



**DEPARTMENT  
OF  
POLITICAL SCIENCE  
ORIENTATION**

***Undergraduate Academic Program Guide  
for New Students***

**2017/2018**



**Dear Political Science Student:**

**Welcome to Concordia University and the Department of Political Science!**

**Congratulations on your acceptance and we are excited to see you on your way in your academic career. The Department of Political Science is a place to explore new ideas and theories of how people, and societies, create and exercise power. Faculty members explore how concepts of justice and democracy have evolved and changed and how different countries and institutions confront the challenges of governance, globalization, conflict, and growth. Along the way, you will learn to think critically, read carefully, argue convincingly, and write well.**

**The Department offers numerous possibilities to explore policy-making in practice at talks by current and former government officials and internships for credit in government agencies and NGOs. Students can apply to study abroad to see global issues first hand, or participate in competitions such as Model United Nations of Jeux d'Politique. The Political Science Student Association, and Concordia Student Union, offer additional opportunities to put theory in practice and opportunities to engage with current political issues at home and abroad.**

**Graduates from Political Science have gone on to careers in public service, law, journalism, and academia in Montreal, Quebec, Canada, and abroad. The skills you learn over the next few years will open many doors, from employment with Members of Parliament to graduate and law schools to conducting policy analysis for Global Affairs Canada or the Canadian Space Agency or analyzing elections data with Statistics Canada.**

**It is up to you what you choose to study and how you choose to make the most of the opportunities and resources available for you here in the Department and the University. Engaging in class debates, challenging preconceived ideas, and pushing yourself to improve your written arguments and oral presentation skills will provide valuable no matter what your future path. In addition, you will develop lifelong friendship and networks that will support you through the highs and lows of your university career. Your professors, and the staff, in the Department will be here to help you develop intellectually, to discuss your ideas and any problems you are having with the material, and to provide mentorship in finding your next steps.**

**I look forward to seeing where your time in the Political Science Department takes you!**

**Elizabeth Bloodgood, Ph.D.  
Chair, Department of Political Science**

## DEPARTMENT OF POLITICAL SCIENCE PROGRAMS – MAJORS

The Department of Political Science offers the following programs of study:

### 42 BA MAJOR IN POLITICAL SCIENCE

12 POLI 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>, 206<sup>3</sup>

30 Chosen from at least three of the five groups (see pages 4-7) in Political Science at the 300 or 400 levels with at least six credits at the 400 level

### 60 HONOURS IN POLITICAL SCIENCE - *Option A*

12 POLI 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>, 206<sup>3</sup>

6 Chosen from POLI 306<sup>3</sup>, 345<sup>3</sup>, 364<sup>3</sup>, 371<sup>3</sup>, 373<sup>3</sup>, 384<sup>3</sup>

6 Chosen from POLI 392<sup>3</sup> and 393<sup>3</sup> or 372<sup>6\*</sup>

33 Chosen from at least three of the five groups (see pages 4-7) in Political Science at the 300 or 400 level with a minimum of 12 credits at the 400 level

3 POLI 496<sup>3</sup> (Honours Seminar)

\*Students who opt to take POLI 372<sup>6</sup> are given three credits towards the 33-credit requirement in the Political Theory Group

### 60 HONOURS IN POLITICAL SCIENCE - *Option B (Thesis)*

12 POLI 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>, 206<sup>3</sup>

6 Chosen from POLI 306<sup>3</sup>, 345<sup>3</sup>, 364<sup>3</sup>, 371<sup>3</sup>, 373<sup>3</sup>, 384<sup>3</sup>

6 Chosen from POLI 392<sup>3</sup> and 393<sup>3</sup> or 372<sup>6\*</sup>

3 POLI 396<sup>3</sup> (Honours Tutorial)

24 Chosen from at least three of the five groups (see pages 4-7) in Political Science at the 300 or 400 level with a minimum of nine credits at the 400 level

6 POLI 495<sup>6</sup> (Honours Thesis)

3 POLI 496<sup>3</sup> (Honours Seminar)

\*Students who opt to take POLI 372<sup>6</sup> are given three credits towards the 33 credit requirement in the Political Theory Group

Note: If a student has not been directly admitted to the Honours Program, they may apply after the successful completion of 30 credits with a minimum GPA 3.5. Students who have met this criterion may apply to the Honours program by contacting the Honours Advisor. The application deadlines are May 15 for the Fall semester, and November 15 for the Winter semester.

## DEPARTMENT OF POLITICAL SCIENCE PROGRAMS - MINORS

Within the bachelor's degree, students can focus on another topic of interest by taking a "Minor". A student with a Major in Political Science can have a Minor in Human Rights Studies but not in Political Science. A Minor can also be chosen from another department.

The credits students take as Electives are the credits that will go towards the Minor. Students must meet the program requirements from the Department that offers the Minor in order to apply. Please see each department website for details. Most departments require students to complete their first year of study, or 24 credits, and have an acceptable GPA before they can apply to add a Minor.

### 24 MINOR IN POLITICAL SCIENCE

12 POLI 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>, 206<sup>3</sup>

12 Chosen from any of the five groups (see pages 4-7) in Political Science. A minimum of nine credits must be taken at the 300 or 400 level.

