

**TITLE: Reinstatement Policy      POLICY NO: R-18**

**EFFECTIVE DATE: 9-1-2024**

**REVISION DATE: 8-16-21, 5-11-22, 8-7-23, 5-1-24**

**Purpose:**

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

**Policy:**

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

**Procedure:**

Students who leave the Radiography or Medical Imaging Program **may** be given a second opportunity to complete the program. Students will be considered for reinstatement by the Applied Health Science Council (AHSC) on a case-by-case basis. **Being reinstated is not automatic or guaranteed.** 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.

Students who 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 within 1 year.

Students who leave the Radiography or Medical Imaging Program due to academic or disciplinary dismissal will be considered for reinstatement by the AHSC on a case-by-case basis. **Being reinstated is not automatic or guaranteed.** 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.

Reinstated students due to a leave of absence for personal or medical reasons will have a reinstatement plan developed.

Students applying for reinstatement are strongly encouraged to meet with the Director of Student Services to develop their written request. The written request and supplemental documentation will be submitted and evaluated by the AHSC on the basis of academic standing, potential for progress toward the degree, availability of resources, and satisfactory completion of any conditions and/or faculty recommendations existing at the time of dismissal. An appointed member of the AHSC will provide notification of the decision to the student, program director, Director of Student Success, School Leader, and Dean within 60 days of receiving the reinstatement request. Reinstatement is not automatic and depends on availability at the time of clinical reentry. Please see policy R-14, Radiography and Medical Imaging Student Appeals Policy regarding the appeal process.

**Radiography students who have been dismissed and want to be considered for reinstatement must follow the steps below:**

1. The wait period for students who leave the program due to academic or disciplinary dismissal is 1 academic year. Students must apply within the next academic year to be considered for reinstatement. Please see the submission request deadlines below.
2. The wait period for students who leave the program due to medical or personal reasons is evaluated on a case-by-case basis. Please see the submission request deadlines below.
3. A radiography student can only apply for reinstatement once.
4. Reinstatement to the University
  - a. Students who have been dismissed from the University and wish to return must apply through the Office of Admission by the established due dates.
5. 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.rrt.org/pages/earn-rrt-credentials/initial-requirements/ethics/ethics-review-preapplication>
  - a. If an Ethics review is warranted per the ARRT, this must be completed **2 months** after the written request for reinstatement (Please see 6b.). Proof of the decision of an ethics verification must be submitted to the Program Director prior to the start of a clinical reentry course. If proof of the ARRT's decision is not submitted to the Program Director, the student will not be reinstated.
    - i. Summer semester Ethics Verification Due Date: December 1<sup>st</sup>
    - ii. Fall semester Ethic Verification Due Date: May 1<sup>st</sup>
    - iii. Spring semester Ethic Verification Due Date: August 1<sup>st</sup>
6. Submit a written request for reinstatement to the Program Director
  - a. The written request letter must include:
    - i. Reason for leaving / reason for being dismissed from the program.
    - ii. A list of specific courses in which the student wishes to enroll and an explanation of any extenuating circumstances that may have hindered academic performance.
    - iii. A student generated action plan for success that addresses areas of deficiency resulting in dismissal or interruption in degree progress and outlines an individualized plan for long-term success in meeting the expectations and outcomes of the program.
  - b. Deadline for submission of written request
    - i. Summer semester reinstatement: Written request must be submitted by October 1<sup>st</sup>
    - ii. Fall semester reinstatement: Written request must be submitted by March 1<sup>st</sup>
    - iii. Spring semester reinstatement: Written request must be submitted by June 1<sup>st</sup>

Submission of records, including documents tied to course requirements, held by the program will be provided by the program director to the AHSC.

Students who are reinstated will have a reinstatement plan developed, which includes skill validations, competencies, and remediation courses. All reinstated students need to complete a clinical reentry course either before the semester of full reentry or in the semester of reentry. This is determined by the program director.

A reinstated student may be permanently dismissed from the Radiography program upon failure of one additional program course and/or failing to adhere to the current policies, which includes but not limited to: breach of the ARRT code of ethics, essential abilities policies, or the Indiana University Code of Student Rights, Responsibilities, and Conduct.