

**GROSSMONT COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

**RE-ENTRY POLICY**

1. Procedure for re-entry students.
  - a. Re-entry students must provide documentation of satisfactory physical and dental health. Evaluation must be within the year. Forms are available from the OTA Secretary.
  - b. Re-entry students must complete all admission requirements as outlined in the OTA handbook.
  - c. The OTA Coordinator reserves the right to call the student for a re-entry interview.
  - d. Updated transcripts must be on file with the Admissions office and the OTA office.
2. Limitations on re-entry:
  - a. Re-entry is neither automatic nor guaranteed and will be considered on a "space-available" basis.
  - b. Application must be made so that there is no more than a three-year absence. Exceptions may apply.
  - c. Re-entry consideration is given to a student only one time to complete the OTA curriculum.

**\*RE-ENTRY APPLICATION\***  
**Occupational Therapy Assistant Program**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

\_\_\_\_\_ WORK PHONE: \_\_\_\_\_

1. What is the last date you attended an Occupational Therapy Assistant class at Grossmont College?

Date: \_\_\_\_\_ Course: \_\_\_\_\_

2. Into what course(s) are you seeking entry? \_\_\_\_\_

3. Reason for dismissal: (Please check all that apply).

\_\_\_\_\_ Unsatisfactory course performance

\_\_\_\_\_ Personal reasons

\_\_\_\_\_ Other (Please explain).

\_\_\_\_\_

4. Describe any steps you have taken or strategies you are using to change the factors, which led to your dismissal/withdrawal, e.g. found reliable child care, saved enough money to work less hours, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please state why you believe you will be able to complete the Program if readmitted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Do you have anything else you would like to tell us? \_\_\_\_\_ Yes (Use reverse side).

\_\_\_\_\_

Signature

\*NOTE: RE-ENTRY IS BASED ON SPACE AVAILABLE