

Medical Assisting Admissions Policy

Pre-Medical Assisting – A10300PM

- Prior to admission to the Medical Assisting program, students should take all required developmental courses. In addition, ACA 111, MED 110 and any non MED prefix course can be completed prior to admission to the program.
- Prior to admission to the Medical Assisting program, students must have a “C” or above in all courses required for the Medical Assisting program of study. In addition, the student’s overall GPA must be a 2.0 or above.

Admission to the Medical Assisting Program – A45400

Admission to the Medical Assisting curriculum is limited and based upon the selection of those candidates who possess the ability to succeed in a demanding academic program. Students who are admitted to the program must follow the semester-by-semester Medical Assisting Course sequence to remain in their cohort. Failure to complete the semester sequence will cause a student to be dropped from the program and require them to apply for readmission to the program.

The following requirements must be met before an applicant may be considered for admission to the first year of the Medical Assisting Program:

- Program Application on file
- All high school and/or college transcripts on file in admissions
- Placement test scores or required developmental courses completed
- Completion of the TEAS test
- Current certification in American Heart Association CPR and First Aid (Health Care Provider). Currency must be maintained.

Medical Assisting Program Requirements

- Prior to the final semester of the Medical Assisting Program, students must have on file in admissions a health report documenting emotional and physical health completed by a physician, nurse practitioner, or physician’s assistant; criminal background check and drug screening filed with their assigned clinical site; and all required immunizations completed.
- Externship spaces are limited, and students may have to wait for availability.

- Externships are unpaid experiences. Students will perform a minimum of 240 hours during the externship.
- For continued enrollment and progression, Medical Assisting students must maintain an overall grade point average of 2.0 and must not have a grade below a “C” in any course required by the Medical Assisting curriculum.
- Medical Assisting students receiving a grade less than “C” in any course required by the Medical Assisting Program of Study will be dropped from the program and must follow the procedures for readmission to continue in the Medical Assisting program.
- Students who are dismissed from the Medical Assisting program or those who have chosen to leave the program may not take any MED course prior to readmission.

Readmission to the Medical Assisting Program

- First-year Medical Assisting students who receive a grade less than “C” in the first semester must be readmitted via the selection process for new applicants.
- Students receiving a grade less than “C” in courses occurring after the first semester of the curriculum will be ranked according to review by the Medical Assisting Admissions Committee and will be readmitted on a space available basis.
- Students may apply for readmission by submitting a letter to the Coordinator of the Medical Assisting program requesting readmission and addressing the reason for the absence or removal from the program.
- Following receipt of the letter, the Medical Assisting Admissions Committee will review all applicants for readmission, and the following considerations will be used in approving readmission:
 - Past performance in the Medical Assisting program
 - Reason for the interruption of the previous enrollment
 - Current academic standing
- Once readmitted into the program, the student must maintain an overall GPA of 2.0 or greater.
- Applicants for readmission may be required to retake specified courses prior to readmission to the program.
- Readmission will be subject to current admission requirements and space availability.
- Readmission into the program will be granted only once.
- Applicants must meet all requirements for readmission and should note that readmission is not automatic.