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Communication of Information to Provincial *Ministère de l'Éducation, du Loisir et du Sport*

Under the terms of an agreement between Concordia University and the provincial *Ministère de l'Éducation, du Loisir et du Sport*, approved by the Quebec Access to Information Commission, Concordia University is required to transmit to the Ministry some or all of the following information concerning its students: the student's permanent code, complete name, date of birth, gender, father's complete name, mother's complete name and place of birth. This information is being transmitted, at the Ministry's request, in order to provide the Ministry with the tools to properly calculate funding for Concordia University, for planning purposes and to ensure the proper management of public funds.

Published by Enrolment Services under the auspices of the Vice-President, Services

Editor: Cynthia Foster

Cover Design: Concordia Marketing Communications

Undergraduate Calendar

2010 - 2011



CONCORDIA UNIVERSITY

Mission

Concordia University is welcoming, engaged, and committed to innovation and excellence in education, research, creative activity and community partnerships. It dares to be different and draws on its diversity to transform the individual, strengthen society and enrich the world.

Vision

Concordia's vision is to rank among Canada's top five comprehensive universities within the next decade, and to be a first choice for students and faculty locally, across Canada, and internationally in a wide variety of defined areas of research and study.

Values

Concordia's core values stem from those long prized by its founding institutions. Concordia has adopted the motto of the city of Montreal, *Concordia salus*, which speaks to well-being through harmony. The union of two very different institutions of higher education has led to an exceptionally successful synthesis of compatible and timely values.

Excellence

Concordia values the curiosity and engagement of its faculty, staff, and students. Curiosity about the world around us, respectful engagement with those who inhabit it, and strong determination to improve it lead to productive exploration of current understandings, a rich spectrum of creative activity and practice, and the creation and dissemination of new knowledge.

Opportunity

Concordia values the openness and respect necessary to provide opportunities to a highly diverse student and faculty population. Diversity at Concordia is interpreted broadly: for example, in addition to embracing diversity in ethnicity, gender, language, and accessibility, Concordia provides students with different and original ways of exploring their interests. Enabling faculty, staff and students to make a progressive impact on their world in ways that respect and engage the uniqueness of each individual is a hallmark of Concordia.

Quality of Life

Concordia values a secure and respectful learning environment and workplace. Concordia is committed to promoting a healthy, safe and sustainable campus and to enhancing the quality of life of the community in which we live.

The Undergraduate Calendar is an official University document.

It defines academic programs and the regulations that pertain to them. The University Senate reserves the right to modify the academic programs and regulations at its discretion after the posting date of the Calendar. In addition, the University reserves the right to modify the posted scale of tuition and other student fees and to limit the number of students who enrol in any program or course at any time before the beginning of an academic term. Moreover, the information contained in the Undergraduate Calendar or any other University document related to academic programs, deadlines, and regulations is subject to verification and correction by the Office of the Registrar and the School of Graduate Studies.

Not all courses listed in this Calendar are offered this year. Students are advised to consult the Undergraduate Class Schedule for a timetable of courses offered.

Please note that the Undergraduate Calendar is available solely online and constitutes the official Undergraduate Calendar of the University. The most recent version of the Calendar is the only version currently in effect. Students are responsible for ensuring that graduation requirements are met, in accordance with the requirements set out in the Calendar corresponding to the year of admission, except for Engineering programs. Students in the Engineering programs are required to graduate having met the substantial equivalent of the curriculum in force in the Winter Term prior to degree conferral. Archived Calendars may be consulted using the "Archived Calendars" link.

This Calendar is intended to assist readers to understand the academic and administrative structure and policies and procedures of the University, and to describe the academic programs offered. The material has been submitted by academic units and administrative departments. Every effort has been made to ensure that all general information and course references are accurate as of the date of posting, but these are subject to possible verification and correction. By the act of registration each student becomes bound by the policies and regulations of Concordia University, including the Faculty in which the student is registered. Students are responsible for familiarizing themselves with the general information, rules and regulations contained in the Calendar, and with the specific information, rules and regulations of the Faculty or Faculties in which they are registered or enrolled or seek registration or enrolment, as well as the specific requirements of each degree or certificate sought. It is the student's responsibility to ensure that the courses chosen are appropriate to the program requirements.

Concordia University disclaims all responsibility and liability for loss or damage suffered or incurred by any student or other party as a result of delays in or termination of its services, courses, or classes by reason of force majeure, including fire, flood, riots, war, strikes, lock-outs, damage to University property, financial exigency and/or other events beyond the reasonable control of the University. Concordia University disclaims any and all liability for damages arising as a result of errors, interruptions or disruptions to operations or connected with its operations or its campuses, arising out of computer failure or non-compliance of its computing systems.

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About the University

Concordia University is one of the largest urban universities in Canada. It has two campuses — one in downtown Montreal (Sir George Williams), the other in a residential setting in the city's west end (Loyola).

Established in 1974 with the merger of Loyola College and Sir George Williams University, Concordia University offers over 500 graduate and undergraduate programs in four Faculties (Arts and Science, John Molson School of Business, Engineering and Computer Science, and Fine Arts) and two schools (the School of Graduate Studies and the School of Extended Learning). At the undergraduate level, the University offers BA, BAdmin, BComm, BCompSc, BEd, BEng, BFA, and BSc degrees, as well as Certificate programs.

For graduate programs, please see <http://graduatestudies.concordia.ca/publications/graduatecalendar>.

For more information about the University, its history and its founding institutions, please see www.concordia.ca/about.

Gender Neutral Degree Nomenclature

Students may choose to graduate with degree titles that are gender neutral and refer to the diplomas themselves (Baccalaureate, Magisteriate, and Doctorate) or with the traditional nomenclature (Bachelor, Master, and Doctor).

Graduates who have previously been awarded a Concordia degree with the traditional nomenclature may request that their degree be re-issued in the gender neutral nomenclature.

Academic Calendar

Section 11

11 ACADEMIC CALENDAR

The Academic Calendar is subject to change. Updated information will be available from the Birks Student Service Centre. For dates pertaining to registration and non-standard Summer Terms, please consult the 2010-11 Undergraduate Class Schedule or the Birks Student Service Centre. For financial deadlines see §15.

Concordia University recognizes and respects the religious beliefs, observances and obligations of all faiths. For the information of instructors planning assignment deadlines, class tests, etc., and for persons scheduling meetings, the dates of Holy Days of major religions are available at the Birks Student Service Centre.

Deadlines falling on weekends* or holidays will be extended to the next working day.

**Except for academic withdrawal deadlines.*

Regular Session 2010-11 and Summer Session 2010

2010

MARCH	Monday, March 1	Last day for application to undergraduate programs — Full-time Regular Session 2010-11.
	Monday, March 8	Last day for academic withdrawal from two-term and winter-term courses.
APRIL	Thursday, April 1	Last day for instructor-scheduled tests or examinations.
	Friday, April 2	University closed (see April 13, 2010).
	Saturday, April 3	University closed (see April 13, 2010).
	Sunday, April 4	University closed.
	Monday, April 5	University closed (see April 14, 2010).
	Monday, April 12	Last day of classes — Regular Session 2009-10.
	Tuesday, April 13	Make-up day for classes scheduled on April 2 and 3 — Instructors must contact Scheduling Office to book a classroom.
	Wednesday, April 14	Make-up day for classes scheduled on April 5 — Instructors must contact Scheduling Office to book a classroom.
	Thursday, April 15	Examinations begin.
MAY	Saturday, May 1	Examinations end.
	Monday, May 3	Two-term and first-term Summer Session begins.
	Monday, May 10	Deadline for withdrawal with tuition refund from two-term and first-term Summer Session courses.
	Monday, May 10	Last day to add two-term and first-term Summer Session courses.
	Saturday, May 15	Last day to apply for late completion of courses ending in April 2010.
	Saturday, May 15	Last day to apply for DEF (Deferred) or MED (Medical) notation for courses ending in April 2010.
	Monday, May 24	Victoria Day — University closed.

	Sunday, May 30	Last day for submission of late-completion work for courses ending in April 2010 (application deadline May 15).
	Monday, May 31	Last day for academic withdrawal from first-term Summer Session courses.
JUNE	T.B.A.	Spring Convocations.
	Tuesday, June 15	Last day to apply for supplemental examinations for courses taken during the Regular Session 2009-10.
	Tuesday, June 15	Last day to apply for re-evaluation of courses ending in April 2010.
	Wednesday, June 16	Last day of classes — First-term Summer Session.
	Thursday, June 17	Mid-term break for two-term Summer Session begins.
	Thursday, June 17	Examinations begin — First-term Summer Session finals.
	Wednesday, June 23	Examinations end — First-term Summer Session finals.
	Wednesday, June 23	Mid-term break for two-term Summer Session ends.
	Thursday, June 24	Fête Nationale — University closed.
	Monday, June 28	Classes begin — Second-term Summer Session and Special Three- or Six-Week Summer Session.
JULY	Thursday, July 1	Canada Day — University closed.
	Monday, July 5	Deadline for withdrawal with tuition refund from second-term Summer Session and first-term Special Three- or Six-Week Summer Session courses.
	Monday, July 5	Last day to add second-term Summer Session and Special Three- or Six-Week Summer Session courses.
	Friday, July 9	Last day for academic withdrawal from Special Three-Week Summer Session courses.
	Thursday, July 15	Last day to apply for Fall 2010 graduation.
	Thursday, July 15	Last day for academic withdrawal from two-term Summer Session courses.
	Monday, July 19	Last day of classes — First-term Special Three-Week Summer Session.
	Tuesday, July 20	Classes begin — Second-term Special Three-Week Summer Session.
	Thursday, July 22	Last day for academic withdrawal from Special Six-Week Summer Session courses.
	Tuesday, July 27	Last day to add second-term Special Three-Week Summer Session courses.
	Tuesday, July 27	Deadline for withdrawal with tuition refund from second-term Special Three-Week Summer Session courses.
	Tuesday, July 27	Last day for academic withdrawal from second-term Summer Session courses.
	Friday, July 30	Last day for academic withdrawal from second-term Special Three-Week Summer Session courses.

AUGUST	Sunday, August 1	Last day to apply for Quebec Resident status for Summer Session 2010.
	Monday, August 9	Last day of classes — Second-term Special Three- and Six-Week Summer Session.
	Thursday, August 12	Last day of classes — Two-term and second-term Summer Session.
	Friday, August 13	Examinations begin — Two-term and second-term Summer Session finals.
	Thursday, August 19	Examinations end — Two-term and second-term Summer Session finals.
	Friday, August 20	Replacement and supplemental examinations begin — Regular Session 2009-10.
	Thursday, August 26	Replacement and supplemental examinations end — Regular Session 2009-10.
	Tuesday, August 31	Last day to apply for DEF (Deferred) or MED (Medical) notation for courses taken during the Summer Session 2010.
SEPTEMBER	Wednesday, September 1	Last day to apply for late completion of courses taken during the Summer Session 2010.
	Monday, September 6	Labour Day — University closed.
	Tuesday, September 7	Classes begin — Day and Evening Regular Session.
	Wednesday, September 15	Last day for submission of late-completion work for Summer Session 2010 courses (application deadline September 1).
	Thursday, September 16	Last day to apply for supplemental examinations for courses taken during the Summer Session 2010.
	Monday, September 20	Deadline for withdrawal with tuition refund from two-term and fall-term courses.
	Monday, September 20	Last day to add two-term and fall-term courses.
OCTOBER	Friday, October 1	Last day to apply for re-evaluation of courses taken during the Summer Session 2010.
	Saturday, October 2	Replacement and supplemental examinations for Summer Session 2010 courses.
	Monday, October 11	Thanksgiving Day — University closed (see December 7, 2010).
	Sunday, October 31	Last day for academic withdrawal from fall-term courses.
NOVEMBER	T.B.A.	Fall Convocations.
	Monday, November 1	Last day for application to undergraduate programs — Winter Term 2011.
	Monday, November 29	Last day for instructor-scheduled tests or examinations.
DECEMBER	Wednesday, December 1	Last day to apply for Quebec Resident status for Fall Term 2010.
	Monday, December 6	Last day of classes — Fall Term.
	Tuesday, December 7	Make-up day for classes scheduled on Monday, October 11 — Instructors must contact Scheduling Office to book a classroom.

Wednesday, December 8 Examinations begin.

Wednesday, December 22 Examinations end.

2011

JANUARY	Monday, January 3	Classes begin — Day and Evening Winter Term.
	Saturday, January 15	Last day to apply for Spring 2011 graduation.
	Saturday, January 15	Last day to apply for DEF (Deferred) or MED (Medical) notation for courses ending in December 2010.
	Sunday, January 16	Deadline for withdrawal with tuition refund from winter-term courses.
	Sunday, January 16	Last day to add winter-term courses.
FEBRUARY	Tuesday, February 1	Last day to apply for supplemental examinations for courses ending in December 2010 (graduating students only).
	Tuesday, February 1	Last day to apply for re-evaluation of courses ending in December 2010.
	Tuesday, February 1	Last day to apply for late completion of courses ending in December 2010.
	Tuesday, February 15	Last day for submission of late-completion work for courses ending in December 2010 (application deadline February 1).
	Monday, February 21	Mid-term break begins.
	Monday, February 21	Replacement examinations begin.
	Monday, February 21	Supplemental examinations begin for courses ending in December 2010 (graduating students only).
	Thursday, February 24	Replacement and supplemental examinations end.
	Friday, February 25	President's Holiday — University closed.
	Sunday, February 27	Mid-term break ends.
MARCH	Tuesday, March 1	Last day for application to undergraduate programs — Full-time Regular Session 2011-12.
	Saturday, March 5	Last day for academic withdrawal from two-term and winter-term courses.
	Monday, March 28	Last day for instructor-scheduled tests or examinations.
APRIL	Friday, April 1	Last day to apply for Quebec Resident status for Winter Term 2011.
	Saturday, April 9	Last day of classes — Regular Session 2010-11.
	Monday, April 11	Examinations begin.
	Friday, April 22	University closed.
	Saturday, April 23	University closed.
	Sunday, April 24	University closed.
	Monday, April 25	University closed.
	Saturday, April 30	Examinations end.

MAY	Sunday, May 15	Last day to apply for late completion of courses ending in April 2011.
	Sunday, May 15	Last day to apply for DEF (Deferred) or MED (Medical) notation for courses ending in April 2011.
	Monday, May 23	Victoria Day — University closed.
	Monday, May 30	Last day for submission of late-completion work for courses ending in April 2011 (application deadline May 15).
JUNE	T.B.A.	Spring Convocations.
	Wednesday, June 15	Last day to apply for supplemental examinations for courses taken during the Regular Session 2010-11.
	Wednesday, June 15	Last day to apply for re-evaluation of courses ending in April 2011.

Administration

Section 12

12 ADMINISTRATION

The following information was updated as of October 1, 2009.

<i>Board of Governors</i>	vpexternalsecgen.concordia.ca/board-and-senate/governors/list	
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<i>Senate</i>	vpexternalsecgen.concordia.ca/board-and-senate/senate/list	
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<i>Council of the Faculty of Arts and Science</i>	artsandscience.concordia.ca/officeofthedean/facultycouncil/currentmembers	
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<i>Council of the John Molson School of Business</i>	johnmolson.concordia.ca/en/about/faculty-council/membership	
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<i>Council of the Faculty of Engineering and Computer Science</i>	encs.concordia.ca/Administration/faculty_council.htm	
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<i>Council of the Faculty of Fine Arts</i>	finearts.concordia.ca/officeofthedean/facultycouncil/mandateandmembership	
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<i>Council of the School of Extended Learning</i>	extendedlearning.concordia.ca	
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<i>Concordia Council on Student Life</i>	deanofstudents.concordia.ca/ccsl/membership	
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<i>Officers of the Administration</i>	<p>PRESIDENT: Judith Woodsworth, BA, LèSL, PhD</p> <p>CHIEF OF STAFF: Jonathan Levinson, BA, BCL, LLB</p>	<p>OMBUDSPERSON: Kristen Robillard, BA, MSS, MLSP</p>
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Admission Regulations

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Section 13

13

ADMISSION REGULATIONS

Associate Vice-President, Enrolment and Student Services
ROGER CÔTÉ

University Registrar
LINDA HEALEY

Associate Registrar and Director, Enrolment Analysis/Process Control
TERRY TOO

Assistant Registrar
ASSUNTA FARGNOLI

Director, Admission Services
SOPHIE FONTAINE

Manager, Government Reporting and Statistics
MARIE-CLAIRE NEWMAN

Admissions Advisors
MELANIE HUME
MAUREEN SCULLY

Admissions Interviewers
VIRGINIA BAHULA
ANNE-MARIE FERRARI

Admissions Officer
IRENE GRIGOROPOULOS

Location

Sir George Williams Campus
Birks Student Service Centre
J.W. McConnell Building, Room: LB 185
514-848-2424 ext. 2668

Fax: 514-848-2621
Web: <http://registrar.concordia.ca>
University Website: <http://www.concordia.ca>

13.1 ADMISSION TO CONCORDIA UNIVERSITY

The University gives fair consideration to all applicants and informs them of its decisions and the basis for such decisions within a reasonable period of time. Concordia has a long tradition of service to adult and part-time students. Basic information on admission requirements and procedures is included in this Calendar. More detailed information can be found in the Undergraduate Guide and at the Concordia website.

In keeping with general principles accepted by Quebec universities, admission to Concordia University is open to qualified applicants in the program of their choice. In programs with limited enrolments, not all qualified applicants can be accepted. In such cases, the University accepts those with the strongest qualifications and demonstrable potential. Qualified applicants not admitted to their preferred program are automatically considered for their second-choice program.

Applicants are encouraged to submit an application through the Concordia website:

<http://www.concordia.ca>.

