

## **Return to Studies Form**

The purpose of this form is to allow \*eligible\* students to register for courses in SOLUS, who have been away for more than one fall/winter term.

\* Students who were away on a *Letter of Permission, Exchange or Internship program* **do not** need to complete this form as they may resume their registration through SOLUS. \*

### **If you meet any of the three criteria listed below, you have a new basis of admission and are REQUIRED to apply for re-admission.**

- You have **transferred** to a university degree program at another post-secondary institution (excluding a graduate program).
- You have **graduated** from a **2 or 3-year diploma** program at a post-secondary institution.
- You completed **more than 18.0 units** (including failures) at another post-secondary institution without a Letter of Permission from Queen's.

Such students must meet the minimum admission requirements for external students to be accepted, and are not guaranteed access to all plans, including that in which they were registered before leaving Queen's ([see Academic Regulation 15 & Admission Regulations 5 and 12](#)). If you have questions about re-admission please contact [admission@queensu.ca](mailto:admission@queensu.ca) for assistance.

### **How to fill out a Return to Studies Form:**

- Read and review this entire form before submitting.
- If you would like to speak with an academic advisor to discuss your study plans, your degree requirements and any changes in policies or procedures since you were last registered, please call , 613-533-2470 (Monday to Friday 9AM to Noon and 1PM to 4PM) to set up a phone appointment. If you were previously a distance – undergraduate online student you may email [asc.online@queensu.ca](mailto:asc.online@queensu.ca) for assistance.
- If you have forgotten your NetID/password or never had one, please follow the steps outlined [here](#) to gain access to your SOLUS account/Queen's email. If you have any questions or concerns about activating your SOLUS account/Queen's email please contact IT Services directly at: <https://www.queensu.ca/its/contact-us>.
- Complete and submit your Return to Studies Form to [asc.studentservices@queensu.ca](mailto:asc.studentservices@queensu.ca) with your full name and student number from your Queen's Email account or by fax at 613-533-2467.
- You will receive a confirmation email that your Return to Studies Form has been received and under review. If approved, your registration abilities for the term you applied for will be activated within **5-10 business days** of submission. Please monitor your SOLUS account under the 'enroll' section on the main page of your Student Center for updates.

## **Policies & Regulations**

[Academic Regulations](#) 15.2 to 15.3 apply.

### **Students in Good Academic Standing – Return to Studies Options**

#### Not Attending another Institution

**A.** Those students who have registered in the Faculty of Arts and Science, who have attempted at least one course and are in good academic standing, who did not attend any other post-secondary institution while away from Queen's, and who wish to return, must complete and return the appropriate section of the Return to Studies form in order to register in classes.

#### Attending another Institution without Leave

**B.** Those students in good academic standing who, without a letter of permission:

- (i) were registered in a 2 or 3-year diploma program at a post-secondary institution, but did not graduate; or
- (ii) completed a graduate program at another post-secondary institution,

and who are willing to waive their right to any transfer credit earned while withdrawn from the University, must complete and return the appropriate section of the Return to Studies form in order to enrol in classes.

#### Attending another Institution without Leave – Visiting Student - Retroactive Letter of Permission

**C.** Those students in good academic standing who, without a letter of permission, completed 18.0 or fewer units (including failures) as a **visiting student (as in the student did NOT transfer to a degree program)** at another post-secondary institution, and who wish to have transcripts evaluated for the purpose of receiving transfer credit, must apply for a [retroactive letter of permission](#) and must complete the appropriate section of the Return to Studies form in order to enrol in classes. Students making an application for a retroactive letter of permission should be aware that there is no guarantee that their credits will be transferred toward their degree program.

#### Attending another Institution without Leave – Visiting Student – No Application for Transfer Credits

**D.** Those students in good academic standing who, without a letter of permission, completed 18.0 or fewer units (including failures) as a **visiting student (as in the student did NOT transfer to a degree program)** at another post-secondary institution, and who are willing to waive their right to any transfer credit earned while away from the University, must complete and return the appropriate section of the Return to Studies form in order to enrol in classes.

### **Students Required to Withdraw or on Probation – Return to Studies Options**

**E.** Students who were required to withdraw for **one year** or who were placed on academic probation may attend another post-secondary institution while away from the University. However, they will not be permitted at any time to transfer credits for courses taken elsewhere while required to withdraw or while on academic probation ([see Academic Regulations 13 and 14](#)). These students must complete and return the appropriate section of the Return to Studies form in order to register in classes.

**F.** Students who were required to withdraw for a minimum of **three years** must further appeal to the Associate Dean (Academic) ([see Academic Regulation 13](#)) in order to register in classes once at least three years have elapsed. More information on how to submit an academic appeal can be found here: <https://www.queensu.ca/artsci/undergrad-students/academic-appeals>

## Return to Studies Form

By signing and submitting this form, you understand and agree to all the policies and regulations listed on page 1 of this form. The provision of submitting false information will be considered a departure from academic integrity and will be investigated accordingly.

