 <p>Capilano Students' Union</p>	Policy No.	Approval Authority
	IS-12	Board of Directors
	Policy Name	Approval Date
	Reactivation After Withdrawal Policy	February 28, 2020
	Responsible	Scheduled Review
	Campaigns & Advocacy Committee	January 2023

Summary

There are currently substantial policy gaps at Capilano University governing withdrawals with extenuating circumstances, and the absence of policy has resulted in students who have made such withdrawals having to navigate burdensome readmission processes to take back student status at the university. Given that a withdrawal with extenuating circumstances can be “unpreventable and unpredictable, which makes it impossible for a student to complete coursework” (according to the university’s own website), such a requirement is an unfair penalty against a student who is already facing huge challenges.

Rationale


The Capilano Students' Union has adopted these policy principles because:

- Currently, a student who withdraws with extenuating circumstances and who thereby misses three major terms (spring or fall semesters) is no longer considered to be a student, and must apply for readmission to Capilano University.¹ However, some areas in the university calendar continue to refer to readmission being required after one missed semester.² There are no details about the readmission implications of withdrawal on the university website.
- There are no senate-approved policies in place governing withdrawals with extenuating circumstances (or withdrawals of any kind) established at Capilano University, despite the powers of the senate at a special purpose teaching university in section 35.2(5)(g) of the *University Act*.
- Capilano University’s own website acknowledges that withdrawals with extenuating circumstances arise from “unusual circumstances beyond the student’s control which are unpreventable and unpredictable, which makes it impossible for a student to complete coursework and affects academic performance.”³ In these circumstances, it is unreasonable for a student to be punished through burdensome readmission requirements and procedures when that student is ready to resume studies in the same program.
- Students who request a withdrawal with extenuating circumstances are often already experiencing substantial challenges and barriers in accessing or continuing post-secondary education outside of institutional processes themselves, and should not be forced to navigate the university’s admissions process as though they were never a Capilano University student.

¹ Capilano University, 2019-2020 Capilano University, 2, web: <https://www.capilanou.ca/media/capilanouca/programs-amp-courses/Calendar-2019-2020.pdf>

² Ibid, 12.

³ Capilano University, Transcripts & Forms, web: <https://www.capilanou.ca/admissions/course-registration/registrars-office/transcripts-forms/>

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- Some post-secondary institutions have policies which permit a student who has been withdrawn with extenuating circumstances to pursue a “reactivation” instead of readmission, which permits the student to simply resume studies under certain circumstances; such policies treat more equitably and compassionately those students whose studies are involuntarily interrupted.⁴

Policy Principles

1. The Capilano Students' Union supports allowing a student who has withdrawn with extenuating circumstances (including students in cohorts) to reactivate student status and resume studies if they are able to return within five academic years of the semester from which they withdrew.
2. The Capilano Students' Union opposes the application of the full readmission process, including the charging of fees, to students who have withdrawn with extenuating circumstances, and who are now seeking to resume studies at Capilano University.

⁴ Simon Fraser University, Undergraduate Reactivation and Readmission, web: <https://www.sfu.ca/students/calendar/2019/fall/fees-and-regulations/admission/reactivation-and-readmission.html>