



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 70.09, **Readmissions for Students with Special Circumstances**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to describe the procedures related to a student with special circumstances seeking readmission to medical school.

REVIEW: This SOM Policy and Procedure shall be reviewed within each fiscal year by the Office of Admissions. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy outlines the procedures available to a student(s) with special circumstances who wishes to petition for readmission to the School of Medicine.
2. **Definitions.** A student must be in “Good Academic Standing” at the time of their withdrawal from the School of Medicine. “Good Academic Standing” includes passing all courses and having no behavioral or professionalism issues required meeting with the Student Promotions and Professional Conduct Committee (SPPCC). See [SOM OP 40.09, Student Leave of Absence](#).
3. **Procedures.**
 - a. Student must inform the Associate Dean of Admissions, in writing, their intentions to apply for readmission.
 - b. Student must provide documentation to the Associate Dean of Admissions confirming their previous medical school status of “Good Standing”.
 - c. If the student is deemed eligible to apply, they will be notified by the Associate Dean of Admissions.
 - d. Student will submit an application through the Texas Medical and Dental Student Application Service (TMDSAS) upon notification.
 - e. Following the evaluation of the application by the Admissions Screening Subcommittee, the student will be notified by email if invited for an interview.
 - f. If invited for interview, two interviews will be scheduled with experienced faculty members from the Admissions Interview Subcommittee.
4. **Committee Decision**
 - a. Final decision regarding acceptance of the student into the SOM as an MS1 lies with the Admissions Committee, and the Dean is advised of acceptance.
 - b. A written communication will be sent to the student about the committee’s final decision regarding readmission to medical school.