

Readmission: After Being Required to Withdraw from the University

Students are required to withdraw when they do not achieve the minimum grades required for progression in their program or at the University. Students are also required to withdraw when they exceed the maximum allowable failures on their transcript. (See the Academic Calendar, [Level 1 and 2 Progression Requirements](#) for specific information.) When a student is Required to Withdraw from Western and wishes to continue their studies at Western, they have two options: appeal for a Dean's Waiver (or a Petition to Waive Progression Requirements) or apply for Readmission to Western. This guide will address the Readmission process. For more information about the Dean's Waiver process, check out the [Dean's Waiver guide](#).

Before Western will readmit a student, [Western Admissions](#) wants proof that they can succeed in postsecondary studies. Sometimes this means getting assistance for a physical or mental health concern, other times it means improving academic skills in a specific area. The purpose of this document is to guide you through the steps to take when seeking readmission to most first-entry undergraduate programs.

Important note: This guide is not a substitute for consulting the Academic Calendar, carefully reading application information from OUAC and Western, or seeking advice from an Admissions Officer.

Before you are Withdrawn

Understand the progression requirements for your program and the University. If you are concerned that you are in danger of being required to withdraw, meet with an academic counselor before the adjudication period to see if there are any faculty-specific options beyond the Dean's Waiver.

If you are in a professional program, such as Engineering, you may be required to withdraw from the program but not the University. If this is the case, you can appeal to transfer to another faculty such as Science or Social Science. If that faculty does not allow you to transfer, then you are required to withdraw from the University.

If the University places you on probation or requires you to withdraw, you will receive an email from the Registrar's Office during adjudication in May, or August if you are taking summer courses. The email, sent to your Western email address, will tell you that you should check your grade report in Student Centre for important information regarding your current academic status. Your grade report will say if you have been placed on probation, or required to withdraw from your program or the University.

If required to withdraw, you must reapply for admission. Western will not permit you to take courses until you have been away from the University for at least 12 months.

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What to do while away from the University

During your time away from Western you should get treatment for health concerns that caused you to do poorly, or work if it was financial difficulties that impacted your academics. You also need to take courses so that you can demonstrate to Admissions that you are capable of doing well in postsecondary studies. You cannot take courses at Western, but you can take courses through [Athabasca University](#), [Guelph Open Learning](#), or other open universities. "Open Universities" offer courses on-line and they are open to everyone. You don't need to apply. There is a chance Western will transfer the credits back to the University if you are readmitted.

If you were required to withdraw after first year, you might want to look into college programs that offer a good grounding in general arts and science. Regardless of where you take courses, be sure to take them in an area that corresponds to what you want to study at Western.

Applying for Readmission

Applying for readmission is similar to applying for admission. You must register with the Ontario Universities' Application Centre (OUAC).

- If you hope to return as a full-time student, you can complete the [OUAC Undergraduate Application online](#).
- If you wish to attend part-time, applications are available on the Registrar's website. Go to <https://welcome.uwo.ca/next-steps/apply/how-to-apply-as-a-part-time-student.html>.

Application deadlines are listed on the Western Admissions website and are specific to the program to which you are applying. **DO NOT WAIT FOR THE DEADLINE TO APPLY.** The earlier you apply, the more likely you are to get an early response, and the University does often fill up before the deadlines.

Important note: While there are no specific deadlines for those seeking readmission, it is recommended that you submit your application, it is recommended to submit your application before the first year entry deadline of March 1st.

Once you have completed the initial application for full- or part-time admissions, you will receive a Western Student Centre account. Be sure to check your Student Centre To Do List often. It is here that you will see requests for additional documentation, such as transcripts, and a link to the [Reconsideration of Admission Form](#).

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Completing the Reconsideration of Admission Form

All applicants for readmission must complete the Reconsideration of Admission process that is specific to their school.

Students previously enrolled at, and intending to return to, Western must complete the [Reconsideration of Admission Form](#). *Please note the maximum number of characters allowed for your response.* However if your situation is exceptional, you may provide additional explanation in a letter and list in the documentation.

Applicants for readmission at King's University College or Huron University College will need to complete the Reconsideration of Admission form for the appropriate school.

- King's University College: <https://www.kings.uwo.ca/future-students/admissions/admission-requirements/readmission-appeals/>
- Huron University College: <https://huronatwestern.ca/future-students/returning-students/>

The italicized words below are copied from the current version of the main campus form.

