

FRESH START - TRANSFER APPLICATION

If you have been Required to Withdraw (RTW) and wish to be considered for the Fresh Start program, for transfer to a new program, please read the instructions on the following page and complete this form. Please submit the completed form to The ServiceHub (POD150).

PART 1. To be completed by Student

Ryerson Student Number

Email Address

First Name (s)

Last Name

Telephone Number Home

Telephone Number (Business/Cell)

Current Program Name (eg. Engineering, Arts. etc.)

Current Plan/Major (if applicable)

Current CGPA

Requested Program (eg. English, Business Management, etc.)

Requested Term (eg. Fall 2013)

Signature of Student

Date

I understand that if I am approved for Fresh Start Transfer to my Requested Program, and upon successful completion of all Fresh Start Transfer contracts, my status in my Current Program will be cancelled and I will officially enter my Requested Program. I confirm my acceptance of this transfer and all applicable university policies, including but not limited to degree requirements, reachback courses, time span for completion, course enrolment, fees, etc.

PART 2. To be completed by Undergraduate Admissions and Recruitment

Does the student meet the competitive academic program admission requirements, including all prerequisites and overall average?

YES NO \longrightarrow Notify student, fax this form to Program Advisor of transfer program/department, submit form for scanning.

Is the student being denied for reasons other than the competitive academic program admission requirements?

YES NO \longrightarrow Reason for denial _____

Notify student, fax this form to Program Advisor of transfer program/department, add FRSH Student Group, submit form for scanning

Summary of Academic Background

English Proficiency Requirement Met?	YES	NO
Competitive Admission Average	Required	Presented
Prerequisite Grades	Subject	Required

Signature of Admissions Advisor

Print Name

Date

PART 3. To be completed by Transfer Program/Department

Is the student being accepted to participate in the Fresh Start Program?

YES NO \longrightarrow Notify student, and forward this form to Operations Support for processing

If YES, ensure contract is entered into RAMSS \longrightarrow Contract Entered

Signature of Program Advisor

Print Name

Date

PART 4. To be completed by Operations Support

Activation Complete

Withdrawal Complete

FRESH START TRANSFER APPLICATION - POLICY AND PROCESS

ACADEMIC STANDING POLICY - REQUIRED TO WITHDRAW (RTW)

Students who have been REQUIRED TO WITHDRAW (RTW) from a Ryerson program may not continue their program of study. Once the RTW standing has been assigned, students may not return to studies in their original program, or transfer to an alternate program, until 12 months have elapsed following the RTW Term Assigned. No courses taken at Ryerson (or elsewhere), within a 12 month period between when a student is RTW and reinstatement/transfer to another program is granted, will be eligible for Ryerson credit. Students are only permitted to enrol in non-credit and/or Certificate level courses.

Students accepted into the Fresh Start program, however, may enrol in a series of courses that will prepare them for transfer to a new program. As applicable, Fresh Start courses will be counted towards the program.

PROCESS

Transfer to a new program will be considered by faculty/program committees in consultation with Undergraduate Admissions and Recruitment (UAR) (including 'Grades-Plus' non-academic admission criteria where applicable). Past academic performance, space availability and competition will normally be considerations.

PROCEDURE - STUDENTS

If you wish to be considered for the Fresh Start program as a transfer student, please review the following:

1. Visit the Fresh Start website to confirm whether your desired program is accepting Fresh Start transfer requests:
<http://ryerson.ca/registrar/students/academics/reinstate.html>
PLEASE NOTE: NOT ALL PROGRAMS ACCEPT FRESH START TRANSFERS.
2. Complete Part 1 of the Fresh Start - Transfer Application, and submit the completed application to The ServiceHub (POD150) by the deadline stated in your RTW letter.

You will be contacted by a UAR admissions advisor about your eligibility for Fresh Start - Transfer consideration, and the Fresh Start Transfer Application will be sent to the program department of your Requested Program.

If you are eligible for consideration, you must make an appointment to meet with the program advisor for your Requested Program. To find the program advisor visit http://ryerson.ca/contact/student/academic_contacts.html.

1. You are required to submit the Fresh Start Transfer - Supplementary Form to the program advisor.
2. If Non-Academic Requirements (NAR) (portfolio, interview, etc.) are a component of admission to your Requested Program, you must make arrangements with the program advisor for completion of this requirement.
3. The program advisor will inform you of your application decision once your application has been reviewed. The time frame for this varies by program.
4. If APPROVED, you will be enrolled in EAP1 courses for the applicable semester. Your program advisor and the Learning Success Centre will provide further details as appropriate. If you meet your EAP1 contract you may proceed to the EAP2 contract as directed by your program. If you successfully complete all Fresh Start requirements (including EAP1 and EAP2, and NAR if applicable), you will automatically be transferred to your Requested Program, for the term immediately following your EAP2 contract, to continue your degree studies. All university policies apply as normal.
5. If DENIED, you may wish to discuss alternate options with a UAR admissions advisor.

If you are NOT eligible for consideration, you may wish to discuss alternate options with the admissions advisor.

PROCEDURE - UNDERGRADUATE ADMISSIONS AND RECRUITMENT

1. Review the application to determine if the student is eligible for Fresh Start Transfer.
2. Complete Part 2 of the application.
3. Notify the student of the decision and refer them to the program advisor if appropriate.
4. Notify the program advisor of the decision and fax them a copy of the application.
5. Add the student to the FRSH Student Group, and submit the original form for scanning.

PROCEDURE - PROGRAM ADVISORS

1. Determine if you will accept the student into the Fresh Start - Transfer Program, and complete Part 3 of the form as appropriate.
2. If English Proficiency has not been met you may require the student to write the Ryerson Test for English Proficiency. Please consult with the Admission Office for your program. This requirement must be added to the EAP1 contract.
3. Notify the student of your decision. If Non-Academic Requirements (NAR) are required, inform the student of the requirements and deadline for submission. NAR must be included in either the EAP1 or EAP2 contracts.
4. Submit the completed application to Operations Support.
5. Enter the EAP1 contract in RAMSS.
6. For approved students, proceed with EAP1 and EAP2 as appropriate. If the student meets all Fresh Start contracts (and NAR requirements if applicable), Operations Support will transfer them to your program for the term immediately following EAP2.

FRESH START - TRANSFER APPLICATION

This form must be submitted to the Program Advisor of your Requested Program, ONLY if Undergraduate Admission and Recruitment confirms you are eligible for Fresh Start consideration. No application to transfer will be considered without responses to the two questions below.

Ryerson Student Number

First Name (s)

Last Name

Current Program Name (eg. Engineering, Arts. etc.)

Current Plan/Major (if applicable)

Requested Program (eg. English, Business Management, etc.)

Question 1: Please outline the reasons that you wish to transfer to your Requested Program.

Question 2: Please outline the reasons or issues that you believe led to your receiving a Required to Withdraw Standing, and describe how you believe the Fresh Start program will help you address these issues or reasons. (If you require more room, please attach an additional page).

Signature of Student

Print Name

Date