

Faculty of Social Sciences

Reinstatement Process

Advice for students with a Standing of *“May Not Continue at University”*

If you have received a Standing of “May Not Continue at University” on your last academic review you must apply for Reinstatement in order to continue studies at McMaster. In our experience, it is recommended that students in this situation refrain from applying for Reinstatement to McMaster for a one-year period to allow for adequate time to resolve any difficulties that may have affected their academic performance. In addition, during that time we do recommend that you take some courses on a part-time basis at another university, full-time study at College of Applied Arts & Technology, or completion of a McMaster CCE diploma or certificate to demonstrate your ability to succeed in post-secondary level studies. These forms of study are eligible for consideration for transfer credit and allow you to progress in your education while not attending McMaster.

Please note that applications for Reinstatement from students who have a standing of “Required to Withdraw” will only be considered after a period of one year since their last enrollment at McMaster.

Reinstatement Application Deadline Dates

Fall / Winter	June 30 th
Spring / Summer	April 1 st

Reinstatement Application Process

- Reinstatement Application Forms are available on the [Office of the Registrar website](#).
- The completed Reinstatement Application and accompanying required documents are submitted through a secure folder on MacDrive as indicated on the website above.
- The **\$100 Application Fee** will be charged to your Student Account.
- You must include the following with your application form:
 - One-page **Letter of Explanation** summarizing the relevant circumstances that impacted your ability to achieve academic success at McMaster.
 - An **official transcript** showing courses completed with minimum grade of **B**.
 - Supporting documentation, such as medical notes, that would verify extenuating circumstances which may have affected your academic performance.
- A **completed** application must be submitted by the deadline date. Academic transcripts or supporting documents that arrive after the deadline delay the decision and will affect your ability to enroll in courses, if approved.

A **Letter of Explanation** should include the following details:

- ✓ Summary of the relevant circumstances surrounding your academics during the last session attended (i.e. family crisis, personal, medical problems, etc.)
- ✓ Explanation and/or evidence that your extenuating circumstances have been resolved
- ✓ Reasons why you believe you should be reinstated to return to studies
- ✓ Reasons for your program selection and courses selected
- ✓ Activities since last enrolled at McMaster, including academic work and/or employment
- ✓ Letters of reference are not required

Reinstatement is not Guaranteed

Academic Preparation

Students who apply for Reinstatement are expected to provide evidence of the ability to succeed at the post-secondary level and **must** consider one of the following options:

INTERNATIONAL STUDENTS

Review the conditions of your Study Permit before considering the following.

- **TWO** Distance Education/Online courses from Athabasca University, Ryerson University, or University of Guelph Distance Education (these institutions will accept students regardless of previous academic performance).
 - When taking courses at [Athabasca](#), note that courses numbered “200” are equivalent to first year university courses. Do not choose “100” courses.
 - When taking courses at Ryerson, Chang School of Continuing Education or University of Guelph Distance Education ensure they are degree credit courses.
 - Students should not repeat courses they have completed at McMaster.
 - Students are advised to choose Social Sciences courses to demonstrate their interest in Faculty of Social Sciences programs.
 - Students may refer to this McMaster website for [pre-approved McMaster course equivalencies](#).
 - Note: **Distance Education courses may take three to four months to complete.**
- College of Applied Arts & Technology
 - Completion of a one-year program with a minimum average of 80% - up to 6 units of transfer credit may be given for a related one-year program
 - Completion of a two-year diploma with a minimum average of 75% - transfer credit will be considered at the time of application. (This option is recommended for students who retained 6 units or fewer from their failed year.)
- McMaster Centre for Continuing Education (CCE)
 - Completion of a [CCE Diploma or Certificate program](#)
 - Consult the [Undergraduate Calendar](#) for transfer credit information.

Official transcripts should be submitted to:
McMaster University Faculty of Social Sciences
Kenneth Taylor Hall, Room 129
1280 Main Street W. Hamilton, ON L8S 4M4

(If McMaster is still operating remotely due to Covid-19 at the time of course completion, unofficial transcripts may be emailed to: Ms. Melanie Pohl at pohlmm@mcmaster.ca)

Reinstatement Decisions

Reinstatement Applications are carefully reviewed. Applicants will not be interviewed. Notifications of decisions will be sent by email. **Decisions are final and cannot be appealed.**

Normally, decisions for Fall/Winter Reinstatement are made by the end of July, but may be later. Transfer credit will be evaluated at the time of the reinstatement decision.

For questions about the application procedures, contact Ms. Melanie Pohl at pohlmm@mcmaster.ca.

[Faculty of Social Sciences](#)

socscfac@mcmaster.ca

<https://socialsciences.mcmaster.ca>

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