

READMISSION PROCEDURE

Authorizer: Vice President, Academic/Student Affairs & Human Resources

Version: V2

Effective Date: 9/1/2010

PROCEDURE STATEMENT:

Students are required to apply for readmission when they have been absent from their program for one semester or longer, have withdrawn or have been discontinued. Upon readmission, students are placed into the current program design.

SCOPE:

Applies to all students who have withdrawn or have been discontinued.

RESPONSIBILITIES:

Academic team

- Establishes and publishes the program readmission requirements.
- Communicates the requirements to students at the beginning of the program.

Admission Officer

- Processes applications following established policies and procedures.

Director, Registrarial Services

- Ensures policy and procedures are followed and adhered to.

Student

- Notify the Office of the Registrar of an intent to re-apply by completing and submitting the Program Application Form for a level greater than one.

PROCEDURE ELABORATION:

1. Students applying for:
 - a. readmission to Semester 1 must do so through the Ontario College Application Centre (OCAS).
 - b. readmission for a level beyond Level 1 must do so using the Program Application Form RO#428.

2. The admission officer generates the Faculty Turnaround TAD2 document and forwards to the academic team for review of the student’s academic eligibility based on the program re-admission requirements found in the Program Handbook and space availability. As well, applications for readmission will follow the Credit Transfer policy and procedure.

For students who have extended the length of time for program completion, every reasonable effort will be made to find course equivalences to support a graduation plan as required.

3. Before being readmitted, the student’s progress related to readmission requirements will be reviewed by the Academic team. Depending on the reason for interruption of studies, this review may include but is not limited to an interview and examination of any of the following:
 - a. Transcripts – All Post-Secondary Transcripts must be submitted
 - b. Diagnostic and/or Academic Testing
 - c. Health Records and current health assessment, as appropriate
 - d. Documents related to any self-directed learning activity that has occurred since interruption of studies.
4. Academic Team returns the Faculty Turnaround TAD2 document with admission decision.
5. Admission officer will inform the student, in writing, of the decision.

REFERENCES:

Admission Policy
Admission Decision Dispute Resolution and Appeal Procedure
Faculty Turnaround Document TAD2
Program Application Form
Program Handbook

REVISION LOG:

December 7, 2010	Academic Forum – Revised
April 1, 2010	Policies and Procedures Committee
April 14, 2010	Academic Coordinating Committee
December 11, 2019	Academic Forum
January 13, 2020	Academic Coordinating Committee