There is a single processing centre to which all applications and supporting documents should be mailed:

Concordia University
Admissions Application Centre
P.O. Box 2900
Montreal, Quebec
H3G 2S2

13.2 DEFINITIONS

The Academic Year

The Academic Year begins with a Summer Session (May to August) followed by a Regular Session (September to April). The Summer Session includes all courses offered between the beginning of May and the end of August. The Regular Session is divided into a Fall Term (September-December) and a Winter Term (January-April), each 15 weeks long. Terms include an examination period, during which any final examination must be held. The Academic Calendar §11 lists precise dates for the beginning and end of classes and examination periods.

Exemption

A student may be exempted from a Concordia course based on previous study or a challenge exam. An exemption from a course has no credit value towards a degree. Exemptions from required courses may be granted in cases where students have already covered the work at any institution

with an appropriate level of performance. Any such courses may be replaced with courses chosen in consultation with their advisors. Students who complete a course for which an exemption has been granted will not be permitted to retain the credits unless they have been granted prior approval from the Faculty and/or departmental advisor.

Extended Credit Program Students

All students admitted to the Extended Credit Program (ECP) are required to take a minimum of 30 credits beyond those necessary for the regular program.

Independent Students

Students not seeking a degree or Certificate.

Mature Students

Undergraduate students who do not meet regular academic admission requirements and have been admitted on the basis of their age, experience, and potential.

Residence Requirement

The minimum number of credits which must be taken at Concordia University to obtain a degree or Certificate awarded by the University.

Transfer Credits

Transfer credits are credits for courses taken at another institution (or in another Concordia program) which may be transferred towards a Concordia degree. Students who repeat a course will not be permitted to retain the credits unless they have been granted prior approval from the Faculty and/or departmental advisor.

Undergraduate Students

Students registered in an undergraduate degree or Certificate program, whether on a full-time or part-time basis. See §16.1.2 for a definition of full-time and part-time study.

Visiting Students

Undergraduate students from other universities who have written approval from their home university to take courses at Concordia University, or students currently registered in certain Certificate programs sponsored by external associations (e.g. programs related to the John Molson School of Business).

13.3 ADMISSION REQUIREMENTS

13.3.1 *Applicants from* *Quebec Institutions*

Quebec applicants must have successfully completed a two-year pre-university program in a Cegep and qualify for a Diploma of Collegial Studies (DEC) or the equivalent. Applicants who have completed a three-year professional program in a Cegep or have obtained a French or International Baccalaureate are also eligible for consideration.

Cegep records of applicants must include the successfully completed prerequisites of the Concordia degree program for which they are applying. These programs and admission requirements "profiles" are listed in:

- The programs and admission requirements listed under each Faculty section,
- The Undergraduate Guide,
- The Concordia website.

Students admitted to a particular program at the University and who subsequently wish to change to another program may have to complete specific prerequisites in addition to their regular program requirements.

13.3.2 *Applicants from Other* *Canadian Provinces*

Graduates of secondary schools in Canadian provinces and territories other than Quebec are considered for admission to the Extended Credit Program (ECP) at Concordia. The ECP requires completion of 30 credits in addition to the regular requirements. The duration of a degree program is normally four years. The BEng degree, the BA, Early Childhood and Elementary Education Program, the BEd, TESL and the BFA, Art Education will generally require five years of full-time study to complete.

To be considered for admission, students must have a minimum overall average of 65% in academic subjects taken in the final year of secondary school, and should have senior high school course credits appropriate to the degree program for which they are applying. Higher averages may be required for admission to certain programs in which the demand for places by qualified applicants exceeds the number of places available.

Students completing the following levels of education may be considered for entry to the Extended Credit Program.

Ontario

Applicants from Ontario must present the Secondary School Diploma with six Grade 12 U or M courses. All applicants must have completed appropriate Grade 12, U or M academic subjects. They must also have Grade 12 U English or French (if graduated from a French school). The minimum average for eligibility to the University is 65%, but may be higher for certain programs/faculties.

Other Provinces

Applicants from all other provinces and territories must have successfully completed Grade 12.

13.3.3 *Transfers from Other Universities*

Each transfer application is considered on its merits. The number of transfer credits granted depends on the character, quality, and quantity of the work completed at the accredited institution. In allowing transfer credits, some special conditions apply:

1. Students will not be given credit for courses taken in another university during the same academic term in which they have registered for courses at Concordia University, unless special permission has been obtained in advance from this University. The Office of the Registrar should be contacted for information on the correct procedure.
2. To earn an undergraduate degree, students must take a minimum of 45 credits at Concordia University. These should be the **last** 45 credits. The BEng, the BA (Early Childhood and Elementary Education), the BEd (TESL), and the BFA (Specialization in Art Education) require 60 credits at Concordia.
3. Students transferring to Concordia after having failed to achieve a satisfactory record at any university must take a minimum of 60 additional credits at Concordia.
4. At least 50% of the degree credits for Honours, Specializations, Majors, Options, or Minors must be taken at Concordia. Individual Faculties determine the precise proportion.
5. Students who already have an undergraduate degree may undertake a second undergraduate degree, subject to the conditions below. (Before registering, such students should consider whether their purpose might be better served by taking a graduate degree, diploma, or certificate program.) To obtain a second undergraduate degree, students must:
 - a) register in a program with a higher concentration than a Minor, and
 - b) complete at least two-thirds of the credits normally required for the second degree in courses other than those credited to the first degree — for example, a minimum of 60 credits must be completed when the normal requirement is 90 credits, and
 - c) complete at least 36 credits in the new field of concentration.

Further detailed information is available in §16.1.3 and §16.1.7 of this Calendar.

13.3.4 *Transfers from Other Post-Secondary Institutions*

Each transfer application is considered on its merits. Credits from junior colleges, community colleges, or colleges of applied arts and technology outside Quebec will, in general, be given the same recognition towards undergraduate programs as they receive in their respective provinces.

13.3.5 *Transfer Credits and Exemptions*

Transfer credits are credits for courses taken at another institution (or in another Concordia program) which may be transferred towards a Concordia degree. The Office of the Registrar or the respective Faculty assesses all requests for transfer credits.

An exemption from a course has no credit value towards a degree. Exemptions from required courses may be granted in cases where students have already covered the work at any institution, with an appropriate level of performance. Any such courses may be replaced with courses chosen in consultation with their advisors. Students cannot retain credits for a repeated course or a course in which any exemption has been granted, unless they have been granted prior approval from the Faculty and/or departmental advisor.

13.3.6 *Applicants from Outside Canada*

In general, candidates who have completed the level of education required for admission to university in their home country and have achieved good grades are eligible to apply for admission. Further information regarding international admission requirements is available in §19.

13.3.7 *Former Concordia Students*

Former Concordia students who have been absent from Concordia may be required to submit a new application for admission. Students are advised to contact the Office of the Registrar for information on the correct procedure. Students may have to resubmit proof of legal status in Canada and Quebec Resident status after an absence of more than 12 months (see §13.7 for required documents). Normally,

- Students who, during their absence from Concordia, attended another institution and attempted **at least** 12 credits, must submit a new application and make arrangements to have an official transcript sent to the Admissions Application Centre. Advanced standing will be assessed as

part of the admissions process. If **fewer than** 12 credits have been attempted or if attendance at another institution was based exclusively on a letter of prior approval from the Faculty Student Request Committee, a new application would normally not be required. Students may, however, be eligible for transfer credits for the work completed during their absence.

- Students who **officially** withdrew from Concordia University and who wish to return to study must submit a new application. If they have attended another institution during their absence, they must also make arrangements to have an official transcript sent to the Office of the Registrar. Advanced standing will be assessed as part of the admissions process.
- Students in the Faculty of Arts and Science who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.
- Students in the John Molson School of Business who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.
- Students in the Faculty of Engineering and Computer Science who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must submit a new application for admission through the Admissions Application Centre.
- Students in the Faculty of Fine Arts who have a lapse in their program of study for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.

The Office of the Registrar or the respective Faculty assesses all requests for transfer credits. Further detailed information is available in §13.3.3, §16.1.3 and §16.1.7 of this Calendar.

13.4 LANGUAGE PROFICIENCY

While the language of instruction at Concordia is English, most assignments and examinations may be submitted in French. Students whose first language is neither French nor English must demonstrate language proficiency prior to their admission to Concordia. They will ordinarily be exempt from pre-admission English tests if they have completed any of the following criteria:

- The last four years of high school studies in Quebec and the DES (Secondary V);
- Both Secondary V and the Diploma of Collegial Studies (DEC) in Quebec;
- The Diploma of Collegial Studies (DEC) at an English Cegep in Quebec;
- A minimum of three full years of study in an institution where the sole language of instruction is English;
- Four full years of study in Canada in French at the secondary-school level immediately prior to graduating;
- The course English A1 (Higher or Standard level) in the International Baccalaureate;
- The American or British *Option internationale du baccalauréat* (OIB) of the French Baccalauréat;
- GCSE English Language with a grade of “C” or better;
- GCSE English as a Second Language with a grade of “C” or better;
- The Advanced 2 level of the Intensive English as a Second Language (ESL) program at Concordia University English Language Institute with a final grade of 70%.

If none of these criteria fits, a student whose first language is other than English must write a pre-admission English test. Proof of proficiency in English must be provided by achieving the appropriate score on one of the following:

- Concordia English Language Diagnostic Test (CELDT) — for those applicants who reside in the Montreal area;
- Test of English as a Foreign Language (TOEFL) — required score: 550 on paper-based test or 75 on the Internet-based test (TOEFL iBT);
- University of Michigan English Language Assessment Battery (MELAB) — required score: 85;
- International English Language Testing System (IELTS) — required score: 6.5.

Only when the Office of the Registrar has received the test results is the student’s application to Concordia considered complete.

In all cases, the University reserves the right to require a proficiency test if it is deemed necessary.

13.5 APPLYING FOR ADMISSION

Students are encouraged to submit an application through the Concordia website at <http://www.concordia.ca>. Students should apply for admission as early as possible to allow sufficient time for the evaluation of their applications. This is especially true for applicants from outside Canada. Supporting documents must be submitted at the time of application or as soon afterwards as they become available.

Applicants must state their full academic history on their application for admission or risk cancellation of their acceptance or registration. No transfer credit will be awarded retroactively for former studies not reported in the application.

<p>13.5.1 <i>Application Fee</i></p>	<p>There is a \$90 (Canadian) application fee required with every application, payable to Concordia University by certified cheque, money order, MasterCard, Visa, or debit card (Interac). Applicants from outside Canada may pay this fee by international money order or draft drawn on a Canadian bank in Canadian funds. This application fee is not refundable under any circumstances, nor can it be used towards tuition. It is not transferable to a session other than that for which the student is applying.</p>
<p>13.5.2 <i>Deadlines</i></p>	<p>September is the normal point of entry to full-time and part-time studies. Entry in January and in May is limited to certain programs. Students should refer to the admissions information within the relevant Faculty section, in the Admission Guide, or on the Concordia website. March 1, November 1, and January 15 are the application deadline dates normally set for the Fall, Winter, and Summer Terms respectively. However, candidates are encouraged to submit their applications well before the start of term to allow sufficient time for evaluation and notification. Candidates applying from outside of Canada should submit their applications by February 1 for September entry and September 1 for January entry. Please note that as course selection is limited in the Summer Term, students may have difficulty obtaining a full course load.</p>
<p>13.5.3 <i>International Applicants</i></p>	<p>While the normal entry period for International students from outside Canada is September, all Faculties also consider them for January admission. The Faculty of Arts and Science, the John Molson School of Business, and the Faculty of Engineering and Computer Science have implemented a rolling international admissions process whereby a student whose application becomes complete too late to be considered for a given session will automatically be considered for the next entry date. Please note that there is no rolling admission for Fine Arts. <i>NOTE: Visa arrangements can take up to three months after the acceptance letter has been issued to a student. For this reason, students wishing to be considered for January admission are recommended to submit their applications many months in advance.</i></p>

13.6 SPECIAL ADMISSIONS

<p>13.6.1 <i>Mature Students</i></p>	<p>Mature students are undergraduates who have not met the regular academic admission requirements (e.g. completion of a DEC or equivalent), but have been admitted on the basis of age, experience, and potential. Mature students may study full-time or part-time. Information on Mature Entry is contained in §14.</p>
<p>13.6.2 <i>Visiting Students</i></p>	<p>Visiting students are undergraduate students from other universities who have written approval from their home university to take courses at Concordia University, or they are students currently registered in certain Certificate programs sponsored by external associations. These students may apply for Visiting student status by contacting the Birks Student Service Centre. The granting of such status in no way guarantees a student a place in a course. 1. Students from other Quebec universities who wish to take courses at Concordia must complete a Web-based Inter-University Exchange Authorization form at http://www.crepuq.qc.ca. Additional information is available in §16.1.7. 2. Undergraduate students from other universities outside the province of Quebec who wish to take courses at Concordia must submit a letter of permission from the registrar of their home university and Canadian citizenship/permanent residency documents or <i>Quebec Acceptance Certificate (CAQ)</i> and/or student visa. Visiting students who are Canadians or Permanent Residents may be eligible to pay Quebec rates of tuition upon submission of proof of Quebec residency in accordance with government criteria (see §13.7). 3. Students who wish to register in Certificate programs sponsored by external associations must submit proof of membership in the association and citizenship documents. Visiting students who are Canadians or Permanent Residents may be eligible to pay Quebec rates of tuition upon submission of proof of Quebec residency in accordance with government criteria (see §13.7).</p>
<p>13.6.3 <i>Independent Students</i></p>	<p>Concordia University allows individuals to register as Independent students — students who can take individual courses but are not registered in a degree program — if they satisfy the admission requirements. Canadian Citizens and Permanent Residents can qualify for admission by providing proof of being over 21 years of age as of April 1 for the Summer Session, August 1 for the Fall Term or December 1 for the Winter Term OR providing proof of meeting the minimum academic requirements for entry to the University. International students must be academically eligible for University entrance.</p>

Independent students may register for a maximum of 18 credits a year, equally divided between Fall and Winter Terms; their Independent status in no way guarantees them a place in a given course. International Independent students are required to register for a minimum of 12 credits each Fall and Winter Term according to Immigration Quebec rules. Independent students are admitted through the Office of the Registrar and will subsequently receive academic advising through the Student Transition Centre. Students who wish to enter a degree or Certificate must submit a formal application. Credits acquired as an Independent student may be applied towards the degree or Certificate if applicable. In the case of the Faculty of Arts and Science, a maximum of 30 credits earned in the Independent status may be transferred towards a degree.

13.6.4 Senior Students

Concordia University is committed to lifelong learning and community service. Seniors at Concordia either take credit courses in a program or as Independent students. They can also choose to audit courses on a non-credit basis through the Senior Audit Program administered by the Student Transition Centre. Students aged 55 and over who wish to attend undergraduate courses primarily in the Faculty of Arts and Science for personal interest rather than for credit, may register to audit courses. Though not required to write class assignments or final examinations, they participate in every other aspect of the courses. Senior audit students pay significantly reduced fees. For more information, call 514-848-2424 ext. 3893. If seniors wish to pursue an undergraduate program or take courses as Independent students for credit, they may do so at the regular tuition fees. Some assistance through the William Schiff Scholarship is possible for those 55 or over. Applications and information may be obtained at the Financial Aid and Awards Office.

13.7 REQUIRED DOCUMENTS

Proof of Canadian Citizenship or Permanent Residency

All applicants **with the exception of Cegep applicants** must provide documentary proof of their status in Canada. Applicants who have been accepted by the University and who have not provided this proof of status will automatically be charged the higher international tuition fees. To provide proof of Canadian Citizen/Permanent Resident status, applicants must submit a photocopy to the Admissions Application Centre of one of the following documents:

- Canadian Birth Certificate;
- Canadian Citizenship Card (both sides)
- Permanent Resident Card (both sides) or IMM 5292 or IMM 1000;
- Certificate of Indian Status Card (both sides).

The following documents are **not** acceptable:

- Driver's Licence;
- Medicare Card;
- Social Insurance Number Card.

In case of a discrepancy in information provided, the University reserves the right to ask students to provide additional documentation to verify their legal name.

Proof of Quebec Residency (Applicable to Canadian Citizens and Permanent Residents)

The University will endeavour to establish Quebec Residency status for applicants from Quebec Cegeps by importing province of residence data electronically from government files based on their "permanent code".

Other Canadian Citizens and Permanent Residents must present proof of Quebec residency. Students who have not provided such evidence are automatically charged non-Quebec resident fees.

To prove Quebec residency, applicants must supply the Office of the Registrar with an original or a legible photocopy of one of the following documents:

- An "authentic" birth certificate issued by the Government of Quebec (regardless of place of birth), which does not contain the notation "Émis en vertu de l'article 137 du Code Civil";
- A "semi-authentic" birth certificate issued by the Government of Quebec (regardless of place of birth) before January 1, 1994, which contains the notation "Émis en vertu de l'article 137 du Code Civil";
- A baptismal certificate issued by a Quebec parish before January 1, 1994, regardless of place of birth, as long as the baptism took place no more than four months after birth;
- A current Canadian passport on which the place of birth is clearly listed as being in Quebec;
- A *Certificat de sélection du Québec* (CSQ) or an official letter from *le ministère des Communautés culturelles et de l'immigration du Québec* attesting that the student is the holder of a CSQ;
- A loan certificate issued by *l'Aide financière aux études du ministère de l'Éducation, du Loisir et du Sport* for the current year.

In addition, the student may fit into one of a number of other approved government categories. Among the categories recognized by the Government are:

- A student adopted by a person with residency status in Quebec at the time of the adoption;
- A student, one of whose parents resides in Quebec;
- A student who has resided in Quebec for at least 12 months before becoming a full-time student;
- A student who came to Canada as a Permanent Resident without a *Certificat de sélection du Québec* (CSQ) but has resided in Quebec for at least three months without having lived elsewhere for more than three months since landing in Canada;
- A student whose spouse qualifies under these criteria as a Quebec Resident.

