



FOR RECOMMENDATION

PUBLIC

OPEN SESSION

TO: UTM Academic Affairs Committee

SPONSOR: Prof. William A Gough, Interim Vice-Principal Academic & Dean
CONTACT INFO: vpdean.utm@utoronto.ca;

PRESENTER: Renu Kanga Fonseca, Registrar & Assistant Dean, Enrolment
CONTACT INFO: Management, renu.kanga@utoronto.ca

DATE: April 21, 2026 for April 28, 2026

AGENDA ITEM: 5

ITEM IDENTIFICATION:

Amendment to an Existing Academic Regulation: Return from Absence

JURISDICTIONAL INFORMATION:

Under section 5.5 of its Term of Reference, “amendments to Campus academic regulations that will have a major effect on the entire Campus or that would require an exception to some element of University-wide policy” would require an approval by the Committee on Academic Policy and Programs of the Academic Board following recommendation by the AAC.

GOVERNANCE PATH:

1. **UTM Academic Affairs Committee [for recommendation] April 28, 2026**
2. Committee on Academic Policy & Programs [For Approval] (May 12, 2026)

PREVIOUS ACTION TAKEN:

No previous action in governance has been taken on this proposal.

HIGHLIGHTS:

The [existing Return from Absence \(Voluntary Leave or Withdrawal\)](#) policy outlines the process for previously registered University of Toronto Mississauga (UTM) degree and non-degree students to return to studies at UTM following an absence of at least 12 consecutive months.

Previously registered students who have obtained standing in at least one course (i.e., received a [final mark or other notations listed under Grading Scheme](#)), and wish to return to UTM may do so by re-registering through the Office of the Registrar. Currently, the policy does not distinguish between students who pursued studies elsewhere during their absence and those who did not. Students who were previously registered and did not achieve final standing in at least one course (i.e., [final mark or other](#)

[notations listed under Grading Scheme](#)) are required to re-apply for admission through the Ontario Universities' Application Centre (OUAC)

This proposal is to revise the Return from Absence policy to:

1. Clarify in the Academic Calendar, the already existing processes for students to return to UTM following a 12-month period of absence. In some situations, a student should request re-registration, while in other situations, re-application is required. The proposed calendar text seeks to provide clarity to students on which process should be followed, depending on their situation. (This is also illustrated in Appendix A.)

The [existing process](#) for all students (except those returning following a suspension), requires students to:

- Re-apply for admission through the Ontario Universities' Application system, if they have **not** obtained standing in at least one course (i.e., received a [final mark or other notations listed under Grading Scheme](#))
 - Request re-registration, if they **have** obtained standing in at least one course
 - Re-apply for admission through the U of T Internal Application on OUAC, if they wish to transfer to another undergraduate division of the U of T. In this instance, prior U of T credits are either transferred or retained. The U of T International Application is currently used by current U of T students wishing to transfer between divisions.
2. Introduce a new clause of the policy to indicate that students will also need to re-apply for admission through the U of T Internal Application on the OUAC system, if they:
 - Have not been registered for at least 12 months, and
 - Have obtained standing in at least one course, and
 - Have pursued studies at another degree- or diploma-granting institution without prior approval by a Letter of Permission or completed as part of an outbound exchange program, or other University of Toronto approved program, and wish to return to their studies at UTM.

In this instance, completed courses may be assessed for transfer credit or exclusions. A re-application process aligns with the existing process for students who transfer between undergraduate divisions of the University. FAS and UTSC are also introducing the requirement that students who have pursued studies at another institution without prior approval re-apply for admission.

3. The proposed revisions also include a change to the regulation title to simply Return from Absence, as “voluntary leave” and “withdrawal” no longer accurately describe the categories of student absences.

FINANCIAL IMPLICATIONS:

There are no implications for the University's operating budget.

RECOMMENDATION:

Be It Recommended:

THAT the revision to the return from absence regulation, UTM as detailed in the proposal dated April 9, 2026, be approved, effective September 1, 2026.

