

## R3.13 – Re-entry



<b>Approval Body:</b>	Academic Council
<b>Approval Date:</b>	December 2015
<b>Amendment Date:</b>	December 2023
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<b>Supporting Documents:</b>	
<b>Related Policy:</b>	A4.5 Code of Student Conduct R3.15 Student Admissions R3.23 Tuition and Refunds

### Purpose

The purpose of the Re-Entry policy is to establish a formal process for students to seek readmission to Stenberg College after a period of inactivity, program dismissal, or withdrawal.

### Definitions

#### Re-entry

Formal process by which a student applies to be readmitted to Stenberg College after a period of inactivity, program dismissal, or withdrawal.

### Description

Acknowledging that alterations in program admission requirements, tuition, structure, and content may have transpired during their absence, re-entry applicants will be regarded as new program applicants, contingent on current admission criteria and potential changes in program offerings.

### Principles

- Stenberg College is committed to supporting student re-entry by providing a fair, transparent, and student-centered process that upholds academic integrity, public protection, and program standards.
- Stenberg College cannot assure the continued offering of a program or its retention of previous admission requirements, program structure, or content.
- Students who have been out of a program for an extended period of time may seek re-entry through the Registrar or designate, ensuring that the documentation on file is current or providing necessary updates.
- Previously completed courses may be reviewed for relevancy or curricular changes, and students may be required to repeat or audit courses to ensure student and public safety.
- Re-entry applicants desiring re-admission must complete a program admissions re-entry application, agree to any applicable re-entry conditions, and fulfill the existing program admissions requirements.
- Re-entry applicants are required to retake failed or incomplete courses and any courses where learning outcomes have changed.
- Re-entry applicants must address any issues related to their previous withdrawal or dismissal. Students seeking re-entry must submit written evidence demonstrating the resolution of concerns or indicate their willingness to collaborate on a remediation plan.

- Students who withdrew or were dismissed due to academic or policy non-compliance (excluding Code of Student Conduct violations), may apply for re-entry.
- Students who were dismissed for academic dishonesty are not eligible for re-entry into the academic program.
- Re-entry applicants desiring re-admission must complete a program admissions re-entry application, agree to any applicable re-entry conditions, pay any applicable fees, and fulfill the existing program admissions requirements.
- Applicants may receive course credit in line with existing program courses if warranted.
- Re-entry following a Code of Student Conduct violation requires a written appeal to the Vice President, Academic.
- Completing the re-entry process does not guarantee program acceptance. The Program Dean/Director will determine whether a re-entry application is approved, denied, or approved with conditions. The Registrar or designate will notify the applicant of the outcome.
- Stenberg College reserves the right to deny re-entry applications.
- If an applicant's academic performance after re-entry is unsatisfactory and/or the terms and conditions set for re-entry are not met, they will be dismissed.
- Students may pursue re-entry into a Stenberg College program in accordance with the limits and conditions established at the program level, as defined in the applicable Student Handbook. Any additional re-entry requests beyond these program-level allowances require approval from the Program Dean/Director.
- Programs may have requirements that vary.