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|  | Approved by: <b>Academic Coordinating Committee</b>                     |
|   | Authorizer: <b>Executive Director, Enrolment Services and Registrar</b> |
|   | Effective Date: <b>September 1 2010</b>                                 |
| Procedure Title: <b>Re-admission Procedure – Post Secondary</b>                   |   |

**Procedure Statement:**

Students are required to apply for re-admission when they have been absent from their program for one semester or longer unless an Intention Form RO#401 has been completed), or student has withdrawn or been discontinued. Upon re-admission, students are placed into the current program design.

**Scope:**

Applies to all students who have withdrawn or have been discontinued

**Definitions:**

**Voluntary Withdraw**

- Student initiated termination of studies

**Discontinued**

- Conestoga initiated due to student failing to meet program objectives

**Required to Withdraw**

- Conestoga initiated termination of studies due to non-academic performance

**Responsibilities:**

**Student**

Notify the Office of the Registrar of an intent to re-apply.

**Academic team<sup>i</sup>**

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

**Executive Director, Enrolment Services and Registrar**

Ensures re-admission policy and procedures are followed and adhered to.

**Admission Officer**

Processes applications following established policies and procedures

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<sup>i</sup> Academic team includes heads of schools, program heads, program co-ordinators and faculty members who are responsible for the academic content.

## Procedure

Students applying for re-admission to Semester 1 must do so through the Ontario College Application Centre (OCAS).

Students applying for re-admission for a level beyond Level 1 must do so using the Program Application Form RO#428.

The admission officer will generate a Faculty Turnaround TAD2 document and forward to the academic team for review of the student's academic eligibility based on the program re-admission requirements and space availability.

Before being re-admitted, the student's progress related to re-admission requirements will be reviewed by the **Academic team**<sup>ii</sup>. 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:

- Health Records and current health assessment
- Transcripts – All Post-Secondary Transcripts must be submitted
- Diagnostic and/or Academic Testing
- Documents related to any self-directed learning activity that has occurred since interruption of studies.

Academic Team returns the Faculty Turnaround TAD2 document with admission decision.

Admission officer will inform the student, in writing, of the decision.

## References:

Admission Policy

Admission Decision Dispute Resolution and Appeal Procedure

Intention Form RO#401

Program Application Form RO#428

Faculty Turnaround Document TAD2

## Revision Log:

| Revision Date | Summary of Changes                |
|---------------|-----------------------------------|
| 12/7/2009     | Academic Forum - Revised          |
| 4/1/2010      | Policies and Procedures Committee |
| 4/14/2010     | Academic Coordinating Committee   |

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<sup>ii</sup> Academic team includes heads of schools, program heads, program co-ordinators and faculty members who are responsible for the academic content.