



California Health Sciences University

COP READMISSION POLICY

Students who have been dismissed from the college of pharmacy or have withdrawn from the university may apply for readmission. A student who wishes to apply for readmission shall submit a letter of interest to the dean explaining the reasons behind the request. The letter should include a description of the circumstances that led up to the dismissal or withdrawal and a detailed explanation of why the student feels that readmission is warranted, as well as justification of why the student believes that he/she would be successful if readmitted. The letter must be submitted to the dean no later than June 1 for consideration of readmission to begin at the start of the fall semester.

Readmission will not be considered if the student has any outstanding financial obligations to CHSU. If the dean feels that readmission warrants consideration, the student's letter and prior records at CHSU will be discussed at a meeting of the College Administrative Committee, at which the registrar and any other relevant faculty or staff shall be invited to participate. The meeting shall be scheduled to take place within 10 business days of receipt of the student's letter. Based on input from the invited guests and a review of all documentation, the committee shall assess the likelihood of the student being successful if readmitted, and render a decision prior to July 1. If the decision is made to readmit, the committee shall also specify the status of the student upon readmission (in terms of place in the program) and whether readmission should be delayed until the spring semester to better align with completed coursework. The dean shall notify the student of the decision within 5 business days.

If the dean determines that circumstances of the dismissal or withdrawal do not warrant consideration, or if the College Administration Committee rules that readmission is not warranted, the decision is final and cannot be appealed.

If readmission is granted, the dean will notify the appropriate parties. The Professional Education Committee will also be asked to determine if any adjustments need to be made to the student's course load due to curriculum changes that might have occurred while the student was not enrolled.

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- Policy Owner: COP Dean
 - Effective Date: 12/07/2017
 - Revised Date: 10/23/2017
 - Approval by President Date: 12/07/2017
 - Approval by Provost Date: 12/07/2017