



## Advice for Students Seeking Reinstatement or Readmission to the Bachelor of Education Program

The Faculty strongly recommends completion of the Teacher Education Program in the sequence and within the timeline indicated. However, where a student was not able to complete the program, he or she may apply for reinstatement or readmission. Decisions are made in the context of the UBC Calendar which states, in part:

*Those whose practica are terminated or who do not complete their practica satisfactorily, and who qualify for neither a supplemental practicum nor a deferred practicum....will be assigned a failing grade and will be required to discontinue or to withdraw from the program.*

*Students who withdraw from the program voluntarily will not be entitled automatically to return; each request for reinstatement will be considered along with other applications at the time.*

*Students who for any reason fail to complete all requirements of the program within a four-year period will not be allowed readmission.*

Students who have been granted a supplemental or deferred practicum are not required to apply for reinstatement or readmission providing that the practicum is undertaken within six months of the original practicum date.

Requests to continue in the BEd program shall include:

### A. Voluntary withdrawal

- A brief written explanation of the change in personal circumstances that supports a return to the program (Improved health, change in child care arrangements, etc. Where the change involves improved health, a letter from a physician verifying readiness is recommended.)
- If withdrawal was from a practicum, please provide a brief written statement of steps you have taken to ensure you are ready to attempt the practicum at this time including course work completed if it has been recommended.
- **If longer than one year after withdrawal**, a completed application form and application fee as indicated

### B. Students required to discontinue or students who received an F for one or more courses or practica.

- A completed application form and application fee as indicated
- A comprehensive written description of initiatives undertaken to address weaknesses that led to the F grade or direction to discontinue in a course or practicum.
- Where the F was received for a practicum, the applicant should address the weaknesses identified during the practicum and indicate all initiatives undertaken to remediate the weaknesses. Please include specific information about the remediation activities such as the location of the program, courses taken, the number of hours involved, the nature of activities and any assessment received.

**Note:** Students who withdraw from a course or practicum are required to pay the current tuition if reinstated or readmitted to attempt any course or practicum not completed. Students are also reminded that, if reinstated or readmitted, a registration deposit is required before any student can register for courses or the practicum. No person shall begin a practicum without being registered.

Forward all documentation to:

Teacher Education Office  
University of British Columbia  
Room 103 - 2125 Main Mall  
Vancouver, BC V6T 1Z4