### 24 MINOR IN HUMAN RIGHTS STUDIES

6 PHIL 241<sup>3</sup>; POLI 214<sup>3</sup>

18 Chosen from ENGL 369<sup>3</sup>, 380<sup>3</sup>, 382, 383<sup>3</sup>, 387<sup>3</sup>; FPST 321<sup>3</sup>; HIST 315<sup>3</sup>, 359<sup>3</sup>, 477<sup>3</sup>; HIST 360<sup>3</sup> or SOCI 367<sup>3</sup>; JOUR 442<sup>3</sup>; PHIL 232<sup>3</sup>, 342<sup>3</sup>, 343<sup>3</sup>, 345<sup>3</sup>; POLI 301<sup>3</sup>, 388<sup>3</sup>; RELI 310<sup>3</sup>, 312<sup>3</sup>; SOCI 380<sup>3</sup> or ANTH 380<sup>3</sup>; THEO 343<sup>3</sup>

## CO-OPERATIVE EDUCATION

### Political Science Co-operative Program

The Political Science co-operative program is offered to all full-time honours students who are enrolled in the Department and meet the academic requirements for co-op. Students interested in applying for the Political Science co-op should refer to §24 (in the Undergraduate Calendar) where a full description of the admission requirements is provided. Academic content is identical to that of the regular programs, with some specific recommendations for courses to improve the students' job skills. While most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Students are supervised personally and must meet the requirements specified by the Faculty of Arts and Science and the Institute for Co-operative Education in order to continue their studies in the co-op format. Liaison between the student, the employers, and the Institute for Co-operative Education is provided by the Political Science co-op committee, which includes the student's advisors. Please refer

to §24 (in the Undergraduate Calendar) for the schedule of study and work terms and the full description of admission requirements.

## Higher Learning

At this Institution of higher learning, we provide students with the opportunity to design their academic career plan while guiding them to the successful completion of a bachelor's degree. It is the student's sole responsibility to carefully read and follow the requirements of their academic program to ensure success. In this Academic Program Guide, the Department gathers pertinent information from the University's Undergraduate Calendar and adds Department information to help assist the student to make good decisions. There are many University policies and procedures to follow, and important dates and deadlines to respect, in order to accomplish the goal of choosing, registering, and completing all courses successfully.

We have created this document to help the student ease into their academic experience with confidence. Please read this guide carefully and ensure that you understand the material before you begin.

## THE FIVE GROUPS IN THE DEPARTMENT OF POLITICAL SCIENCE

**Every Political Science course at Concordia University is from one of the five groups:** International Politics, Comparative Politics, Canadian and Québec Politics, Public Policy and Administration, and Political Theory.

### **Group 1: International Politics**

- POLI 213 Contemporary Issues in Global Politics (3 credits)
- POLI 214 Human Rights: An Overview (3 credits)
- POLI 215 Global Politics (3 credits)
- POLI 216 Introduction to the United Nations (3 credits)
- POLI 301 Social Movements and Protest Politics (3 credits)
- POLI 302 International Security (3 credits)
- POLI 304 Theories of Foreign Policy Making (3 credits)
- POLI 305 International Political Economy (3 credits)
- POLI 311 International Public Law (3 credits)
- POLI 312 Special Topics in International Politics (3 credits)
- POLI 315 International Organizations (3 credits)
- POLI 318 Introduction to Strategic Studies (3 credits)
- POLI 329 American Foreign Policy (3 credits)
- POLI 332 Theories of International Relations (3 credits)
- POLI 342 Asia and Power Politics (3 credits)
- POLI 388 Human Rights and International Justice (3 credits)

POLI 391 Middle East and Global Conflict (3 credits)  
POLI 394 Globalization and Sustainable Development (3 credits)  
POLI 400 Advanced Seminar in International Relations Theory (3 credits)  
POLI 402 Advanced International Political Economy (3 credits)  
POLI 403 Global Ecopolitical Analysis (3 credits)  
POLI 404 International Institutions (3 credits)  
POLI 419 Strategic Studies (3 credits)  
POLI 421 Transnational Politics (3 credits)  
POLI 422 Canadian Foreign Policy (3 credits)  
POLI 423 Peace Studies and Global Governance (3 credits)  
POLI 486 Advanced Seminar in International Relations (3 credits)

**Group 2: Comparative Politics**

POLI 214 Human Rights: An Overview (3 credits)  
POLI 217 Comparing Democracies (3 credits)  
POLI 301 Social Movements and Protest Politics (3 credits)  
POLI 310 Politics of the U.S. (3 credits)  
POLI 313 Special Topics in Comparative Politics (3 credits)  
POLI 319 European Politics and Government (3 credits)  
POLI 323 Politics of Eastern Europe (3 credits)  
POLI 327 Comparative Democratization (3 credits)  
POLI 328 Public Policy and the Politics of Equality (3 credits)  
POLI 331 Comparative Party Systems (3 credits)  
POLI 333 Politics of Russia (3 credits)  
POLI 335 Politics of China (3 credits)  
POLI 336 Politics of South Asia (3 credits)  
POLI 337 Politics of Japan (3 credits)  
POLI 342 Asia and Power Politics (3 credits)  
POLI 352 Comparative Urban Politics and Government (3 credits)  
POLI 366 Politics of Africa (3 credits)  
POLI 375 Nationalism: Origins, Operation, and Significance (3 credits)  
POLI 379 Politics of Latin America (3 credits)  
POLI 395 Politics of the Middle East (3 credits)  
POLI 405 Comparative Electoral Systems (3 credits)  
POLI 406 Comparative Federalism and Political Integration (3 credits)  
POLI 431 State-Society Relations in China (3 credits)  
POLI 432 Comparative Public Administration and Bureaucracy (3 credits)  
POLI 481 Issues in Western European Politics (3 credits)  
POLI 483 State and Society in Latin America (3 credits)  
POLI 484 Post-Communist Democracies (3 credits)  
POLI 485 Issues in Development and Democracy (3 credits)  
POLI 487 Advanced Seminar in Comparative Politics (3 credits)

**Group 3: Canadian and Quebec Politics**

POLI 309 Women and Politics in Canada (3 credits)  
POLI 314 Special Topics in Canadian and Quebec Politics (3 credits)  
POLI 324 Parliament and the Charter (3 credits)  
POLI 334 Political Participation in Canada (3 credits)  
POLI 339 Quebec Politics and Society/La vie politique québécoise (3 credits)