1. *Explain the circumstances which resulted in your academic work falling below Western's minimum admission or progression requirements. These circumstances could include such things as: disability, personal illness, required employment, financial circumstances, family illness, or other personal and family matters, etc. It is important to note dates and times as the Admission Committee will review the circumstances in relation to your academic work. Documentation such as medical certificates or letters of support MUST be submitted to substantiate your explanation. Failure to submit complete documentation may result in a delay in the decision or a negative decision by the Admissions Committee. If you have had academic difficulty on more than one occasion (e.g. - previous Dean's waiver¹), please provide explanations for each occasion.*

Be honest in explaining why your academic performance was poor. If you underestimated how much work university courses required, say so. If you partied too much, say so. If you had pneumonia for two months, say so. If several things had a real impact on your academic performance, think about the best way to mention them all. However, it is a good idea to focus on the circumstance that had the most impact on your academic performance.

2. *Indicate the changes that have occurred in your circumstances outlined in your response to question 1 which will allow you to be successful in future academic studies.*

¹ Dean's Waiver may also be referred to as a Waiver of Progression Requirements

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The Admissions Committee will assume that the circumstances which prevented you from succeeding when you were registered last time could prevent you from succeeding again. The purpose of this section is to give you a chance to explain why that won't happen.

If you claim you have changed matured or 'learned a lesson' since your last year of university, (for example, developed a strong work ethic, formed an important new goal or mastered new study skills) letters of support that attest to your claim may be helpful in making your case. A teacher, employer, career counsellor or other person who knows your current work or study habits might be willing to provide such a letter. And, of course, official transcripts, grade reports, diplomas or any other certification about any courses you have taken should be provided, even if such courses are not eligible for university credit. Transcripts are required if you have taken any postsecondary studies, such as university or college courses.

3. *Outline your academic goals (degree/program), and your proposed course selection if your appeal is granted. Describe any steps already taken towards these goals (upgrading, counselling, etc.).*

Be realistic about your strengths and weaknesses. If you have serious problems with Mathematics, becoming an Engineer is not realistic. If you don't have Chemistry, Biology and Mathematics at the Ontario grade 12 U/M level (or equivalent), the Nursing program will not be an option for you. Choose your program and your courses carefully. Pay attention to prerequisites and to program requirements. Unrealistic goals can lead to frustration and failure, and you want to succeed! If you have already begun doing the reading for some of the courses you plan to take, say so. If you have had any career counselling, say so. If you have done volunteer work in an area related to your study plan, provide details and relevant documentation.

Will you be submitting additional documentation in support of your reconsideration ie: Doctor's Note, Counsellor's Note, etc.?

If Yes please indicate the type(s) of documents you will be sending:

Documentation

Anything which supports or verifies your claims about your situation or circumstances. Provide documentation whenever possible. Illness or injury; family or personal problems; dysfunctional living situation; employment; and any other incident that could be seriously distracting, depressing, worrisome or a hardship can usually be documented by letter from a doctor, counsellor, or social worker attesting to the impact the circumstances had upon your ability to function effectively as a student. Hours of work can be documented by your employer. A letter from a landlord, residence staff member, parent or friend can attest to problems with living arrangements.

Documentation should always provide a clear time frame for the circumstance. Death certificates or death notices; police incident reports; and travel documents may be provided if relevant. Any document you submit will be subject to verification. Documents will not be returned, so be sure to retain copies for your own records.

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Supporting documentation should be provided whenever possible and mailed to the address provided. If there will be a delay in sending it, also include an approximate mailing date.

Common questions and answers about readmission

"I appealed for a Dean's Waiver when I was required to withdraw, so the dean's office already knows all about my family breakup. They have a letter from my doctor, too. Do I have to say this stuff all over again and submit new letters?"

YES. The Admissions Committee bases its decision only on what you provide in the course of applying for readmission. They will not phone the dean's office and ask for additional information.

"What about my Western transcript - do I need to pay to have one sent to the Admissions Committee?"

NO. The Admissions Committee will get your Western record automatically.

"What does 'at least one year mean'? I'm not sure I'm eligible to apply for readmission yet."

You are eligible to take courses commencing one full year (twelve months) after your last university courses ended. In order to do that, of course, you have to apply for readmission well before the year is over. So if you were a student LAST year who finished courses in the April exam period and took no summer or intersession courses, you are eligible to take courses THIS intersession, if readmitted.

