

**Springfield Technical Community College
School of Health & Patient Simulation**

Readmission Policy

Readmission to a Health Program

If a student leaves a health program for any reason, and intends to re-enter the following academic year into the semester in which they left, the student must follow the readmission process as outlined in the **Readmission Policy below**.

If a student intends to return to a health program after one full academic year has passed, the student must apply as a new applicant through the college admissions website <https://www.stcc.edu/apply/>.

For all students intending to re-enter a health program, return is dependent on an available seat in the program. Any student seeking readmission to a health program, will meet with their advisor or Program Chair to discuss the contributing factors for the withdrawal, prior to submitting the *Letter of Intent to Return* as outlined below in the Readmission Policy.

Readmission Policy

The student seeking readmission to a health program must submit a *Letter of Intent to Return*, to the Dean of Health & Patient Simulation Office (Building 20/Room 320) and to the Program Director, by November 16 for consideration for return in the spring semester, and by February 1 for consideration for return in the fall semester. These dates may change from year to year. Please check the [School of Health & Patient Simulation website](#) or contact the Dean's Office, at 413.755.4510 or by email shps@stcc.edu for this information.

Your *Letter of Intent to Return* must explain how the cause(s) that resulted in your leaving or removal from the program has been resolved. If the reason for leaving the program was medical in nature, you must submit a letter from your physician stating that it is safe for you to return to the classroom, laboratory, or clinical site.

Decision for Readmission

Once the Dean of the School of Health & Patient Simulation has received the *Letter of Intent to Return*, the Readmissions Committee will meet to consider the student's circumstances. This committee will consist of the Dean of Health & Patient Simulation, Assistant Dean, and the Program Chair. Other members may be included as deemed appropriate by the Dean of the School of Health & Patient Simulation. The committee's decision to readmit a student is dependent upon how well the student has documented a resolution of the issue(s) that caused the departure from the program. The student's overall grade point average is not a major consideration and may have little, if any affect, on the committee's decision. The committee encourages the student to explain, in writing, why the student left the program and how the student has addressed the issue or multiple issues. An explanation about how the student will now be successful in the program is critical.

Please note that most health programs only allow one readmission.

Steps Following the Decision

- The Office of the Dean of Health & Patient Simulation informs the student in writing of the committee's decision, and forwards a copy of the decision to the Admissions department.
- If the *Letter of Intent to Return* is approved, the student is subject to the program requirements stipulated in the year of the original admission. Other conditions may be placed upon the student's re-entrance to the program.
- Upon approval, the student is required to submit an application for readmission and a signed Academic Success Plan, created by the Faculty member/or Department Chair and the student, to the office of the Dean of Health & Patient Simulation (Building 20/Room 320).
- The committee's decision, the Readmission Application for completion by the student, and the Academic Success Plan is mailed to the student via first class mail and to the student's STCC email.

Please address any questions to the Office of the Dean, School of Health & Patient Simulation Building 20, Room, 320. Phone: 413.755.4510. Email: shps@stcc.edu