

NORTHWOOD TECHNICAL COLLEGE  
DENTAL ASSISTANT  
STUDENT POLICIES

## REENTRY INTO THE DA PROGRAM

### Reentry Process after Temporary Leave

The reentry process will be utilized when a DA (Dental Assistant) student who has matriculated into DA courses (508-XXX courses) must temporarily leave the program.

This may occur because the student:

- must temporarily take a leave from DA courses due to personal or other reasons that do not allow the student to continue in the program at the current time. This may include military service.
- failed, and is eligible (see DA Failure/Course Repeat/Dismissal Policy) to repeat a clinical or skills-based DA course that is a prerequisite for a course in the following semester.
- withdrew from a clinical or skills-based DA course(s), that is a prerequisite for a course in the following semester.

Upon determination that a student can be classified as a Reentry DA student, they will be required to complete the reentry process. The student will have one year to reenter the program. The student must convey their wishes to the DA Program Director in order to reenter the following year. Each circumstance will be reviewed by the Program Director. The DA Program Director will inform the student of the steps they must follow to be eligible for reentry.

The student who has withdrawn from the program for military service or childbirth will be given reentry priority for one year after returning from military duty or maternity leave. Should the student refuse the opportunity to reenter the program within that year, they will no longer have priority status. All other aspects of the DA student's leave from Northwood Tech for military service are described in the Northwood Tech Student Handbook.

When multiple students have failed a course from a prior semester and are vying for available spaces, the student with the highest-grade point average from all (508) courses will receive priority for reentry.

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

1. Students who take a leave of absence for military duty, regardless of academic standing, will be provided a space in the DA program upon return from active duty. Returning students must contact the DA Program Director as soon as possible to make arrangements for their return.
2. Students who take a leave of absence from the DA program due to childbirth, regardless of academic standing, will be provided a space in the DA program for up to one year after childbirth. Returning students must contact the DA Program Director as soon as possible to plan for their return.
3. Students who take a leave of absence from the DA program for personal reasons while in good academic standing must communicate and document their intentions with the DA Program Director. All coursework up to the point of leave must be completed with passing grades. Students who withdraw from a course with a passing grade will be given reentry priority based on space availability. Returning students must contact the DA Program Director as soon as possible to plan for their return.
4. Students who reenter the DA program due to course failure will be given priority 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. Students who reenter the DA program due to withdrawal from a course due to a failing grade will be given priority 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. (See Withdraw from DA Coursework policy)

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**Reentry after Dismissal from the DA Program**

Students who have been dismissed from the DA program for academic reasons are eligible to reenter providing there is space available. Each circumstance will be reviewed by the program director and Dean of Health Sciences. Students requesting reentry should follow the following process:

1. The student must contact the DA program director in writing to express their desire to reenter the program.
2. The student must provide a reference from someone that the student has known in a professional capacity since leaving the program.
3. The student must meet with the DA program director.
4. The student must meet with a Northwood Tech counselor to discuss reasons why the returning dismissed student was not successful and develop strategies to be successful upon reentry. A documented plan for success must be provided to the DA program director.

**Demonstration of Competence of Prior Coursework**

The dismissed student who qualifies for reentry into the DA program must demonstrate competency of past coursework for the semester's courses just prior to the semester that will be reentered as described in the "Verifying Course Competency for Credit for Prior Learning" policy.

**Prior Academic Record**

Once a formerly dismissed student reenters the DA program, past failures which prompted the initial program dismissal are no longer considered. In other words, the reentered dismissed student has a "clean slate" in terms of course failures.

**Reentry Prioritization**

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 have had the opportunity to reenter.

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

Students who have been dismissed from the program may only reenter the Northwood Tech DA program one time. If a student is dismissed a second time for course failure, the student will not be allowed to return to the DA program ever again.

Any student reentering the program 1 year or more after completing DA coursework will be required to pass all competencies covered in the Northwood Tech courses prior to continuation of remaining DA courses.