Students who had Quebec Resident status at Concordia in the past may have to renew their Quebec Resident status after an absence of more than one year.

If, upon acceptance to a regular University program, proof of Quebec residency has not been established, students must apply for Quebec residency on the student portal at www.myconcordia.ca and submit the required documentation by the deadline for the term in question. Details can be found at <http://quebecresidency.concordia.ca>. Quebec Resident status may not be granted retroactively.

13.7.1
All Applicants

Academic Documents

Applicants must submit all secondary and post-secondary academic records. They must ensure that an **official** transcript is forwarded directly to the Admissions Application Centre by all of the institutions which they have attended.

With their application, students currently enrolled at an institution must include results from all previous terms together with a list of courses in progress. They must arrange for an **official** transcript with the results of the final semester to be forwarded as soon as possible. All documents must be originals or appropriately certified copies. Uncertified copies are not acceptable; neither are records transmitted by fax. Transcripts in a language other than English or French must be accompanied by a certified translation. If the transcript does not detail the subjects and the grades, a certified statement of these from an authorized official of the institution should also be included.

The above procedure whereby institutions send official transcripts directly to Concordia University is the normal method for receipt of official transcripts. However, in order to accelerate the review of their file, students may submit official transcripts in **sealed envelopes** along with their application, subject to the following procedures: applicants are to request each previous educational institution to provide them with a copy of their official transcript, sealed in an envelope which bears the name and address of the school, the institutional logo (if applicable), a notice on the envelope stating that it contains official transcripts, and a signature/signature stamp/explanatory label placed across the seal of the envelope. **The sealed-envelope transcript method may be used only for transcripts issued by institutions in North America.**

NOTE: All required documents received by Concordia University become the property of the University. Official documents and/or transcripts will not be returned to the applicant.

13.7.2
Permanent Code

The *Ministère de l'Éducation, du Loisir et du Sport* requires all registered students to have a "permanent code" (a unique identifying number) which is assigned by the Ministry. Students who already have a permanent code must enter it on their application form.

For students who have attended or are currently attending Cegep in Quebec, Concordia University will automatically obtain the required Cegep record electronically from CREPUQ (*Conférence des recteurs et des principaux des universités du Québec*) by using their permanent code.

13.8 SELECTION PROCESS AND NOTIFICATION

13.8.1
Conditional Admission

Applicants seeking admission to undergraduate programs may be granted conditional acceptance on the basis of available academic records, including interim results for the current year. Final admission is contingent upon a student's successfully completing all the academic admission requirements and meeting all conditions as stated in the letter of conditional acceptance issued by the Office of the Registrar or by the respective Faculty.

13.8.2
Confirmation Fee

Applicants who have been granted admission or conditional admission to full-time studies or to certain part-time programs are required to submit a \$50 (Canadian) confirmation fee to confirm their intention to attend the University. This non-refundable confirmation fee is applied towards tuition fees.

Applicants who receive conditional acceptance, but who are ultimately denied admission because they have not completed the minimum academic requirements for entrance, will receive a refund of their confirmation fee upon request.

13.8.3
Registration

Complete information regarding registration is available at: www.myconcordia.ca.

Mature Entry

14.1 ADMISSION AS A MATURE STUDENT

14.2 PROGRAM REQUIREMENTS

- 14.2.1 Faculty of Arts and Science
- 14.2.2 John Molson School of Business
- 14.2.3 Faculty of Engineering and Computer Science
- 14.2.4 Faculty of Fine Arts

14.3 ASSISTANCE

Section 14

14 MATURE ENTRY

Concordia University has a long history of making education accessible to men and women of all ages and academic backgrounds. Through mature entry, those lacking the regular pre-university requirements can still earn university degrees and certificates.

14.1 ADMISSION AS A MATURE STUDENT

At Concordia, the term “mature entrants” is used to designate students aged 21 and over who have not completed the normal academic admission requirements. The designation does not apply to adult applicants whose academic background qualifies them for regular admission.

Students apply for admission to particular programs within one of the four Faculties of the University. In every respect, with the exception of the 18-credit requirement, mature entrants at Concordia are treated as regular undergraduates and are expected to meet the same standards before graduating. The admission of applicants for mature entry is subject to the following conditions:

1. Applicants must have reached the age of 21 by August 1 for the September term, December 1 for the January term, or April 1 for the May term in any given year;
2. Although not meeting the normal academic requirements for admission (Québec Diplôme d'études collégiales or the equivalent), applicants must satisfy the University that they have the potential to undertake undergraduate courses; those who have the Québec Diplôme d'études collégiales or the equivalent should contact the Office of the Registrar and their respective Faculty regarding their admission;
3. Applicants must have been out of school — that is not engaged in full-time study — for at least 24 months since attaining the age of 18. Applicants who have been out of school for only 12 months are also admissible provided that they have had no unfavourable academic record in the previous 24 months;
4. Applicants must be Canadian Citizens or Permanent Residents (Landed Immigrants). Applicants must submit proof of citizenship and age, together with school records and any material which may indicate ability to pursue university studies. Applicants are expected to arrange for official transcripts of all their previous studies to be sent directly to Concordia; (§13 provides general information on how to apply for admission.)
5. In all programs, some students may require courses in English as a Second Language, as determined by Language Proficiency Testing. See §13.4 of this Calendar regarding Language Proficiency Testing.

14.2 PROGRAM REQUIREMENTS

Normally, mature entrants without any Diplôme d'études collégiales (DEC) or equivalent must complete at least 18 additional credits of preparatory or complementary courses. These additional credits are intended to help them to prepare for their subsequent studies. Students with a partial DEC or equivalent may be given advanced standing for some of the additional 18 credits.

When selecting courses to fulfil the additional credit requirements, mature students are required to consult with advisors at the Student Transition Centre. When selecting program courses, all students are required to consult with their program advisor. Students in the Faculty of Engineering and Computer Science are required to consult only with their Faculty program advisors.

14.2.1 Faculty of Arts and Science

For most BA programs, there are no specific program prerequisites. Therefore, within the initial 18 credits, students are encouraged to take courses which will broaden their educational background or help them develop study skills.

Consultation with the Student Transition Centre is encouraged in the choice of the 18 additional credits required for the degree or Certificate.

Arts

The programs listed below have specific prerequisites which will take up some or all of the initial 18 credits.

Community Service (Certificate) AHSC 230³, 232³, 270³; ENGL 212³; 6 credits in the social sciences chosen in consultation with the program advisor.

Economics (BA)

MATH 209³

NOTE: Students may need one or more of MATH 200³ and MATH 206³.

Early Childhood and Elementary Education or BEd (TESL)

NOTE: Mature students wishing to apply to Early Childhood and Elementary Education or the BEd (TESL) must complete 18 credits prior to applying for entry.

Family Life Education (Certificate) AHSC 220³, 230³, 232³; ENGL 212³; 6 credits in the social sciences chosen in consultation with the program advisor.

Therapeutic Recreation, Specialization (BA)

BIOL 200³ or 201³ or 202³

Mathematics (BA)

MATH 203³, 204³, 205³

NOTE: Students may need one or more of MATH 200³ and MATH 201³.

NOTE: Students not having MATH 202³ or the equivalent must include it in their 18 credits.

Psychology (BA)

PSYC 200⁶; BIOL 201³ or 202³; 3 credits in Mathematics (in preparation for statistics) chosen in consultation with the Student Transition Centre.

Science

For those mature entry students pursuing a degree in Science, the following courses must be included within their 108-credit requirement:

- 6 credits in Chemistry: CHEM 205³, 206³
- 9 credits in Mathematics: MATH 202³, 203³, 205^{3*}
- 8 credits in Physics: PHYS 204³, 205³, 224¹, 225¹

Additional requirements for programs in the following Departments:

- Biology and Psychology: BIOL 201³
- Chemistry: PHYS 206³, 226¹ and BIOL 201³
- Biochemistry: PHYS 206³, 226¹ and BIOL 201³
- Environmental Geography: PHYS 206³, 226¹ and BIOL 201³
- Environmental Science: PHYS 206³, 226¹, MATH 204³ and BIOL 201³
- Exercise Science: PHYS 206³, 226¹ and BIOL 201³
- Mathematics: MATH 204³
- Physics: PHYS 206³, 226¹ and MATH 204³

NOTE: Students must consult with advisors of the Student Transition Centre to determine the appropriate sequence of the above credits in the BSc degree.

** Students not having MATH 201³, or the equivalent, must take it in place of one of their elective courses. Some students may also need MATH 200³.*

14.2.2

*John Molson
School of Business*

Mature Entry — the 108-credit program

In addition to the 90-credit program, mature entry students will be required to complete the following 18 credits outside the offerings of the John Molson School of Business. Those credits are:

- 6 credits in MATH 208³, 209³
- 6 credits in ECON 201³, 203³
- 3 credits in DESC 200³
- 3 additional elective* credits.

**These elective credits must be selected from outside the offerings of the John Molson School of Business.*

NOTE: Students may need one or more of MATH 200³ and MATH 206³.

Requirements for Certificate programs are listed with the program descriptions in §61 of this Calendar.

14.2.3

*Faculty of
Engineering and
Computer Science*

Engineering

Mature entrants to the BEng degree, which requires the completion of a minimum of 120 credits, are also required to complete all outstanding required prerequisites in addition to their program. Prerequisite courses are as follows:

- CHEM 205³
- MATH 202³, 203³, 204³, 205³
- PHYS 204³, 205³

Six credits chosen from courses in the humanities and social sciences. ESL courses and courses that focus on the acquisition of a language may not be used to meet this requirement. Students should refer to §71.20.6 when selecting these courses.

NOTE: In all programs, students may need one or more of MATH 200³ and MATH 201³.

NOTE: Some students may require courses in English as a Second Language, as determined by Language Proficiency Testing.

Computer Science

Mature entry students accepted to the BCompSc must include in their degree program (minimum 108 credits) the following courses, depending upon their chosen option:

- a) Computer Systems Option:
MATH 202³, 203³, 204³, 205³
PHYS 204³, 205³
CHEM 205³
and six credits chosen from courses in the Humanities or Social Sciences in Section 71.20.6
- b) Computation Arts Option:
MATH 202³, 203³, 204³, 205³
and six credits chosen in consultation with an academic advisor from the Department of Design and Computation Arts
- c) All other options (Computer Applications, Computer Games, Information Systems, Mathematics and Statistics, Software Systems, and Web Services and Applications Options):
MATH 202³, 203³, 204³, 205³
and six credits chosen from courses in the Humanities or Social Sciences in Section 71.20.6

Depending on the number of free electives in their option, mature entry Computer Science students may use up to a maximum of 24 credits of prerequisites (including the above courses) within the 108-credit program.

A maximum of six credits of prerequisites may be used within the regular 90-credit program.

NOTE: In all programs, students may need one or more of MATH 200³ and MATH 201³.

NOTE: Some students may require courses in English as a Second Language, as determined by Language Proficiency Testing.

14.2.4 Faculty of Fine Arts

Mature entry students wishing to pursue degree and Certificate programs in the Faculty of Fine Arts must take 18 additional credits appropriate for entry into their ultimate area of concentration. These credits will be chosen with the approval of the Faculty and Student Transition Centre advisors.

14.3 ASSISTANCE

Mature students accepted into the University must inform themselves of the specific requirements of their program and should meet with their program advisors in the Faculties. They may also benefit from the additional support available at the Student Transition Centre. (For more information on the Student Transition Centre, see §21.)

Tuition and Fees

15.1 TUITION AND FEES

15.2 FINANCIAL OBLIGATIONS

15.2.1 General Information

15.2.2 Payment Deadlines

15.3 TUITION REFUNDS (FINANCIAL CREDIT OR REFUNDS)

15.3.1 General Information

15.3.2 Withdrawal (DNE) and Academic Withdrawal (DISC) Deadlines

15.3.3 Tuition Refund/Financial Credit

Section 15

15 TUIION AND FEES

The most current Tuition and Fees information is available on the Tuition and Fees website.

15.1 TUIION AND FEES

The University reserves the right to modify the published scale of tuition and other student fees without prior notice, at any time before the beginning of an academic term. The most current Tuition and Fees information and the authoritative document on tuition and other fees, and the University's financial regulations, is available on the Concordia University website (www.concordia.ca) at the "Tuition and Fees" site.

15.2 FINANCIAL OBLIGATIONS

15.2.1 General Information

In order to register, a student's account must be in "good standing" (i.e. no outstanding or overdue balance owing from a previous or current term). Once a student has registered for one or more courses, he/she is responsible for payment of the resulting fees. Fees become due at the start of each term and must be paid before the published payment deadline date.

Payment of Fees

All monies owing to the University (such as tuition and other fees, residence rent, delinquent emergency loans, and library fines) must be paid when they become due; that is, the payment must appear on the student's account no later than 11:59 p.m. on the published payment deadline date.

A **Student's Account** balance is available on the student portal at www.myconcordia.ca (MyConcordia Menu → Financial → Student's Account). Payment deadline dates are available in §15.2.2 of this Calendar. **No printed invoices or statements of account will be issued by the University.**

Consequences for Late Payment of Fees

When a payment for monies owing to the University is not posted to the student's account by 11:59 p.m. on the published payment deadline date, a Late Payment fee is charged to the **Student's Account** in addition to interest. The Late Payment fee is charged to a **Student's Account** a maximum of one time each term; interest is charged on outstanding balances at the end of each month.

Courses for which a student has registered in the current and future academic terms are not cancelled and the student is not barred from attending class, sitting for "in-class" examinations, or submitting course work.

Consequences for Non-Payment of Fees

An **Accounts Restriction** will be applied to any **Student's Account** with an outstanding (overdue) balance.

Students with an **Accounts Restriction** are not permitted to register, reregister, or add courses to an existing registration in a current or future academic term. However, students are permitted to drop a course or courses, or withdraw from their program of study.

Failure to make payment when a fee becomes due is sufficient cause for the University to bar a student from sitting for an official examination (written or oral), having access to Library and IT services, and accessing some student portal services including but not limited to: Academic (My Class Schedule, My Book List, My Grades, Transcript), Registration excluding withdrawal (DNE, DISC), Student Services (Get a Locker, Student Parking), and the Continuing Education menu items Transcript, Class Schedule, Contract.

Failure to make payment when a fee becomes due is sufficient cause for the University to withhold diplomas, scholastic certificates, official and unofficial transcripts of academic record plus letters of attestation of academic standing, confirmation of enrolment, confirmation of grades or completion of program, financial standing, immigration status, degree verification, detailed statements of account, special company/tuition receipts and the like.

Students with an **Accounts Restriction** are not permitted to attend Convocation. An **Accounts Restriction** is removed when an outstanding (overdue) balance is paid in full.

Methods of Payment

The University will not accept cash or credit cards for the payment of student tuition and other fees.

Payments can be made by:

- online banking or telephone banking services offered by Canadian chartered banks;
- automatic teller machine (ATM) in Canada;

- personal or certified cheque, money order, or bank draft mailed to Concordia University;
- direct transfer of funds to Concordia University's bank;
- in person, by personal or certified cheque, money order, bank draft, or debit card (Interac) at the Birks Student Service Centre, S-LB 185.

Payment Arrangements

Students encountering difficulties meeting their financial obligations with regard to outstanding balances on their student account should contact the Student Accounts Office, Hall Building, Room H 541, 514-848-2424 ext. 4900 **before the payment deadline date**.

While payment arrangements are offered by the University in some circumstances, there is no need to negotiate a payment arrangement with the Student Accounts Office as the Late Payment fee and interest would still apply. Students must pay all outstanding balances before they will be permitted to continue to register or add courses for the next academic term.

Students with outstanding (overdue) balances from a previous term may be eligible to negotiate a **Special Payment Agreement** contract with the Student Accounts Office in order to have an **Accounts Restriction** lifted. However, a down payment of 75% of the outstanding balance is normally required at signing of the contract and before the contract becomes effective.

Other Methods of Payment (Payment Arrangements)

- Students who are receiving government loans and/or bursaries **may** be eligible to receive a *Tuition and Other Fees Deferral Contract*. Contact the Financial Aid and Awards Office (SGW – LB 085) for further information.
- Students whose “Sponsor” (e.g. government, embassy, corporation) is paying 100% of their tuition and other fees directly to Concordia University must present original proof of sponsorship to the Student Accounts Office before the payment deadline date.
- University employees may be eligible for *Employee Tuition Waivers*. Tuition Waiver application forms are available online at <http://web2.concordia.ca/hr/forms>. The completed form must be submitted to the Human Resources Office (SGW – ER 500) at least one or two days before a payment becomes due. The waiver must be processed to the student's account prior to the payment deadline; otherwise, interest will be charged on the total outstanding balance (including the portion that will be covered by the Tuition Waiver).
Please note that **Employee Tuition Waivers cover only the tuition base rate for university credit courses**. Non-Quebec Resident and International student premiums and compulsory fees are not covered by an Employee Tuition Waiver. Excluding the base tuition fees, all fees must be paid by the student by the payment deadline date.
- *Payroll Deductions* may be available to teaching and research assistants and certain Concordia employees. Further information and Payroll Deduction forms are available at the Payroll Office (SGW – ER 500).

Payment arrangements **do not supersede** the University's tuition and other fees payment policies with regard to the assessment of interest charges, late payment fees, the release of transcripts, student records, degrees, diplomas, or other official records, or permission to register in future terms. In addition, students will not be permitted to register for additional courses or future academic terms until all current amounts due are paid in full. Interest charges and late payment fees are assessed on all outstanding balances (and deferred balances) regardless of whether or not a payment arrangement has been made with the Student Accounts Office.

The Student Accounts Office reserves the right to cancel a **current** registration if payment arrangements are not honoured. However, current registrations **will not automatically** be cancelled for non-payment of a student's account.

