

Ch5-s1-08

Program Re-admission Operating Practice

Responsible Authority:	Admissions Officer, Registrar's Office
Approval Authority:	Senior Team
Date First Approved:	2010-May-25
Date Last Reviewed:	2019-Nov-1
Mandatory Review Date:	2024-Nov-1

PURPOSE

The purpose of this practice is to identify the process to re-enter a full-time post-secondary program following a leave.

SCOPE

This policy applies to all applicants seeking re-admission to a post-secondary program. Students would have previously applied to the program, met the admission requirements and successfully completed minimally semester 1.

DEFINITIONS

Word/Term	Definition
Re-admission	Re-entering a full-time post-secondary program into Semester 2, 3, 4, 5 or 6 following a leave.
Grade Point Average	All program required courses (approved curriculum) are used in the calculation of the grade point average.

OPERATING PRACTICE

A student who was removed from their program by the college must complete the entire period of suspension before they are eligible for re-admission. The decision to re-admit will be determined by the Dean of the Academic School. Re-admission is not guaranteed. Students who are re-admitted will be governed by the academic regulations and program requirements in effect at the time of re-admission. The re-admission fee is non refundable.

TIMEFRAME:

Students are expected to complete their program within the following time limits, based on their original program start date:

- One year program – up to three years
- Two year program – up to five years
- Three year program – up to six years
- Part-time post-secondary/continuing education programs – five years

Extensions to the above timeframe can be recommended by the program coordinator and approved by the Dean. Note that students re-entering a program may be required to take additional courses due to changes in program completion requirements. Detailed information can be obtained from the program coordinator.

* Applications for re-admission will be ranked using the following criteria:

- Grade Point average at the point of program departure
- After the equal consideration date, applications will be ranked on a first come first served basis.

PROCEDURE

	<u>Action</u>	<u>Responsibility</u>
1.	Program Re-admission	
1.1	Student completes the Application for Re-admission form AR-1.	Student
1.2	The completed Application for Re-admission form is submitted with the appropriate fee.	Student
1.3	Admissions will confirm program enrollment maximums with the Coordinator/Dean/ASO of the Academic School.	Admissions Staff
1.4	All applications received on or before the following dates will be reviewed and ranked* for equal consideration. <ul style="list-style-type: none"> • April 15th for the Fall semester; • November 15th for the Winter semester; • March 15th for the Spring/Summer semester After the equal consideration dates, applications will be ranked on a first come first served basis.	Admissions Staff
1.5	Applicants will be advised by email of the status of their application as soon as possible.	Admissions Staff
1.6	Offers for re-admission will be extended up to the final date for registration until the program maximum is reached.	Admissions Staff
1.7	All tuition and applicable fees will be due at the time of registration.	Student

SUPPORTING DOCUMENTATION

Appendix 1 Application for Re-admission Form AR-1

RELATED POLICIES

[5-1-01 Course Evaluation and Grading Policy](#)

RELATED MATERIALS

n/a

APPLICATION FOR RE-ADMISSION

APPLICATION TO RETURN AFTER A LEAVE FROM PROGRAM

Readmission after a leave from program is defined as reentering a full-time postsecondary program into Semester 2, 3, 4, 5 or 6 following an absence from the same program. Students would have met the admission requirements and successfully completed semester 1. Readmission is not guaranteed.

Students who left the program due to academic performance must follow the continuation rules identified in Confederation College's grading policy (5-1-01-5).

Students are expected to complete their program within the following time limits, based on their original program start date:

One year program – up to three years

Two year program – up to five years

Three year program – up to six years

Part time postsecondary/continuing education programs – five years

These times may be adjusted at the discretion of the Academic School

Procedure

Student completes the “*Application for Readmission Form AR-1*” and submits form, with a \$30.00 nonrefundable application fee, to The Information Hub, Fax, or Mail.

Fax to: 807-473-3731

Mail to: Admissions Office, 1450 Nakina Drive, Thunder Bay, Ontario, P7C 4W1

All applications received on or before April 15th for Fall start and on or before November 15th for Winter start, will be reviewed and ranked* for equal consideration.

Students will receive an offer for their readmission no later than three weeks prior to the start of the semester. Additional offers for readmission will be extended up to the final date for registration until the program maximum is reached. Unsuccessful applicants will be notified.

All applicable tuition fees are due at the time of registration (see www.confederationc.on.ca/registration).

Students reentering a program may be required to take additional courses due to changes in program completion requirements.

*Applications for readmission will be ranked using the following criteria:

- Program Grade Point Average at the point of program departure before the equal consideration dates noted above.
- After the equal consideration dates, applications will be ranked on a first come first serve basis.

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The information on this form is collected under the legal authority of the Ministry of Colleges and Universities Act, R.S.O. 1980, Regulation 640. The information is used for administration and statistical purposes of the College and/or Ministries and agencies of the Government of Ontario and the Government of Canada. For further information please contact the Registrar's Department.