UNIVERSITÉ **Concordia** UNIVERSITY

GINA CODY
SCHOOL OF ENGINEERING
AND COMPUTER SCIENCE

APPLICATION FOR READMISSION - Undergraduate Programs

Students who have been assessed as "may not register without special permission" or "may not register" are in *failed standing* and must obtain readmission before they can continue in their program.

You may complete this form if:

- You are in failed standing for <u>the first time</u> in May 2019.
- You are in failed standing for the second time (assessed as "May not register") in May 2019, but were in good standing in May 2018, have less than 15 credits to complete, and have a cumulative GPA greater than 2.00.
- You were given permission in your previous refusal letter to apply for readmission in June 2019.
- You have not been absent from Concordia longer than 3 years (you were last registered in Winter 2016).

GENERAL INFORMATION:

- Readmission of students is not automatic after one years' absence or three years' absence. Readmission is considered a privilege and is not a right.
- The decision to readmit a failed-standing student lies with the Faculty. It is dependent on your academic record and on your activities while absent from the university.
- Readmission is based on the information you provide on this form. You must demonstrate that you have the potential to succeed if readmitted. For this reason, it is in your best interest to ensure that all information provided is clear and supporting documents are attached to this form.
- Readmission is only possible for the Fall term. There are no readmissions for either the Winter or the Summer term.
- Failed students from Engineering and Computer Science who wish to apply for readmission into the faculty must complete this form. Students must meet the conditions set out above.
- Failed students from other faculties are not considered for readmission to the Gina Cody School of Engineering and Computer Science. Once a student is in good standing, he/she may apply for a degree transfer through the Office of the Registrar. GCS requires a minimum cumulative GPA as well as a minimum GPA in relevant courses to transfer into GCS programs.
- Failed GCS students that aspire to transfer to a program in another Faculty may be considered for readmission into the Gina Cody School of Engineering and Computer Science must complete Part B of this form. The Faculty will evaluate the course registration provided in Fall 2019/20.
- If readmission is refused, program course(s) taken at other institutions or as an Independent Student at Concordia while in failed standing will not be considered for exemption or transfer credit if readmission is granted at a later date.

THE DEADLINE TO APPLY FOR READMISSION IS JUNE 27, 2019.

Applications for readmission, with all supporting documents, must be submitted as <u>one</u> PDF and uploaded in your Student Service Center (select GCS – readmission application); other forms of submission will not be accepted.

Every attempt will be made to inform students regarding the status of their application by August 1.

General Inquiries: Student Academic Services, Gina Cody School of Engineering and Computer Science EV002-125. (514) 848-2424 ext. 3055

CONDITIONS OF READMISSION:

1. Students readmitted to the Faculty will be placed on academic probation as per the regulations outlined in 71.10.3 of the Undergraduate Calendar. They must achieve a minimum assessment GPA of 2.00 (acceptable standing) at the next assessment of their academic performance. The next assessment will be in May of the year following readmission if the student attempts a minimum of 12 credits; if not, the assessment is delayed until the following May. *Failure to attain acceptable standing at that time will result in Failed Standing and dismissal from the University for a period of three years before becoming eligible to apply for another readmission.*

2. Any student readmitted to the Faculty must:
   a. repeat all courses with D grades or failing grades obtained in the 2018/19 academic year and must obtain a grade of C- or better in order to graduate (in the case of general or technical electives, an alternative elective course may be chosen by the student);
   b. achieve a grade of C- or better in any exams deferred in the 2018/19 academic year;
   c. successfully complete all courses he/she is required to repeat prior to registration in other courses requiring these as a prerequisite;
   d. register for all courses he/she is required to repeat, including outstanding prerequisite courses, in the year of readmission. Failure to do so may mean withdrawal from all courses and the cancellation of readmission. If an elective course is replaced by its approved alternative, it will not be counted as repeat (REPT), and the grades of both courses will count towards the Assessment Grade Point Average (AGPA) and the Cumulative Grade Point Average (CGPA).

3. Readmitted students will normally be given a maximum credit load of 6 or 9 credits per semester, and may not request an increased load until the next annual assessment. Students will be permitted to request a change to their status from part-time to full-time only if they achieve a minimum assessment GPA of 2.30, provided they have attempted at least 12 credits since the last assessment of their academic performance.

4. Any and all admission conditions that were specified in the student's initial offer of admission to the program must be met in their entirety.