POLI 340 Canadian Political Culture (3 credits)  
POLI 341 Provincial and Territorial Politics (3 credits)  
POLI 350 Canadian and Quebec Law (6 credits)  
POLI 351 Canadian Federalism (3 credits)  
POLI 356 Canadian Political Parties (3 credits)  
POLI 363 Issues in Canadian Public Policy (3 credits)  
POLI 365 Canadian Public Administration (3 credits)  
POLI 367 Quebec Public Administration (3 credits)  
POLI 393 Advanced Empirical Research Methods (3 credits)  
POLI 407 Parliamentary Bills of Rights (3 credits)  
POLI 408 Public Opinion and Public Policy (3 credits)  
POLI 409 Canada: State Society Relations (3 credits)  
POLI 428 Constitutional Politics in Canada (3 credits)  
POLI 429 Political Socialization in Canadian and Comparative Perspective (3 credits)  
POLI 488 Advanced Seminar in Canadian and Quebec Politics (3 credits)

**Group 4: Public Policy and Administration**

POLI 212 Politics and Economy (3 credits)  
POLI 316 Special Topics in Public Policy and Administration (3 credits)  
POLI 320 Development of Western Legal Systems (3 credits)  
POLI 327 Comparative Democratization (3 credits)  
POLI 328 Public Policy and the Politics of Equality (3 credits)  
POLI 349 Political and Social Theory and the City (3 credits)  
POLI 352 Comparative Urban Politics and Government (3 credits)  
POLI 353 Principles of Public Policy (3 credits)  
POLI 361 Advocacy Groups and Public Policy (3 credits)  
POLI 362 Policy Analysis and Program Evaluation (3 credits)  
POLI 363 Issues in Canadian Public Policy (3 credits)  
POLI 365 Canadian Public Administration (3 credits)  
POLI 367 Quebec Public Administration (3 credits)  
POLI 393 Advanced Empirical Research Methods (3 credits)  
POLI 410 Environmental Policy in the Developing World (3 credits)  
POLI 411 Gender and Public Policy (3 credits)  
POLI 412 Comparative Social Policy (3 credits)  
POLI 413 Theories and Practices of Governance (3 credits)  
POLI 432 Comparative Public Administration and Bureaucracy (3 credits)  
POLI 463 Government and Business in Canada (3 credits)  
POLI 489 Advanced Seminar in Public Policy and Administration (3 credits)

**Group 5: Political Theory**

POLI 306 Classical Political Thought (3 credits)  
POLI 317 Special Topics in Political Theory (3 credits)  
POLI 345 Contemporary Political Philosophy (3 credits)  
POLI 349 Political and Social Theory and the City (3 credits)  
POLI 364 Hellenistic, Roman, Medieval Political Philosophy (3 credits)  
POLI 368 Media, Technology and Politics (3 credits)  
POLI 371 Early Modern Political Philosophy (3 credits)  
POLI 372 Political Science and Scientific Method (6 credits)  
POLI 373 Late Modern Political Philosophy (3 credits)

POLI 384 Principles of Political Theory (3 credits)  
POLI 386 Contemporary Liberalism and Its Critics (3 credits)  
POLI 389 Religion and Politics (3 credits)  
POLI 401 American Political Thought (3 credits)  
POLI 414 Authors of Political Imagination (3 credits)  
POLI 415 Modern Political Theory and Religion (3 credits)  
POLI 416 Ancient Political Texts (3 credits)  
POLI 417 Governance (3 credits)  
POLI 418 Machiavelli (3 credits)  
POLI 425 Foundations of Liberalism (3 credits)  
POLI 426 Nietzsche (3 credits)  
POLI 427 Political Thought of the Enlightenment (3 credits)  
POLI 430 Scientism, Ideology and Liberalism (3 credits)  
POLI 433 Critics of Modernity (3 credits)  
POLI 490 Advanced Seminar in Political Theory (3 credits)

### **What if the course requirements for my degree change?**

If the courses a student is required to take in the Minor, Major, or Honours program change, **that student MUST follow the course requirements from the Calendar of the year that they entered into the Political Science program.** The official date of entry is located at the top of the Unofficial Transcript (or Student Record).

### **How long will it take to finish my degree?**

Full-time students are permitted to take 30 credits a year (September to April): 15 credits (5 courses - 3 credits each) in the Fall semester (September to December), and another 15 credits (5 courses - 3 credits each) in the Winter semester (January to April). **The degree can be completed in three years in a 90 credit program.** Some students may opt to take less than the maximum number of courses (e.g. 4 per semester - total of 24 credits). The remaining credits may be made up during the summer session of which there are three sessions - May-August; May-June; and June-August.

### **How many credits do I need to graduate? Which courses do I take?**

**For those students following the MAJOR in Political Science:**

**This depends on the length of the program that a student has been admitted to.**

To know how many credits (90, 108, 120) a student must complete, they are to refer to the Unofficial Transcript (or Student Record) through the MyConcordia Portal - Student Center. The number of credits a student is required to complete will be indicated at the top of the Unofficial Transcript under "Minimum Credits Required". For more information about credit allotment,



consult the Faculty of Arts and Science webpage: [www.concordia.ca/artsci.html](http://www.concordia.ca/artsci.html)

**EXAMPLE:** A normal full-time course load, of five 3-credit courses per term, in a 90 credit program, results in three years of study. This equation presumes the successful completion of all courses and no courses taken during the summer terms.

### **If I am following only the Major, which courses do I take?**

Although some students will be following a double-major, honours, or also have a minor while completing their degree program, the distribution below, is for the Major with Electives only.

**If you are in a 90-credit program:**

42/90 credits = Political Science course requirements

48/90 credits = ELECTIVE requirements (can be inside and outside the Political Science program)

**If you are in 108-credit program:**

42/108 credits = Political Science course requirements

66/108 credits = ELECTIVE requirements (can be inside and outside the Political Science program)

**If you are in a 120-credit program:**

42/120 credits = Political Science course requirements

78/120 credits = ELECTIVE requirements (can be inside and outside the Political Science program)

### **What does it mean to take 300 and 400 level courses in 3 of the 5 groups?**

Every political science course at Concordia University falls into one of five groups: International Politics; Comparative Politics; Canadian and Québec Politics; Public Policy and Administration; and Political Theory. Within the 30 credits a Political Science Major student takes at the 300 and 400 level, they must take at least one course in at least three of the five groups in order to graduate.