Miscellaneous Fees/Charges

Miscellaneous fees (e.g. interest charges, locker fees, fines, etc.) are due 30 days from the date that the charge is posted to the student's account. After that date, interest charges and the late payment fee will be applied to unpaid balances.

Adjustments to Accounts

All accounts are subject to revision for changes to the published scale of fees (which may be made without prior notice at or before the beginning of an academic term), registrations of record, and for the adjustment of errors or omissions, as well as in the case of courses cancelled by the University.

Returned Items (Cheques, Credit Card Payments)

Current and/or future registrations **may** be cancelled if a cheque or credit card payment is returned for any reason. A \$20 processing fee will be charged for each returned item.

Unpaid, Overdue Fees

If monies owing to the University are not paid when they become due, that is, the covering payment does not appear on the student's account by 11:59 p.m. on the prescribed deadline date, the monies owing will be considered to be overdue and the student's account will be considered to be delinquent.

Delinquent Accounts

Overdue payments and delinquent accounts are managed as follows:

1. Late Payment Fee

When monies owed to the University become overdue, a late payment fee will be charged to the student's account.

2. Interest

Interest is charged on all overdue balances at the rate of 8% per annum. This rate may change from time to time in conformity with prevailing interest rates. **Monthly interest is charged on unpaid fees** for the:

- Summer Term course/enrolment beginning May 31
- Fall Term course/enrolment beginning September 30
- Winter Term course/enrolment beginning January 31

3. Collection

The Student Accounts Office will:

- a. send an e-mail to the student's e-mail address on record as a reminder that the student's account has become delinquent and that the account will be placed with a collection agency if payment is not received within a specified period of time; or
- b. send a statement of account or letter to the student's mailing address on record as a reminder that the student's account has become delinquent and that the account will be placed with a collection agency if payment is not received within a specified period of time; and
- c. place the account with a collection agency if payment has not been received within the period of time noted on both the e-mail and letter reminders.

The University reserves the right to proceed by way of legal action.

15.2.2
Payment Deadlines

Academic Term	Payment Deadline (i.e. payment <u>must be posted to the student's account no later than</u>)	Consequences if payment not received and posted to the student's account by the Payment Deadline
2010 / 1 Summer Courses May – August	100% of Summer Fees (/1 courses) are due on May 31, 2010	A \$75 late payment fee will be charged; and monthly interest charges will be applied to overdue balances beginning May 31, 2010.
2010 / 2 Fall Courses Sept. – Dec.	100% of Fall Fees (/2 courses) are due on September 30, 2010	A \$75 late payment fee will be charged; and monthly interest charges will be applied to overdue balances beginning September 30, 2010.
2010 / 3 Fall/Winter Courses Sept. – April	50% of Fall/Winter Fees (/3 courses) are due on September 30, 2010	A \$75 late payment fee will be charged; and monthly interest charges will be applied to overdue balances beginning September 30, 2010.
	Balance of Fall/Winter Fees (/3 courses) are due on January 31, 2011	A \$75 late payment fee will be charged; and monthly interest charges will be applied to overdue balances beginning January 31, 2011. Students will be barred from registering for future academic sessions until all overdue accounts are paid in full. NOTE: The DNE deadline for /3 courses is September 20, 2010 and not January 16, 2011.

2010 / 4 Winter Courses January – April	100% of Winter Fees (/4 courses) are due on January 31, 2011	A \$75 late payment fee will be charged; and monthly interest charges will be applied to overdue balances beginning January 31, 2011. Students will be barred from registering for future academic sessions until all overdue accounts are paid in full.
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15.3 TUITION REFUNDS (FINANCIAL CREDIT OR REFUNDS)

15.3.1 General Information

Withdrawal from a Course, Courses, or Program

No refund will be granted for any course(s) for which the student has or will receive a grade or a course notation (e.g. DISC, STOQ).

In order to qualify for a rebate or financial credit of tuition, students must officially withdraw from a course or courses, or withdraw from the University completely, as outlined in §16.1.6 of the Undergraduate Calendar and on the student portal (<http://registrar.concordia.ca/calendar> and MyConcordia Menu → Student Administrative Affairs → UG Course Drop/Withdrawal or UG Withdrawals from University); **and** within the published DNE and DISC deadlines noted in the Undergraduate Class Schedule (<http://registrar.concordia.ca/webguide/termdates.html>).

When a course is dropped within the deadline for official course withdrawal (DNE), a full refund (or financial credit) of tuition and other fees will be granted. When a course is dropped after the DNE deadline, the student will be held financially responsible for all resulting tuition and other fees whether or not the student attended or stopped attending class. **No partial refunds (or financial credit) can be granted.** In the event that a student has not yet made payment and withdraws after the DNE deadline, the student will be held financially responsible for the payment of the resulting fees.

Please note that not attending classes, not paying tuition, or simply informing the instructor of one's intent to withdraw from a course or courses does not constitute official withdrawal, nor does it entitle a student to a refund of fees, financial credit of fees, or cancellation of a registration.

*When dropping courses on Web Registration, students must make sure to confirm the transaction and/or verify their online registration or student record to make sure that the course was indeed dropped.

Tuition Refunds on Discontinued (DISC) Courses

Students who withdraw (discontinue a course) after the DNE deadline, or are granted a **late academic withdrawal (DISC)** from one or more courses, or a program, do not qualify for a refund of tuition. Once students have registered for one or more courses, they are **responsible for the payment** of all resulting fees.

Students who are granted late academic withdrawal (DISC) from one or more courses, or a program, after the deadline for academic withdrawal has passed, do not qualify for a refund of tuition.

In exceptional cases, students enrolled in a degree program may apply to their Faculty *Student Request Committee (SRC)* and Independent students may apply to the *Independent Student Request Committee* for a full or partial refund of tuition fees for discontinued courses. Information and application forms are available online at www.myconcordia.ca (MyConcordia Menu → Student Administrative Affairs → UG Course Drop/Withdrawal or UG Withdrawals from University or UG Student Requests). Students should read the information and application request forms carefully before making a submission. Requests that do not meet the criteria of the SRC will be denied.

15.3.2 Withdrawal (DNE) and Academic Withdrawal (DISC) Deadlines

Withdrawal (DNE) and academic withdrawal (DISC) deadlines are published in the Undergraduate Class Schedule which is available online at <http://registrar.concordia.ca/webguide/termdates.html>.

15.3.3 Tuition Refund/ Financial Credit

The Student Request Committee considers requests from students for exceptions to the rules governing the refund of tuition fees. Please refer to §16.1.8 in this Calendar or the student portal at www.myconcordia.ca (MyConcordia Menu → Student Administrative Affairs → UG Student Requests) for the general rules and exceptions governing requests for the refund of tuition and fees.

Academic Information: Definitions and Regulations

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- 16.1.2 Credit System
- 16.1.3 Residence Requirements
- 16.1.4 Registration for Courses
- 16.1.5 Cancellation of Classes
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16.3 EVALUATION, GRADING SYSTEM, EXAMINATIONS, AND PERFORMANCE REQUIREMENTS

- 16.3.1 Evaluation
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- 16.3.5 Administrative Notations “AREM”, “DEF”, “DISC”, “DNE”, “DNW”, “EREM”, “INC”, “MED”, “PEND”, “REPT”
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- 16.3.9 Academic Re-evaluation
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Section 16

16 ACADEMIC INFORMATION: DEFINITIONS AND REGULATIONS

Associate Vice-President, Enrolment and
Student Services
ROGER CÔTÉ

University Registrar
LINDA HEALEY

Associate Registrar and Director,
Enrolment Analysis/Process Control
TERRY TOO

Assistant Registrar
ASSUNTA FARGNOLI

Director, Admission Services
SOPHIE FONTAINE

Manager, Government Reporting and Statistics
MARIE-CLAIRE NEWMAN

Supervisor - Birks Student Service Centre
LORRAINE TOSCANO

Supervisor - Registration and Examinations
LINDA HULL

16.1 General Information

The Calendar is an official University document defining academic programs and the regulations which pertain to them. It is accurate as of its printing date. The University Senate reserves the right to modify the academic programs and regulations at its discretion after the publication date of the Calendar. In addition, the University reserves the right to modify the published scale of tuition and other student fees at any time before the beginning of an academic term. The most current information is available from the Office of the Registrar and, for graduate programs, from the School of Graduate Studies. Moreover, the information contained in the Calendar or any other University document related to academic programs and regulations is subject to verification and correction by the Office of the Registrar and the School of Graduate Studies.

The regulations contained in this section apply to all students at the undergraduate level, whether they are enrolled in degree, Certificate, or qualifying programs or registered as Visiting or Independent students, with the following exceptions:

- a) Degree, Certificate, and qualifying program requirements are determined by those in effect in the year of the student's admission. (See §16.2)
- b) The regulations concerning Residence Requirements and Academic Performance Requirements are also governed by those in effect in the year of a student's admission.
- c) Determination of High Academic Achievement is governed by the most recent regulation in effect.

Students who were admitted before the current year should consult the appropriate Calendar and the Office of the Registrar or, for graduate programs, the School of Graduate Studies, for information on these regulations.

Specific written permission must be obtained from the appropriate authority for exemption from any academic regulation.

Students must have a valid I.D. card to access certain services.

16.1.1 Academic Year

The Academic Year begins with a Summer Session (May to August) followed by a Regular Session (September to April).

Summer Session:

The Summer Session includes all courses offered between the beginning of May and the end of August.

Regular Session:

The Regular Session is divided into a Fall Term (September-December) and a Winter Term (January – April), each 15 weeks long. Terms include an examination period, during which any final examination must be held. The Academic Calendar §11 lists precise dates for the beginning and end of classes and examination periods.

16.1.2 Credit System

In accordance with the recommendations of the Conseil des Universités du Québec, students' academic activity is measured according to the credit system. For the average student, each credit represents a minimum of 45 hours of academic activity, including lectures, tutorials, laboratories, studio or practice periods, examinations, and personal work.

I. FULL- AND PART-TIME STATUS

A student's status is determined by the number of credits for which she or he is registered at the close of the tuition refund period, in the following way:

	Full-Time*	Part-Time
Registration for both Fall and Winter terms	24 Credits or More	Less than 24 Credits
Registration for Fall Term Only	12 Credits or More	Less than 12 Credits
Registration for Winter Term Only	12 Credits or More	Less than 12 Credits
Registration for the Summer Session	12 Credits	Less than 12 Credits

*NOTE: Students receiving Quebec loans and bursaries are advised that, according to the rules established by the Government of Quebec, they must maintain registration of 12 credits or more **each term**. For further information, see Financial Aid §18.7.1. For Quebec Residency purposes, full-time and part-time are defined on a per-term basis. Courses with DISC notation are included in the calculation. For further information, see Proof of Quebec Residency §13.7.

II. CREDIT LOADS

Regular Session — Full-Time Status

Full-time students normally take 30 credits in each Regular Session. They may register for a maximum of 15 credits in each of the Fall and Winter terms. Engineering programs may require more than 30 credits. For information on Engineering credit loads, see §71.

Regular Session — Part-Time Status

Part-time students in all Faculties may register for a maximum of nine credits in each of the Fall and Winter terms.

Regular Session — Independent Status

Independent students may normally register for a maximum of nine credits in each of the Fall and Winter terms.

Summer Session

Any student, other than one in the Institute for Co-operative Education (§24) or the Faculty of Engineering and Computer Science (§71), may register for a maximum of 12 credits during the Summer Session.

16.1.3 Residence Requirements

Residence requirements define the number of credits which students working towards a Concordia University degree must take at the University itself.

1. Of the total number of credits required for an undergraduate degree, students must take a minimum of 45 credits, normally the last 45, at Concordia University. The BEng, the BA (Early Childhood and Elementary Education), the BEd (TESL), and the BFA (Art Education) require 60 credits, normally the last 60, at Concordia.
2. At least 50% of the credits for Honours, Specializations, Majors, Minors or other concentrations must be taken at Concordia. The BComm and BAdmin programs also require that at least 50% of the core courses be taken at Concordia.
3. Concordia University students who wish to include courses taken at another university within their residence requirements must obtain permission **in advance**. (See §16.1.7)
4. Students who already have an undergraduate degree may undertake a second undergraduate degree, subject to the conditions below. (Before registering, such students should consider whether their purpose might be better served by taking a graduate degree, diploma, or certificate program.) To obtain a second undergraduate degree, students must:
 - a) register in a program with a higher concentration than a Minor, and
 - b) complete at least two-thirds of the credits normally required for the second degree in courses other than those credited to the first degree — for example, a minimum of 60 credits must be completed when the normal requirement is 90 credits, and
 - c) complete at least 36 credits in the new field of concentration.

5. An exception to 4b) above, is the BEd in TESL, for which students must complete at least half of the 120 credits required for the second degree in courses other than those credited to the first degree.
6. Any student who is accepted at Concordia University after failing or compiling an unsatisfactory record at another university, will generally be required to complete at least 60 credits.

16.1.4
Registration for Courses

Students select courses for each session (Summer and Fall/Winter) prior to the start of classes. All newly admitted students will receive registration information by mail; new Independent and Visiting students can obtain registration information at the Birks Student Service Centre; returning students in good standing can obtain registration information at www.myconcordia.ca. Most students will be able to register for all their courses online at www.myconcordia.ca.

16.1.5
Cancellation of Classes

If no class cancellation notice is posted on the classroom door, classes are officially considered cancelled if an instructor is 15 minutes late for a 50-minute class, 20 minutes late for a 75-minute class, or 30 minutes late for longer classes.

16.1.6
Withdrawal

1. The Student's Responsibilities

It is the student's responsibility to meet all deadlines and follow all necessary steps to withdraw from a course or courses, or from the University. Not attending classes or informing an instructor of an intent to withdraw does not constitute official withdrawal. It is not mandatory for an instructor to provide students with any evaluation or feedback of their progress in a course before the withdrawal deadline. Students who do not properly withdraw before the published deadlines will receive failing grades.

2. Withdrawal from a Course or Courses

There are two different types of course withdrawal:

- a) *DNE (Did Not Enter)*
The DNE withdrawal has no academic or financial impact on the student. The DNE'd course will be removed from the student's academic record and no fees will be charged for that course. The DNE deadline is usually within the first two weeks of the term for Fall and Winter courses and within the first week for Spring and Summer courses. For exact dates, please refer to point 4. *Withdrawal Deadlines*.
- b) *DISC (Discontinued)*
The DISC withdrawal notation remains on a student's academic record and does not affect the student's GPA. However, the student is financially responsible for the payment of all tuition and other fees pertaining to the course. The DISC deadline is usually after the eighth week of classes of the term for Fall and Winter courses and within the first five weeks for Spring and Summer courses. For exact dates, please refer to point 4. *Withdrawal Deadlines*.

Students who wish to withdraw from a course or courses must do so online at www.myconcordia.ca → MyConcordia Menu → Registration.

When dropping courses online, students must make sure to confirm the transaction and/or verify their registration record to make sure that the course was properly dropped.

3. Withdrawal from the University

Students who wish to withdraw from the University completely must:

- a) withdraw from their courses online at www.myconcordia.ca → MyConcordia Menu → Registration **and**
- b) notify the Office of the Registrar in writing, by:
 - i. registered letter addressed to:
Office of the Registrar
Admissions Office
Room S-LB 700
1455 De Maisonneuve Blvd. West
Montreal, Quebec H3G 1M8
Students should be sure to legibly print their full name and include their Concordia student I.D. number and signature.
 - or**
 - ii. a signed fax sent to 514-848-2621. Students should be sure to legibly print their full name and include their Concordia student I.D. number and signature.

4. Withdrawal Deadlines

Withdrawal deadlines are published in the Undergraduate Class Schedule (<http://registrar.concordia.ca/webguide/termdates.html>).

All financial regulations pertaining to course withdrawals, and refunds or financial credit for fees, are available online at:

- <http://tuitionandfees.concordia.ca> → Tuition Fees & Financial Regulations
- www.myconcordia.ca → MyConcordia Menu → Financial → Tuition and Fees → C. Tuition Refunds
- <http://registrar.concordia.ca/calendar>, §15 Tuition and Fees

5. Lapsed Program Status

Students in the Faculty of Arts and Science who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.

Students in the John Molson School of Business who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.

Students in the Faculty of Engineering and Computer Science who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must submit a new application for admission through the Admissions Application Centre.

Students in the Faculty of Fine Arts who have been absent from their program of study for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.

16.1.7 Studies at Other Universities

With the exceptions listed below, students who wish to take courses at other universities for transfer credit (for example, in the Summer) must obtain permission **in advance** from their Faculty Student Request Committee.

1. Inter-University Registration Within Quebec (Inter-University Agreement)

Quebec universities have agreed to permit students registered at one university (called the home university), to take one or more courses at another university (called the host university) if they have valid reasons for doing so.

A student must obtain authorization to cross-register from his or her academic advisor, the appropriate Associate/Vice-Dean or delegate of the student's Faculty, and the Registrar. Students must apply via a Web-based application at www.crepuq.qc.ca.

The host university has the right to refuse to register a student from another university in any of its courses or programs. Students are expected to follow the registration procedures of the host university and are subject to the regulations of the host university, **except** for tuition and fee policies which are governed by the home university. Fees are paid to the home university.

Students may only register in those courses for which they receive prior authorization. Concordia will deregister Inter-University students from courses where students do not have the appropriate permission.

Credit earned at host universities counts towards Concordia residence and degree requirements.

The grades achieved at other institutions for courses taken under the Inter-University Agreement will be recorded on Concordia records and transcripts using a grade conversion table available at the following website: <http://registrar.concordia.ca>.

These grades will be included in the calculation of Grade Point Averages in the same manner as any grade achieved in a course taken at Concordia.

