

ADMINISTRATIVE PROCEDURES

Title: HEALTH SCIENCE PROGRAMS	Identification: 4.13
	Page: 1 of 2
	Effective Date: 04/29/02
Authority: SBE 6A-14.0262; 6A-6.075; 6A-14.030; 6A-14.0341 FS 240.319; 240.355 HCC Rule 6HX-10-3.006; 3.020	Signature/Approval: Gwendolyn W. Stephenson

PURPOSE

This procedure provides direction for the admission, dismissal and readmission of students to the health science programs.

PROCEDURE

The following guidelines apply to the admission, dismissal and readmission of students in the health science programs which include Diagnostic Medical Sonography; Paramedic; Human Services; Nuclear Medicine Technology; Occupational Therapy Assistant; Opticianry; Radiation Therapy; Radiation Therapy Specialist; Radiography; Respiratory Care and Respiratory Care Transition.

1. ADMISSION

The Office of the Dean of Health, Wellness, and Sports Technologies maintains in its operation manuals specific details on admission documentation, deadlines, and criteria for the aforementioned health science programs. The criteria include program-specific directions, final acceptance requirements, and linkage applicant information. Changes to office operation manuals must be reviewed by the Dean of Health, Wellness, and Sports Technologies and health science program faculty and approved by the Dean of Health, Wellness, and Sports Technologies, the Campus Presidents of the campuses on which health science programs are offered, the Director of Technical Programs, and the Vice President for Education and Student Development.

2. SELECTION CRITERIA

Applicants will be selected for admission into the health science programs based upon their GPA ranking. The applicant with the highest GPA will be ranked first. Each applicant will be ranked in accordance with specific criteria maintained by the Office of the Dean of Health, Wellness, and Sports Technologies. Changes to such criteria must follow the review and approval structure identified in Section 1.

3. HEALTH SCIENCE PROGRAMS ADMISSION COMMITTEE

The Health Science Programs Admission Committee will review the applications for admissions to the health science programs. The Committee will include admissions

ADMINISTRATIVE PROCEDURES

Identification: 4.13	Page: 2 of 2	Effective Date: 04/29/02
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personnel, the Program Manager, and the Assistant to the Dean of Student Services for Admissions (Chair). The Committee will review the applicants in accordance with the admissions and selections criteria maintained by the Office of the Dean of Health, Wellness, and Sports Technologies. The Office of the Dean of Health, Wellness, and Sports Technologies maintains additional details of Committee operations and functions in the office operations manual. Changes to such details must follow the review and approval structure identified in Section 1.

4. **APPEAL**

An applicant who is denied admission to a health science program may appeal the decision in accordance with guidelines that are maintained by the Office of the Dean of Health, Wellness, and Sports Technologies. Changes to the guidelines must follow the review and approval structure identified in Section 1.

5. **DISMISSAL**

A student will be dismissed from a health science program if (s)he does not obtain a grade of "C" in each "program requirement" course. This does not apply to general education or elective courses. The Office of the Dean of Health, Wellness, and Sports Technologies maintains in its operations manual specific details regarding the dismissal process and follow-up activities. Changes to the guidelines must follow the review and approval structure identified in Section 1.

6. **READMISSION: DISMISSAL DUE TO ACADEMIC FAILURE**

A student who has been dismissed from a health science program may apply for readmission to the same program only one time. The Office of the Dean of Health, Wellness, and Sports Technologies maintains in its operations manual specific details regarding the readmission process and follow-up activities. Changes to the guidelines must follow the review and approval structure identified in Section 1.

7. **READMISSION: VOLUNTARY WITHDRAWAL**

A student who does not successfully complete the first term of a health science program and voluntarily withdraws from a program-required course or the program must seek readmission to the program as a new student. The Office of the Dean of Health, Wellness, and Sports Technologies maintains in its operations manual specific details regarding the readmission process and follow-up activities. Changes to the guidelines must follow the review and approval structure identified in Section 1.