CONCORDIA UNIVERSITY
Faculty of Engineering & Computer Science
Application for Readmission

Applications for readmission, with all supporting documents, may be hand-delivered, mailed or faxed to Student Academic Services of the Faculty of Engineering and Computer Science.
Mailing Address: Student Academic Services, Faculty of Engineering and Computer Science EV002-125
1455 de Maisonneuve West, Montreal, Quebec CANADA H3G 1M8
Concordia University General Inquiries: (514) 848-2424 ext. 3055, Fax Number: (514) 848-8646

THE DEADLINE FOR APPLICATIONS FOR READMISSION JUNE 30, 2011

CONDITIONS OF READMISSION:

1. Failed students from other faculties are rarely considered for readmission to the Faculty 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.
2. Failed students from Engineering and Computer Science who wish to apply for readmission into the faculty must complete this form. Guidelines for readmission to other faculties are available in the Student Service Centre, LB-185.
3. The decision to readmit failed students is a Faculty decision and is considered a privilege and not a right of students who have been unsuccessful in their initial admission to the University. Readmission is based on the information you provide on this form and should 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.
4. Any student readmitted to the Faculty will be required:
   a. repeat all D grades (in the case of technical electives, an alternative technical elective course may be chosen by the student and obtain a grade of C- or better);
   b. must successfully complete all courses required to repeat prior to further registration in other courses;
   c. must return to acceptable standing at the time of their next assessment;
5. Students readmitted to the Faculty must register for all failed courses (and if relevant, outstanding prerequisite courses) in their first year of readmission. Failure to do so may mean withdrawal from your courses and the cancellation of your readmission.
6. Students readmitted to the Faculty are responsible for knowing the University deadlines for discontinuing courses, applying for deferred exams, etc. No special arrangements will be made should students fail to respect these deadlines and/or follow the outlined procedures upon readmission.
7. Course(s) taken at other institutions while in failed standing will not be considered for the credit at Concordia University.
8. Should a student be readmitted to the Faculty of Engineering and Computer Science he/she will be required to sign a letter of readmission indicating that he/she is aware of the above guidelines and will comply with them if readmitted to the Faculty.
9. No information regarding your request for readmission will be disclosed to a third party unless the applicant has provided this consent on the application form (page 4).

TO COMPLETE THE LEARNING SKILLS INVENTORY, PLEASE FOLLOW THE STEPS BELOW:

Step 1:
Go to the Student Transition Centre web site, stc.concordia.ca, and follow the directions in the Learning Skills Inventory box. You will be assigned a user name and password which will allow you to access and complete the inventory.

Step 2:
Follow the directions to the learning inventory web site and complete this online assessment. This inventory is free and will take approximately 20 minutes. You will be immediately notified of the results of this assessment. Once you have completed the inventory your results will be sent to the Student Transition Centre which will then recommend if you need to fulfill any additional requirements in addition to those stipulated by your Faculty if readmitted.

PLEASE PRINT CLEARLY

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____ TEL: ( ) : _____

EMAIL: _____

CITY/PROVINCE: _____ FAX(IF APPLICABLE): _____

POSTAL CODE: _____ CONCORDIA I.D. NO.: _____

PROGRAM YOU WERE ORIGINALLY ACCEPTED INTO AT CONCORDIA:
_____

PROGRAM YOU ARE APPLYING TO FOR READMISSION (Please note that there is no guarantee that you will be considered for re admission to a program other than that to which you were originally accepted.):

1st choice _____ 2nd choice_____

PLEASE EXPLAIN YOUR PAST PERFORMANCE AT CONCORDIA, INCLUDING ANY EXTENUATING CIRCUMSTANCES THAT YOU BELIEVE SHOULD BE TAKEN INTO ACCOUNT FOR YOUR READMISSION (IF MEDICAL REASONS ARE INDICATED, PLEASE PROVIDE BACKUP DOCUMENTATION.) Should you require more space, you may submit a letter in lieu of completing this section.
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PLEASE EXPLAIN HOW THE SITUATION IS CORRECTED FOR THE UP COMING YEAR

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WHAT HAVE YOU DONE SINCE LEAVING CONCORDIA UNIVERSITY THAT YOU BELIEVE HAS PREPARED YOU TO SUCCEED IN YOUR PROGRAM SHOULD YOU BE READMITTED?
(If you have been absent from the university for more than one (1) year, you may wish to attach a Curriculum Vitae.)

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PLEASE READ, CHECK OFF THE FOLLOWING(X), SIGN AND DATE YOUR REQUEST FOR READMISSION:

_____ I have read the guidelines on the front page of this application and I am aware of the conditions should I be readmitted to the Faculty.

_____ I have attached all documents that pertain to my request for readmission.

_____ I have disclosed all information regarding my academic studies while absent from Concordia.

_____ I understand that the Faculty's decision regarding readmission is a final decision.

___ ___ I have completed the learning skills inventory.
yes no

_____ (Only if applicable) I give permission for my Application for Readmission to be discussed with a third party,

namely _____ (full name of individual),

_____ (relationship to applicant.)

Signature of Applicant: _____ Date: _____

Name of Applicant (please print): _____

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For the Student Academic Services _ Please do not write in this space
Date application received: _____ Initials: _____
Decision:

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Associate Dean, Undergraduate Programs and Student Affairs

Date decision sent to Student:_____ Initials:_____