OCAD University
Policies, Procedures & Regulations

Senate Policy

Reinstatement

2.19

Description:

OCAD University (or Ontario College of Art & Design or Ontario College of Art) students who did not graduate may apply for readmission to OCAD University 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

Revised by Academic Standards Committee: May 2016
Approved by Senate: September 2016
Effective: 2016/2017 academic year

Approval Authority: Senate

Signature: Chair

Policy:

Students who have been absent from OCAD University for more than two years are considered to be inactive and may not reregister for courses unless approved for readmission.

Inactive students whose last academic status was "suspended" may apply for

reinstatement subject to the terms of their suspension.

Inactive students whose last academic standing was "withdrawn final" or who were expelled are not eligible to apply for reinstatement. Students who received notice of final withdrawal may consult with the Manager, Student Advising, to determine if there are any avenues open to them.

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 University 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, as outlined in Senate Policy on Prior Learning Assessment, Undergraduate.