

# Readmission Policy

**Policy ID:** 4-407

**Approved by:** Vice President, Operations

**Executive(s) Responsible:** Executive Director, Student Retention, Records and ISA

**Administrator(s) Responsible:** Registrar's Office

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**Next Review Date:** July 01, 2026

## Background and Scope

The Ontario Institute of Health and Innovation (OIHI) is dedicated to fostering student success and providing pathways for students to complete their programs of study. Recognizing that students may encounter challenges during their academic journey—such as financial constraints, learning difficulties, medical issues, or other extenuating circumstances—OIHI has established this policy to support students seeking to return and fulfill their academic goals. This policy outlines the framework and processes that enable eligible students to rejoin their programs and continue their studies.

## Definitions

**Readmission:** The process by which a withdrawn student applies to return and resume their program of study. It may also involve an evaluation of the student's previous academic performance and other relevant factors before acceptance is granted.

**Readmission Committee:** The Readmission Committee at OIHI is a designated internal body responsible for reviewing and deciding on student requests for readmission following a period of withdrawal. The committee evaluates each request based on academic standing, attendance records, student conduct, availability of space in the program, and any applicable Ministry or institutional requirements. The committee may include representatives from the Registrar's Office, Academics, Placement Services and Financial Aid Office, as needed.

**Student Withdrawal:** The act of leaving the institution voluntarily by submitting a formal request, often through the Registrar's office or an online student portal.

**Administrative Withdrawal:** The process by which a student is removed from the institution by the administration for failing to comply with school policies. This action is typically taken when a student does not meet academic, behavioural, or administrative requirements set by the institution. The Sitting Period for administrative withdrawal students is **10 business days** from the date of the withdrawal.

**Expulsion:** The permanent removal of a student from the college. Expulsion is typically reserved for the most serious offences, and unlike suspension, it does not allow for the possibility of returning to the institution via the readmission process. And it is to be decided by the board of directors of the institution on a case-by-case basis.

**Program of Study:** An academic program that leads to the issuance of a post-secondary credential or certificate for a particular area of study.

### **Purpose of the Policy**

The purpose of this policy is to outline the formal readmission criteria and process that students must follow if they wish to return to OIHI after a student withdrawal or administrative withdrawal.

## **Policy Statements**

Students who have withdrawn after enrolment, been administratively withdrawn, or have not continued their program of study for more than 28 calendar days must apply for readmission to the College. Readmission is not guaranteed and is subject to review based on available program capacity, the student's academic performance, and the completion of any outstanding conditions or requirements outlined by OIHI. Students approved for readmission will be subject to the curriculum and policies in effect at the time of their return to the institution and may be required to complete additional courses to meet updated program requirements. Applicants who wish to initiate the readmission process for OIHI must abide by the formal readmission eligibility and process outlined below.

### **1. Eligibility**

A student may be readmitted to their program of study if they:

1. Meet current admissions requirements for the program
2. Have been previously registered and completed and passed one module of studies with OIHI

3. Have maintained satisfactory academic standing in their first passage as a student
4. Have no outstanding tuition or fees owed to the institution. Students wishing to confirm their financial standing can email the Student Financial Aid Office for further details at [financialaid@oihi.ca](mailto:financialaid@oihi.ca).
5. Have not been expelled from OIHI, which would be indicated in a written notice of expulsion.
6. Submit the readmission application form to the institution within one calendar year from the date of withdrawal
7. International students should consult the International Student Advisor before requesting readmission, as gaps in study may affect study permit conditions

## 2. Readmission Process

**2.1** For readmission to OIHI, the student must apply by connecting with the Registrar's Office team via [registrar@oihi.ca](mailto:registrar@oihi.ca) or in person.

**2.2** As per guidance of a Registrar's Office representative, the student **must** submit a complete Readmission Application Form, confirming their understanding of the terms and conditions of the readmission process. The applicant must ensure that the form is filled out accurately and must be able to demonstrate evidence of their ability to perform at a satisfactory standard in their program.

**2.3** The Readmission Committee reviews the student's eligibility for readmittance by assessment of the applicant's academic performance, compliance with study/work permit regulations, financial standing, seat availability in the program

of study, and the completeness and details shared on the Readmission Application Form.

**2.4** The committee must reach a decision within 10 business days from the date the complete Readmission Application Form is submitted to the College.

**2.5** The Registrar's Office informs the student, in writing, of the Readmission Application decision and, if accepted, the steps required to complete readmission to and registration in the program.

### **3. Readmission Process if Approved**

**3.1** After completing all required steps, a Contract Amendment and other relevant documents will be issued to the student. The student's original program start date will remain on record; however, the time limit for program completion may be reviewed based on individual circumstances.

**3.2** The student is required to sign the Contract Amendment. Failure to sign the Contract Amendment within 10 business days of issuance will be considered a cancellation of the Readmission Application.

**3.3** Students approved for readmission must resolve any outstanding financial obligations prior to registration being finalized

**3.4** The student will be registered in their program. The student will then receive their class schedule and a customized academic plan.

**3.5** Students readmitted to OIHI will be placed into the current Program Design. If changes have been made to the program curriculum, students may need to complete additional courses to satisfy the requirements of the updated Program Design.

**3.6** As part of the readmission process, students may be required to meet with a staff member from the Student Success Office. If course content or program requirements have changed during the student's absence, they may need to retake certain courses as determined by the Academics Office.

**3.7** The academic performance of readmitted students will be monitored by the OIHI Academic Office. A learning contract will be issued to support their progress. Completed courses will be credited, and the student will be required to fulfill only the outstanding program requirements, as confirmed by the Academics Office.

#### **4. Readmission Process if Denied**

**4.1** OIHI reserves the right to deny readmission in situations where seats in the program are unavailable, there is insufficient evidence that the student can successfully complete the program, or where issues leading to the discontinuance have not been adequately resolved.

**4.2** A student has the right to appeal the decision by emailing [registrar@oihi.ca](mailto:registrar@oihi.ca)

**4.3** The appeal must include a statement (no longer than 500 words) explaining why the applicant believes the Readmission Committee's decision should be reconsidered and providing reasons for its reversal.

**4.4** The Readmission Committee and Campus Director will review the appeal following the same protocol as the initial petition. The appeal process will be completed, and the student informed of the new decision, within 10 business days of initiation.

**4.5** The reviewed decision is final and binding.

#### **5. Conditions and Considerations**

- 5.1 Admission Requirements:** A student who interrupts their studies and applies for readmission is subject to the admission requirements and ranking priority for the program in question, current at the time of application for readmission.
- 5.2 Supporting Documentation:** Applicants may be required to submit additional documents, such as transcripts from other institutions attended during their absence, letters of reference, or a personal statement outlining strategies for academic success.
- 5.3 Program Curriculum Changes:** Readmitted students will be subject to the current program curriculum and may need to repeat courses if the curriculum has changed since their previous registration.
- 5.4 Academic History Review:** Students who have been administratively withdrawn previously for academic reasons may need to demonstrate improved academic performance or readiness to succeed before being considered for readmission.
- 5.5** Readmission requests and related documents will be retained in the student's academic record in accordance with Ministry retention requirements

These considerations aim to ensure a fair and thorough readmission process while empowering students to achieve academic success.

## Related Legislation

- Accessibility for Ontarians with Disabilities Act (AODA).
- Ontario Career Colleges Act, 2005.
- Ontario Human Rights Code.
- Immigration and Refugee Protection Act, 2002.

## Related Policies

Policy Name	Policy Number
Attendance and Active Participation Policy	2-202
Academic Standing and Progression Policy	2-203
NACC PSW Examinations	2-226c