DOCUMENTATION PROVIDED:

Proposal: Return from Absence



2025-26 Curriculum Cycle: Changes to UTM Academic Regulations

Proposed Change	UTM Academic Calendar, Return from Absence
Division	University of Toronto Mississauga (UTM)
Proponents	Office of the Registrar, University of Toronto Mississauga
Contact	Renu Kanga Fonseca, Registrar & Assistant Dean, Enrolment Management
Version Date	April 9, 2026
Effective Date	September 1, 2026

Summary

The [existing Return from Absence \(Voluntary Leave or Withdrawal\)](#) policy outlines the process for previously registered University of Toronto Mississauga (UTM) degree and non-degree students to return to studies at UTM following an absence of at least 12 consecutive months.

Previously registered students who have obtained standing in at least one course (i.e., received a [final mark or other notations listed under Grading Scheme](#)), and wish to return to UTM may do so by re-registering through the Office of the Registrar. Currently, the policy does not distinguish between students who pursued studies elsewhere during their absence and those who did not. Students who were previously registered and did not achieve final standing in at least one course (i.e., [final mark or other notations listed under Grading Scheme](#)) are required to re-apply for admission through the Ontario Universities' Application Centre (OUAC)

This proposal is to revise the Return from Absence policy to:

1. Clarify in the Academic Calendar, the already existing processes for students to return to UTM following a 12-month period of absence. In some situations, a student should request re-registration, while in other situations, re-application is required. The proposed calendar text seeks to provide clarity to students on which process should be followed, depending on their situation. (This is also illustrated in Appendix A.)

The [existing process](#) for all students (except those returning following a suspension), requires students to:

- Re-apply for admission through the Ontario Universities' Application system, if they have **not** obtained standing in at least one course (i.e., received a [final mark or other notations listed under Grading Scheme](#))
- Request re-registration, if they **have** obtained standing in at least one course
- Re-apply for admission through the U of T Internal Application on OUAC, if they wish to transfer to another undergraduate division of the U of T. In this instance, prior U of T credits are either transferred or retained. The U of T International Application is currently used by current U of T students wishing to transfer between divisions.

2. Introduce a new clause of the policy to indicate that students will also need to re-apply for

admission through the U of T Internal Application on the OUAC system, if they:

- Have not been registered for at least 12 months, and
- Have obtained standing in at least one course, and
- Have pursued studies at another degree- or diploma-granting institution without prior approval by a Letter of Permission or completed as part of an outbound exchange program, or other University of Toronto approved program, and wish to return to their studies at UTM.

In this instance, completed courses may be assessed for transfer credit or exclusions. A re-application process aligns with the existing process for students who transfer between undergraduate divisions of the University. FAS and UTSC are also introducing the requirement that students who have pursued studies at another institution without prior approval re-apply for admission.

3. The proposed revisions also include a change to the regulation title to simply Return from Absence, as “voluntary leave” and “withdrawal” no longer accurately describe the categories of student absences.

Calendar Copy Showing All Changes

Current Text	Proposed Text
<p data-bbox="204 1115 784 1178">Return from Absence (Voluntary Leave or Withdrawal)</p> <p data-bbox="204 1192 773 1255">https://utm.calendar.utoronto.ca/withdrawal-and-returning-absences#return</p> <p data-bbox="204 1329 773 1560">Students who were previously registered as degree or non-degree students who have completed at least one course at UTM, and who have not been registered in the past 12 months must submit an application for re-registration through the UTM Office of the Registrar.</p> <p data-bbox="204 1602 808 1896">Students will need to complete a request to reactivate their student record online (www.utm.utoronto.ca/registrar/forms) and pay a fee if their last AND most recent registration was at U of T Mississauga as a degree or non-degree student with academic standing (i.e., grades or late withdrawals) and wish to return after an absence of at least 12 consecutive months. All outstanding fees must</p>	<p data-bbox="852 1115 1149 1146">Return from Absence</p> <p data-bbox="852 1161 1419 1224">https://utm.calendar.utoronto.ca/withdrawal-and-returning-absences#return</p> <p data-bbox="852 1297 1414 1497">Previously registered degree or non-degree students who wish to return to studies after a suspension or absence of at least 12 months may be eligible to request to re-register or may be required to re-apply for admission, depending on their situation.</p> <p data-bbox="852 1570 1338 1633">Students are eligible to request re-registration if they:</p> <ul data-bbox="878 1640 1414 1929" style="list-style-type: none">• obtained final standing (final mark or other notations listed under Grading Scheme) in at least one course, and• did not pursue any studies at a recognized institution during their absence except where pre-approved by a Letter of Permission, or as part of an outbound exchange program, or when pre-

