Office of the Registrar

READMISSION POLICY

Johnson College encourages students to complete their education degrees. To assist students in this endeavor, the College has established the following readmission policy.

Readmitted students are those students who have been separated from Johnson College for no more than two consecutive semesters, excluding summer session, except those students who are going from a non-health related program to a health related program. Otherwise, the student is considered a new applicant and must contact the Enrollment Department to file a new application.

Students wishing to be readmitted, as defined above, must apply for readmission by contacting the Registrar's Office. A readmission application must be completed and submitted with a $50.00 readmission fee. Students who desire to be readmitted must have no financial balance and/or any other obligation due to the College.

Students wishing to return who were on academic probation at their time of separation from Johnson College may also be required to meet with the Office of Academics prior to being considered for re-admission.

Students who have been dismissed from Johnson College for academic reasons may seek readmission using the procedure outlined above. A representative from The Office of Academics will make the decision for readmission. Students will be enrolled on a probationary status and may be required to an academic probation action plan.

Students who are readmitted are required to complete the graduation requirements in effect at the time they re-enter Johnson College. Coursework previously completed will be evaluated to determine if it meets current requirements. Students who have taken courses at other post-secondary institutions since their last date of attendance at Johnson College must submit official college transcripts of that coursework.

Veterans' Readmission

Johnson College complies with Readmission Requirements for Service Members as outlined in the Higher Education Opportunity Act (HEOA) section 487.

The HEOA provides that an institution may not deny readmission to a service member of the uniformed services for reasons relating to that service. In addition, a student who is readmitted under this section must be readmitted with the same academic status as the student had when he or she last attended the institution.

This applies to service in the uniformed services, whether voluntary or involuntary, on active duty in the Armed Forces, including service as a member of the National Guard or Reserve, for a period of more than 30 days under a call or order to active duty of more than 30 days.
To view the full act visit: http://www2.ed.gov/heoa

READMISSION PROCEDURE

1) The Registrar's Office will first go over all material needed in the readmission procedure.
2) The Student Business Office will then review all applications to determine if the student is in good financial standing with the college.
3) Applications of students deemed eligible for readmission will be reviewed by the faculty lead and the academic advisor for review and to determine if there any stipulations to be added to readmission.
4) Students eligible for readmission may be required to an academic probation action plan.
5) Students then must complete normal course registration procedures in conjunction with an academic advisor.
6) After notification of readmission and any requirements for readmission, student must meet with the Financial Aid to develop a plan to finance their education.
7) After meeting with the academic advisor, student will meet with the Registrar's Office to fill out appropriate enrollment paperwork and to register for classes.
8) The Registrar's office will notify IT of the student who has been readmitted into the college.

* If a student originally left Johnson College for medical reasons, student must provide a medical release from a licensed medical provider to the Office of the Registrar and then approved by an appropriate individual from the Office of Academics.