



Students Seeking Reinstatement¹ or Readmission² 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, they may apply for reinstatement or readmission. Decisions are made in the context of the UBC Calendar, which states, in part:

Students whose practicum is terminated or who do not complete their practicum satisfactorily, and who are not approved for a supplemental or a standing deferred practicum will be assigned a failing grade and 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 and must apply to start the program again.

Students who have been granted a Supplemental (S) practicum or a Standing Deferred (SD) status are not required to apply for reinstatement or readmission but must undertake the supplemental or deferred practicum in the fall immediately following the original practicum (unless given special permission by the Teacher Education Office). Students with a Supplemental (S) practicum or Standing Deferred (SD) status may also be required to first complete certain conditions outlined at the end of the original practicum by the Program Coordinator – Practicum & Field Experience.

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 and, if applicable, a letter from a qualified health professional,
- If withdrawal was from a practicum, please provide a brief written statement of steps taken to ensure readiness to re-attempt the practicum, including course work completed if it has been recommended.
- **If less than one year after withdrawal**, a completed [reinstatement form](#) is required.
- **If longer than one year after withdrawal**, a completed [readmission form](#) and associated fee are required.

B. Students required to discontinue or students who received an F or a W for one or more courses or practicum

- A comprehensive written description of actions undertaken to address weaknesses that led to the F or W,
- Where the F or W was received for a practicum, the applicant should indicate all actions undertaken to remediate the weaknesses and address how any other conditions for reapplication have been satisfied.

Forward all documentation to:

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

¹ Definition Reinstatement is for students who have withdrawn from courses/practicum and are re-entering the program within 12 months of withdrawal.

² Definition Readmission is for students who wish to return to complete the BEd after having been out of the program for more than 12 months and within 4 years of their admission date.