

Policy No. 2-27**Subject: Readmission to a Special Admission Curriculum**

Last Revised: 07/13/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Dean of Student Services and Enrollment Management	Vice President of Instruction and Student Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to publish guidelines for readmitting students to a special admission curriculum if the student has not been enrolled in that curriculum for a period of at least one year (three consecutive academic terms).

II. PERTINENT INFORMATION

- A. VHCC Special Admission programs include the following:
1. Associate of Applied Science in Emergency Medical Services Technology-Paramedic
 2. Associate of Applied Science in Nursing
 3. Associate of Applied Science in Radiography
 4. Career Studies Certificate in Medical Assisting
 5. Certificate in Practical Nursing

III. DEFINITIONS

- A. Special Admissions: an application process where specific criteria must be met before being admitted into a specific program of study.

IV. GENERAL GUIDELINES

- A. Exceptions to this policy may be made by the College President or designee only for documented reasons.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. VCCS Policy 6.0.2.1

VII. OPERATING REQUIREMENTS

- A. Each spring, special admissions programs listed above will assess the readmission policy and make any updates prior to March 1.
- B. Each Special Admissions Curriculum shall list their readmissions policy in the College Catalog and the applicable program handbook.
- C. A copy of the program handbooks, including the readmissions policies, must be kept in the Office of Admissions and Records.