2. Student Exchange Programs

To enhance relationships between the people and cultures of different countries and to promote international education, Concordia International, in collaboration with the Faculties of Arts and Science, Engineering and Computer Science, Fine Arts, the John Molson School of Business, and the School of Graduate Studies, administers student exchange and internships with Concordia's partner universities and other institutions of higher learning around the world. Participating students remain registered at Concordia University and spend from one term to one academic year taking courses, doing research, or participating in an internship program.

International exchange, internship, or study abroad opportunities are available to any Concordia University students who meet the following conditions:

- have successfully completed a minimum of 24 undergraduate or nine graduate Concordia University credits toward their degree by the time the exchange program begins;
- are in good academic standing and have a good to excellent academic record;
- meet the specific eligibility requirements of their Faculty and receive written permission.

In most cases, students should be comfortable in the language of the hosting university; however, an increasing number of courses given in English are available around the world. During an exchange term, students remain registered at Concordia University, are eligible for Concordia awards and financial aid, and pay tuition and related fees at home. All incidental fees including health insurance, living expenses, and transportation costs to and from the host country are the responsibility of the student.

The deadline for application is **February 1**. Details and updates can be found at <http://international.concordia.ca>.

Quebec Bursary for Studies Abroad / Programme de Bourses pour de Courts Séjours d'Études Universitaires à l'Extérieure du Québec

The *Programme de Bourses pour de Courts Séjours d'Études Universitaires à l'Extérieure du Québec* is a provincially funded program for Quebec resident students registered full-time in a Quebec university who wish to complete part of their program outside of Quebec. All students who are registered in a

program leading to an undergraduate degree, graduate degree or graduate diploma may be eligible for funding under this program.

Eligibility: Students must be enrolled full-time at Concordia University, be in good academic standing, and have official Quebec residency status. They must be accepted for study or internship outside of Quebec for a minimum of eight weeks and a maximum of eight months. This includes Concordia courses taking place outside of Quebec.

The amounts permitted will vary according to the region and duration of the study period as follows:

- \$1,000 maximum/month for studies undertaken in the United States, Japan, Australia, New Zealand, and Western Europe;
- \$750 maximum/month for all other countries and other provinces in Canada.

Further information and application forms for international exchange, internships, and the Quebec Bursary for Studies Abroad are available from Concordia International: SGW Campus, 2080 Mackay, Annex X, tel.: 514-848-2424 ext. 4986, or e-mail: studyaway@concordia.ca. See <http://international.concordia.ca> for updates.

16.1.8 Student Request Committees

1. Student Request Committees consider applications from students for exceptions to academic regulations or related matters, such as permission for course overloads, registration or withdrawals after the deadline, course substitutions, exceptions to residence requirements, permission to take courses at other universities, and exceptions to the rules governing the refund of tuition and other fees.
2. A student request shall be made on a *Student Request* form available online through the student portal: MyConcordia Menu → Student Administrative Affairs → UG Student Requests. The completed request form, student statement, and all supporting documentation should be submitted as follows:
 - for students registered in the Faculty of Arts and Science programs — to the academic department housing the program in which they are registered;
 - for students registered in the John Molson School of Business, the Faculty of Engineering and Computer Science or Fine Arts programs — to the Faculty Student Affairs Office;
 - for Independent students — to the Birks Student Service Centre.Requests for refunds of fees will not be considered unless the student has officially withdrawn from the course(s) in question (DISC).
Requests based on medical grounds must be supported by a *Student Request Medical Certificate* duly completed by a registered medical practitioner. The *Medical Certificate* form is available online through the student portal: MyConcordia Menu → Student Administrative Affairs → UG Student Requests.
3. A student request shall be made within a reasonable period of time from the circumstances giving rise to the request. Normally, the following guidelines apply:

A request with respect to a:	must be submitted by:
Summer-term (1) course	November 1
Fall-term (1/2) course	March 1
Fall/Winter (1/3) course	August 1
Winter-term (1/4) course	August 1

In determining whether the period of time elapsed is reasonable, all of the circumstances of the case shall be evaluated.
4. Each Faculty shall have a Student Request Committee composed of:
 - no fewer than three faculty members appointed by the Faculty Council;
 - one representative appointed by the Registrar;
 - one student appointed by the Faculty Council;
 - the Associate Dean (or delegate) who shall Chair the Student Request Committee.The Independent Student Request Committee shall be composed of:
 - one representative appointed by each Faculty Council for a total of four representatives;
 - one representative appointed by the Director of the Student Transition Centre;
 - one student appointed by the Concordia Student Union;
 - one representative appointed by the Registrar who shall Chair the Independent Student Request Committee.
5. A Student Request Committee may delegate the responsibility for handling certain kinds of requests to designated individuals (e.g. academic advisors, faculty advisors, student affairs coordinators). Where a decision is made by a delegated individual, the student may appeal that decision to the Student Request Committee, as a whole, based on new evidence or other serious grounds, by sending an appeal request, in writing, to the Chair of the Student Request Committee within ten (10) working days of receiving the decision.
6. In all cases, the delegated individual and/or the Student Request Committee shall render a reasoned written decision, based on the complete and documented written request, within thirty (30) working days of receiving the request. Decisions of the Student Request Committee are final, with the exception of decisions made on requests for withdrawals after the DNE deadline.

All Faculty recommendations in favour of a retroactive withdrawal will be forwarded to the University Retroactive Withdrawal Committee for the final decision.

The University Retroactive Withdrawal Committee shall be chaired by the Vice-Provost, Teaching and Learning and composed of:

- one representative appointed by each Faculty Council for a total of four representatives (renewable two-year term);
 - the University Registrar;
 - the Manager of the Student Accounts Office;
 - one student appointed by the Concordia Student Union.
7. The University Retroactive Withdrawal Committee shall render a reasoned written decision, based on the complete and documented written request, within thirty (30) working days of receiving a recommendation from the Faculty Student Request or Independent Student Request Committee.
 8. The decisions of the University Retroactive Withdrawal Committee are final.

16.1.9
Graduation

Degree and Certificate candidates who expect to complete requirements in a particular year must submit Graduation Application Forms to the Office of the Registrar before July 15 for Fall graduation and before January 15 for Spring graduation. The forms are available at the Birks Student Service Centre. The graduation fee is payable whether or not a student attends Convocation.

16.1.10
Student Record

A record is a comprehensive report of a student's academic history at the University. It is a complete academic record and includes all courses followed at Concordia. It is available to the student and to authorized University staff and faculty. Students may obtain a copy of their record from the Birks Student Service Centre during normal operating hours or by written request. For each copy there is a charge of \$3. Students may also access their record through the Concordia website, www.myconcordia.ca, at no charge.

16.1.11
Transcript

A transcript is a version of a student's record intended for the use of external institutions, organizations, and employers. It is a complete academic record and includes all courses followed at Concordia. It is accompanied by an explanation of its terminology and is sent directly to the addressee at the written request of the student, providing there is no outstanding account owing to the University. An official transcript is printed on security paper, and is signed and sealed by the Registrar's representative.

16.2 Curriculum Regulations

16.2.1
Modifications to Academic Programs and Regulations

With the exception of the following conditions, the curriculum requirements in effect at the time students are admitted to a program (e.g. BA, BFA, Certificate in Business Studies) and/or concentration (e.g. Major, Specialization), are the requirements which apply to them until they complete their program.

1. The University reserves the right to modify academic program requirements in the light of (a) changing trends in academic and professional fields, and (b) the availability of resources. In the exceptional event that a program is substantially altered by the University Senate, the University recognizes its responsibility to offer suitable transition arrangements for students. The new program requirements should become effective for all students no later than five years after the effective date of change for newly admitted students.
2. When a program is discontinued, the University recognizes its responsibility to offer courses in the program while phasing it out according to a schedule appropriate to the needs of the affected students. Students will be informed of the schedule when the decision is made to phase the program out.
When students in a discontinued program have not been registered for three years, it may not be possible to enable them to complete that program. They may, however, transfer into another program in the University for which they meet the admission requirements.
3. Where students acquire credit towards a degree or Certificate in a discontinuous manner and over a protracted time, the University reserves the right, at any time, to require them to take further credits or fulfil additional requirements to obtain that degree or Certificate.
4. Modifications to the academic regulations in §16.1 and 16.3 become effective for all students on a given date regardless of the student's date of admission to a program, with the following exceptions:
 - 16.1.3 Residence Requirements
 - 16.3.11 Academic Performance Requirements
 - 16.3.12 High Academic Achievement

Modifications to these three regulations apply only to students admitted or readmitted to a program on or after the effective date of such modifications.

5. In the event a student is readmitted after failing an academic year, the University reserves the right to require the student to take additional credits or to repeat certain courses. The student is also subject to changes in academic regulations or program requirements in effect at the time of the student's readmission.

6. Notwithstanding the above, all students in Engineering programs are required to meet the Canadian Engineering Accreditation Board (CEAB) standards. Students are required to graduate having met the substantial equivalent of the curriculum in force in the Winter Term prior to degree conferral. It is the student's responsibility to ensure that their course selection meets the program requirements for their graduation. For further information, see §71.10.7.

16.2.2
Degree Regulations

The regulations relating to degree requirements are located in the Faculty sections:

Faculty of Arts & Science	Section 31
John Molson School of Business	Section 61
Faculty of Engineering & Computer Science	Section 71
Faculty of Fine Arts	Section 81

16.2.3
Concentration
Requirements

Every undergraduate program requires a cohesive sequence of courses. To graduate in a degree program, a student must have completed one of the following concentrations: Honours, Specialization, Major. In the Faculty of Engineering and Computer Science, concentrations are referred to as Programs. Most of these Programs have Options, where students take a number of related courses in a chosen area. Honours is a highly concentrated program with a required performance level; the Specialization and the Major require varying degrees of concentration, normally without a performance requirement. An Honours, Specialization, or Major can be combined with a Minor. In some circumstances, a Double Major is also possible.

1. Honours Programs

The University offers programs leading to an Honours degree in certain disciplines. The Honours program consists of 60 or more credits in a discipline, with superior performance required to enter and remain in the program. In their first year, students may register in Honours program courses, but their acceptance as Honours **students** will depend on their performance. Students who do not meet requirements for Honours standing may proceed in either a Specialization or a Major program. These regulations are the minimum academic standards for Honours programs. The programs and particular Faculty regulations are listed in the Faculty sections under "Honours Programs".

1. An Honours student must meet general degree requirements and the specific requirements for an Honours program.
2. An Honours student must maintain a Grade Point Average (GPA) of 3.00 in all Honours courses; the minimum acceptable grade in any Honours course is "C".
3. An Honours student must have a minimum GPA of 2.70 for Honours courses taken each year. For part-time students this is calculated in 18-credit blocks.
4. In non-Honours courses, an Honours student must have a GPA of no less than 2.00.
5. Honours students who do not meet these standards will be withdrawn from the Honours program and will proceed in the Major or Specialization program. Reinstatement in the Honours program is possible only with the permission of the Faculty Honours Committee.

2. Specialization Programs

A Specialization, as recommended by the Conseil des Universités du Québec, is a sequence of courses totalling 60 or more credits. In a few cases it includes a performance requirement. In addition to courses in a particular discipline, the Specialization may include courses in other closely related fields.

3. Major Programs

A Major, as recommended by the Conseil des Universités du Québec, is a sequence of courses totalling 36 or more credits, except in the John Molson School of Business where the Major consists of at least 24 credits in a particular discipline in addition to the required 42-credit core. The Major may include certain courses in other closely related fields.

4. Minor Programs

A Minor, as recommended by the Conseil des Universités du Québec, is a sequence of courses totalling 24 or more credits, except in the John Molson School of Business where the Minor consists of at least 12 credits in the chosen discipline in addition to the required 42-credit core.

5. Combined Programs

An Honours, Specialization, or Major program may be combined with a Minor program. In some circumstances, a Major program may also be combined with another Major program.

6. Certificate Programs

An undergraduate Certificate is a coherent program, usually of 30 credits, made up of regular undergraduate courses. Courses taken as part of a Certificate program are normally applicable to the appropriate undergraduate degree. There is no guarantee that a Certificate program can be completed in one academic year.

16.2.4
Writing Skills
Requirement

The University is reviewing its Writing Skills Requirement.
The **University Writing Test** has been suspended effective May 1, 2008.
The Engineering Writing Test has not been suspended. (See §71.20.7.)

16.3 Evaluation, Grading System, Examinations, and Performance Requirements

16.3.1
Evaluation

A university degree certifies that its holder has attained a measurable level of achievement as established by a recognized system of evaluation. Thus the performance of each student in each course must be evaluated by the instructor or instructors responsible for the course.

Final grades are determined by students' performance on one or more of the following:

1. Assigned work, term papers, projects, etc.
2. Class participation which, in certain disciplines, may justify an attendance requirement
3. Progress tests
4. Laboratory tests and/or laboratory work
5. Mid-term and/or final examinations
6. Level of written expression.

The weight accorded to the various elements is at the discretion of the instructor or instructors responsible for the course.

At the beginning of a course the instructor will provide students with the evaluation scheme in writing. The scheme cannot be altered without appropriate notice.

Normally, an instructor will submit final grades no later than seven calendar days after the scheduled final examination in a course or, where there is no final examination, seven calendar days after the last scheduled class in a course. All final grades for all courses are *required* to be submitted no later than seven calendar days after the University's last scheduled final examination. In the case of grades for potential graduates, instructors are *required* to submit final grades no later than three calendar days after the scheduled final examination in a course, or where there is no final examination, three calendar days after the last scheduled class in a course. There may be additional delays before grades are posted as approvals of the grades and processing time are necessary. Students may obtain their grades through the Concordia website at www.myconcordia.ca.

Final grades and grade changes are official only when they have been approved by the appropriate Faculty Dean or delegate. The University reserves the right to make corrections at any time in case of error.

16.3.2
Language of
Instruction and
Examinations

While courses at Concordia University are normally taught in English, if students prefer, they may write assignments and examinations in either English or French. However, language and literature courses may require assignments and examinations to be written in the language being studied. Students who wish to write in French should ask at the beginning of a course whether their instructor can read French or whether someone else will evaluate their work. If the work must be read by another person, extra time may be needed.

16.3.3
Grading System

At the end of each course, the instructor will submit a letter grade for every student registered. Using the grade point equivalents listed below, Grade Point Averages (GPA) are calculated for the evaluation of academic achievement, Honours standing, prizes, and academic standing.

Grade	Grade Points	
A+ } A } A- }	4.30 } 4.00 } 3.70 }	Outstanding
B+ } B } B- }	3.30 } 3.00 } 2.70 }	Very Good
C+ } C } C- }	2.30 } 2.00 } 1.70 }	Satisfactory
D+ } D } D- }	1.30 } 1.00 } 0.70 }	Marginal Pass
F, FNS	0	Poor — Failure
R	0	Very Poor — Failure
Grade Not Reported (NR)	0	

Passing courses required to fulfil curriculum requirements is not sufficient to graduate as there is also an academic performance requirement (Grade Point Average) in most degree and certificate programs. See the pertinent section of each Faculty's entry in the Calendar for complete details:

Faculty of Arts and Science	Section 31
John Molson School of Business	Section 61
Faculty of Engineering and Computer Science	Section 71

The Faculty of Fine Arts does not have a Grade Point Average requirement for graduation.

16.3.4
Failing Grades and Administrative Notations

Failing Grades "F", "FNS", "R", and "NR" notations

1. "F" indicates failure in a course in which a supplemental examination is available.
2. "FNS" indicates failure in a course in which no supplemental examination is available.
3. In a course graded "R", a student is not permitted to write a supplemental examination, apply for a "MED" or "DEF" notation, or complete work late.
4. Not Reported "NR" indicates that a student appears to have unofficially withdrawn from a course. It is assigned by the Registrar when no material is available to evaluate and the instructor has been unable to submit a grade. "NR" carries a grade point value of zero and counts as a failure. In a course with an "NR", a student is not permitted to apply for a "MED" or "DEF" notation, write deferred or supplemental examinations, or complete work late.

16.3.5
Administrative Notations "AREM", "DEF", "DISC", "DNE", "DNW", "EREM", "INC", "MED", "PEND", "REPT"

1. Advanced Standing Received Credit Removed "AREM" indicates that the credit earned for this course cannot be retained because it is a repetition of a course for which transfer credit has already been awarded.
2. Deferred "DEF" indicates that a student has been unable to write a final examination because of short-term illness or circumstances beyond the control of the student, or was obliged to be absent for some other compelling reason (including religious reasons). A "DEF" notation carries no grade point value.
For information on how to apply for "DEF" notations and the regulations which govern them, see §16.3.8 I.
3. Discontinued "DISC" indicates that a student has properly withdrawn from a course after the end of the course-change period. The notation appears permanently on academic records and official transcripts. It carries no grade point value and does not count in assessments of academic standing, but does count towards a student's status (i.e. full- and part-time).
4. Did Not Enter "DNE" is a temporary notation indicating that a student has officially withdrawn from a course by the deadline for withdrawal with tuition refund. The course and DNE notation are subsequently removed from a student's record.
5. Did Not Write "DNW" indicates that a student has not written the final examination for a course. The notation is used only in combination with a letter grade (such as "F/DNW", "B/DNW"). A student in good standing may write a supplemental examination (if available) in a course with a "DNW" unless the grade is "R/DNW" or "FNS/DNW".
For information on how to apply for supplemental examinations and the regulations which govern them, see §16.3.8 III.
6. Exemption Received Credit Removed "EREM" indicates that the credit earned for this course cannot be retained because it is a repetition of a course for which the student has already received exemption.
7. Incomplete "INC" indicates that a student has not completed required course work, such as a term paper, assignment, or laboratory and that the instructor has agreed to accept the work after the due date. The notation is used only in combination with a letter grade (such as "F/INC", "C/INC") and is assigned on the basis that the missing work is weighted as zero.
When appropriate, "DNW" and "INC" can be used simultaneously (e.g. "F/INC/DNW").
For information on how to apply to complete courses with an "INC" notation, and the regulations which govern late completion, see §16.3.6.
8. Medical "MED" indicates that a student has been unable to write a final examination or complete other assignments due to a long-term medical situation. A "MED" notation carries no grade point value.
For information on how to apply for "MED" notations and the regulations which govern them, see §16.3.8 II.
9. Pending "PEND" indicates that the grade is not available at this time.
10. Repeat "REPT" indicates that the credit earned for this course cannot be retained because it is a repetition of a course or of similar course material.

