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### Readmission for Interrupted Students Required to Withdraw

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Students who have interrupted their studies because they were required to withdraw are students who have been suspended or withdrawn for academic failure or academic misconduct.

Students who have been required to withdraw for academic failure or misconduct must sit a period of rustication before they will be allowed to return to their program of study, or a related program. The period of rustication is a minimum of two semesters, but possibly more depending on the program progression or academic offense. For a detailed description of the definition and process and procedure for readmission, see Section 11.3 of the *Admission Requirements and Academic Regulations*.

To apply for readmission to the same or related 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. The Program Coordinator or Associate Dean may also determine that a further admissions review be conducted. This may include submission of a personal letter, resume and/or letter of reference.

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.

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#### To be completed by the student:

Student Name \_\_\_\_\_ Student Number \_\_\_\_\_  
Date of Birth (YYYY/MM/DD) \_\_\_\_\_ Email \_\_\_\_\_  
Program Name \_\_\_\_\_  
Academic School \_\_\_\_\_  
Previous semester completed \_\_\_\_\_  
Reason for Withdrawal \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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#### 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, please contact the Associate/Deputy Registrar to discuss next steps
  - Courses the student must repeat if curriculum has changed, or appropriate substitute courses
  - Semester student is to be registered into