*Students may take courses from more than three of the five groups if they choose. For listing of all courses and their Group designations, refer to pages 4 -7 of this Guide.*

**What are the Political Science Course Requirements?**

**42 credits** are required to be completed for the **MAJOR in Political Science**

**Students must take 42 credits in Political Science.** They are distributed as follows:

*(Honours students have different requirements, see page 2 of this guide for details.)*

**12/42 credits** are Introductory Core Program courses

**POLI 203** Introduction to Comparative Politics (3 credits)

**POLI 204\*** Introduction to Canadian Politics (3 credits)

**POLI 205** Introduction to International Relations (3 credits)

**POLI 206** Introduction to Western Political Theory (3 credits)

**\*Please note POLI 204 Online (EC or OL) can NOT be taken to satisfy Political Science program degree requirements**

**30/42 credits** are chosen from the list of courses offered at the 300 or 400 level and must be selected from 3 of the 5 groups, 6 credits of which must be seminar courses (400 level)

24 credits @ 300 level

6 credits @ 400 level

Course

Course

1 \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

## What are the Elective Course Requirements?

Electives are the courses that students are free to choose in addition to the 42 credits they are allotted for their Political Science course requirements.

- **If in a 90-credit Program:**  
48/90 credits = Elective requirement
- **If in 108-credit Program:**  
66/108 credits = Elective requirement
- **If in a 120-credit Program:**  
78/120 credits = Elective requirement

**In the Department of Political Science, Elective credits must be broken down as follows:**

**24 of the total elective credits must be taken outside of the Department of Political Science, 6 credits of which must meet the General Education Requirement**

1. \_\_\_\_\_ (General Education) 2. \_\_\_\_\_ (General Education)

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

**The remaining 24 elective credits may be taken inside or outside the Department of Political Science (90-credit program); the remaining 42 elective credits may be taken inside or outside the department (108-credit program); the remaining 54 elective credits may be taken inside or outside the department (120-credit program)**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_/

90-credit program end

9. \_\_\_\_\_ 10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

13. \_\_\_\_\_ 14. \_\_\_\_\_/ 108-credit program end

15. \_\_\_\_\_ 16. \_\_\_\_\_ 17. \_\_\_\_\_ 18. \_\_\_\_\_/

120-credit program end

## What is the General Education Requirement?

The general education requirement is meant to provide breadth to the student's program of study. A candidate for graduation must satisfy the Arts and Science General Education Requirement by successfully completing a minimum of six credits from course offerings outside the candidate's disciplinary sector.

**\*Political Science falls under the Social Science Sector. Therefore, six credits from the elective requirements MUST be taken from the Humanities or Science Sectors.**

### HUMANITIES

Canadian Irish Studies, Classics, Modern Languages and Linguistics;  
Communication Studies; English; Études françaises; History; Journalism;  
Liberal Arts College; Loyola International College; Philosophy;  
Theological Studies

### SCIENCE

Biology; Chemistry/Biochemistry; Exercise Science; Mathematics and Statistics;  
Physics; Psychology; Science College

### \* SOCIAL SCIENCE

Applied Human Sciences; Economics; Education; Geography, Planning and  
Environment; **Political Science**; Religion; School of Community and Public  
Affairs; Simone de Beauvoir Institute; Sociology and Anthropology

Students may also count courses offered by the **John Molson School of Business**, the **Faculty of Engineering and Computer Science**, and the **Faculty of Fine Arts** toward their General Education Requirement.

**Distribution Requirement:** Students enrolled in two areas of concentration which are both within the same disciplinary sector are required to take six credits outside of the sector. For example, students enrolled in a BA major in Political Science and Economics, both of which fall within the Social Sciences, must fulfill the requirement by successfully completing either six credits from the Humanities or Science sector, or three credits from the Humanities sector and three credits from the Science sector, or six credits from outside the Faculty of Arts and Science.

Students enrolled in two areas of concentration drawn from different disciplinary sectors will be considered as having satisfied the General Education requirement.

ESL courses or introductory English-language courses are not considered as substitutions for this requirement.



## MY STUDENT CENTRE

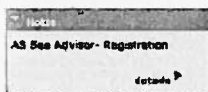
# HINTS AND TIPS TO GET YOU STARTED

### UPDATING YOUR INFORMATION & HOLDS

Before you get started you should make sure that your email address is updated. It is also a good idea to enable pop-ups in your inter-net browser as some of the functions in the Student Centre open in new windows.

See the *how-to guide* for more information at [concordia.ca/your-sis](http://concordia.ca/your-sis) and click on the *Personal Information* section.

Before you register for any classes, you should check for any holds that could be on your account.



You can find your holds on the top right of the Student Centre dash-board. Click on 'details' for more information about the hold and what you need to do to remove it.

### SEARCHING FOR CLASSES

To find classes to enrol in, click

There are then two ways to search for a class:

**Search for classes.** This option lets you search for classes that are available by academic term.

**Browse course catalogue.** This option lets you see all of the classes under each department. *These may not be available for current academic terms.*

When using the *search for classes* option, follow these tips to make sure you can find and enrol in the classes that you want:

#### TIP 1. Select the correct academic term.


**Fall 2015.** This will show all single-term classes available in the Fall 2015 term


**Winter 2016.** This will show all single-term classes available in the Winter 2016 term.


**Fall/Winter 2015-16.** This will show all double-term classes available. It will not show any single-term classes for Fall 2015 or Winter 2016.