16.3.6
*Late Completion of
Courses with "INC"
Notations –
Procedures and
Regulations*

1. The deadlines for completion of course assignments are given to students on the first day of class. The "INC" notation is assigned when an instructor has agreed that a student may complete work after the deadline.
 2. A student with an "R" grade or "NR" notation in a course may not apply for late completion in that course.
 3. Students must apply for late completion of a course. *Applications for Late Completion* are available at the Birks Student Service Centre. For each course there is a charge of \$15. Completed applications must be returned to the Birks Student Service Centre by:
February 1: Fall-term courses
May 15: Winter and Fall/Winter courses
September 1: Summer-session courses
 4. The completed work must be submitted by:
February 15: Fall-term courses
May 30: Winter and Fall/Winter courses
September 15: Summer-session courses
 5. It is the responsibility of the instructor to submit a final grade within five days of these dates.
-

16.3.7
*In Progress "IP"
Notations – Procedures
and Regulations –
Faculty of Arts and
Science*

1. The IP notation is assigned when an instructor has agreed that the work of a student in a course may be submitted past the time for reporting grades. At the undergraduate level the IP notation is applicable only to the completion of an honours thesis, internship or fieldwork outside of the University, or directed study or research. Students should refer to §31.003.3 for a list of applicable courses within the Faculty of Arts and Science. In all cases, due to third party involvement in course work, it is beyond the control of the instructor and/or the student for the student to complete the work within the required deadline.
 2. The completed work must be submitted by:
April 1: Fall-term courses
August 1: Winter and Fall/Winter courses
December 1: Summer-session courses
 3. It is the responsibility of the instructor to submit a final grade within 10 days of these dates.
 4. If the completed work is not submitted by the stated deadline, the IP notation will be changed to a letter grade.
-

16.3.8
*Deferred "DEF",
Medical "MED"
Notations and
Supplemental
Examinations –
Procedures and
Regulations*

I. Deferred "DEF" Notations

1. A student who has missed a final examination because of short-term illness; circumstances beyond his or her control; or who has been obliged to be absent for some other compelling reason (including religious reasons) can apply to have his or her original grade replaced by a temporary "DEF" notation. The original grade assigned must include a "DNW" notation. Note: Personal travel is not an acceptable reason to be granted a "DEF" notation.
2. A "DEF" notation cannot be assigned in a course with an "R" or "NR" notation.
3. Application forms for "DEF" notations are available from the Birks Student Service Centre. **A completed application must be submitted to the Birks Student Service Centre, not to the instructor, Department, or Faculty,** by January 15 for Fall courses (2), May 15 for Fall/Winter courses (3 and 4) or August 31 for Summer courses (1). The application should be accompanied by a medical certificate on a physician's original letterhead for medical situations or, if the reasons are not medical, by other appropriate documents indicating that the student was unable to write an examination on the day or days in question. If the required documentation is not available before the application deadline, the student should submit the request form and provide the supporting material as soon as possible.
4. The application for a "DEF" notation must be accompanied by a \$25 per course processing fee.
5. The Registration and Examinations Office is entitled to ask the student to provide additional medical information.
6. When the Registration and Examinations Office approves the awarding of the "DEF" notation, it will temporarily replace the student's original grade for the course or courses concerned. The student is then entitled to write a deferred examination. For information about deferred examinations, see §16.3.10 II.
7. When the deferred examination has been completed and evaluated, a new grade will replace the "DEF" notation.
8. When a student receiving the privilege of writing a deferred examination does not write the examination during the specified period, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade achieved by the student before the "DEF" notation was granted.
9. When a student repeatedly submits medical certificates, the University reserves the right to refer him or her to a physician appointed by the University for a recommendation.

II. Medical “MED” Notations

1. A student who has missed a final examination and/or been unable to complete course assignments due to a long-term medical situation can apply to have his or her original grade replaced by a “MED” notation. The original grade must include the “DNW” notation for a missed final examination; “INC” for course assignments not completed; “DNW/INC” when both elements are missing.
2. A “MED” notation cannot be assigned in a course with an “R” grade or “NR” notation.
3. Application forms for “MED” notations are available from the Birks Student Service Centre. **A completed application should be submitted to the Birks Student Service Centre, not to the instructor, Department, or Faculty**, by January 15 for Fall courses (/2), May 15 for Fall/Winter courses (/3 and /4), or August 31 for Summer courses (/1). The application should be accompanied by a medical certificate on a physician’s original letterhead indicating that a long-term medical situation prohibited the student from being able to complete the final examination on the day or days in question. If the required documentation is not available before the application deadline, the student should submit the request form and provide the supporting material as soon as possible.
4. The application for a “MED” notation must be accompanied by a \$25 per course processing fee.
5. The Registration and Examinations Office is entitled to ask the student to provide additional medical information.
6. When the Registration and Examinations Office approves the acceptance of a medical certificate, the notation “MED” will replace the student’s original grade for the course or courses concerned. For information about “MED” replacement examinations, see §16.3.10 II.
7. When the replacement examination or missing work has been completed and evaluated, a new grade will replace the “MED” notation. If the student does not write a replacement examination or complete the missing work, the “MED” notation will appear permanently on his or her record and transcript (e.g. “MED/DNW” or “MED/INC”). “MED” notations carry no grade point value. Courses with “MED” notations are not included in assessments of academic standing.
8. When a student repeatedly submits medical certificates, the University reserves the right to refer him or her to a physician appointed by the University for a recommendation.

III. Supplemental Examinations – Regulations

1. Each Faculty determines for which of its courses a supplemental examination is offered.
2. A student must be in acceptable standing in order to write a supplemental examination.
3. A student is permitted to write only one supplemental examination for a course, whether or not the course is being repeated.
4. A student who has received a passing grade for a course may not write a supplemental examination for that course.
5. A student who has received an “NR” or “R” grade may not write a supplemental examination for that course.
6. Applications to write supplemental examinations are available from the Birks Student Service Centre. **A completed application should be submitted to the Birks Student Service Centre, not to the instructor, Department, or Faculty**, by June 15 for Fall/Winter courses (/2, /3 and /4), September 16 for Summer courses (/1) or February 1 for Graduating students (Fall-term courses [/2] only).
7. The application for a supplemental examination must be accompanied by a \$35 fee for each course. The supplemental fee is refundable only if the student is denied permission to write the supplemental.

16.3.9 Academic Re-evaluation

I. General

1. Concordia University affirms the right of students to request the re-evaluation of course work which includes tests, examinations, essays and other work that has contributed to the grading of a course. It is assumed that initiating a formal re-evaluation (“a re-evaluation request”) is a last recourse, taken when prior and sincere attempts to resolve problems and disagreements informally and directly have failed.
2. Students have the right to see their course work. Students are responsible for the preservation of any material, in its entire and original form, which has been returned to them. A re-evaluation request may be refused if this material is not available.
3. Instructors are responsible for the preservation of course work that has not been returned to students as follows: until December 31 of the next calendar year for Fall-term courses; until April 30 of the next calendar year for Fall/Winter and Winter-term courses; and until August 31 of the next calendar year for Summer-term courses.
4. In cases where grades are received for activities other than written or artistic course work, such as class participation, oral presentations, oral examinations and performance, no re-evaluation is normally possible. However, every attempt shall be made by the instructor concerned and the Chair of the Department to address the concerns raised by the student.
5. The grounds for a re-evaluation request are restricted to claims that i) a miscalculation of the grade occurred; or ii) the evaluation of the work was demonstrably unfair.
6. A grade may be maintained, raised or lowered as a result of a re-evaluation request.

II. Procedure

7. Students who are dissatisfied with the grade received on one or more pieces of course work shall first attempt to meet with the instructor and explain their position. If the student remains dissatisfied or is unable to meet with the instructor, he or she may, upon receiving the final grade for the course, make a re-evaluation request.
8. A re-evaluation request shall be made on an "Academic Re-evaluation Request" form available at the Birks Student Service Centre. The student shall specify the reasons for seeking the re-evaluation and shall indicate what informal attempts towards re-evaluation have been made. A processing fee must accompany the request. (See the Tuition and Fees section of this Calendar for the current fee).
9. A re-evaluation request with respect to a Fall-term course must be made no later than the following February 1; with respect to a Fall/Winter or Winter-term course, no later than the following June 15 and with respect to a Summer-term course, no later than the following October 1. These deadlines may be extended by the Registrar in particular cases if the student can provide evidence that he or she was unable to have acted within the deadlines.
10. The Registrar shall forward the re-evaluation request to the Chair of the appropriate Department.
11. The Chair shall decide whether the re-evaluation request conforms to the criteria outlined in articles 4 and 5 above within ten (10) days of receiving the re-evaluation request.
12. If the Chair decides that the re-evaluation request does not conform to the criteria outlined in articles 4 and 5 above, he or she shall communicate this decision with reasons, in writing, to the student with a copy to the Registrar. Should the student disagree with this decision, he or she has the right to appeal the Chair's decision to Re-evaluation Appeals Panel as set out in article 25 below.
13. Requests for review or other consideration which do not conform to the grounds for a re-evaluation request may fall under the purview of the Chair, the Dean, the Student Request Committee or other mechanisms.
14. If the Chair decides that the re-evaluation request conforms to the criteria outlined in articles 4 and 5 above, he or she shall appoint a re-evaluator whose name shall be communicated to the student and to the instructor concerned. Normally, the re-evaluator shall not be an instructor in whose course the student is registered at that time.
15. Before the re-evaluation begins, the instructor shall provide the Chair with information regarding the nature and structure of the course as well as the evaluation criteria and methods used. The Chair shall communicate this information to the re-evaluator.
16. The entire piece of work identified by the student shall be re-evaluated. The re-evaluator may request additional input from the student or the instructor.
17. The re-evaluation shall normally be completed within thirty (30) days of the Chair's decision that the re-evaluation shall proceed. If it becomes clear that the thirty (30) day delay cannot be met, the Chair shall immediately communicate this information to the student in order to determine whether any serious difficulties may arise from extending the delay. In the case where the thirty (30) day delay is extended, every effort shall be made to remedy any academic disadvantage that the student may experience as a consequence of the extension of the delay.
18. Upon completion of the re-evaluation, the re-evaluator shall assign a grade to the work in question and shall forward the re-evaluated material to the Chair along with a reasoned report. The reasoned report shall make mention of the documentation and methodology used. The Chair shall communicate the re-evaluation decision, in writing, along with the reasoned report, to the student, the instructor and the Registrar, as well as whether the final grade for the course will be modified as a result of the re-evaluation decision.
19. In cases where there is a significant discrepancy between the original grade assigned and the grade assigned by the re-evaluator, the Chair may convene a meeting with the instructor and the re-evaluator in order to discuss the issue before communicating the decision to the parties concerned. If disagreement as to the discrepancy remains after the meeting, the re-evaluator's grade shall stand.
20. In cases where the re-evaluation decision reveals a generalized flaw in the original evaluation process, the Chair shall take appropriate steps to ensure that the grades of other students in the course are reviewed and modified if appropriate.
21. A final grade that is modified as a result of the re-evaluation shall be entered onto the student's academic record and transcript. If no appeal is filed, the modified grade shall permanently replace the original grade on the student's academic record and transcript. If an appeal is filed, an interim notation to the effect that the grade is "under appeal" shall accompany the grade until the final disposition of the case.

III. Appeals

22. A permanent Secretary of the Re-evaluation Appeals Panel (RAP) (the Secretary) shall be appointed by the Secretary-General. The Secretary shall be responsible for the administrative functioning of the RAP and shall maintain the confidential files of the RAP.
23. A RAP of three (3) members, as well as a non-voting Chair, shall be selected by the Secretary for a given appeal. The RAP shall be composed of two (2) faculty members drawn from the Faculty

- Tribunal Pool and one (1) student drawn from the Student Tribunal Pool as provided for under the Policy for the Establishment of Tribunal Hearing Pools. Every attempt will be made to select the student member from the student's constituency (undergraduate or graduate status).
24. A student or instructor may appeal a re-evaluation decision based on either substantive grounds or on the presence of serious and prejudicial procedural defects. In the case of an appeal from an instructor, "prejudicial" shall be limited to the effect that the alleged procedural defect has on other students in the course or on the academic standards of the University. The appeal must state in clear and precise terms the grounds on which the appeal is based. Such an appeal must be made, in writing, to the Secretary within fifteen (15) days after the date of transmission of the re-evaluation decision.
 25. A student may appeal a Chair's decision that the re-evaluation request did not conform to the criteria outlined in articles 4 and 5 above. This appeal may be based on either substantive grounds or on the presence of serious and prejudicial procedural defects in the Chair's consideration of the re-evaluation request. The appeal must state in clear and precise terms the grounds on which the appeal is based. Such an appeal must be made, in writing, to the Secretary within fifteen (15) days after the date of transmission of the Chair's decision.
 26. Upon receipt of an appeal from a student, the Secretary shall send a copy to the Registrar, the Chair, the instructor and the re-evaluator, if appropriate, soliciting their input within ten (10) days. Any input received within the ten (10) day period shall be forwarded to all parties, soliciting their comments on the input within a further ten (10) days. All input and comments received within the twenty (20) day period shall form part of the dossier submitted to the RAP.
Upon receipt of an appeal from an instructor, the Secretary shall send a copy to the Registrar, the Chair, the student and the re-evaluator, if appropriate, soliciting their input within ten (10) days. Any input received within the ten (10) day period shall be forwarded to all parties, soliciting their comments on the input within a further ten (10) days. All input and comments received within the twenty (20) day period shall form part of the dossier submitted to the RAP.
 27. The RAP shall render a decision, based on the written record only, normally within thirty (30) days of the filing of an appeal. The RAP shall meet at least once in person before rendering its reasoned decision.
 28. In the case of an appeal of a re-evaluation decision, should the RAP determine that serious and prejudicial procedural defects were present in the re-evaluation process or that there are substantive grounds necessitating a new re-evaluation, it shall instruct the Chair to arrange for a new re-evaluation.
 29. Should the RAP decide that an appeal be upheld in the case of an appeal of a Chair's decision that the re-evaluation request did not conform to the criteria outlined in articles 4 and 5 above, it shall instruct the Dean to arrange for a re-evaluation independent of the relevant Chair.
 30. The RAP shall communicate its signed, dated and reasoned decision to the student, the instructor, the re-evaluator (if appropriate), the Chair and the Registrar and shall include copies of all documentation considered.
 31. The decision of the RAP is final.

IV. Miscellaneous Provisions

32. The word "days" is defined as working days which excludes weekends, holidays and other days during which the University is closed.
In the calculation of any delay set out in these procedures, the months of July and August shall not be taken into account. In the case of an appeal submitted to the RAP before July 1, the regular delays set out in these procedures shall apply.
33. Any written notice addressed to a student pursuant to Section III – Appeals under these procedures shall be sent by courier to the last address provided by the student to the University and shall be deemed to be received one (1) day after delivery.
34. If the course in question was taught by the Chair, the Dean shall assume all of the duties imposed on the Chair in these procedures. If the course in question does not form part of a department, the re-evaluation request shall be forwarded to the appropriate administrator responsible for the course.
35. The overall responsibility for the implementation and recommended amendments to these procedures shall rest with the Provost and Vice-President.

16.3.10 Examinations

Students must present identification in order to write any examination. Acceptable identification is: Concordia student I.D. card; photo- and signature-bearing Medicare card or driver's licence. Unless expressly permitted by the instructor, the possession of electronic communication devices is prohibited during examinations.

I. Final Examinations

1. Academic Calendar §11 lists the official examination periods.
2. Examination schedules are posted outside H 110 (SGW Campus) and CC 214 (LOY Campus); on kiosks throughout the campuses; or through the Concordia website at www.myconcordia.ca.

