

Readmission Procedure

Approved By: Vice President, Human Resources, Student Services and International

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Replaces: Version 2019

Corresponding Policy: [Admissions Policy](#)

Purpose

To outline the procedures used for readmission to the College.

Scope

This policy applies to all College applicants seeking admission to all programs of instruction governed by the [Ontario Qualifications Framework](#).

Operating Procedure

1. General Procedure

- 1.1. All students who take an unscheduled break (or who are forced to take a break) from their original program of studies at Cambrian are required to apply for readmission.
- 1.2. Readmission to the original program of study is not guaranteed. Students applying for readmission to a previous program are subject to the following:
 - a. Equal consideration deadlines: students must apply by the published equal consideration deadlines for each entry term.
 - b. Meeting admission requirements: students seeking readmission to semester 1 must meet any new admission requirements for any new/updated program version.
 - c. Availability of seats in the program/semester.

2. Readmission to First Semester

- 2.1. Students seeking readmission to Semester 1 of a program are required to apply through OCAS (ontariocolleges.ca) by the published equal consideration deadlines. Where the number of qualified applicants exceeds the number of seats available, candidates will be ranked as outlined in the Admissions Policy.

3. Readmission to Upper Semesters

- 3.1. Students seeking readmission to an upper semester must use the Advanced Semester Re-Entry Application Form and apply by the published equal consideration deadlines.
- 3.2. In cases where the number of qualified applicants exceeds the number of seats available, candidates will be ranked and spaces allocated in the priority outlined below. All eligible candidates in each category will be offered admission before moving to the next category.
- a. Medical Leave – First Priority
- Any students returning to studies after a medical leave will be given first priority. Where there are multiple applicants for limited spaces, students with the highest program GPA will be offered spaces first.
- b. All Other Leaves & Transfers from Other Cambrian Programs – Second Priority
- Students returning to their original program of studies after a break in studies as well as any students who have graduated from (or completed studies in) another Cambrian program will be given second priority. Where the number of applicants exceeds the number of spaces available, students with the highest GPA will be offered spaces first.
 - For students returning from a leave: GPA will be calculated based on the program GPA of the program to which they are returning.
 - For students transferring from another program: the program GPA of the program from which they are transferring will be used.
- c. Transfers from another postsecondary institution – Third Priority

- Students applying to Cambrian from another postsecondary institution and whose previous studies will permit advanced standing to an upper semester will be ranked based upon their GPA in the program from which they are transferring. Where the number of applicants exceeds the number of spaces available, students with the highest program GPA will be offered spaces first.

4. Students in their graduating semester

- 4.1. Students who are dismissed from a program in advance of a final semester of their program but who complete any outstanding program requirements for the program from which they have been dismissed while enrolled in another program are eligible to graduate from that program assuming all course, GPA, and residency requirements are met. They are not subject to the readmission requirements above in order to qualify for graduation.

Related Policies

- [Admissions Policy](#)