5. Course(s) taken at other institutions or as an Independent student at Concordia while in failed standing will not be considered for the credit upon readmission.

6. Readmitted students are not permitted to hold positions in student organizations during the period of probation.

7. Failure to adhere to all the conditions stipulated in the letter of readmission may result in the cancellation of readmission.

8. Students readmitted to the Faculty are responsible for knowing the University deadlines for discontinuing courses, applying for deferred exams, etc. No exceptions will be made should students fail to respect these deadlines and/or follow the outlined procedures upon readmission.

9. Any and all conditions that are specified in the student's offer of readmission to the program must be met in their entirety. If you are readmitted, you are required to sign the readmission letter indicating that you are aware of the conditions and agree to fully comply with them. Failure to adhere to all the conditions stipulated in the letter of readmission may result in the cancellation of readmission.

10. No information regarding your request for readmission will be disclosed to a third party unless you have provided this consent on the application form.

Complete, sign and submit only pages 3 to 5 (and page 6, if applicable). Keep copies of all pages for your records.

GINA CODY SCHOOL OF ENGINEERING AND COMPUTER SCIENCE

UNIVERSITÉ Concordia UNIVERSITY

APPLICATION FOR READMISSION

PLEASE PRINT CLEARLY

General Information	
First name:	Last name:
Student ID number:	Email address:
Telephone number (home)*:	(work/cell)*:
Mailing Address*:	
number street apt.	
city province postal code	

*If there is any change to your contact information, please be sure to update this on your MyConcordia portal.

Specify the degree program and major in which you are currently registered:
- ☐ Bachelor of Engineering in _____ Engineering
- ☐ Bachelor of Computer Science, Option: _____
- ☐ Certificate in Science and Technology

Specify the degree program and major in which you are interested:
- ☐ Same as current program
- ☐ Program outside the Faculty: _____ (complete Part B)

Certification of the information provided in this application form
It is important that you check with a √ in the appropriate boxes below.

- ☐ I have viewed the Readmission Information Video.
- ☐ I have attached the results of the Learning and Study Skills Inventory (LASSI).
- ☐ I have attached the form or a letter explaining why my academic performance did not meet the University's expectations, and what I plan to do differently if readmitted to the program. Please provide supporting documents, if any.
- ☐ I understand that the Faculty's decision regarding readmission is a final decision. Appeal requests are only considered in cases with additional information or where most D and failed courses have been repeated in the Summer session with grades on average C+ or higher. As readmission is only for the Fall term, grades received past the Fall DNE deadline are not considered.
- ☐ I have read the general information on pages 1 and 2 and understand and agree to the conditions of readmission.

Please note that no decision will be made on your application until you have provided all the required documents.

PART A: Past performance and future plans
Should you require more space, you may submit a letter in lieu of completing this section

1. Please explain your past performance at Concordia, including any extenuating circumstances that you believe should be taken into account. Please provide documentation for medical issues, a death in the immediate family, or other relevant information.

2. Please explain how the situation will be corrected for the upcoming academic year. Describe which Concordia or external services that you plan to use to improve your chances of success. Describe how you are managing ongoing medical issues if this is relevant.

COMPLETE QUESTION 3 only if you were <u>not</u> registered as a student in 2018/19.

3. Describe **all** activities since leaving Concordia University (You may wish to attach a Curriculum Vitae.)
   - ☐ I worked in paid employment (please include an employer's letter with hours per week, dates employed and overall performance assessment.)
   - ☐ I attended courses (include transcript or certificate). Note credit will not be given for these courses.
   - ☐ I volunteered or performed community service (please attach a letter from the organization)

I certify that all statements on this application are accurate and complete and that I understand and agree to the conditions listed on page 2.

First name:	Last name:
Student ID number:	Email address:

I give permission for my Application for Readmission to be discussed with a third party (only if desired, not required)

Full name of individual:	Relationship:

Signature:	Date

PART B: Intention to Transfer out of GCS
Only complete this part if you intend to transfer to another Faculty. Please consult with an Advisor for the program you wish to join, prior to submitting this form.

Intended Transfer	
Program Name:	Faculty:
GPA Requirement for Transfer: ☐ Annual ☐ Cumulative	Annual GPA needed in 2018/19 to meet requirement:
Advisor Name and Extension:	

Proposed Program - List intended courses (3 course limit per term).	
Fall 2019 term	Winter 2020 term

First name:	Last name:
Student ID number:	Email address:

Signature:	Date