**ALL TERMS (2015-2016).** This will show classes offered in *all* terms of the academic year (Winter, Fall and **FULL YEAR** Fall/Winter classes)

#### TIP 2. Know what the symbols mean.

 The class has places available

 The class has no places available and there is no waitlist

 **Wait List:** The class is full but you can opt to put yourself on the automated waitlist in case space becomes available

#### TIP 3. Adding to the Course Cart is NOT enrolling.

When you choose a class you might notice the following message.



When you place a class in your Course Cart you are **not enrolling, reserving a space or holding a spot** in the class. You still need to follow all of the steps to enrol in the class.

The Course Cart enables you to keep all the classes you are interested in taking in one place. You can also validate the classes in your Course Cart to make sure you have all of the pre-requisites and there are no scheduling conflicts. That way you're all ready and prepared for your enrolment date to arrive.

See the *how-to guide* for more information at [concordia.ca/your-sis](http://concordia.ca/your-sis) and click on the *Course Registration* section.

The My Student Centre is an essential tool to help you with your academic life here at Concordia University. From your self-serve dashboard you can update your personal details, register for classes, view your class schedules, pay your tuition, and look up your GPA, amongst many other important tasks.

There are detailed how-to guides available at [concordia.ca/your-sis](http://concordia.ca/your-sis) to help you do all that you need to do, and here are some more helpful hints for using your Student Centre.

### WAITLISTS & SWAPS

If a class is full, you may be able to choose to put yourself on the waitlist in case space becomes available. You can do this by checking the 'Wait list if class is full' option before you add the class to your Course Cart.

Wait List  Wait list if class is full

Once you've completed the steps to enrol in the class you will be placed on the waitlist. If space becomes available you will automatically be enrolled in the class and you will receive an email to advise you of this.

**HANDY TIP.** It's best if you select the waitlist option before adding any classes, even if the class shows as currently open, as sometimes there are reserve lists within a class that keep space for certain types of students.

You can also use the swap function in the system if you decide you want to try to enrol in a different class without risking losing your place in an existing class.

You can even combine the two functions to swap an existing class to go on the waitlist for a full class. If space becomes available in the waitlisted class, you will be automatically enrolled into it and dropped from the class you are currently enrolled in.

See the *how-to guide* for more information at [concordia.ca/your-sis](http://concordia.ca/your-sis) and click on the *Course Registration* section.

### UNOFFICIAL TRANSCRIPTS, GPA & GRADES

Your **unofficial transcript** has a lot of useful information. You can view a copy by selecting 'Transcript View Unofficial' from the Academics drop-down menu in your Student Centre dashboard. Click the link 'Undergraduate/Graduate Record' to view a copy of your Student Record.

See the *how-to guide* for more information at [concordia.ca/your-sis](http://concordia.ca/your-sis) and click on the *Transcripts and Records* section.

You can now view your **cumulative GPA or Grades** by selecting 'Program CGPA' or 'Grades' from the drop-down list under the Academics part of the Student Centre. This is a much easier and quicker way to view this information rather than viewing your unofficial transcript.

### ADVISEMENT REPORTS

Your personal Advisement Report can be found by selecting the **My Academics** link near the top of the Student Centre dashboard and then clicking 'View my advisement report'.

You can see how the courses you have completed, or are currently taking, are applied to your degree, along with which courses you need to complete to satisfy the degree requirements. *The advisement report is only an informative tool to help you work out which classes you could take. You should always speak to your academic advisor if you need more detailed information.* See the *how-to guide* for more information at [concordia.ca/your-sis](http://concordia.ca/your-sis) and click on the *Academic Advising* section.

**These are the terms that may appear on your letter of acceptance. What do they mean?**

## **GLOSSARY OF TERMS**

Please don't hesitate to contact the person who signed your Offer of Admission if you have any questions about your offer.

**DEFICIENCIES:** A deficiency is a course required for admission to your chosen program that you have not completed. Courses identified as "deficiencies" must be completed as early in your studies as possible. You may have two options for making up those deficiencies as indicated by the letters "A" or "B." Engineering and Computer Science students must complete any deficiencies before registering for classes.

**EXEMPTIONS:** Concordia grants you an exemption when you successfully complete a specific course and meet any indicated minimum grade. An exemption does not count as credit towards a degree, so it will not decrease the number of courses you need to complete your degree — but an exemption will let you skip ahead to a more advanced course. If Concordia gives you an exemption from a course, you may not take that course for credit. If you received an exemption from a required course, you must take another course in the same department, to be determined in consultation with a departmental advisor.

**EXTENDED CREDIT PROGRAM (ECP):** Students who have not successfully completed a two-year pre-university program may be admitted to the Extended Credit Program, which requires them to take a minimum of 30 additional credits. This ensures the time to complete a program at Concordia is the same as it would be at any other university outside Quebec, about four years of full-time study. The Undergraduate Calendar lists ECP requirements for each faculty.

**MATURE ENTRY PROGRAM (MEP):** Canadians and permanent residents 21 years of age and older who lack the required pre-university schooling may be considered for admission to the Mature Entry Program. The MEP requires you to complete at least 18 additional credits.

**TRANSFER CREDIT:** You may earn transfer credits through your studies at another post-secondary institution or in another degree program at Concordia. These credits are applied towards your degree, meaning you'll have fewer courses left to complete.

For more information regarding the university list of acronyms and vocabulary, please visit:  
<https://www.concordia.ca/content/dam/concordia/docs/GuideFirstYear.pdf>

## Explanation of Academic Terms

### **Core Course**

A core course is a course that is required in the Honours, Specialization, Major or Minor program of your department.

### **Credit Loads**

6-credit courses are normally taught over the Fall and Winter terms.

3-credit courses are normally taught over one term.

Full-time students normally take 12-15 credits per term.

Part-time students take 9 or less credits per term.

