



**VERA Z. DWYER COLLEGE  
OF HEALTH SCIENCES**

INDIANA UNIVERSITY SOUTH BEND

**TITLE: Reinstatement  
Policy**

**POLICY NO: R-1**

**EFFECTIVE DATE: 8-24-22**

**TARGET GROUP: CHS  
Students**

**SECTION: Radiography Student  
Policy**

**REVISION DATE:  
August 16<sup>th</sup>, 2021 and May 11, 2022**

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**Purpose:**

The purpose of this policy is to identify the process for students seeking reinstatement to the IUSB Vera Z. Dwyer College of Health Sciences Radiography and Medical Imaging.

**Policy:**

Reinstatement must be granted as outlined by CHS Student Policy, Reinstatement to the Vera Z. Dwyer College of Health Sciences.

**Procedure:**

Students that leave the Radiography or Medical Imaging Program due to an approved leave of absence for personal or medical reasons may be given a second opportunity to complete the program. Reinstated students due to a leave of absence for personal or medical reasons will have a reinstatement plan developed.

Students that leave the Radiography or Medical Imaging Program due to academic or disciplinary dismissal will be considered on a case-by-case basis. Being reinstated is not automatic. Reinstated students due to academic or disciplinary dismissal will have a reinstatement plan developed, which may include skill validations and remediation courses. The program follows the rules and procedures of the American Registry of Radiologic Technologists (ARRT) and the Joint Review Committee on Education in Radiologic Technology (JRCERT) which may impact reinstatement.

All reinstated students would need to complete a clinical reentry course either before the semester of full reentry or in the semester of reentry.

If a student is dismissed from the program due to excessive violations, they will not be allowed to apply for reentry in the Radiography program for a period of five (5) calendar years.

**Any student dismissed from the Radiography program seeking readmission must first contact the program director to see if the student needs to file an Ethics Review Pre-application with the ARRT**

<https://www.arrt.org/pages/earn-arrt-credentials/initial-requirements/ethics/ethics-review-preapplication>

### Step 1: Reinstatement to the University

Students who have been dismissed from the University and wish to return must apply through the Office of Admission by the established due dates.

### Step 2: Reinstatement Approval by the School of Applied Health Sciences Council (SAHSC)

Students who wish to be reinstated will be instructed by the program director to submit the written reinstatement request and all supplemental documentation to the program director in which they wish to be enrolled in the clinical program by the established due dates. Students are encouraged to collaborate with the Assistant Dean for Student Success and Operations for reinstatement requests.

Deadline for documentation:

To be reinstated for spring semester: July 1

To be reinstated summer semester: November 1

To be reinstated fall semester: April 1

The SAHSC will review the reinstatement request and supplemental documentation and make decisions based on provided documentation. An appointed member of the SAHSC will provide notification of decision to the student, program director, Assistant Dean for the School of Applied Health Sciences, and the Assistant Dean for Student Success and Operations at a minimum of two weeks prior to the start of the semester for which reinstatement was requested.

Required supplemental documentation:

- Reinstatement request letter from the student
  - Include reason for leaving the program
  - A student generated action plan for success that addresses factors resulting in dismissal or interruption in degree progress and outlines an individualized plan for long-term success in a meeting the expectations and outcomes of the program.
- Records, including documents tied to course requirements, held by the program will be provided by the program director.

Reinstatement depends on if there is availability at the time of clinical reentry.