

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL CODING SPECIALIST  
STUDENT POLICIES

## **REENTRY AFTER DISMISSAL FROM THE MCS PROGRAM**

Students who have been dismissed from the MCS or Health Information Technology (HIT) program for academic reasons are eligible to reenter the program after all of the following have been met:

1. Taking at least one full academic year off from the program(s)
2. Meeting with a counselor to discuss plans for being more successful after reentry
3. Submitting a written plan for success to the MCS program director
4. Reapplying to the program

### **Reentry Prioritization**

Students who wish to reenter the MCS program will have to apply along with all other prospective students wishing to enter the program, at the beginning of an academic year (in the fall). Students will be admitted on a "first come first served" basis, and may be placed on a waiting list, if the program is full. There is no program admittance advantage/priority for being a reentering student.

After a student is academically dismissed, their program code will be deactivated, and they must withdraw from any MCS program courses.

If a student is dismissed for academic dishonesty or other code of conduct issues, they will not be allowed to reenter the MCS program.

Students who reenter the MCS program after dismissal due to the fail/repeat policy, or another MCS program policy, will be readmitted on a probationary basis. Any course withdrawal or failure after being readmitted will result in program dismissal. If a student is dismissed a second time for course withdrawal or failure, the student will not be allowed to reenter the MCS program.

### **Mandatory Time-Off Example:**

Student is dismissed from the MCS program at the end of fall 2016 semester (December). Student will be eligible to reapply to the MCS program for the fall of 2018 semester/academic year.

Student is dismissed from the MCS program at the end of spring 2017 semester (May). Student will be eligible to reapply to the MCS program for the fall of 2018 semester/academic year.

Last updated: May 2020