The maximum credit load for the summer session is 12 credits (excluding Co-op students)

### **24-Credit Rule**

Before you are eligible to graduate, you must successfully complete a minimum of 24 credits of electives outside of your department or single discipline.

### **DISC**

DISC, or discontinue is an academic withdrawal and has no impact in the calculation of your GPA.

Students remain financially responsible for the discontinued course(s).

### **DNE**

DNE, or Did Not Enter, means you officially withdrew from a course within the deadline. Check your current Undergraduate Calendar or Undergraduate Class Schedule and Registration Guide for the exact list of deadlines. There is a full refund.

### **ECP**

The ECP, or Extended Credit Program, is designed for graduates of secondary schools outside Quebec and requires completion of 30 credits in addition to the regular 90 credit program. Some of the additional 30 credits may be specified.

### **Elective Course**

An Elective course is a course outside of your required core courses.

### **Equivalent Course**

An Equivalent course is a course that has the identical content as another course, but with a different course number (see Section 200 of the Undergraduate Calendar).

### **External Credit**

If you want to take a course at another university, you must apply in advance through your department. Final permission is given by Student Academic Services. Depending on where the courses are taken, normally a maximum of 12 credits is permitted. Without prior permission, no credits will be transferred.

### **F & FNS**

A grade of F or FNS means that you have failed the course. A supplemental examination is only available in some circumstances to those students who receive an F. (details in the Undergraduate Calendar)

## **Do I have to maintain a certain Grade Point Average (GPA) to remain at the University or in good academic standing?**

Every student must maintain a minimum grade point average (GPA) of 2.0 ("C" average) in order to remain in good academic standing at the University. Failure to maintain a 2.0 GPA could lead to academic jeopardy. A student is responsible for maintaining the GPA and will be notified by the University if it falls below 2.0. The student will either be placed in Conditional Standing or in Failed Standing, depending on the GPA.

### **Grade Point Average (GPA) Regulations**

(See Academic Performance Regulations in the Concordia Undergraduate Calendar)

#### **Acceptable Standing**

To be in acceptable standing, you must obtain an annual GPA of at least 2.00 (C). Students in acceptable standing may continue their program of study, following the advice of their academic departments.

#### **Conditional Standing**

A student is in conditional standing when they obtain an annual GPA of less than 2.00, but at least 1.50. A student is not permitted to obtain two consecutive conditional standing assessments. Students in Conditional Standing may not write supplemental exams. If placed in Conditional Standing they must follow the conditions outlined in the e-mail letter sent to them regarding their academic standing.

#### **Failed standing**

Failed standing results from a student's GPA that has fallen to less than 1.50, or if they obtain Conditional Standing in two consecutive assessment periods.

#### **What Happens if I suspect or attain Failed Standing?**

If a student is in failed standing for the first time, they are withdrawn from the University for a period of at least one year and must apply for readmission after that year. If they have extenuating circumstances, they may apply for immediate readmission by following the guidelines and deadlines in the instruction letter received from the Office of the Registrar and by visiting [www.concordia.ca/artsci/students/readmission.html](http://www.concordia.ca/artsci/students/readmission.html) for the readmission form and explanatory details. Deadlines are firm. If a student knows that they are failing, they must tend the situation before leaving campus for the summer (assessments are completed in May each year). If a student attains failed standing for a second time they must withdraw from the University for a period of three years. Second time failed students who wish to reapply for readmission may do so after a period of three years by applying to Student Academic Services, Faculty of Arts and Science. Failed students may not write supplemental exams.



## Going through a tough semester? Grades not what you want them to be?

*A bad semester is like bad credit: It's hard to fix. Take action early!!*

If you are experiencing difficulties during the semester:

- See your professor as soon as possible to discuss a course of action;
- Make sure to document the case for any extraneous circumstances; (medical notes)
- See an academic advisor;
- Seek support at the Counselling and Development Centre ([cdev.concordia.ca](http://cdev.concordia.ca));
- Reduce the number of hours at your place of employment;
- Assess if you are taking too many courses; many students take five courses in their first semester. Sometimes, it is better to take four;
- \*WITHDRAW by the posted deadline so that it will NOT affect your Grade Point Average (GPA).

**\*You should assess your status in your course midway through the semester.** If you feel you cannot reach a satisfactory grade by the end of term **WITHDRAW from the class before the withdrawal (DISC) deadline.**

There are two WITHDRAWAL DEADLINES:

- **DNE (Did Not Enter):** receive a full refund on your tuition and not have the class reflected on your transcript. Your GPA remains unaffected.
- **DISC (Discontinue):** you will not receive a refund on your tuition and your GPA remains unaffected.

## BE AWARE OF IMPORTANT UNIVERSITY DEADLINES!

Retrieved from "Undergraduate Academic Advising Guide 2015-2016"

<https://www.concordia.ca/artsci/students/sas.html>

Deadline dates are published each year in the front of the Concordia Undergraduate Calendar (Section 11) and listed on your MyConcordia portal for:

Withdrawing from a course with a tuition refund (DNE)

Withdrawing from a course – no refund (DISC)

Applying to complete work for a course after the course has finished (INC)

Applying for re-evaluation of a grade

Applying for replacement and supplemental exams

Applying to graduate

Applying for a DEF/MED notation

Last day to register for courses, *and so much more...*

***Please consult your MyConcordia portal for dates. It is the student's responsibility to be aware of all changes to deadlines.***

