
Readmission for Interrupted Students in Good Academic Standing

Students who have interrupted their studies are defined as those who have failed to graduate within a particular period of time, or those who have failed to register in consecutive terms. For a detailed description of the definition and the process and procedure for readmission, see Section 11.3 of the *Admission Requirements and Academic Regulations*.

To apply for readmission to the same program of study, students must confer with the Program Coordinator to confirm his/her program curriculum, prerequisites and the validity and appropriateness of completed courses. Students will also be subject to the admission requirements and ranking priority for the program in question current at the time of readmission.

To initiate a formal request, submit this completed form to the Associate Dean of the School responsible for delivering the program. The Associate Dean will confer with the Office of the Registrar to ensure appropriate progression pathways and academic requirements are satisfied for re-entry into the program. The Office of the Registrar will inform the student of the readmission decision and if necessary the steps required to complete readmission and registration into the program.

To be completed by the student:

Student Name _____ Student Number _____
Date of Birth (YYYY/MM/DD) _____ Email _____
Program Name _____
Academic School _____
Previous semester completed _____
Signature _____ Date _____

Information for the Academic School

Steps for Readmission:

- 1) If the student is eligible for readmission, please ensure current admission requirements have been satisfied.
- 2) Determine if the student is required to repeat courses if the curriculum has changed since their previous registration.
- 3) Submit a Student Action Form (SAF) to the Office of the Registrar indicating the following:
 - Readmission decision
 - If no, indicate what admission requirements the student must obtain to be eligible for admission.
 - Courses the student must repeat if curriculum has changed, or appropriate substitute courses
 - Semester student is to be registered into