The purpose of this policy is to define the guidelines by which students are readmitted to The College. Students are required to be readmitted when their Period of Candidacy has expired. Students whose Period of Candidacy had not expired are not required to complete the readmit process.

2. Scope

This policy covers students attending programmes, degrees, diplomas, certificates and precollege programmes approved by the Academic Board and offered by The College. This policy only applies to students whose Period of Candidacy has expired.
3. General

3.1 Students must submit a completed Application for Readmission Form to the Office of Admissions, along with proof of payment of the requisite fee and supporting documents.

3.2 Students may be required to meet with a counselor before approval is granted for readmission.

3.3 Students will only be readmitted to active programmes.

3.4 Readmitted students are eligible for an extension of their Period of Candidacy to facilitate timely completion of their programme of study.

4. Readmission Categories

4.1. Students in good academic standing (as defined by the Policy with respect to Academic Standing) are evaluated for readmission as defined by the general section above.

4.2. Students on Academic probation at the end of the last semester of attendance who are approved for readmission will be readmitted on academic probation and are therefore subject to the rules and procedures governing probation.

4.3. Students on Academic suspension at the end of the last semester of attendance who are approved for readmission will be readmitted on academic probation and are therefore subject to the rules and procedures governing probation.

4.4. Students not having a status as defined above are required to reengage in studies through the normal application process as defined by the policy on Undergraduate Admissions.

5. Implementation

The Registrar will approve the administrative procedures that will be used to implement the policy and announce the policy to The College community, post both the policy and procedures on the College’s website.

6. History

Existing: Existing policy (AB 07-34) was last updated on 12 April 2007.

Rev A (8 April 2013): The requirement to reapply after a one year absence was removed.

References to academic status were removed and the reader directed to the appropriate policy.