## CONCORDIA SERVICES ARE HERE TO HELP YOU!

### DIRECTORY OF STUDENT SERVICES AND RESOURCES

<p>Aboriginal Student Resource Centre H 641 5114-848-2424, ext. 7327 supportservices.concordia.ca/aboriginalcentre</p>	<p>All First Nations, Métis, and Inuit students are welcome.</p> <ul style="list-style-type: none"> <li>-Academic support</li> <li>-Guidance and support offered through an Elder</li> <li>-Traditional teachings</li> <li>-Resource Center</li> </ul>
<p>Access Centre for Students with Disabilities (ACSD) H 580 514-848-2424, ext. 3525 supportservices.concordia.ca/disabilities</p>	<ul style="list-style-type: none"> <li>- Adapted textbooks and course materials</li> <li>- Adaptive/assistive technology</li> <li>- Consultation with professors</li> <li>- Liaison services</li> <li>- Note-takers and readers</li> </ul>
<p>Career Resource Centre H 440 514-848-2424, ext. 3556 cdev.concordia.ca/our-services/resources-and-drop-in-centres/career-resource-centre</p>	<ul style="list-style-type: none"> <li>- Workshops and career events</li> <li>- Career and leadership resources</li> <li>- Resumé and cover letter help</li> <li>- Job search</li> </ul>
<p>Student Success Centre SGW Campus: H 481, 514-848-2424, ext. 7369 Loyola Campus: AD 101, 514-848-2424, ext. 5901 cdev.concordia.ca/our-services/resources-and-drop-in-centres/student-success-centre</p>	<ul style="list-style-type: none"> <li>- Student success mentors</li> <li>- Workshops</li> <li>- Writing assistance and learning resources</li> <li>- Tutoring</li> </ul>
<p>Birks Student Service Centre LB 185 514-848-2424, ext. 2668 registrar.concordia.ca/ssc</p>	<ul style="list-style-type: none"> <li>- Student ID cards</li> <li>- Transcripts and student records</li> <li>- Distribution of forms for deferred/med grades, supplemental exams, degree transfers, re-admission, late completions, re-evaluations and appeals</li> </ul>
<p>Concordia Campus Security 514-848-3717 For emergencies, dial 3717 on any campus phone security.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Campus security can be reached by phone, 24 hours a day.</li> <li>- Lost and found</li> <li>- Walk safe escorts</li> </ul>
<p>Concordia Digital Store LB 115 514-848-2424, ext. 3483 digitalstore.concordia.ca</p>	<p>For all your digital production and printing needs, including:</p> <ul style="list-style-type: none"> <li>- Photocopies</li> <li>- Binding</li> <li>- Digital and offset printing</li> <li>- Specialty products (cards, signage, laminations, promotional materials)</li> </ul>
<p>Concordia International X Annex, X 105 514-848-2424, ext. 4986 international.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Student exchange programs (study abroad opportunities)</li> <li>- International internships</li> <li>- International summer programs</li> </ul>

### DIRECTORY OF STUDENT SERVICES AND RESOURCES (cont.)

<p>Concordia Student Union (CSU) H 711 514-848-2424, ext. 7474 csu.concordia.ca</p>	<p>The CSU represents all undergraduate students at Concordia.</p> <ul style="list-style-type: none"> <li>- Orientation (back to school) and other ongoing student activities</li> <li>- Book exchange</li> <li>- CSU student groups</li> <li>- CSU legal info clinic</li> <li>- Housing and job bank (HOJO)</li> </ul>
<p>Counselling and Development SGW Campus: H 440, 514-848-2424, ext. 3545 Loyola Campus: AD 103, 514-848-2424, ext. 3555 <a href="http://cdev.concordia.ca/">http://cdev.concordia.ca/</a></p>	<ul style="list-style-type: none"> <li>-Educational Counselling</li> <li>-Personal Psychological Issues</li> <li>-Study Skills</li> </ul>
<p>Dean of Students Office SGW Campus: H 637, 514-848-2424, ext. 3517 Loyola Campus: AD 121, 514-848-2424, ext. 4239 deanofstudents.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Co-Curricular Record</li> <li>- Clubs and Associations</li> <li>- Student support</li> <li>- Volunteer opportunities and community service learning</li> </ul>
<p>Concordia University Student Parents Centre 1410 Guy Street, Room 424 (2nd floor) 514-848-2424, ext. 2431 cusp.concordia.ca</p>	<p>Dedicated to offering support and services to assist student parents achieve their goals.</p> <ul style="list-style-type: none"> <li>- Referrals and resources</li> <li>- Safe and accessible space to congregate and study, with play area for children</li> <li>- Lounge with couches, microwave, computers and internet access</li> </ul>
<p>Multi-Faith Chaplaincy SGW Campus: Z Annex, Z 106, 514-848-2424, ext. 3593 Loyola Campus: AD 130, 514-848-2424, ext. 3588 chaplaincy.concordia.ca</p>	<p>A safe, welcoming community space that allows you to explore spirituality, faith, religion, values, meaning and ethics.</p> <ul style="list-style-type: none"> <li>- Interfaith Ambassador Program</li> <li>- Lounge for studying, relaxing and hanging out</li> <li>- Meditation rooms, chapel, and prayer rooms</li> <li>- Spiritual guidance</li> </ul>
<p>Financial Aid and Awards Office (FAAO ) GM 220 514-848-2424, ext. 3507 fao.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Loans and bursaries</li> <li>- Short term advances/emergency loans</li> <li>- Work-Study Program</li> <li>- Tuition deferrals</li> <li>- Bookstore line of credit</li> </ul>
<p>Health Services SGW Campus: GM 200, 514-848-2424, ext. 3565 Loyola Campus: AD 103-10 , 514-848-2424, ext. 3575 health.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Nurse clinic (by appointment and walk-in)</li> <li>- Physician clinic (by appointment and walk-in for urgent care)</li> <li>- Health and wellness library</li> </ul>
<p>Institute for Co-operative Education GM 430 514-848-2424, ext. 3950 co-op.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Work-study opportunities</li> <li>- Co-op advisors</li> <li>- Co-op events and orientation</li> </ul>

