

**CONCORDIA UNIVERSITY  
JOHN MOLSON SCHOOL OF BUSINESS  
UNDERGRADUATE PROGRAMS**

**APPLICATION FOR READMISSION  
For Students in “Failed Standing”**

**PLEASE READ THE INFORMATION BELOW CAREFULLY TO ENSURE THAT YOU UNDERSTAND THE GENERAL CONDITIONS FOR READMISSION.**

**JMSB’s Policy for Students in Failed Standing**

*Failed standing* results when a student obtains an Annual WGPA of less than 1.50, or fails to achieve acceptable standing after being placed on conditional standing.

- Failed students are subject to the following regulations:
  1. They may not write supplemental examinations.
  2. They are dismissed from their program for a minimum period of one year.
- Students who are in failed standing for a second time are dismissed from the University for a longer period of time.

*Readmission is only possible for the Fall term. There are no readmissions for either the Winter or Summer terms.*

**THE DEADLINE TO APPLY FOR READMISSION IS JUNE 30.**

**GENERAL INFORMATION**

- Failed Students may apply for readmission through the Associate Dean’s office. Failed students from other Faculties are not considered for readmission to the JMSB because a transfer to the Business program requires a minimum cumulative GPA of 2.70 in addition to other admission criteria.
- Students in Failed Standing in the JMSB who wish to apply for readmission to another Faculty should not complete this form. Guidelines for readmission to other Faculties are available in the Student Service Centre, LB-185.
- The decision to readmit failed students is a Faculty decision and is considered a privilege and not a right of students who have not met the program’s academic performance requirements. Readmission is based on the information you provide in your letter of readmission and supporting documentation.

**CONDITIONS OF READMISSION:**

1. Students readmitted to the Faculty will be placed on academic probation as per the regulations outlined in 61.22.1 of the Undergraduate Calendar. They must achieve a minimum annual 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 completes a minimum of 12 credits; if not, the assessment is delayed until the following May. Failure to successfully attain acceptable standing at that time will result in Failed Standing and dismissal from the University for a longer period of time.
2. Readmitted students are allowed to register for a maximum of nine (9) credits in each of the Fall and Winter terms. Students will be permitted to change their status from part-time to full-time only if they achieve a minimum annual GPA of 2.70, provided they have attempted at least 12 credits since the last assessment of their performance. The change of status is not automatic, but must be requested by the student through a Student Request form available in GM-201 at the

Reception desk or at the JMSB's web site: <http://johnmolson.concordia.ca/ugrad/current.cfm>

3. Any and all admission conditions that were specified in the student's initial letter of acceptance to the program must be met in their entirety. In other words, the student must complete the remainder of the program as described in the Undergraduate Calendar of the year in which s/he was initially admitted to the program.
4. Any credits for courses taken at other educational institutions during the period of dismissal will not result in either exemptions or transfer credits toward the student's program of study in the JMSB.
5. All students are responsible for knowing the University deadlines for withdrawal from courses, applying for deferred final exams, and other academic regulations as outlined in the Undergraduate Calendar. **No special arrangements will be made should students fail to respect these deadlines and/or follow the outlined procedures 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.

## **PROCEDURES FOR COMPLETING THE APPLICATION FOR READMISSION**

**Step 1.** Prepare a letter addressed to the Associate Dean, Academic and Student Affairs, that (1) identifies the reason(s) for your poor academic performance in the program, including any extenuating circumstances that you believe should be taken into consideration in deciding on your readmission, (2) indicates whether these circumstances have changed, and (3) explains what you will do differently in the coming year to improve on your chances of academic success if readmitted to the program. If the problem underlying your poor academic performance has been resolved, state this clearly and provide supporting documentation (e.g., medical certificates, legal documents).

If you worked or studied during the period of dismissal from the program, attach letters of reference or unofficial transcripts for any course(s) taken. If you did not work or study, then you need to provide documentary evidence of other constructive activities undertaken during that period (e.g., volunteer work, community activities, etc.). Evidence of constructive activities will strengthen your application.

**Step 2.** Type the details required on the last page, print and sign that page.

Applications for readmission, with all supporting documents, may be hand-delivered, mailed or faxed to the Undergraduate Student Affairs Office of the JMSB.

**Mailing Address:** Undergraduate Programs, John Molson School of Business, Concordia University, 1455 de Maisonneuve West, GM 201, Montreal, Quebec CANADA H3G 1M8

**Address for Hand Delivery:** 1450 Guy, 4th floor, MB 04-201

**General inquiries:** (514) 848-2424, extension 2755;

**Fax number:** (514) 848-2822