<p>be paid and any financial holds must be cleared before a student record is reactivated.</p> <p>Students who were previously registered but did not obtain standing in at least one course (i.e., grades or late withdrawals) must re-apply for admission through the Ontario Universities Application Centre. Students previously registered as non-degree visiting students must submit a new visiting student application by the deadline prior to each session.</p> <p>Students who studied elsewhere during their absence from U of T Mississauga should follow the procedure outlined in Studying Elsewhere without an LOP.</p> <p>It is recommended that students planning to return from a voluntary leave and complete the re-registration process, make an appointment with an academic advisor to discuss their academic plans, their degree and program requirements, and any changes in policies or procedures since their last registration.</p> <p>NOTE: If a degree student reactivates their record, but does not enrol in a course and pay tuition within 12 months, the reactivation becomes invalid.</p>	<p>approved through another University of Toronto program, and</p> <ul style="list-style-type: none"> • have not transferred to another undergraduate division of the University of Toronto <p>or</p> <ul style="list-style-type: none"> • are returning from academic suspension or suspension due to academic misconduct. <p>Students requesting re-registration will follow the deadlines of the Office of the Registrar. Enrolment in courses is not guaranteed. Students with outstanding accounts will not be permitted to re-register until these accounts are paid.</p> <p>Students are required to re-apply for admission to continue their studies if they:</p> <ul style="list-style-type: none"> • did not obtain final standing (final mark or other notations listed under Grading Scheme) in at least one course, or • transferred to another undergraduate division of the University of Toronto, or • pursued studies at another recognized institution without pre-approval (Letter of Permission, outbound exchange program)
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Rationale

The proposed revisions to the Return from Absence Policy will add clarity to processes by which a student may return from a period of absence of 12-months or more. That is, whether they should follow a re-application process through the OUAC, or a re-registration process through the Office of the Registrar. Clarity is needed on these existing processes, as the correct process to follow varies depending on multiple factors which can cause confusion. Factors include the students' academic standing (in good standing vs probation), previous studies at UTM, and whether the student has studied external to U of T during their absence from UTM. Appendix A includes a diagram to illustrate the determinants of whether a student should follow the process of re-registering or re-applying in order to return to studies at UTM following a 12-month period of absence.

The revised Return from Absence Policy will also resolve inconsistencies and ensure equity of

process for two groups of students when seeking to return to their studies: those who transfer to another undergraduate division and then wish to return to UTM, and those who study at another institution without a Letter of Permission or exchange program and seek to return. Under the proposed policy, the process following both situations will be to re-apply through the OUAC.

The proposed policy will also address the specific example of a student who does not secure pre-approval before studying at another recognized institution and provides clear guidance on re-application, and an equitable path for transfer credit/exclusion assessment. As a result of the [change to the Policy on Transfer of Course Credits approved by Academic Board on May 23, 2024](#), and [UTM's related policy](#), effective September 1, 2025, current students who wish to study at another institution while a U of T student are required to receive pre-approval through a Letter of Permission or other pre-approved University of Toronto program in order to receive transfer credit. Prior to this, UTM (and UTSC and FAS) had a process in place by which students completed courses at another institution without pre-approval were subsequently eligible to apply for transfer credit; this process is referred to as post-admission transfer credit. Given the post-admission transfer credit process is no longer in place, and as an option for students, a revision to the Return from Absence policy provides an avenue for students to be considered for transfer credit, in the event they have not received pre-approval.

In situations when a student is requesting to return to their studies after not being registered for 12 or more months, and have pursued studies at another recognized institution without pre-approval, the re-application process ensures an opportunity to assess whether these studies have an impact on their eligibility to return.