"Am I more likely to be readmitted if I apply for part-time?"

NO. Each case is looked at on its merits. If you apply for full-time study and the Admissions Committee determines full-time study would be inappropriate, given your circumstances, it may consider part-time admission as an alternative.

"I'm older now than when I went to university before. How old do you have to be to qualify for mature student status?"

Having attended Western previously (or any other university) will preclude you from being considered as a mature student no matter how old you are. "Mature student" designates students who were admitted initially to the University without the standard admission requirements as defined by Senate.

"The application form asks for a lot of information. What happens if I leave some of it out?"

When you submit your application form, you certify that "all statements are correct and complete." So you are really promising that no information has been left out.

If you attended another postsecondary institution at any time, you **must** include this on your application. Failure to disclose this information could result in the cancellation of your application, or deregistration from courses and the University, if it is discovered after you have been re-admitted.

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If you omit information the Admissions Committee requires in order to make its decision, you will be sent a letter requesting the information and processing your application will be delayed.

"I am embarrassed by the reasons I was required to withdraw. I'd really rather not put that on my application form."

The university, and OUAC, will keep all your personal information confidential.

"I don't see any reason why the University needs to know my activities when I wasn't in school."

The University regards this information as critical. If you do not include it, your application will be delayed until you have provided it. Applying to university is not like buying something from a store: it's more like applying for a job. Think of this list as the equivalent of a résumé.

"How can I find course information so that I can select my courses for section three of the Reconsideration of Admission Form?"

The Academic Calendar is located at <http://westerncalendar.uwo.ca/> Look through the calendar for your program requirements, courses offered, prerequisites, antirequisites, etc. You can also check the department web sites for specific information about courses.

"What are my chances of being readmitted?"

The decision to readmit a student following unsatisfactory performance depends on

- the information and evidence in the reconsideration form;
- the academic history prior to and at the University (student record);
- the competitiveness of the program to which admission is sought;
- the timing of the application;
- the amount and level of successful academic upgrading

The calendar states: "Students who fail to maintain satisfactory academic standing in any year subsequent to readmission will not usually be readmitted to the University for a second time." If you have been required to withdraw from the University more than once, you should discuss your situation with an Admissions Officer before applying for readmission.

"I appealed for a Dean's Waiver last year when I was required to withdraw, but I was denied. I had mono in second semester, so I don't know why I wasn't allowed back. Anyhow, is there any point in applying now when I was denied before?"

YES. When a decision maker is considering whether to grant a Dean's Waiver, the decision maker must ask themselves: "Am I reasonably sure that this student's failure to meet the progression requirements was really due to the extenuating circumstance they mention?" In your case, the decision maker would have compared your grades before you got sick with your grades during and after the illness.

If your grades from first semester weren't very different from your second semester grades, your appeal would be denied. This time the Admissions Committee will ask itself a different question: "Does the student's application for readmission demonstrate that they are

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prepared to be academically successful at University?" If the answer to that question is "yes" the student has a good chance of being readmitted.

"I hate writing letters and filling in forms. Why can't I just talk to the Admissions Committee?" In-person hearings take a lot of time and involve travel to the University on the part of the student. The University does not have the resources to hear every applicant for readmission or every admission appeal. Many applicants do not have the resources to come to a hearing at the University. An application and written appeal is fairer for everyone.

"My situation isn't like any of the examples I've read. Who can I talk to about my case?" Contact the Registrar's Office through the [Virtual Helpline](#). Be prepared to leave your name, student number, phone number and information about what you'd like to discuss to ensure your inquiry reaches the correct person.

"May I appeal a decision of the Admissions Committee?"
YES, but only if there is significant new information. If you have new documentation, which was not available when you originally applied for readmission, you may submit a new Reconsideration of Admission Form with the new information and any supporting documentation. Full information will be included in the decision letter you receive from Western.

"I want to take a course in intersession. Will I get my decision in time for that?"
That depends on when you submit your application and all required supporting documents. Course registration for intersession and summer session usually opens in early March. Apply early and be sure to follow the instructions on the OUAC form indicating your desired enrollment date.

"How many people are on the Admissions Committee?"
On the main campus, the Admissions Committee is composed of representatives from the Admissions Office. The committee contacts the relevant Dean's Office when it needs to seek guidance in making a decision (It does not contact the Dean's Office for additional information about the student or documentation about the student.) The Admissions Committee meets regularly throughout the admissions cycle.

