

## Centre for Christian Studies Policy on Re-admission/Change of Status of Students

### **Purpose**

This policy is to provide guidelines for the admission or readmission to the diploma or certificate program of students who have withdrawn, been removed or initially only registered for a short program.

### **Policy**

1. A student who has been accepted into the Leadership Module (as a continuing education student or as a diploma/certificate student), normally may defer attendance at the LDM for a period of one year. Non attendance beyond that would require reapplication through the regular process.
2. A student currently in the Leadership Module *only*, may be admitted into the Diploma or Year Long Certificate program through the regular admissions process.
3. A student who has been awarded the Leadership Development Certificate, may be admitted into the Diploma program or for a Year Long Certificate through the regular admissions process.
4. A student currently in a Year Long Certificate Program, may be admitted into the Diploma program on the decision of at least two members of the Program Staff, or at least one member of the Program Staff and Principal; under the following conditions:
  - the student enters the theme year or reflection year within one year of completing the Certificate Year
  - normally, this decision would be made no later than May 1 of that yearIf the student does not meet these conditions then they could apply for admission through the regular process.
5. A student who has been awarded a Year Long Certificate, may be admitted into the Diploma program or for another Year Long Certificate on the decision of at least two members of the Program Staff, or at least one member of the Program Staff and Principal; under the following conditions:
  - the student enters the theme year or reflection year within one year of completing the Certificate Year
  - normally, this decision would be made no later than May 1 of that yearIf the student does not meet these conditions then they could apply for admission through the regular process.
6. A student who has withdrawn voluntarily from a CCS program, and seeks readmission more than one year after completing a Leadership Development or Year Long Certificate, may be readmitted by the Principal under the following conditions:

- review of the student's file by Program Staff and/or Principal and a written report on student's standing and reason(s) for withdrawing
- interview for readiness to enter the program
- completion of any work required for readmission,
- the student provides all required additional documentation, meets all conditions of admission and pays applicable fees

7. A student who has been removed from a CCS program, and seeks readmission may be readmitted by the Principal under the following conditions:

- review of the student's file by Program Staff and/or Principal and a written report on student's standing and reason(s) for removal
- interview for readiness to re-enter the program
- completion of any work required for readmission
- the student provides all required additional documentation, meets all conditions of admission and pays applicable fees

### **Appeal**

The Appeal process for these decisions, is found in, "Appeal from decisions relating to readiness for continuing or completing the program."