Although certain aspects of re-applying rather than re-registering may be considered positive, for example the increased number and scope of transfer credits for which students may be eligible upon re-admission, whereas others may be considered negative, for example the fee for re-application and the timing of when readmitted students can begin their studies in the Faculty, it is important to note that the goal of this proposal is to ensure equity of process and access to apply for transfer credit for students who pursue studies outside of UTM without pre-approval, whether as a student in another undergraduate division at the University of Toronto or as a student at another degree-granting or a diploma-granting institution.

The change to the regulation title to simply Return from Absence, rather than “Return from Absence (Voluntary Leave or Withdrawal)”, as “voluntary leave” and “withdrawal” no longer accurately describe the categories of student absences.

This proposal also aligns the Return from Absence policy at UTM, with the recently approved Faculty of Arts and Science (FAS) proposal and the proposed University of Toronto Scarborough (UTSC) change to the same policy, as well as aligning language in the UTM Academic Calendar on course standing with current practice across all three Arts & Science divisions, which includes [final grades and notations listed under Grading Scheme](#)

Implementation

The proposed modification requires an update to the current OUAC internal transfer student application. The Office of the Faculty Registrar of the Faculty of Arts & Science, on behalf of the Faculty of Arts & Science, UTM, and UTSC, contacted the University Registrar's Office in November 2024 concerning the possibility of this update. It was confirmed in July 2025 that all

necessary actions were being taken to implement the proposal, pending governance approval. Of note: via the existing OUAC internal application, students re-applying after studying elsewhere without prior approval are not counted as newly admitted students for the purposes of admission targets.

The re-registration form completed by UTM students who have not been registered in at least 12 months will, pending governance approval, be updated with a statement requiring students to disclose all studies pursued at degree and diploma granting institution, while not registered. The form will direct students who pursue studies without pre-approval to re-apply through OUAC.

The communication plan, pending governance approval, is:

- The modified policy will be published in the 2026-2027 UTM Academic Calendar. Additionally, it will be included in the “program, course and policy changes” page as new for 2026-2027
- The Office of the Registrar website will be updated as well as the relevant knowledge base articles in the Student Advising Service / AskRegistrar.
- Advanced notice will be communications to academic units and other UTM offices: once approved, stakeholders will be notified in writing of the academic regulation change to keep academic advisors, departmental leadership, and administrators informed
- Academic advising remains available to all students with questions or in need of support regarding their course enrolment, degree planning, and registration.

Resource Implications

No additional resource implications. Resources will be part of the regular Academic Calendar production process. Resources required to communicate changes to stakeholders as well as implement changes to the different UTM websites and systems will be supported by the Office of the Registrar. Changes required to the Internal Application via OUAC will be supported by the Office of the University Registrar.

