



OUM Admissions Policy: Re-Admittance Policy and Procedures

Purpose

This policy outlines the Re-Admittance Policy and Procedure applied to all Applicants for re-admission. It defines the process used to make decisions about re-admitting students into the MD Program.

Scope

OUM demonstrates its continuous commitment to supporting qualified Applicants who re-apply to the University by providing defined Selection/Scoring Criteria for all Re-applicants.

Please refer to the **Admissions Policy: Selection/Scoring Criteria and Rubric** for further information.

Application

This policy relates to the **Admissions Policy: Selection/Scoring Criteria and Rubric** and should be read in conjunction with the definitions and criteria below.

Definitions

Table 1. Definitions

Definition	Explanation
Active	A student who has been withdrawn from the University for less than one year.
Admissions Panel	The University Admissions Selection Committee.
Re-admitted student	One who has formally re-applied and been accepted to OUM. This includes students who withdrew and were withdrawn.
Intake or Cohort	One of two groups of new students (intakes/cohorts) per year – one in January and one in July.
Rubric	A set of guidelines for evaluating Applicants.



Re-Admittance Policy and Procedures

1. Applicants requesting re-admittance must contact the Admissions Office in writing to submit their request.
2. The Admissions Office contacts the Chair of the Student Affairs Committee (SAC) and the Bursar to review the Applicant wishing to be re-admitted to the University.
3. The SAC and the Bursar's Office then review the Applicant's request for re-admittance to evaluate the Applicant and make a decision about the re-admittance request. The Bursar's Office confirms that the balance of the Applicant's account has been paid. In the event that the SAC and Chair needs further information, they may contact the Academic Board for further review and approval.
4. If the request is approved, the Admissions Office is notified.
5. If approved, the Admissions Counselor contacts the Applicant with the approval to reapply for the MD Program.
6. The Applicant may then submit a new application fulfilling the requirements of the **Selection/Scoring Criteria and Rubric Policy and Procedures**.
7. If the SAC and/or Bursar deny the request for readmittance, the Admissions Office is notified by the Chair of the SAC and the Applicant is sent a Denial Letter.
8. The Admissions Counselor uploads a copy of the Denial Letter to the Applicant's account in OUM's database.
9. If the Applicant has been re-accepted, the Academic Board makes a decision about where the Student will re-commence in the Program.

This policy is not applicable to students who have been inactive for more than a year.

Students who have exceeded their allotted deferral period must re-apply.

Associated OUM Supporting Documents

[Admissions Policy: Selection/Scoring Criteria and Rubric](#)

[OUM Admissions Process](#)

[Pre-Interview Screening Form](#)

[Study Plan](#)

[Applicant Scoring Criteria and Rubric Form](#)

[Prospect-to-Student Flowchart](#)

[Deferral Policy and Procedure](#)



Document Amendments & Approval

Version #	Action Taken	Individual(s) Responsible	Approval of Action Date
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2.0	E 4.4 added	MCA Team	14 Mar 2023
3.0			