3. Since special arrangements cannot be made in the event of personal time conflicts (including personal travel plans), students should not make commitments for the examination periods until after the final schedule is posted. Nonetheless, in certain circumstances, a student who will not be in the Montreal area during the official final examination period can request to write his/her examination at another university or college.
A student who wishes to write at an external institution must submit a "Request to Write a Concordia University Exam at an External Institution" available from the Birks Student Service Centre. The completed request should be submitted to the Birks Student Service Centre within the following deadlines:
November 15: for December final examination period
April 1: for April-May final examination period
June 1: for June final examination period
August 1: for August final and replacement/supplemental examination period
The request must be accompanied by a \$10 per course processing fee.
Among the factors considered in the review of the request is the suitability of the testing location, testing conditions, and time constraints. The institution chosen must be an accredited university or college and the proctor/invigilator must be an employee of that institution and must agree to administer the exam(s) at the exact same date and time as scheduled at Concordia University and time differences must be taken into account.
The student is responsible for any fees that may be charged by the external institution.
4. An examination "conflict" is defined as two examinations scheduled at the exact same day and time or three examinations scheduled in consecutive time blocks (9:00-12:00, 14:00-17:00, 19:00-22:00; 14:00-17:00, 19:00-22:00, 9:00-12:00; 19:00-22:00, 9:00-12:00, 14:00-17:00). Two examinations in one day or three examinations in 24 hours are not considered a "conflict".
When the final examination schedule indicates that a student has a "conflict" as defined above, information on how to resolve the conflict is available on the kiosks located throughout the campuses; or through the Concordia website at www.myconcordia.ca.
The Registration and Examinations Office will make every effort to resolve the "conflict" by providing an "alternate" examination provided they are advised of the conflict by the deadline. "Alternates" are usually scheduled for the first Sunday immediately following the original examination date.
Students who cannot write an examination due to work commitments or religious observations may also request permission to write an "alternate" by reporting their conflict and providing the appropriate documentation in support of their request. Further information is available by contacting the Registration and Examinations Office.
5. No student will be admitted to the exam room if his/her name does not appear on the roster of students assigned to write in that room.
6. No candidate will be permitted to enter an examination room after the first third of the examination has elapsed, or to leave before the first third of the examination has elapsed:
3 hour examination: no entry after first 60 minutes has elapsed; no exit before first 60 minutes has elapsed
2.5 hour examination: no entry after first 50 minutes has elapsed; no exit before first 50 minutes has elapsed
2 hour examination: no entry after first 40 minutes has elapsed; no exit before first 40 minutes has elapsed
1.5 hour examination: no entry after first 30 minutes has elapsed; no exit before first 30 minutes has elapsed
1 hour examination: no entry after first 20 minutes has elapsed; no exit before first 20 minutes has elapsed
7. Students will be assigned to a specific desk/seat location.
8. Student I.D. cards will be collected at the time of "signing-in" and will be returned when "signing-out".
9. Students may not leave the exam room during the last 15 minutes.
10. **If during the course of an examination a student becomes ill, the student should report at once to the invigilator, hand in the unfinished paper and request that the examination be cancelled. Before leaving the University, the student must also visit the Temporary Examinations Office location in order that a report of the situation may be filed. If physical and/or emotional ill-health is the cause, the student must then report at once to a physician/ counsellor so that subsequent application for a deferred examination is supported by medical documentation.**
11. If a student completes an examination, even though he/she is ill or faced with other personal problems or situations, the subsequent grade obtained in the course must stand. Petitions on the grounds of illness **will not be considered**.
12. In the Fall and Winter terms, no tests or examinations are permitted in the final week of classes. Any exceptions must be approved in advance by the appropriate Faculty Council.

II. Deferred, Replacement and Supplemental Examinations – Regulations

1. Deferred Examinations

- a) A student who did not write a final examination and has been granted a “DEF” notation is permitted to write a deferred examination.
- b) A deferred examination counts for the same weight in the course evaluation scheme and covers the same course material as the original examination.
- c) A student who does not write a deferred examination for medical or other valid reasons as identified in §16.3.8 may apply to write another deferred examination within the following deadlines:
 - January 15: for deferred examinations missed in October or December
 - May 15: for deferred examinations missed in February or April
 - August 31: for deferred examinations missed in June or August
- d) A student who does not write either of the two scheduled deferred examinations for the same course for medical or other serious reasons, must repeat the course to obtain credit. Such students are not eligible to write a supplemental examination.
- e) When a student does not write a deferred examination without acceptable medical or other valid reasons, no further examination, deferred or supplemental, will be scheduled.
- f) When a deferred examination is not written, the original grade assigned in the course prior to the granting of the “DEF” notation will be reinstated on the student record and transcript.
- g) When a deferred examination has been written and evaluated, the mark is added to the student’s marks for other course work. The resulting final grade will replace the “DEF” notation on the student’s academic record and transcript.
- h) A student who fails a course after writing a deferred examination may have one opportunity to write a supplemental examination during the next scheduled supplemental examination period provided the original grade was not “FNS” and all other criteria for writing a supplemental have been met (see §16.3.8 III).
- i) A student cannot write a deferred examination in a course with a grade of “R” or “NR”.

2. Replacement Examinations

- a) A student who did not write a final examination and has been granted a “MED” notation is permitted to write a replacement examination.
- b) A replacement examination counts for the same weight in the course evaluation scheme and covers the same course material as the original examination.
- c) A student who does not write a replacement examination for medical or other valid reasons may apply to write another replacement examination within the following deadlines:
 - January 15: for replacement examinations missed in October or December
 - May 15: for replacement examinations missed in February or April
 - August 31: for replacement examinations missed in June or August
- d) A student who does not write either of the two scheduled replacement examinations for the same course for medical or other serious reasons, must repeat the course to obtain credit. Such students are not eligible to write a supplemental examination.
- e) When a student does not write a replacement examination without acceptable medical or other valid reasons, no further examination, replacement or supplemental, will be scheduled.
- f) When a replacement examination is not written, the “MED” notation (e.g. “MED/DNW”) will appear permanently on the student record and transcript.
- g) When a replacement examination has been written and evaluated, the mark is added to the student’s marks for other course work. The resulting final grade will replace the “MED” notation on the student’s academic record and transcript.
- h) A student who fails a course after writing a replacement examination, may have one opportunity to write a supplemental examination during the next scheduled supplemental examination period provided the original grade was not “FNS” and all other criteria for writing a supplemental have been met (see §16.3.8 III).
- i) A student cannot write a replacement examination in a course with a grade of “R” or “NR”.

3. Supplemental Examinations

- a) A student who applies for and satisfies all the requirements is permitted to write a supplemental examination.
- b) Whether or not a supplemental examination is written, the original grade for the course (“F”, “F/DNW”) will remain permanently on the student’s academic record and transcript.
- c) The grades from both attempts (first attempt and the supplemental exam) are included in calculating Grade Point Averages and assessments of academic standing.
- d) A student who fails a supplemental examination is given a grade of “R”. A student who does not write a supplemental examination is not assigned a second failing grade for the course.

- e) A student who does not write a supplemental examination for medical, or other serious reasons, may re-apply to write the supplemental examination for that course during the next scheduled supplemental examination period. The deadline dates are as follows:
 January 15: for supplemental examinations missed in October
 May 15: for supplemental examinations missed in February
 August 31: for supplemental examinations missed in August
 A student who does not write either of these supplemental examinations for medical or other serious reasons, must repeat the course to obtain credit.
- f) John Molson School of Business and the Faculty of Engineering and Computer Science: There are no supplemental examinations available for courses offered in these Faculties, other than for COMP 201 and COMP 218.

III. Deferred, Replacement and Supplemental Examination Periods

Deferred, replacement and supplemental examinations are written at various times throughout the year.

1. Deferred/Replacement Examinations

- a) John Molson School of Business and Faculty of Engineering and Computer Science: Deferred examinations for courses offered in these Faculties are written the next time the course is offered. For potential graduates in Engineering and Computer Science, if there is no examination scheduled for the course in question in the semester before graduation, a deferred examination would be made available during the final examination period of that semester.
- b) Faculties of Arts and Science, Fine Arts: Deferred examinations for courses in these Faculties are written during the next regular examination period **provided** the course is given in the next semester **and** that a final examination is scheduled. If the course is not offered or there is no examination scheduled for the course in question in the subsequent examination cycle, the deferred examination would be scheduled during the next replacement examination period (February [mid-term break], August, October).

2. Supplemental Examinations

- a) John Molson School of Business and Faculty of Engineering and Computer Science: There are no supplemental examinations available for courses offered in these Faculties, other than for COMP 201 and COMP 218.
 - b) Faculties of Arts and Science, Fine Arts: Supplemental examinations for Fall/Winter courses (/2, /3, and /4) are normally written in late August. For Summer session courses (/1) supplemental examinations are usually written in October. Graduating students may write supplemental examinations in February for Fall courses (/2) only.
3. In certain circumstances, a student who will not be in the Montreal area during **the deferred, replacement or supplemental examination period** can request to write his/her examination at another university or college. For information on writing examinations at an external institution, see §16.3.10.I.

16.3.11 Academic Performance

I. Performance Regulations

Students are required to maintain an acceptable standard of scholarship. Each student's academic standing is assessed at the end of every year on the basis of an Annual Weighted Grade Point Average (WGPA) as defined below.

The specific regulations applicable to students registered in each Faculty can be found in the following sections of the Calendar:

<u>Faculty</u>	<u>See Calendar Section</u>	<u>System Used</u>
Faculty of Arts and Science	31.003.1	WGPA
John Molson School of Business	61.22.1	WGPA
Faculty of Engineering and Computer Science	71.10.3	WGPA
Faculty of Fine Arts	81.20.4	WGPA

These regulations may be modified in the case of students transferring either between Faculties or from another university.

II. Weighted Grade Point Average

a) Annual Grade Point Average

An Annual Weighted Grade Point Average (WGPA) for each student is calculated at the end of each academic year (including the Summer, Fall and Winter terms), provided that the student has attempted a minimum of 12 credits. If the student has attempted fewer than 12 credits, these credits will be included in the assessment for the following academic year.

When a student transfers from one degree or certificate to another degree or certificate, the WGPA is calculated only for courses recorded in the current degree or certificate. Special regulations for graduating students may be specified in each Faculty's regulations.

Grades for supplemental and replacement examinations and for late completion of courses with "INC" or "MED" notations are included in the assessment period in which they are recorded.

In the case of courses taken more than once in the same assessment period, only the grade corresponding to the latest attempt of the course will be used in the calculation of the Annual WGPA. In the Faculty of Engineering and Computer Science, prerequisite courses required for admission to a program will not be counted unless they are specifically listed on the student's acceptance letter.

A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the Annual WGPA whether or not the course has been repeated.

The WGPA is calculated as follows:

First, for each course attempted, the number of credits for the course is multiplied by the grade points obtained for the course, as specified in §16.3.3. Then, the sum of the grade points for all courses is divided by the total credits attempted.

$$\text{WGPA} = \frac{\Sigma (\text{course credits} \times \text{grade points})}{\Sigma (\text{credits attempted})}$$

Σ = sum of

Example:

Course	Grade Achieved	Credit Value		Grade Points*	Weighted Grade Points
1	D	3.00	X	1.00	= 3.00
2	C+	3.00	X	2.30	= 6.90
3	B	2.00	X	3.00	= 6.00
4	A-	6.00	X	3.70	= 22.20
5	F	3.00	X	0.00	= 0.00
Total Credits Attempted		17.00			Total Weighted Grade Points 38.10

$$\text{WGPA} = \frac{38.10}{17.00} = 2.24$$

* As detailed in §16.3.3

b) Cumulative Grade Point Average

This is the running total of the GPA since a student was admitted to the most recent degree (or certificate) program. It includes the same courses as were included in the calculation of the Annual Weighted Grade Point Average, but it does not include the grade point weighting of courses which were completed in an earlier program, for which "transfer credit" has been awarded in the new program. In the case of repeated courses, only the grade corresponding to the latest attempt of the course will be used in the calculation of the Cumulative GPA.

A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the Cumulative GPA whether or not the course has been repeated.

c) Final Graduation Grade Point Average

This is a cumulative GPA of all courses applicable to the new degree program being completed to which special rules apply. For example, additional credits in extended programs are not normally included in any calculation, and repeated courses and transferred courses are treated differently than they are in the Annual or Cumulative GPA calculations. In the case of transfer students, all courses taken at Concordia will be included in calculating the Graduation GPA, except in the Faculty of Engineering and Computer Science, where only courses which are part of the degree program are taken into account. This GPA is calculated and recorded on the record only when a student graduates.

In the case of repeated courses, only the grade corresponding to the latest attempt of the course will be used in the calculation of the Graduation GPA.

A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the Graduation GPA whether or not the course has been repeated.

The Final Graduation GPA is used as the basis to determine eligibility for High Academic Achievement (§16.3.12).

III. Qualifying Programs and Visiting Students

Students registered in Qualifying Programs or as Visiting students are subject to the regulations of the Faculty in which they are registered.

IV. Independent Students

1. Independent students are subject to the same Grade Point Average requirements as students registered in programs offered by the Faculty of Arts and Science. (See §31.003.1)
2. Independent students who are classified as failed may not reregister without permission of the Registrar.

V. Regulations for Failed Students and Students in Conditional Standing

1. Failed students or students in conditional standing are not eligible to write supplemental examinations.
2. Undergraduate students who are classified as failed may not reregister as Independent students.

VI. Recording of Failed and Conditional Standing

Failed standing is noted on the student's academic record and transcript. In the event that a student is subsequently readmitted, previous failed standing will appear only on the record. Conditional standing is noted on records only.

16.3.12
*High Academic
Achievement*

A degree "With Distinction" or "With Great Distinction" will be awarded to students who obtain Graduation Grade Point Averages (GGPA) of at least 3.40 or 4.00 respectively. The Graduation Grade Point Average is calculated over courses taken in the regular program, as determined by guidelines of the Office of the Registrar. Additional credits in extended programs are not normally included in any calculation. In the case of transfer students, all courses taken at Concordia will be included in calculating the Graduation GPA.

16.3.13
Repetition of Courses

1. A student may repeat a failed course only once. However, a student who fails a required course twice may appeal to the appropriate Student Request Committee for permission to take the course a third time. If permission is not granted, the student may not be allowed to continue in the University towards that program and/or degree.
 2. A student who has received a passing grade for a course may repeat the course for personal reasons (e.g. to meet an external requirement) only once. A student may appeal to the appropriate Student Request Committee for permission to take the course a third time. The student's record and transcript will include all grades, but grades with the "REPT" notation will carry no credit value.
 3. A student who wants or needs to repeat a course that is prerequisite to other courses must do so *before* taking any following course in the sequence.
 4. The grade corresponding to the latest attempt of the course will be used for calculating the Cumulative GPA and the Graduation GPA.
 5. In the case of courses taken more than once in the same assessment period, only the grade corresponding to the latest attempt of the course will be used in the calculation of the Annual WGPA.
 6. A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the Annual WGPA, the Cumulative GPA, and the Graduation GPA whether or not the course has been repeated.
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17.10 Academic Integrity and the Academic Code of Conduct

17.10.1 ACADEMIC INTEGRITY

17.10.2 UNDERSTANDING AND UPHOLDING ACADEMIC INTEGRITY

17.10.3 ACADEMIC CODE OF CONDUCT

17.20 Policy on the Establishment of Tribunal Hearing Pools

17.30 Rights and Responsibilities

17.40 Ombuds Office

Section 17

17.10

ACADEMIC INTEGRITY AND THE ACADEMIC CODE OF CONDUCT

17.10.1 ACADEMIC INTEGRITY

Academic integrity is key to academic success at Concordia University. More specifically, "The integrity of University academic life and of the degrees, diplomas and certificates the University confers is dependent upon the honesty and soundness of the instructor-student learning relationship and, in particular, that of the evaluation process. Therefore, for their part, all students are expected to be honest in all of their academic endeavours and relationships with the University." (Academic Code of Conduct, article 1)

17.10.2 UNDERSTANDING AND UPHOLDING ACADEMIC INTEGRITY

Concordia University has several resources available to students to better understand and uphold academic integrity. Concordia's website on academic integrity can be found at the following address, which also includes links to each Faculty and the School of Graduate Studies: <http://www.concordia.ca/academicintegrity>.

The definitions, procedures, and sanctions related to charges of academic offences are outlined in the Academic Code of Conduct.

17.10.3 ACADEMIC CODE OF CONDUCT

I. Preamble

Introduction

1. The integrity of University academic life and of the degrees, diplomas and certificates the University confers is dependent upon the honesty and soundness of the instructor-student learning relationship and, in particular, that of the evaluation process. Therefore, for their part, all students are expected to be honest in all of their academic endeavours and relationships with the University.

Jurisdiction

2. For the purposes of this Code, the student need only have been a student at the time of the alleged offence.
3. If, prior to the initiation of any proceedings under this Code, the student has graduated, the proceedings shall continue.
4. Neither the withdrawal by a student from a degree, diploma or certificate program or from a course, nor the termination of that student's program by his/her department shall affect the filing of an Incident Report or any process provided for under this Code. If a student withdraws from the course, the Registrar will replace the withdrawal (DISC) notation by a pending (PEND) notation until the outcome of the charge is finalized.

Ambiguity

5. Wherever there is doubt or ambiguity regarding any provision of this Code or the procedure to be followed, that interpretation or procedure which appears to be most equitable and consistent with the general purposes and philosophy of this Code shall be adopted. Except for those terms specifically defined in this Code, the terms used shall have their usual meanings.

II. Definitions

Student

6. Student is defined as:
 - a. any person registered in the University whether for courses or research and whether or not a candidate for a degree, diploma or certificate;
 - b. persons once registered in the University who are under suspension from the University;
 - c. persons registered during a preceding academic term.

Days

7. Days is defined as working days which excludes weekends, holidays, and other days during which the University is closed as listed in the Undergraduate and Graduate Calendars.

Dean

8. Dean is defined as:
- a. the Dean of the Faculty or School offering the program in which the student is registered; or
 - b. if the student is not registered in a program, the Dean of the Faculty or School providing the course concerned or in the event that the offence is not related to a particular course, the Dean of the Faculty or School providing the most credits on the student's record; or
 - c. if the student is a graduate student, the Dean of the School of Graduate Studies.
- The Dean may designate a delegate to fulfil any of his or her obligations under this Code. If the course concerned is taught by the Dean, the Provost and Vice-President, Academic Affairs shall assume all of the duties imposed on the Dean in this Code.

Invigilator

9. Invigilator means an instructor or any other person who is charged with supervising an evaluative exercise.

Examination

10. Examination means any evaluative exercise including tests, quizzes and like assignments as well as site supervised examinations and non-site supervised examinations.

Administrator

11. Administrator, as allowed for in article 27, means those individuals who through the normal course of their duties at the University may encounter possible incidents of academic misconduct. Examples of an administrator may include, but are not restricted to: Office of the Registrar or Admissions personnel, Graduate Program Directors, Associate Deans, re-evaluators (see Academic Re-evaluation Procedures) and academic department staff.

Secretary of the Academic Hearing Panel

12. A Secretary of the Academic Hearing Panel shall be named and shall be responsible for the administrative functioning of the Academic Hearing Panels, including maintaining the confidential files and recordings of proceedings of the hearing panels.

