

REQUEST FOR REINSTATEMENT/ FRESH START FORM

If you have been Required to Withdraw (RTW) and wish to resume your studies after completing your term of suspension , or wish to apply for the Fresh Start Program please read the instructions on the reverse and complete this form. Submit the completed form to your School/ Program Department Advisor.

Part 1. To be completed by student

Student I.D. Number _____

First Name(s) _____

Last Name _____

Suite/Apt. No. _____

No. and Street Address _____

City/Town _____

Province/State _____

Postal/Zip Code _____

Country _____

Phone No. (day/cell) _____

Email Address _____

Program Name (e.g., Journalism, Business Management, etc.) _____

Plan/Major (e.g., Building Science, Human Resources Management, etc.) _____

Term RTW was Assigned

Term You Wish to Resume Studies

Have you attached your completed 'Supplementary Form'? (For Reinstatement Only)

YES

Are you applying to participate in the Fresh Start Program?

YES NO

Signature of Student _____

Print Name _____

Date _____

Part 2. To be completed by School/Department

(A) Fresh Start (Available only to students assigned an RTW Standing for the first time)

Is the student eligible to participate in the Fresh Start Program?

YES NO → Notify student and forward form to Registrar's Office: Operations Support Unit (OSU).

Signature of Department Representative _____

Print Name _____

Date _____

(B) Reinstatement

Is the student eligible to be reinstated?

YES NO → Notify student and forward form to Registrar's Office: Operations Support Unit (OSU).

Has the curriculum changed during the student's absence from studies?

YES or UNSURE → Forward form to Curriculum Advising to assign appropriate Requirement Term.
Curriculum Advising will forward the form to Operations Support Unit (OSU) to complete Term Activation.

NO → Forward form to ESSR to complete Term Activation.

Is the student approved for an EAP2 Fresh Start Waiver?

YES NO → Notify student and forward form to Registrar's Office: Operations Support Unit (OSU).

The student is approved for an EAP2 Fresh Start Waiver for the following reason (Please include documentation):

Medical Employment Course Offering Other _____

Signature of Department Representative _____

Print Name _____

Date _____

(C) Student Holds

Does the student have a Barred Persons or Student Conduct Hold?

YES (Barred) → Contact Security and Emergency Services (111 Bond Street, 416.979.5040).

YES (Student Conduct) → Contact Student Conduct Officer, Mickey Cirak (POD62).

NO → Forward form to Registrar's Office: Operations Support Unit (OSU) if the student does not have a Barred Persons or Student Conduct Hold.

Signature of Department Representative _____

Print Name _____

Date _____

Part 3. To be completed by Curriculum Advising and/or Operations Support Unit

CURRICULUM ADVISING:

Requirement Term Assigned

OSU:

Term Activation Complete Withdrawal Complete

Initials _____

Date _____

Initials _____

Date _____

REQUEST FOR REINSTATEMENT

Students who have been REQUIRED TO WITHDRAW (RTW) from a Ryerson program may not continue their program studies. Applications for Reinstatement to the student's original program or for transfer to another program will be considered. In such case a student may not return to studies until 12 months have elapsed following the RTW Term Assigned.

Any degree level courses taken between when a student is assigned an RTW standing and reinstated or transferred to another program will **not** be granted Ryerson credit.

Students are only permitted to enroll in non credit and/or Certificate level courses.

PROCESS

Reinstatement will be considered by faculty/program committees based on criteria, assessments and/or procedures developed by the School or Department. Past academic performance and space availability will normally be considerations. Students who are reinstated to their program will be placed on PROBATION and will be required to have a Probationary Contract authorized by their School or Department prior to commencing studies.

Students seeking reinstatement within 24 months of their RTW date must contact their program School or Department directly.

PROCEDURE – STUDENTS

If you have been assigned a Required to Withdraw (RTW) Standing and wish to resume your studies please follow these instructions:

- 1) Complete Part 1 of the Request For Reinstatement Form.
- 2) Attach a completed **Supplementary Form** outlining the reasons or issues you believe led to the assignment of an RTW Standing and the steps you have taken during your 12 month absence to address those issues.
- 3) Confirm the deadline dates to ensure that your application will be accepted. (See 'Significant Dates' in the Undergraduate calendar, available at www.ryerson.ca/calendar).
- 4) Submit **both** forms to your program advisor. To find your program advisor, visit www.ryerson.ca/contact/student/academic_contacts.html. The Departmental or Administrative Assistant for your department will be able to direct you to your program advisor.

You will be contacted by email by a program advisor once your application has been reviewed. The time frame for this varies by program.

PROCEDURE – PROGRAM ADVISORS

- 1) Complete Part 2 of the Request For Reinstatement Form.
- 2) In completing the form, determine if the student is eligible to resume their studies.

If the student has a Barred Person Hold on file Security and Emergency Services must be contacted. If the student has a Student Conduct Hold on file Student Conduct Officer, Mickey Cirak must be contacted. Security and Emergency Services/The Student Conduct Officer will advise as to whether Ryerson will not accept the student for non-academic reasons or if there are other processes that need to be completed before the student is eligible to return under the Student Code of Non-Academic Conduct.

- 3) If the student is eligible to resume their studies, determine if the curriculum the student must follow has changed during the student's absence.
 - a) If you know that the curriculum has changed, or you are unsure if the curriculum has changed, forward the form to the Curriculum Advising Office. A Curriculum Advising Officer will contact you to confirm the required curriculum.
 - b) If you are sure that the curriculum has not changed, forward the form directly to Operations Support. Operations Support will Term Activate the student so that s/he may be enrolled in course intentions or actual class sections.
- 4) If the student is ineligible to resume their studies, confirm this with the student directly and then forward the form to Operations Support.
- 5) If the student is eligible and approved for a Fresh Start Waiver, confirm this with the student directly and then forward the form to Operations Support. Students are eligible for a Fresh Start Waiver for EAP2 contract only with successful completion of EAP1 in the preceding Winter semester.