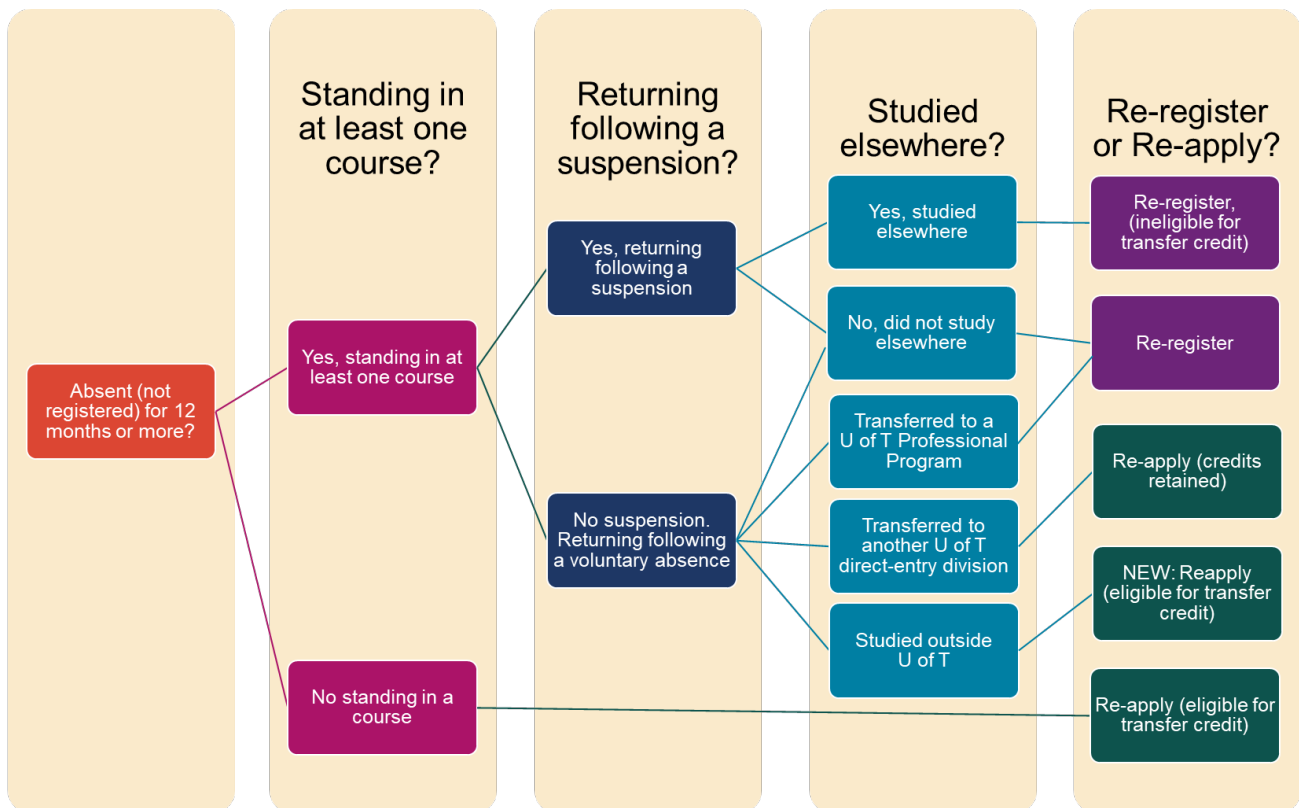
Consultation

Consultations were undertaken with the following stakeholder groups. Minor revisions were recommended and have been included.

Consultation Group	Date	Notes
UTM Office of the Registrar	November 2025	In support with minor edits for clarification
UTM Office of the Dean	November 2025	In support with no feedback
UTM Academic Unit Chairs and Directors	December 2025	In support with no feedback
Office of the Registrar, U of T Scarborough	December 2025	In support and provided feedback on consistency of language to UTSC proposal
Office of the Faculty Registrar, Faculty of Arts & Science	December 2025	In support and provided feedback on consistency of language to FAS proposal
Office of the Registrar, John H. Daniels Faculty of Architecture, Landscape, and	December 2025	In support with no feedback

Design		
University of Toronto Mississauga Students Union	February 2026	In support with no feedback

Appendix A: Illustration of scenarios when determining whether the re-registration or re-application process should be followed



Legend

Colour	Description
	Consideration for period of absence (i.e., is the absence 12 months or greater?)
	Consideration for whether the student has standing in at least one course ((i.e., final mark or other notations listed under Grading Scheme)
	Consideration for whether the student is returning following a suspension or whether they are returning from a voluntary absence
	Consideration for whether the student studied elsewhere during the period of absence, and if so, where they studied (U of T professional program, direct-entry division, outside U of T)
	Result that the student should follow the re-registration process
	Result that the student should follow the re-application process

In the event a student wishes to return to studies at UTM following a 12-month period of absence, the process by which they may return requires consideration for whether the student has earned standing in at least one course at UTM prior to leaving, is returning following an academic

suspension, has studied elsewhere during the period of absence along with where they studied. Based on these factors, a student may need to follow a process of re-registering through the Office of the Registrar, or re-applying through the U of T internal application of the OUAC.

