

Re-Admit – Returning Students

The term “applicant” in this document refers to a person who has been admitted at least once to the Diagnostic Medical Sonography program and is now applying for readmission into the program beyond Level 1. Any student returning to the program in Level 1 is required to apply as a new applicant.

The applicant should review the letter sent to them from Student Records. This letter will explain if they are eligible to apply for readmission. Refer to my.bcit.ca.

If eligible, the applicant must apply online for readmission to the correct level of the program. In support of the readmission request, the applicant must upload the **Full-Time Technology Program Re-Admit form**. As part of the re-admit application, the applicant is also responsible for submitting a success plan to resolve any previous difficulties.

Readmission is not guaranteed and is dependent upon **both** a program review of the success plan and clinical seat/lab space availability. Applicants for readmission are subject to the associated administration, lab access, course, and audit fees.

Guidelines

- A. The Diagnostic Medical Sonography program reserves the right to deny an applicant readmission to the program after a single course failure due to:
 - violation of BCIT guiding principles and standards of conduct (policies 5101, 5102, 5104)
 - violation of the Sonography Canada Code of Ethics (<http://www.sonographycanada.ca>)
- B. Applicants who have withdrawn from or failed any Diagnostic Medical Sonography course that is a prerequisite for a course in the next level of the program are deemed to have failed out of the program. Such students must apply for readmission when they want to return to the program.
- C. Students who have any combination of two instances of withdrawal or failure in a Diagnostic Medical Sonography course, or have failed two or more courses in a single term, may be readmitted to the program only “with written permission from the Associate Dean, who will detail any special considerations in a written contract with the student”. (BCIT Policy 5103).
- D. The length of time out of the clinical environment will influence which level of the program to which a student may be readmitted. Students who have been out of the program for two sequential terms may be required to repeat a previous clinical course for which they have credit.
- E. Applicants may be required to audit or retake courses already successfully completed. Students cannot take any courses in the next level, until they have successfully completed all courses in their current level.
- F. If an applicant has failed any Level 3 course, the applicant must reapply for the failed course(s) and must audit the remaining Level 3 course(s), including meeting attendance and participation requirements. This is to ensure that applicants are prepared to successfully and safely enter Level 4 clinical.
- G. Acceptance of an applicant is dependent upon department review of the success plan **and** clinical seat availability.