### Student Information ?

<b>Full Name:</b> (First Name, Last Name)	
<b>Student Number:</b> (7 or 8 digits)	
<b>Queen's Email:</b> (e.g. @queensu.ca)	
<b>Alternate Email:</b> (If Queen's email is inactive)	
<b>Phone Number:</b>	

### Eligibility Questions ?

<b>1. Were you Required to Withdraw from Queen's?</b>	
<b>2. If 'yes' to Question 1, were you Required to Withdraw for 1 year or 3 years?</b> (If the answer is 'no' to Question 1, please select 'Not Applicable'.)	
<b>3. If you were Required to Withdraw for 3 years has your academic appeal to return been granted?</b> (If the answer is 'no' to Question 1, please select 'Not Applicable'.)	

### Declarations – Please select only ONE of the following ?

<b>I certify that I have NOT attended any other post-secondary institution since leaving Queen's University.</b>	
<b>I certify that I have only attended and/or completed a graduate program at another post-secondary institution.</b> I understand that I will NOT receive transfer credit(s) for courses taken at another post-secondary institution.	
<b>I certify that I have attended a post-secondary institution registered in a 2 or 3-year diploma program but did not graduate/complete.</b> I understand I will NOT receive transfer credit(s) for courses taken at another post-secondary institution for which I did not receive a Letter of Permission.	
<b>I certify that I have attended a post-secondary institution as a Visiting Student as defined under section C. on page 1.</b> I have submitted a Retroactive Letter of Permission to have those courses assessed for transfer credits.	
<b>I certify that I have attended a post-secondary institution as a Visiting Student as defined under section D. on page 1.</b> I do NOT wish to apply for transfer credit(s) for courses taken at another post-secondary institution for which I did not receive a Letter of Permission.	
<b>I certify that I was on academic probation and/or a Requirement to Withdraw.</b> I understand that I will NOT receive transfer credit(s) for courses taken at another post-secondary institution.	
<b>I certify that none of the options listed above are applicable to my time away from Queen's. I will provide further details via email.</b> I understand that I will NOT receive transfer credit(s) for courses taken at another post-secondary institution.	

### Definitions

<b>Undergraduate Career Designation</b>	There are two undergraduate career designations when you apply to Queen's – 'On-Campus - UGRD' and 'Distance – Undergraduate Online'. <i>Please note, when using the RTS Form, you will be activated in your previous undergraduate career designation.</i> <b>You cannot change from an 'on-campus' student to a distance student or vice versa using an RTS form.</b>
<b>On-Campus Student - UGRD Career</b>	On-Campus students are eligible to enrol in courses that are offered on-campus AND via distance/online studies. However, once a distance/online course (700 Section) reaches a certain capacity, on-campus students will be subject to a reserve restriction which will be released on the first day of class in the term the course is offered in.
<b>Distance Student – Undergraduate Online Career</b>	Distance-Undergraduate Online students are completing their degree from afar and are eligible to enrol in distance/online courses. Distance-Undergraduate Online students are <b>not</b> eligible to enrol in 'on-campus' offerings.
<b>General Degree</b>	3-year degree - only one area of concentration (there is no option to have a major, minor, or medial when enrolled in a General Degree). <i>Requires a 1.60 or higher Plan GPA and Cumulative GPA to graduate.</i>
<b>Honours Degree</b>	4-year degree - usually preferred/recommended to have when applying for graduate or professional programs. <i>Requires a 1.90 or higher Plan GPA and Cumulative GPA to graduate.</i>
<b>ASC Non-Degree/Post-Degree Studies</b>	The <i>ASC-Non-Degree/Post-Degree Studies Career</i> is for students who wish to return after <u>graduating</u> from their bachelor program at Queen's to either: 1. Enrol in new courses or repeat previous courses, to improve their undergraduate cumulative GPA. 2. Enrol in courses that are a requirement for a graduate/professional school application. 3. Enrol in courses out of interest.

### Return to Studies Request ? - \*Please note you may only fill in ONE column below as per your original undergraduate career designation\*

Undergraduate Career Designation	On-Campus Student - (UGRD Career)	Distance Student - (Undergraduate Online Career)
<b>What program would you like to return to?</b>		
<b>Requested plan you wish to return to?</b>		
<b>Requested subject area you wish to return to?</b> (e.g. ECON, PSYC, Undeclared, Interest, Certificate Subject or type Not Applicable etc.)		
<b>When would you like to begin taking courses again?</b> (e.g. Term/Year - Fall 2019)		

(NOTE: Due to program capacity & eligibility requirements we may not be able to accommodate your program/plan request. Students will be contacted by email should they be deemed ineligible for their requested program.)

<b>Student Signature:</b> (E-Signature OR Handwritten)		<b>Date:</b> (MM/DD/YYYY)	
---	--	------------------------------	--

The personal information on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected will form part of your student record at Queen's and will be shared with the Office of the University Registrar. The information will be used to determine your eligibility to return to studies in the Faculty of Arts and Science, as well as the appropriate degree program for registration purposes. If you have any questions or concerns about the information collected or how it will be used please contact the Faculty of Arts and Science, Dunning Hall, First Floor or by telephone at 613-533-2470.

<b>TERM ACTIVATED: YES</b>	<b>NO</b>
<b>STAFF INITIALS: _____</b>	