

APPLICATION FOR READMISSION

For Students Assessed "May Not Register without Special Permission" (first time ONLY)

DEADLINE: JUNE 29, BEFORE 5 PM

- Readmission is only possible for the Fall term.
- Students who are in failed standing for the second time will be withdrawn from the University for three years and may not reapply until that time.

GENERAL INFORMATION:

- Only completed (signed and dated) applications will be considered.
- A student transcript and supporting documentation must be attached to the application for readmission. Applications that are incomplete will be denied.
- **LATE APPLICATIONS WILL NOT BE ACCEPTED.**
- All additional pages should include your name and student ID number.
- Send your application and supporting documentation by one of the following methods:
 1. By regular mail to: Student Academic Services, 7141 Sherbrooke St. W., AD 202, Montreal, QC, H4B 1R6;
 2. In person at: the Loyola Campus, Student Academic Services, 7141 Sherbrooke St. W., AD 202;
 3. Faxes and scanned documents will not be accepted.

| 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.

| Please list your current program of study: | |
|--|---|
| Degree (e.g. BA): | Current Program (e.g. Major in History/Minor in Italian): |

PART 1: Outline the reasons for your past academic difficulties and explain why you feel you will be successful if readmitted to your studies. Use additional sheets if necessary. Please take the time to describe your reasons fully.

PART 2: Describe any constructive activities you undertook while away from the University. Use additional sheets if necessary.

PART 3: Attach a current copy of your academic record

I certify that all statements on this application are accurate and complete.

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

| | |
|------------|------|
| Signature: | Date |
|------------|------|

STUDENT READMISSION AGREEMENT (THE “AGREEMENT”)

| | |
|---------------|-----------------|
| Student Name: | Student Number: |
| Program: | Date: |

INTRODUCTION

This Agreement outlines the requirements and responsibilities for students who have been assessed in failed standing for the first time and intend to apply for readmission. In order to be readmitted to the Faculty of Arts and Science, students must fulfill all imposed requirements and timelines. The requirements include but are not restricted to the following:

- Completion of an online Learning Assessment;
- If readmitted, full compliance with all conditions stipulated in the letter of readmission
- Completion of any and all other assessments and requirements prescribed by the Faculty of Arts and Science.

ACADEMIC ADVISING AND ASSESSMENT

If readmitted, and in addition to the conditions stipulated in the letter of readmission, students may be required, in consultation with his/her academic advisor, to complete assessments in the following possible areas: learning and study skills, writing skills, quantitative skills (math and statistics), and personal management.

OUTCOMES

The primary objective of this readmission process is that, with his/her full and active participation, the student will:

- gain a better understanding of the path they need to follow to achieve his/her academic goals;
- improve his/her skills in areas identified through assessments;
- develop strategies for future academic success;
- understand and access ongoing support as needed Students may be asked to provide feedback on the Program through surveys, focus groups, etc.

Student Academic Services, Faculty of Arts and Science

TERMS AND CONDITIONS FOR CONTINUING TO BE ENROLLED AT CONCORDIA UNIVERSITY

Readmitted students must meet all of the following requirements to remain in a faculty program after having been in failed standing:

- Satisfactory academic performance, as defined Section 31.003.1 of the Undergraduate Calendar;
- Attendance at a Readmission Information Meeting;
- Completion, by the given deadline, of all other academic assessments and requirements prescribed by an academic advisor;
- Timely compliance with all conditions set in the student's letter of readmission.

If a personal or academic situation arises which could interfere or affect a readmitted student's studies or progress, e.g. poor mid-term grade, increased part-time work load, etc., the readmitted student is required to contact his/her academic advisor in his/her faculty or as soon as possible. Readmitted students must attend all required appointments and meetings. Any occurrences of lateness, no-shows, and/or last minute cancellations of appointments will weigh against the student in any future request for consideration and/or readmission decisions.

The student understands and recognizes that all information gathered by any department within Concordia University which is relevant to a student's compliance with the terms of his/her readmission will be shared with the appropriate administrator or advisor.

The following conditions also apply to this Agreement:

- Entry, re-entry and/or continuance in a specific academic program is not guaranteed as a result of participation in any process or meeting described above;
- A student who is not meeting all of the requirements outlined in this Student Readmission Agreement may have his/her readmission revoked.

☐ I confirm that I have reviewed this agreement in full and understand and agree to the terms and conditions described in this Agreement.

The student should retain a copy for his/her records.

| | |
|--------------------|-------|
| Student Signature: | Date: |
|--------------------|-------|

Student Academic Services, Faculty of Arts and Science