For all students, except those returning following a suspension, this includes the following:

- [existing process](#) for students who have **not** obtained standing in at least one course (i.e., [final mark or other notations listed under Grading Scheme](#)), which is to **re-apply** for admission through the Ontario Universities' Application Centre (OUAC) system.
- [existing process](#) for students who **have** obtained standing in at least one course (i.e., [final mark or other notations listed under Grading Scheme](#)), and have not pursued studies at another degree- or diploma-granting institution, which is to **request re-registration**
- [existing process](#) for students who **have** obtained standing in at least one course (i.e., [final mark or other notations listed under Grading Scheme](#)), and **have** pursued studies at a recognized institution **with** prior approval (Letter of Permission or outbound exchange), which is to request **re-registration**
- [existing process](#) for students who transfer to another undergraduate division of the University of Toronto and then wish to return to UTM, which is to **re-apply** for admission through the U of T Internal Application on the OUAC system. In this instance, prior U of T credits are either transferred or retained.
- new clause of the policy to indicate that students who have not been registered for at least 12 months, **have** obtained standing in at least one course (i.e., final mark or other notations listed under [Grading Scheme](#)), and **have** pursued studies at another degree- or diploma-granting institution **without** prior approval by a Letter of Permission or completed as part of an outbound exchange program, and wish to return to their studies at UTM, will need to **re-apply** for admission through the U of T Internal Application on the OUAC system. In this instance, completed courses may be assessed for transfer credit or exclusions. A re-application process aligns with the existing process for students who transfer between undergraduate divisions of the University. FAS and UTSC are also introducing the requirement that students who have pursued studies at another institution without prior approval re-apply for admission

Appendix B: Calendar Copy Showing All Changes

Return from Absence (~~Voluntary Leave or Withdrawal~~)

<https://utm.calendar.utoronto.ca/withdrawal-and-returning-absences#return>

~~Students who were previously registered as degree or non-degree students who have completed at least one course at UTM, and who have not been registered in the past 12 months must submit an application for re-registration through the UTM Office of the Registrar.~~

~~Students will need to complete a request to reactivate their student record online (www.utm.utoronto.ca/registrar/forms) and pay a fee if their last AND most recent registration was~~

~~at U of T Mississauga as a degree or non-degree student with academic standing (i.e., grades or late withdrawals) and wish to return after an absence of at least 12 consecutive months. All outstanding fees must be paid and any financial holds must be cleared before a student record is reactivated.~~

~~Students who were previously registered but did not obtain standing in at least one course (i.e., grades or late withdrawals) must re-apply for admission through the Ontario Universities Application Centre. Students previously registered as non-degree visiting students must submit a new visiting student application by the deadline prior to each session.~~

~~Students who studied elsewhere during their absence from U of T Mississauga should follow the procedure outlined in Studying Elsewhere without an LOP.~~

~~It is recommended that students planning to return from a voluntary leave and complete the re-registration process, make an appointment with an academic advisor to discuss their academic plans, their degree and program requirements, and any changes in policies or procedures since their last registration.~~

~~NOTE: If a degree student reactivates their record, but does not enrol in a course and pay tuition within 12 months, the reactivation becomes invalid.~~

Previously registered degree or non-degree students who wish to return to studies after a suspension or absence of at least 12 months may be eligible to request re-register or may be required to re-apply for admission, depending on their situation.

Students are eligible to request re-registration if they:

- obtained final standing (final mark or other notations listed under Grading Scheme) in at least one course, and
- did not pursue any studies at a recognized institution during their absence except where pre-approved by a Letter of Permission, or as part of an outbound exchange program, or when pre-approved through another University of Toronto program, and
- have not transferred to another undergraduate division of the University of Toronto

or

- are returning from academic suspension or suspension due to academic misconduct.

Students requesting re-registration will follow the deadlines of the Office of the Registrar. Enrolment in courses is not guaranteed. Students with outstanding accounts will not be permitted to re-register until these accounts are paid.

Students are required to re-apply for admission to continue their studies if they:

- did not obtain final standing (final mark or other notations listed under Grading Scheme) in at least one course, or
- transferred to another undergraduate division of the University of Toronto, or pursued studies at another recognized institution without pre-approval (Letter of Permission, outbound exchange program)