

CONCORDIA UNIVERSITY
Gina Cody School of Engineering and Computer Science
Student Request Appeal Form

PLEASE PRINT CLEARLY

Last Name: _____ I.D. Number: _____

First Name: _____ Email: _____

Address: _____ Phone #: _____

City, Province: _____ Postal Code: _____

STATUS: Full-time Part-time

Program: _____ Option: _____

REQUEST: Please state your reason(s) clearly and include all supporting documentation pertaining to your request. Attach a copy of the decision of your initial request. (Requests will not be accepted without the initial decision.)

Reason for the Request - Check one: Supplemental Exam, Late DISC, Readmission,
 DNE or Retroactive DISC, Change of Status

Please see explanation on back of page.

Student's Signature: _____ Date: _____

For Office Use only

Decision of SRC (Student Request Committee)

Approved Rejected (Final) Other

Comments:

Signature: _____ Date: _____

Requests evaluated by the Committee

Below are some of the items that are reviewed on a regular basis by the Committee:

1. **Requests for a Supplemental Exam** - Such requests will only be considered if a student is a potential graduate. If the request is accepted, student must fill out the Application Form available at the Birks Centre (LB-185) and pay the required fee.
2. **Requests to Late Discontinue (DISC) a Course based on a Deferred Grade** - The only time this request will be considered is if a student is transferring to another Faculty or has successfully completed an equivalent course and on the basis of extenuating circumstances backed by supporting document(s).
3. **Requests for a Late Did Not Enter (DNE) or Retroactive Discontinue (DISC)** - This request will be considered based on:
 1. extenuating circumstances backed by documentations that clearly support the basis of the request such as medical certificate, death certificate and legal certificates (ex Divorce).
 2. Illness backed by a medical certificate that clearly indicates the date and the severity of the illness and how it affects your studiesIn some cases the request could be forwarded to the Tuition Refund Committee.
4. **Requests to modify Conditions for Readmission or Conditional Standing** - Under no circumstances will a request for waiving a condition of readmission be considered. In cases of potential graduates a supplemental may be considered to satisfy the condition(s).
Waivers for Conditional Standing will be considered based on a change in GPA as a result of change of grade (ex annual GPA changes from 1.77 to 1.99) or based on substitute recommended by the relevant.
5. **Request to transfer from “Restricted to Part-time” to “Full-time” Status** (Note: regular part-time students do not need to apply to transfer to full-time status; they may simply register for a full course load).