

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

TMU Student Number	TMU Email Address
First Name (s)	Last Name
Program Name (eg. 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 applications or TRSM Program Fresh Start applications) **YES**

Are you applying to participate in the Fresh Start Program? **YES** **NO**

Signature of Student	Print Name	Date
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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
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(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 Operations Support Unit (OSU) to complete Term Activation.

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
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(C) Student Holds

Does the student have a Barred Persons or Student Conduct Hold?
YES (Barred) **—————>** Contact Student Conduct Officer (studentconduct@torontomu.ca).
YES (Student Conduct) **—————>** Contact Student Conduct Officer (studentconduct@torontomu.ca).
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
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PART 3: TO BE COMPLETED BY CURRICULUM ADVISING AND/OR OPERATIONS SUPPORT UNIT

<p>CURRICULUM ADVISING:</p> <p>Requirement Term Assigned <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table></p> <p>_____ Initials Date</p>						<p>OSU:</p> <p style="text-align: center;">Term Activation Complete Withdrawal Complete</p> <p>_____ Initials Date</p>

REQUEST FOR REINSTATEMENT

Students assigned a standing of Required to Withdraw (RTW) will be required to withdraw from their program of study for a suspension period of 12 months (3 terms). Applications for Reinstatement to the student's original program will be considered.

In such cases a student may not return to studies until 12 months have elapsed following the RTW Term Assigned.

In the 12 month (3 term) suspension period following the assignment of the RTW standing:

- Students may not register in any for-credit TMU courses, including those offered by the Chang School.
- Students may not transfer to another Toronto Metropolitan University undergraduate program.
- Students assigned RTW standing may request to participate in the Fresh Start Program after a 1 term suspension period if they meet the Program Participation Criteria for their academic program

PROCESS

Requests for reinstatement will be considered by Faculty and/or academic program departments subject to past academic performance, based on criteria, assessments and/or procedures developed by the School or Department. Reinstatement is not guaranteed. Students who are reinstated to their program after the assignment of a standing of RTW will be reinstated on PROBATION and will need to establish a Probationary Contract authorized with their School or Department by the last day to add courses for the specified term prior to commencing studies.

Students seeking reinstatement before six consecutive terms (12 months) have elapsed from the term their Required to Withdraw standing was assigned may submit this form directly to their School or academic program department to request consideration for reinstatement.

PROCEDURE - STUDENTS

If you have been assigned a Required to Withdraw (RTW) Standing and wish to resume your studies in your current program:

1. Complete Part 1 of the Request For Reinstatement/Fresh Start Form.
2. Complete the Supplementary Form questions outlining the reasons or issues you believe led to the assignment of an RTW Standing and the steps you have taken during your suspension period to address those issues.
3. If you wish to participate in the Fresh Start Program and be considered for reinstatement to your current program after a 1 term suspension period, confirm your program participation criteria for Fresh Start at www.torontomu.ca/current-students/grades-standings/academic-standings/fresh-start.
4. Confirm the deadline dates to ensure that your application will be accepted. (Fresh Start and Reinstatement Dates available at www.torontomu.ca/current-students/grades-standings/academic-standings/fresh-start/dates/).
5. Submit the completed form to your program advisor. To find your program advisor, visit www.torontomu.ca/contact/student/academic_contacts/. 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.

For more information please see Senate Policy 170(a) Procedures section 10 and 11.

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 or Student Conduct Hold on file the Student Conduct Officer must be contacted. The Student Conduct Officer will advise as to whether the university 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 Senate Policy 61: Student Code of Non-Academic Conduct. In case of a Barred Person Hold, the Student Conduct Officer will consult with Community Safety and Security and the OVPS.

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 they 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.

REQUEST FOR REINSTATEMENT - SUPPLEMENTARY FORM

The Request for Reinstatement - Supplementary Form questions **must** be completed for all programs when requesting Reinstatement.

Please note:

TRSM Program students must complete the Request for Reinstatement - Supplementary Form questions and include the completed Request for Reinstatement - Supplementary Form.

TMU Student Number

First Name (s)

Last Name

Program Name (eg. Journalism, Business Management, etc.)

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

**Question 1: Please outline the reasons or issues that led to you being assigned an academic standing of Required to Withdraw.
Please attach an additional page should you require more space.**

**Question 2: During your period of suspension what actions did you take to address these reasons (or issues)?
Please attach an additional page should you require more space.**

Signature of Student

Print Name

Date