Note: Each Affiliated University College has its own Admissions Committee.

Readmission Scenarios

1. *Beverley was required to withdraw after she failed to obtain a yearly weighted average of 60% or better in her first year of Engineering Science. In her Reconsideration of Admission Form she indicated that a chronic health problem had contributed to her poor academic performance. She is seeking readmission to Engineering. Her second choice is a Science program (Biology).*

Beverley's grades in quantitative courses are especially low. She has been out of school for a year working in a retail store. She has not seen a career counsellor, and she has not taken any

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courses at another post-secondary institution. On the other hand, her doctor prescribed a new medication which is helping her health problem.

Because of Beverley's weak performance in quantitative courses, she will not be readmitted to Engineering. But she had 87 in grade 12 U/M Biology and she has applied to the Faculty of Science (Biology) as her second choice. In the past, she volunteered at a Science day camp. On the strength of her strong Biology mark in her grade 12 U/M course and her demonstrated genuine interest in Science she will be admitted to the Faculty of Science.

2. Karim, a King's University College student, failed to achieve a minimum 60% cumulative average after taking the equivalent of eight full courses. His average is only 53.8%, so he was not eligible for probation. He did not appeal for a Dean's Waiver, and is currently working in the family business. He took one night course in Economics at his local college and achieved a high B grade. He has been rereading the texts in some of his courses and is anxious to gain readmission.

On his Reconsideration of Admission form, he explains that he failed to meet the progression requirements because he had a car accident in October of his first year just before the mid-terms and had to go to court over it, as well as get physiotherapy. The legal and medical consequences of his accident have now been settled.

Karim provided documentation of the car accident, a letter from his physiotherapist, and a court document with his reconsideration of admission form. He will be readmitted once King's receives a transcript from his college.

3. Louis was put on probation after his first year, when his average was only 52%. He had been living in residence and had problems with his roommate, who liked to party a lot and got mad if Louis complained. In his second year, Louis claimed that he worried a lot and had trouble sleeping after his father had a heart attack just before December exams. Despite his worries, he did not seek a deferral of his exams or any other form of academic accommodation. He did not report his worries to his Academic Counsellor during his meetings with her. He did not seek any professional help for his worries. He thought he could tough it out.

When he did not meet the probation conditions, he appealed for a Dean's Waiver, but it was not granted. He has taken no courses during his year away, but he has worked full-time all year and claims he has some clear goals for his future. He has been living off-campus and does not plan to apply for residence again.

Louis's chances of readmission are poor. Probation was his second chance. He could strengthen his application in a future year by taking courses elsewhere (e.g. another university or college) and doing well in them (high B or A grades).

4. Leslie failed all her first year courses. She appealed, saying her failure was because of a death in the family. She was granted probation by the Dean of her Faculty. However, she failed to meet the probation conditions of "an average of at least 60% with no failures on all courses taken during the probation period." She had 60s in two courses and 53% in a third;

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she failed the fourth course. She appealed for a second Dean's Waiver, claiming she was still upset by grief, but it was denied.

In her two years away she has worked at a series of part-time jobs, and completed a two year college program with good grades. Leslie's stated goal is to get into teacher's college or become a dentist.

Leslie will most likely be readmitted because she demonstrates, through taking courses elsewhere, that she is able to achieve academically. Although her record to date is not consistent with her stated academic and career goals, her strong college record is in her favour for her readmission.

Useful numbers and addresses for further information

University Main Switchboard: 519 661-2111 • University website: www.uwo.ca

Registrar's Office (Main Campus Admissions)

Western Student Services Building

519 661-2100

Registrar's Email: welcome@uwo.ca

Website: www.registrar.uwo.ca

Huron University College

519 438-7224 extension 203 or 233

Registrar's Email: huron@uwo.ca

Website: www.huronuc.ca

King's University College

519 433-3491, extension 4999, or toll-free 800 265-4406

King's Registrar's Email: kings@uwo.ca

Website: www.kings.uwo.ca

Office of the Ombudsperson

Western Student Services Building, Room 3135

519 661-3573 | Email: ombuds@uwo.ca

Website: www.uwo.ca/ombuds/

Ontario Universities' Application Centre

519 823-1940 | OUAC Website: www.ouac.on.ca