

## **READMISSION PROCEDURE**

**Approving Authority:** Academic Coordinating Committee

**Policy Lead:** Vice President, Academic Administration

**Administrative Contact:** Registrar

**Defining Policy:** Academic Advancement and Achievement Policy

**Effective Date:** 09/01/2010

**Revision Date:** 09/01/2024

### **PROCEDURE STATEMENT:**

Students are required to apply for readmission when they have been absent from their program for one term or longer without an authorized leave of absence, have Voluntarily Withdrawn or have been Discontinued.

This procedure defines how students may be readmitted to a Program of Study.

### **DEFINITIONS:**

#### **Academic Decision**

Any decision made that affects a student's academic record and/or academic standing at the College (e.g., grading, academic integrity violations, advancement and achievement, etc.)

#### **Academic Standing**

A measure of a student's academic achievement relative to their program requirements that determines their eligibility to be admitted to and/or proceed in their academic program and to qualify for graduation.

#### **Academic Team**

Includes the Deans, Chairs, Program Coordinators, and Faculty who are responsible for academic content and delivery.

#### **Credit Transfer**

Credit Transfer is the recognition of a credit by Conestoga for courses or programs completed in another program or recognized academic institution at a postsecondary level. These will be noted on the Official Transcript with an 'TC.'

#### **Discontinuance**

The involuntary withdrawal of a student from a Program of Study for academic or non-academic reasons.

**Discontinuance Period**

The length of time that a student is involuntarily withdrawn from a Program of Study or the College prior to being eligible to apply for readmission. This can be for one term or longer.

**Official Transcript**

An official academic record produced by the Office of the Registrar which reports a student's cumulative academic record, courses and credits taken, grades or achievement levels obtained, and credentials earned.

**Program Design**

The structure of a program dated for a particular cohort which reflects the approved courses, hours, credits, and sequencing, prerequisites and co-requisites which are the basis for admission, delivery and assessing the completion of the program for student graduation.

**Program of Study**

An academic program that leads to issuance of a post-secondary credential or certificate for a particular area of study.

**Term**

The period of delivery for a particular level of a program (e.g., Fall, Winter, Spring)

**Voluntary Withdrawal**

Termination of studies initiated by the student.

**RESPONSIBILITIES:****Academic team**

- Consult with the Admissions Office regarding accreditation and regulatory requirement readmission standards.

**Admissions Office**

- Process applications following established policies and procedures.
- Consults with Academic Teams to ensure that accreditation and regulatory readmission standards are met.
- Confirm approval of readmission for students who have been discontinued 2 or more times with the Academic Administrator.
- Notify students of readmission decisions.

**Registrar's Office**

- Ensure policy and procedures are followed and adhered to.
- Oversee the Admission Decision Dispute Resolution and Appeal Procedure.

## **Student**

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

## **PROCEDURE:**

1. A student must apply for readmission.
  - 1.1. For readmission to Semester 1, the student must apply through the Ontario College Application Service (OCAS).
  - 1.2. For readmission to a Semester beyond Semester 1, the student must apply by using the Advanced Standing Application Form.
2. The Admissions Office reviews the student's academic eligibility requirements and space availability of the desired program and consults with the academic team when necessary.
  - 2.1. In cases where the request for readmission is due to discontinuance, the student's discontinuance period must have concluded prior to being readmitted.
    - 2.1.1. Where students have been discontinued under a Policy Violation discontinuance:
      - 2.1.1.1. Students will not be permitted to apply to any program at the College for the duration of their discontinuance period.
      - 2.1.1.2. Students may be required to meet with a staff member in the Student Success Office prior to readmission.
    - 2.2. If a student has been discontinued 2 or more times and is seeking readmission to any program, the nature of the discontinuance will be considered as part of the readmission application.
      - 2.2.1. Approval from the Academic Administrator with academic responsibility for the program in which the student is seeking readmission must be obtained.
        - 2.2.1.1. The Academic Administrator reserves the right to deny readmission in situations where the program is unavailable, there is an absence of evidence the student can be successful, or where conduct giving rise to the discontinuance has not been adequately resolved.
    - 2.3. When being readmitted, students may be eligible for Credit Transfer and will need to apply for Credit Transfer separately from applying for Readmission.
    - 2.4. Students may be granted priority for readmission when:
      - 2.4.1. Accessible Learning advises the student had to take a leave for appropriately documented disability-related reasons.
      - 2.4.2. An International Student Immigration Advisor indicates the student was granted an Authorized Leave Letter or experienced temporary barriers to obtaining a study permit in keeping with the requirements of the Canadian Government.
      - 2.4.3. The Office of Student Success confirms the student was targeted for violence, harassment, or discrimination that temporarily made studying untenable.
  3. The Admissions Office will inform the student, in writing, of the readmission decision.

4. Upon Readmission, students are placed into the current Program Design.
  - 4.1. Students may be required to complete additional courses to satisfy the requirements of the Program Design into which they are readmitted.
    - 4.1.1. Some programs may require a higher minimum standard because of accreditation or regulatory requirements. In such cases, the eligibility of previously completed courses is assessed against these standards as part of the readmission process.
      - 4.1.1.1. Admissions may consult with the Academic Team to ensure these standards are met.
      - 4.1.1.2. Students may be required to retake courses to satisfy these standards.
5. The student may submit a request to appeal the decision based on the requirements outlined in the Admission Decision Dispute Resolution and Appeal Procedure – Post Secondary.

**RELEVANT LEGISLATION AND RELATED DOCUMENTS:**

Academic Advancement and Achievement Policy  
 Admission Policy  
 Admission Decision Dispute Resolution and Appeal Procedure  
 Credit Transfer Policy and Procedure  
 Discontinuance Procedure

**REVISION LOG:**

|            |                                   |
|------------|-----------------------------------|
| 2010 12 07 | Academic Forum – Revised          |
| 2010 04 01 | Policies and Procedures Committee |
| 2010 04 14 | Academic Coordinating Committee   |
| 2019 12 11 | Academic Forum                    |
| 2020 01 13 | Academic Coordinating Committee   |
| 2024 06 12 | Academic Forum                    |
| 2024 06 19 | Academic Coordinating Committee   |