. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where they left off, the school must make reasonable efforts at no extra cost to the student to enable the student to 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 they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.