

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL ASSISTANT  
STUDENT POLICIES

## REENTRY INTO THE MA PROGRAM

### Reentry Process

In the event that an MA student who is matriculated into clinical or skills-based courses (509-XXX courses) has to temporarily leave the program, the student will be considered a “reentry” student. This may occur because the student:

- Must temporarily take a leave from clinical or skills-based MA courses due to personal or other reasons that do not allow the student to continue in the program at the current time. This includes military service.
- Failed, *and is eligible* (see MA Failure/Course Repeat/Dismissal Policy) to repeat a clinical or skills-based MA, science, or general studies course that is prerequisite for the following semester.
- Withdrew from a clinical or skills-based MA, science, or general studies course that is prerequisite for the following semester.

Upon determination that a student can be classified as a Reentry MA student, they will be required to complete the reentry process as described on the program page on the Northwood Tech website. The student will have one year to reenter the program with a priority status.

The student who has withdrawn from the program for military service will be given reentry priority for one year after returning from active duty. All other aspects of the MA student’s leave from Northwood Tech for military service are described in the Northwood Tech Student Handbook.

The MA faculty advising the student upon withdrawal or failure from a course will inform the student of the steps to follow.

If the student does not return to MA coursework within the one-year priority reentry status time limit, they will no longer have reentry priority status.

### Prioritization of Reentry Students

Reentry students will be eligible to reenter to the MA program as space is available. Reentry students will take precedence over any other student seeking entrance into the MA program for one year. The priority of the reentry is for one time, only. Should the student refuse the opportunity to reenter the program, their priority status will no longer exist and reentry to the program will be after other students waiting to enter the MA program as space is available.

A student who starts and then withdraws from all Semester 1 MA courses may be placed as the first alternate for reentering the following year. The withdrawing student must convey their wishes to the MA Program Director in order to be placed as the first alternate on the following year.

When multiple students who have failed a course in a prior semester are vying for available spaces, the student who has passed the previously failed prerequisite course will receive priority reentry over a student who is currently taking and anticipating passing the previously failed prerequisite course.

When multiple students, who have failed a course from a prior semester and have now passed the prerequisite course, are vying for available spaces, the student with the highest grade point average from all (509) courses will receive the priority reentry.

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The prioritization of reentry students is based upon academic status and rationale for withdrawal. Priority will be given in the following order:

1. Temporary leave of absence for military duty, regardless of academic standing, will be provided a space in the MA program upon return from active duty.
  - A. Returning students must contact campus reentry coordinator as soon as possible to arrange for their return.
2. Temporary leave of absence from the MA program while in good academic standing (e.g., maternity leave, personal issues)
  - A. The student's reason for the leave must be communicated and documented with the campus reentry faculty person.
  - B. All coursework to point of leave must be completed and with passing grades.
3. Withdrawal from the course with a passing grade
  - A. The latest date of withdrawal in the semester receives the highest priority.
  - B. The highest course average receives the highest priority, after date of withdrawal has been applied.
  - C. See Withdrawal from MA Program Coursework policy.
4. Course failure
  - A. Full completion of the course, but failure, despite attempting all exams and other assignments is required to be considered a "course failure" for priority status.
  - B. If space is limited, reentry will be determined by the students' GPA for all completed (509) courses only. The list will be prioritized based on the highest to lowest GPA of the students who are seeking reentry to that semester. Program-required general studies courses will *not* be factored in the GPA determination.
5. Withdrawal from the course with a failing grade
  - A. The latest date of withdrawal in the semester receives the highest priority.
  - B. The highest course average receives the highest priority for reentry after date of withdrawal has been applied.
  - C. See Withdrawal from MA Program Coursework policy.

### **Reentry of Dismissed Students**

Students who have been dismissed from the MA program (see MA Failure/Course Repeat policy) may reenter if the following criteria have been met:

1. Provide documentation of working with Northwood Tech Student Services or other service provider to enhance learning abilities and study skills.

Dismissed students will be informed of the reentry process for dismissed students through the letter sent at the time of their dismissal from the MA program.

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Reentry of dismissed students will be as space is available in the semester of reentry. Prioritization of dismissed students for reentry will be after all other categories of reentry students (withdrawal and passing, course failure, withdrawal and failing) have had the opportunity to reenter.

Students who have been dismissed from the MA program for Code of Conduct violations are not allowed to reenter the Northwood Tech MA program.

Students who have been dismissed from the program may only reenter the Northwood Tech MA program one time.

**Transfer student applicants dismissed from prior schools of medical assisting**

Transfer student applicants who have been dismissed from their prior school of medical assisting will not be eligible for entry into the Northwood Tech MA program. Transfer student applicants who have transcripts reflecting grades that would dismiss them from the Northwood Tech program would also not be eligible to transfer to the Northwood Tech MA program, even if they would be eligible or not at their previous school.

Any student reentering the program 1 year or more after completing MA Clinical Procedures 1 and MA Laboratory Procedures 1 will be required to pass all competencies covered in these two courses prior to continuation in MA Clinical Procedures 2 and MA Laboratory Procedures 2.

Any student that completes MA Clinical Procedures 2 and MA Laboratory Procedures 2 but had to repeat any other courses prior to going to MA Practicum, will be required to pass all competencies covered in MA Clinical Procedures 2 and MA Laboratory Procedures 2 prior to continuation of MA Practicum.

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