<p>International Students Office (ISO) H 653 514-848-2424, ext. 3515 supportservices.concordia.ca/iso/</p>	<ul style="list-style-type: none"> <li>- Immigration information</li> <li>- International student health insurance information</li> <li>- Information sessions and workshops</li> </ul>
<p>Libraries SGW Campus: Webster Library Building, LB Building, 514-848-2424, ext. 7777 Loyola Campus: Vanier Building, VL Building, 514-848- 2424, ext. 7766 Library.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Specialized collections (government information, maps, etc.)</li> <li>- Databases and E-journals</li> <li>- Reference and research assistance, consultation with librarians</li> <li>- Library and course-related workshops</li> </ul>
<p>Ombuds Office GM 1120 514-848-2424, ext. 8658 concordia.ca/services/concerns</p>	<ul style="list-style-type: none"> <li>- Assists in the informal resolution of concerns and complaints related to existing University policies, rules and procedures</li> </ul>
<p>Recreation and Athletics SGW Campus: EV S2.206, 514-848 2424, ext. 3860 Loyola Campus: PA 104, 514-848 2424, ext. 3858 athletics.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Personal training</li> <li>- Fitness, dance, and relaxation classes</li> <li>- Martial arts</li> <li>- Varsity and club teams</li> <li>- Intramural leagues</li> </ul>
<p>Student Accounts H 541 514-848-2424, ext. 4900 studentaccounts.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Help in understanding of student account balances</li> <li>- Payment plans</li> <li>- Receipts for payments received for personal or tax purposes</li> </ul>
<p>Student Advocate Program H 645 514-848-2424, ext. 3992/3536 supportservices.concordia.ca/studentadvocateprogram</p>	<ul style="list-style-type: none"> <li>- Assistance and guidance with issues related to Academic Code of Conduct and Code of Rights and Responsibilities.</li> </ul>
<p>Sustainable Concordia Z Annex, Z 204.1 514-848-2424, ext. 5829 sustainable.concordia.ca</p>	<ul style="list-style-type: none"> <li>- Recycling services</li> <li>- Concordia Greenhouse</li> <li>- Workshop, speaker series and community events</li> <li>- Volunteer and internship opportunities</li> </ul>

**Concordia's Guide to First Year 2016-2017 can be found here:**

<http://www.concordia.ca/content/dam/concordia/docs/GuideFirstYear.pdf>

***Helping you get off to the right start!!***

# KNOW THE CODE

## Department of Political Science statement on Plagiarism

The Political Science Department has zero tolerance for plagiarism.

*What is plagiarism?* The University defines plagiarism as "The presentation of the work of another person, in whatever form, as one's own or without proper acknowledgment." (Concordia Undergraduate Calendar 2016-2017, pages 54-60). Plagiarism is an academic offence governed by the Academic Code of Conduct. To find out more about how to avoid plagiarism, see [www.concordia.ca/students/academic-integrity.html](http://www.concordia.ca/students/academic-integrity.html)

*What are the consequences of getting caught?* The Dean or an Academic Hearing Panel may impose the following sanctions on students caught plagiarizing:

a. A written reprimand; b. Direct that a piece of work be re-submitted; c. Enter a grade of "0" for the piece of work in question; d. Enter a grade reduction in the course; e. Enter a failing grade for the course; f. Enter a failing grade and ineligibility for a supplemental examination or any other evaluative exercise for the course; g. Impose the obligation to take and pass courses of up to twenty-four (24) credits in addition to the total number of credits required for the student's program as specified by the Dean. If the student is registered as an Independent student, the sanction will be imposed only if he or she applies and is accepted into a program; h. impose a suspension for a period not to exceed six (6) academic terms. Suspensions shall entail the withdrawal of all University privileges, including the right to enter and be upon University premises; i. Expulsion from the University. Expulsion entails the permanent termination of all University privileges (Undergraduate calendar, pages 57-59, 60).

Complete regulations can be found in Section 17.10 of the Undergraduate calendar.

See also The Political Science Department's "Resources on Avoiding Plagiarism" at: [http://alcor.concordia.ca/~mlipson/01Plagiarism\\_Home.html](http://alcor.concordia.ca/~mlipson/01Plagiarism_Home.html).

### Guides for Students on Avoiding Plagiarism

These guides usually include information about the university code of conduct but most importantly they tell students what is considered acceptable paraphrasing and what is not, and they provide information on proper citation of documents.

Avoiding Plagiarism (Concordia University, Student Learning Services)

<http://cdev.concordia.ca/CnD/studentlearn/Help/handouts/WritingHO/AvoidingPlagiarism.html>

Plagiarism: What It Is and How to Avoid It (MIT)

<http://web.mit.edu/academicintegrity/plagiarism/what-is-common-knowledge.html>

How Not to Plagiarize (University of Toronto)

<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

Plagiarism: Its Nature and Consequences (Duke University)

<http://www.lib.duke.edu/libguide/plagiarism.html>

## Political Science Department Academic Assistance:

You should consult with an advisor throughout your stay at the university on questions pertaining to your degree. We are always here to help:

### Undergraduate Program Director & Honours Advisor

Dr. Leander Schneider

Office: H 1255-07

E-mail: [polisci.UPD@concordia.ca](mailto:polisci.UPD@concordia.ca)

### Undergraduate Co-op Director

Dr. Richard Bisaillon

Office: H 1225-55

E-mail: [richard.bisaillon@concordia.ca](mailto:richard.bisaillon@concordia.ca)

### Undergraduate Academic Advisors

Dr. Richard Bisaillon

Ms. Eve Pankovitch

Office: H 1211

*Please check the Political Science website for the latest advising schedule and workshops and then call for an appointment: 514-848-2424, ext. 2105. Students **must** bring a recent hard copy of their Unofficial Transcript (or Student Record) and any relevant University correspondence in order to be served.*

***<http://www.concordia.ca/artsci/polisci/students/undergraduate.html#advising>***

## Where can you find more information about the department?

You can access the department website at <http://politicalscience.concordia.ca>

This guide is accessible on the Political Science website:

<http://politicalscience.concordia.ca/undergraduate/newstudentorientation/>

***We wish you all the best in your academic career!***