

Graduate students seeking readmission to their program of studies after a period of non-registration must apply to the department (or Faculty if non-departmentalized) that is responsible for their graduate program. There is no guarantee of readmission. A readmission decision, like an admission decision, is one made by the department (or Faculty if non-departmentalized) led by the graduate coordinator (e.g. Associate Chair, Associate Dean, or Director), possibly in consultation with the relevant graduate studies committee where applicable. [University policy](#) makes clear that admission decisions are final and cannot be appealed. On readmission, see further [§5.17 of the Graduate Program Manual](#) and [§203.3.1 of the University of Alberta Calendar](#).

Departments are free to set their own procedures, and thus applicants for readmission are advised to contact the department (or Faculty) concerned. Ideally, an application for readmission should contain:

1. A letter of application from the student explaining the failure to maintain registration, his or her progress to date on the outstanding work, and the expected date of completion.
2. The applicant must also indicate whether he or she has registered for any additional post-secondary studies at another institution (even if incomplete) during the period of inactive registration, and if yes, the applicant must arrange for the provision of official transcript(s) for these studies.
3. A current unofficial University of Alberta transcript to show duration in the program, the period of inactive registration, and the absence of a “Required to Withdraw” notation.
4. A letter of support from the supervisor, and if a Ph.D. student, also signed by the members of the supervisory committee, indicating their willingness to continue with supervision.
5. A proposed timetable for completion, preferably approved by the supervisor and, if a Ph.D. student, the supervisory committee.

A department (or Faculty if non-departmentalized) must assess the application in relation to the program regulations in force at the time of application, and will likely consider:

1. Have the requirements for the program of studies changed during the applicant’s period of non-registration? If yes, will the student, if granted readmission, be required to complete these requirements? On what terms, e.g. the course must be taken when?
2. If the student had passed a candidacy examination, does the department feel that the examination is still relevant, especially if much time has passed? Will readmission need to be granted on condition that the student retake the candidacy or a substitute examination?
3. Are there circumstances that justify the graduate coordinator making a request to the Dean of FGSR to waive the readmission fee? For the amount of the fee, see [§22.2.2 of the Calendar](#).

If the applicant will also require an extension, a **Request for Extension** form must also be completed. If this is the first request for an extension, a decision is made by the department (or Faculty where non-departmentalized). Subsequent requests for extension must be forwarded to FGSR, with a supporting letter or memo indicating a departmental decision in favour of granting readmission.