

Procedure Title	Program Re-Admission Procedure	
Procedure Holder	Vice-President Academic	
Procedure Approver(s)	Senior Team	
Related Policies	Ch5-s1-08	Program Re-Admission Policy
	Ch5-s1-01	Course Evaluation and Grading Policy
Related Procedures	Ch5-s1-01b	Course Evaluation and Grading Procedure
Appendices	Appendix 1	Application for Re-Admission Form AR-1
Storage Location	https://www.confederationcollege.ca/policies-and-procedures	
Effective Date	2026-Jan-13	
Next Review Date	2031-Jan-13	

Purpose

This policy 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

Applicant	An individual applying to a program.
Re-admission	Students returning to programs after a semester or more absence, subject to program availability and admission requirements.
Grade Point Average the	All program required courses in the program of study are used in calculation of the grade point average.

Governing Laws and Regulations

Postsecondary Education Choice and Excellence Act, 2000, S.O. 2000, c. 36

Programs of Instruction: Minister's Binding Policy Directive

Admissions Criteria: Minister's Binding Policy Directive

Ontario Qualifications Framework

Ontario Human Rights Code

Procedure Statements

Action		Responsibility
1.0	Program Re-Admission	
1.1	Student completes Form AR-1: Application for Re-admission	Student
1.2	The completed Re-Admission form is provided with the appropriate fee.	Student
1.3	Admissions will confirm program enrolment maximums with the Coordinator/Associate Dean/Academic Support Officer of the Academic School.	Admissions Office
1.4	All applications for re-admission received on or before April 15th for the Fall semester; and on or before November 15th for the Winter semester will be reviewed and ranked at the same time.	Admissions Office
1.5	Applicants will be advised by email of the status of their application.	Admissions Office
1.6	Additional offers for re-admission will be extended up to the final date for registration until the program maximum is reached.	Admissions Office
1.7	All tuition and applicable fees will be due at the time of registration.	Student

Non-Compliance

The Registrar and Dean are responsible for ensuring this procedure is followed. Non-compliance may cause delays in admissions and impact student success.

Revision History

Version	Change	Author	Date of Change
2025-Nov-7	New template	LDyll	Nov 7, 2025

DATE RECEIVED

AR-1

APPLICATION FOR FULL-TIME RE-ADMISSION

APPLICATION TO RETURN AFTER A LEAVE FROM SAME PROGRAM

THIS APPLICATION CAN ONLY BE USED IF YOU WERE REGISTERED IN A POST-SECONDARY PROGRAM AT CONFEDERATION COLLEGE AND ARE APPLYING TO RETURN TO THE SAME PROGRAM (FULL-TIME) INTO SEMESTER TWO OR BEYOND

(PLEASE READ THE INSTRUCTIONS ON THE REVERSE OF THIS FORM PRIOR TO COMPLETION)

STUDENT INFORMATION

CONFEDERATION COLLEGE STUDENT ID: 100 - _____ - _____

LAST NAME: _____ FIRST NAME: _____
(PRINT) (PRINT)

DATE OF BIRTH: DAY: _____ MONTH: _____ YEAR: _____

CURRENT ADDRESS: _____ (NUMBER, STREET, BOX # , UNIT #)

CITY: _____ PROVINCE: ON POSTAL CODE: _____ - _____

CONTACT NUMBER: (_____) _____ - _____

EMAIL: _____ @ _____

SIGNATURE: _____

DATE: _____

PROGRAM INFORMATION

CAMPUS ATTENDING: THUNDER BAY REGION _____ OSHKI
(IDENTIFY LOCATION)

TERM RETURNING TO: FALL (SEPT) SPRING (APRIL) WINTER (JAN)

PROGRAM NAME: _____

RETURNING SEMESTER: 2 3 4 5 6

OFFICE USE

\$30 FEE APPLIED TO ACCOUNT: NO YES WAIVED

OCAS: _____ - _____ - _____ APPROVED DENIED

ADMISSIONS OFFICER INITIALS: _____ DATE: _____

COMMENTS: