

*Ontario College of Art & Design
Policies, Procedures & Regulations*

Academic Council Policy

Reinstatement

1031

Description:

Former students who did not graduate may apply for readmission to OCAD to complete their program requirements.

Approvals:

Revised by Academic Policy & Planning Committee: March 2006
Approved by Academic Council: April 2006
Effective: September 2006

Revised by Academic Standards Committee: April 2009
Approved by Academic Council: April 2009
Effective: May 2009

Approval Authority: Academic Council

Signature: Archie Graham, Chair

Policy:

There are two categories of students who may seek reinstatement to OCAD:

- Students in good academic standing who have been absent from the university for more than two years and are therefore considered to be inactive.
- Students who have been withdrawn from the university because of poor academic standing and who have remained absent for the requisite time period. Students reinstated after a period of academic withdrawal must earn a minimum 60% average in the probationary year.

Applicants must apply for reinstatement to the program in which they were last registered. Applicants who wish to be admitted to a different program must apply to OCAD through the Ontario University Application Centre following regular procedures and deadlines.

Applicants who require 10 or more credits to complete their program may be reinstated to degree programs only. Applicants who were last registered in diploma programs must meet the eligibility requirements for transfer to degree to be eligible for reinstatement. If ineligible to enter the degree program applicants may be offered conditional admission and must meet the requirements and transfer to degree within a pre-determined timeframe.

Returning diploma students who require fewer than 10 credits to complete their program may, if eligible, be reinstated to the corresponding degree program or may choose to complete diploma requirements.

Requests for reinstatement must be approved by the Dean (or designate) of the student's Faculty. All students seeking reinstatement must submit a completed Application for Reinstatement form and pay a non-refundable application fee. The deadline for applications for the fall/winter session is the first Friday in February; the deadline for application for the summer semester is the first Friday in November.

Applicants who have completed credits at other recognized, approved post-secondary institutions may apply for Transfer of Credit. All Transfer of Credits must be awarded at time of admission.