

RE-ENTRY POLICY

Date Policy Written or Last Modified: July 2024

Position(s) Responsible for Administering this Policy: Student Success Coordinator, Director of Practice Education & Industry Relations, Manager(s) of Practice Education (Practicum/Clinical)

If you have withdrawn or were dismissed from your program, you will have the opportunity to re-enter your program **once** to repeat the course(s) in which you were previously unsuccessful. Students wishing to re--enter will need to follow the policies outlined below.

Please note that two program dismissals or withdrawals will exclude you from further study in the program, and in this case, the policies below would not be applicable.

Application for Re-Entry

If you wish to re-enter your program after you have exited once, you must declare your intent to re-enter. This must be declared by completing the "*Intent to Re-Enter*" form, which can be found on the final page of your original Letter of Withdrawal or Dismissal. Your form submission must be completed within **30 calendar days** from the date that you received your letter.

Once completed, you will automatically be added to the Re-Entry Waitlist for your program. Completing the Intent to Re-Enter form does not guarantee a seat in the next cohort, but you will receive updates from your Student Success Coordinator regarding next steps in this process.

If you do not complete this form within 30 calendar days, you will not be considered nor contacted for re-entry in a future cohort.

Offer for Re-Entry

If you have completed the Intent to Re-Enter form and are currently on the Re-Entry Waitlist for your program, your Student Success Coordinator will contact you when a seat becomes available. Please note that offers for re-entry are based on seat availability and we cannot guarantee seats in specific cohorts.

Re-entry priority will be given to students in the following order:

1. A student who medically withdrew from their program and provided sufficient documentation at the time of their withdrawal.
2. A student who withdrew from their program for personal reasons but did not provide any supporting medical documentation.
3. A student who was dismissed from their program and did not have any instances of Academic Misconduct.
4. A student who was dismissed from their program who had previous instances of Academic Misconduct.

Other key factors that determine eligibility/priority for re-entry include, but are not limited to:

- If your student financial account is not in good standing at the time you are offered a re-entry seat, you will not be eligible to re-enter your program, regardless of your priority on the Waitlist.
- Depending on your length of absence from the program, you may be required to complete additional steps and/or audit additional courses.



- For Nursing programs (HCA and PN), if you have been absent from the program for one year or more, you will be required to repeat all courses from the beginning of your program upon re-entry.
- For all other programs, if you have been absent from the program for 1-2 years, the Education Team will determine if any course audits or course repeats will be required for your re-entry. In this case, only unused rewrites from your previous cohort will be available to you. If you have been absent from the program for two years or more, you will be required to repeat all courses from the beginning of your program upon re-entry. In this case, you will have all program rewrites available to you.
- Depending on your location of residence, regional lab and practicum space may impact the possibility of re-entry.
 - For some programs, you are required to complete practicum(s) in the region where you reside; if practicum seats are not available in your region, you will not be eligible for re-entry.
 - For other programs, you may complete practicum(s) and/or labs in a region outside of your primary residence; if practicum/lab seats are not available in your region, you may be offered re-entry in an alternate region. Any costs associated with the region offered will be your responsibility to cover. If you wish to remain on the Waitlist until a seat becomes available in your region, you may decline the offer.

Your Student Success Coordinator will communicate all relevant details to you at the time you are offered a re-entry seat, and you will have **five (5) business days** to accept the offer.

If your acceptance is not received, or if you decline the offer, you will remain on the Waitlist and will only be contacted when another seat becomes available in the future. If you are unresponsive or decline an offer for re-entry 2 times, you will be removed from the Waitlist and will not be contacted about future re-entry opportunities.

Procedure for Re-Entry

After accepting an offer for re-entry, you may be required to complete a Success Plan. This is a self-reflection exercise to help you identify areas where you struggled previously and plan for improvements moving forward. If your Success Plan does not identify clear actions for improvement, you may be required to make revisions until it is acceptable.

After your Success Plan is accepted (if required), you will be provided with a Program Re-Entry Procedure. This procedure is a list of action items/requirements that must be completed prior to your re-entry date. The deadline for completion, and other relevant details for your re-entry, will be included in this document.

If your Re-Entry Procedure includes courses that you are required to repeat upon re-entry, you must fully repeat those courses, including all-new assignments. If you submit any assignments that were already submitted in your past course(s), they will not be accepted, and you will be subject to the *Late Assignments* policy until an acceptable submission is received.



If you do not complete all action items as outlined in your Program Re-Entry Procedure, you will not be eligible to re-enter as per your offer details and will be moved back to the Re-Entry Waitlist.

Auditing Requirements: Auditing courses is an opportunity to gain a deeper understanding of the subject matter, reinforce knowledge, address any gaps in understanding and/or improve academic performance in subsequent courses. Auditing students will have access to support from instructors, but priority is given to current students. If you are required to audit any courses as part of your re-entry procedure, the expectations will be communicated to you prior to beginning the audit. Inability to meet these expectations may result in cancellation of your re-entry.