Secretary of the Appeals Panel

13. A Secretary of the Appeals Panel shall be named and shall be responsible for the administrative functioning of the Appeals Panels, including maintaining the confidential files of the Appeals Panels. The Secretary of the Appeals Panel shall not be the same individual as named in article 12.

III. Offences

14. Any form of cheating, plagiarism, personation, falsification of a document as well as any other form of dishonest behaviour related to the obtention of academic gain or the avoidance of evaluative exercises committed by a student is an academic offence under this Code.
15. Any attempt at or participation related in any way to an academic offence is also an offence under this Code and shall be dealt with in accordance with the procedures set out in this Code.
16. Without limiting, or restricting, the generality of article 14 above and with the understanding that articles 16 a) to l) are to be considered examples only, academic offences include the carrying out, or attempting to carry out or participating in:
- a. plagiarism — the presentation of the work of another person, in whatever form, as one's own or without proper acknowledgement;
 - b. the contribution by one student to another student of work with the knowledge that the latter may submit the work in part or in whole as his or her own;
 - c. unauthorized collaboration between students;
 - d. tearing or mutilating an examination booklet, inserting pages into a booklet or taking a booklet from the examination room;
 - e. multiple submission — the submission of a piece of work for evaluative purposes when that work has been or is currently being submitted for evaluative purposes in another course at the University or in another teaching institution without the knowledge and permission of the instructor or instructors involved;
 - f. the obtention by theft or any other means of the questions and/or answers of an examination or of any other University-related resource that one is not authorized to possess;
 - g. the possession or use during an examination of any non-authorized documents or materials or possessing a device allowing access to or use of any non-authorized documents or materials;
 - h. the use of another person's examination during an examination;
 - i. communication with anyone other than an invigilator during an examination or the obtention of any non-authorized assistance during an examination;
 - j. personation — assuming the identity of another person or having another person assume one's own identity;

- k. the falsification of a document, in particular a document transmitted to the University or a document of the University, whether transmitted or not to a third party, whatever the circumstances;
- l. the falsification of a fact or research data in a work including a reference to a source, which has been fabricated. Falsification shall not include those factors intrinsic to the process of academic research such as honest error, conflicting data or differences in interpretation or judgement of data or of experimental design.

IV. Procedures

Provisions Governing Examinations

- 17. It is the duty of an invigilator to take action under the following articles when he or she becomes aware of any suspected academic offence.
- 18. Every examination paper shall expressly list the materials and equipment that a student is permitted to have and use during the examination and shall indicate any special conditions relating to the examination.
- 19. Except if expressly authorized by the invigilator, a student may not speak or otherwise communicate with any person other than an invigilator.

Centrally Supervised Examinations

- 20. Where an examination is supervised by the Office of the Registrar or where another central supervisory function is available to deal with allegations of offences related to examinations, a student who is suspected of an academic offence shall be so informed by the invigilator and shall be required to leave the examination area.
- 21. Communication with the student shall be restricted to requesting that he or she, in a written statement, choose one of the following options on a completed Academic Code of Conduct Incident Report ("Incident Report"), see Appendix A (a copy of which is available on the following website: <http://secretariat.concordia.ca/policies/bd/en/BD-3.pdf>):
 - a. to withdraw from the examination with the understanding that if the charge is dismissed, the student shall be permitted to take another examination for the same course at a mutually agreed upon time but no later than one calendar year from the date of the filing of the Incident Report; or
 - b. to continue the examination under controlled conditions in another location in which case the invigilator shall provide a fresh examination booklet and shall allow additional time for the examination to compensate for any time lost. The student shall continue the examination from the point at which he or she was required to leave the examination area; or
 - c. to acknowledge that the exam has been completed.
- 22. Should the student not indicate a choice, he or she shall be considered to have chosen to withdraw from the examination. Until such time as the student has indicated that he or she has chosen to withdraw from the examination or is deemed to have done so, he or she remains under examination conditions.
- 23. The invigilator shall file an Incident Report with the Dean, as defined in article 8 of this Code, and shall include all examination materials as well as any other evidence related to the suspected academic offence. The invigilator may not, on his or her own authority, impose a sanction on the student.

Other Examinations

- 24. Where an examination is not supervised by the Office of the Registrar or where another central supervisory function is not available to deal with allegations of offences related to examinations, a student who is suspected of an academic offence shall be so informed by the invigilator and may be required to leave the examination area immediately. The invigilator shall file an Incident Report with the Dean, as defined in article 8 of this Code, and shall include all examination materials as well as any other evidence related to the suspected academic offence. The invigilator may not, on his or her own authority, impose a sanction on the student.

Non-Examination Related Offences

- 25. An instructor who, in the course of grading a student's work or through any other means, has reasonable grounds to believe that a student in the instructor's course or working under his or her direction has committed a non-examination related offence shall complete an Incident Report. The instructor shall forward the Incident Report to the Dean as defined in article 8 of this Code. The instructor may not, on his or her own authority, impose a sanction on the student. In the interim, and until there is a final outcome of any proceedings under this Code, the instructor shall enter a pending notation.
- 26. Should a person other than an instructor, as named in article 25, have reasonable grounds to believe that a student has committed a non-examination related offence, he or she may report his or her findings to the Department Chair, or equivalent. If the Chair, or equivalent, finds that there are reasonable grounds, he or she shall complete an Incident Report. The Chair, or

- equivalent, shall forward the Incident Report to the Dean as defined in article 8 of this Code. The Chair, or equivalent, may not, on his or her own authority, impose a sanction on the student.
27. Any administrator of the University who to his or her personal knowledge or upon reliable report has reasonable grounds to believe that a student has committed a non-examination related offence shall complete an Incident Report. The administrator shall forward the Incident Report to the Dean as defined in article 8 of this Code. The administrator may not, on his or her own authority, impose a sanction on the student.

Interviews

28. Upon receipt of an Incident Report, the Dean shall send a copy to the student, the Registrar and the Secretary of the Academic Hearing Panel and shall indicate whether he or she intends to interview the student to inquire into the alleged offence or whether the Incident Report is being transmitted directly to an Academic Hearing Panel. The Dean shall, as well, include a copy of this Code.
29. Should the Dean decide to interview the student, the interview shall normally take place within fifteen (15) days of the Dean's receipt of the Incident Report. Whenever possible, five (5) days notice shall be given to the student before the interview. In convening the interview with the student, the Dean shall inform the student of his or her right to consult any person and to be accompanied or represented by a student advocate from the Student Advocate Program, the CSU Student Advocacy Centre or any other member of the University community.
30. When the Dean has decided not to interview the student and to transmit the Incident Report directly to an Academic Hearing Panel such transmission shall take place within fifteen (15) days of receipt of the Incident Report.
31. At the outset of the interview, the Dean shall inform the student that he or she is not obliged to answer any of the Dean's questions and that any answers given may become the basis for an immediate disposition of the case under article 32 or cause the Dean to refer the case to an Academic Hearing Panel or be the subject of testimony by both parties at any subsequent proceeding. The standard of proof to be relied upon by the Dean shall be one of a "preponderance of evidence" as defined in article 49.
32. Within ten (10) days from the conclusion of the interview, the Dean shall write to the student indicating his or her decision to dismiss the charge or, in the case of upholding the charge, to impose one or more of the following sanctions:
- Reprimand the student;
 - Direct that a piece of work be resubmitted;
 - Enter a grade of "0" for the piece of work in question;
 - Enter a grade reduction in the course;
 - Enter a failing grade for the course;
 - Enter a failing grade and ineligibility for a supplemental examination or any other evaluative exercise for the course;
 - 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;
- After the interview, the Dean also has the option to refer the case directly to an Academic Hearing Panel, which must be done in all cases of repeat offences.
- In the case of a student who has graduated, the only two available sanctions are i) a notation on the student's academic record that he or she has been found guilty of academic misconduct; or ii) a recommendation to Senate for the revocation of the degree obtained.
- Where the Dean has decided to dismiss the charge, the Dean shall direct the instructor to submit a grade for the course in question, if applicable.
33. In the case of a sanction imposed by the Dean under article 32, the letter to the student shall inform him or her of the right to obtain a full hearing before an Academic Hearing Panel by notifying the Secretary of the Academic Hearing Panel (the Secretary), in writing, within ten (10) days after the date of transmission of the Dean's decision. A copy of the Dean's letter shall be sent to the Secretary, the Registrar, the instructor and the Department Chair, or equivalent, if applicable.
- When the Dean has decided to dismiss the charge against the student, a copy of the letter dismissing the charge shall be sent to the Secretary, the Registrar, the instructor and the Departmental Chair, or equivalent, if applicable.
34. Where the Dean has imposed a sanction under article 32 and the student has not elected to obtain a full hearing under article 33, the Secretary shall, within a reasonable time, so notify the Dean and the Dean shall file a report with the Registrar containing the following:
- identification of the student concerned;
 - a statement of the facts and findings;
 - a statement of the course of action taken;
 - a statement to the effect that the student concerned was notified in writing of the action taken and of his or her right to a full hearing before an Academic Hearing Panel. Such report shall form a part of the student's permanent file maintained by the Registrar.

35. When the student has elected to obtain a full hearing under article 33, the execution of any decision of the Dean shall be suspended pending disposition by an Academic Hearing Panel. In such cases, the imposition of the sanction of a failing grade shall not be taken into account when calculating the student's grade point average.

Composition of the Academic Hearing Panels

36. An Academic Hearing Panel ("AHP") of five (5) members, as well as a non-voting Chair, shall be selected by the Secretary for a given hearing. The AHP shall be composed of three (3) faculty members drawn from the Faculty Tribunal Pool and two (2) students drawn from the Student Tribunal Pool provided for under the *Policy on the Establishment of Tribunal Hearing Pools* (BD-6). Every attempt will be made to select at least one (1) faculty member and one (1) student from the student's constituency (i.e. by faculty and undergraduate or graduate status).
37. In the absence of one or more panellists and with the consent of both parties, it shall be permitted to proceed with a reduced Panel. A reduced AHP shall be composed of the non-voting Chair as well as two (2) faculty members and one (1) student.

Procedures Before an Academic Hearing Panel

38. Once a matter has been referred to the Secretary, he or she shall convene an AHP to hear the matter. Thereafter, the Secretary shall be responsible for all communications with the parties.
39. A hearing shall be convened as soon as possible after the receipt by the Secretary of the notification and normally within fifteen (15) days. Once a hearing date is fixed by the Secretary, both parties shall submit any documentation they wish considered to the Secretary no later than ten (10) days before the scheduled hearing date. Such documentation shall include all supporting documents, including any submitted during the interview process, and a list of the witnesses, if any, that will appear. The Secretary shall transmit the documentation, together with a list of the Panel members selected for the case, to the parties no later than five (5) days before the scheduled hearing date.
40. When not already evident from the case file, the Secretary shall inform the student of his or her right to consult any person and to be accompanied or represented by a student advocate from the Student Advocate Program, the CSU Student Advocacy Centre or any other member of the University community.
41. Either party may object to the participation of a Panel member on the grounds of potential bias. A reasoned objection shall be filed with the Secretary in writing at least three (3) days prior to the hearing date. The Secretary shall arrange for an alternate Panel member to serve if he or she determines that the objection is well-founded. If the Secretary feels that the objection is frivolous and the matter cannot be resolved, the issue shall be forwarded to the Chair of the AHP who shall render a final decision in this regard.
42. When the offence involves more than one student, either the student(s) or the Dean(s) may request that the Secretary schedule a joint hearing. If the request is initiated by the student(s), it shall be made at the time of his or her initial hearing request. A request from the Dean(s) shall be made following receipt of the student's hearing request notification. The consent of the other party and each of the students called upon to participate shall be obtained prior to proceeding with a Joint Hearing. The AHP has the discretion to uphold or dismiss the charge against each student and to apply the appropriate individual sanction.
43. If a student wishes to withdraw his or her request for a hearing, normally the student shall notify the Secretary of the withdrawal at least seven (7) days prior to the hearing date. Following such a withdrawal, the Dean shall file a report with the Registrar, according to article 34, and include the information that the student withdrew his or her request for a hearing.

The Hearing

44. The AHP shall establish its own rules of procedure. Minimally, these rules shall provide for opening statements by the parties, evidence and witnesses called by the parties (expert or otherwise), the right of cross-examination, questioning by members of the AHP, representations with respect to desired sanctions and closing statements. Hearings shall be recorded and the cassettes kept as part of the permanent record of the proceedings for a period of not less than five (5) years.
45. The role of the Chair shall be to preside over the proceedings, keep order and ensure fairness. The Chair shall, as well, preside over the deliberations of the AHP but shall not vote. Decisions shall be by majority vote. The hearing shall be closed unless both parties have consented in writing to the attendance of members of the University community.
46. The instructor in the course in which the offence took place, if applicable, may be present throughout the hearing or may be called as a witness by either of the parties.
47. If the student fails to attend the hearing, the hearing may proceed in the student's absence or, at the Chair's discretion the start of the hearing may be postponed. If the hearing proceeds in the student's absence, all rights contingent on the student's presence, with the exception of the right to have an advocate present to plead for postponement, are forfeited. In such a case, a student's

right of appeal is limited to a consideration of the reasonableness of his or her excuse for not appearing. If an Appeals Panel finds that the excuse is reasonable, it shall order a new hearing by a new AHP with the student present. The decision of the new hearing with the student present is appealable as if it were a first hearing.

48. At a hearing for a student charged with a repeat offence, other than the fact that a previous charge has been upheld and is, therefore, relevant in relation to article 52, any and all other information concerning the charge(s) shall be excluded, including the nature of the offence(s) and the sanction(s) imposed.
49. The decision of the AHP shall be signed, dated and reasoned. The standard of proof to be relied upon by the AHP shall be one of a "preponderance of evidence". A "preponderance of evidence" standard means that the Dean must establish that his or her version of the facts is significantly more probable.

Sanctions

50. Within ten (10) days from the conclusion of the hearing, the AHP shall write to the student and the Dean, with a copy to the Registrar, indicating its decision to dismiss the charge against the student or, in the case of upholding the charge, to impose one or more of the following sanctions:
 - a. Reprimand the student;
 - b. Direct that a piece of work be resubmitted;
 - 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.

In the case of a student who has graduated, the only two available sanctions are i) a notation on the student's academic record that he or she has been found guilty of academic misconduct; or ii) a recommendation to Senate for the revocation of the degree obtained.

51. A sanction of suspension or expulsion is subject to confirmation by the Provost and Vice-President, Academic Affairs, who shall also determine the effective date.
52. Any student found to have committed a second academic offence shall be expelled from the University subject to confirmation by the Provost and Vice-President, Academic Affairs.
53. The decision of the AHP shall inform the parties of their right to seek an appeal from an Appeals Panel within fifteen (15) days after the date of transmission of the AHP decision.
54. Where neither the Dean nor the student has sought an appeal from an Appeals Panel within the stipulated delay, the Secretary shall so inform the Registrar including a statement to the effect that the Dean and the student concerned were notified in writing of the action taken and of their right to seek an appeal from an Appeals Panel. Such report shall form a part of the student's permanent file maintained by the Registrar. This notification shall be sent to the Dean and the student.
55. The execution of any sanctions by an AHP shall be suspended until the expiry of the delay to seek an appeal or until the rendering of the decision by an Appeals Panel if an appeal is heard. In such cases, the imposition of the sanction of a failing grade shall not be taken into account when calculating the student's grade point average.

Appeals

56. Should either the student or the Dean wish to seek an appeal from a decision or sanction of an AHP, he or she shall apply in writing to the Secretary for the authorization to seek an appeal within fifteen (15) days after the date of transmission of the AHP decision. An Appeals Panel shall decide whether an appeal shall be heard having regard to the circumstances of each case.
57. Such request for authorization to appeal may be based only on the grounds of discovery of new evidence following the rendering of the decision of the AHP or on the presence of serious and prejudicial procedural defects of the AHP. The request shall state in clear and precise terms the grounds on which the appeal is based. The Appeals Panel shall be provided with the complete file of the AHP and its decision shall be based on the written record only.
58. An Appeals Panel of three (3) members, as well as a non-voting Chair, shall be selected by the Secretary for a given appeal. The Appeals Panel shall be composed of two (2) faculty members drawn from the Faculty Tribunal Pool and one (1) student drawn from the Student Tribunal

Pool. Every attempt will be made to select the student member from the student's constituency (undergraduate or graduate status).

59. An Appeals Panel shall be convened as soon as possible after receipt of the authorization request by the Secretary and normally within fifteen (15) days. It shall normally render its decision with respect to the request within five (5) days of its consideration of the request.
60. If the authorization to appeal is granted, the appeal shall normally be heard within fifteen (15) days of the decision to authorize the appeal. Notification of such shall be sent to both parties.
61. The Appeals Panel has the authority to confirm, reverse or modify the decision being appealed. Further, should the appeal be based on the production of new evidence, the Appeals Panel may order a new hearing of the case by a new AHP.
62. The Appeals Panel shall normally render its decision within ten (10) days of the hearing. The decision of the Appeals Panel shall be signed, dated and reasoned and shall be sent to both parties and the Registrar.
63. The decision of the Appeals Panel shall be final.
64. In the case of the denial of an appeal where the sanction imposed by the AHP was suspension or expulsion, the suspension or expulsion shall take effect on a date to be determined by the Provost and Vice-President, Academic Affairs.

V. Miscellaneous Provisions

Delays and Language

65. In the calculation of any delay set out in the Code, the months of July and August shall not be taken into account. In the case of a hearing before an AHP or an Appeals Panel that commenced before July 1, the regular delays set out in this Code shall apply.
66. Students may participate in interviews conducted under article 29 in either English or French. Further, any party or witness participating in a hearing before an AHP or an Appeals Panel may make their presentation in either English or French. If an interpreter is required to satisfy the preceding, the request shall be made at the same time as the initial AHP request made in accordance with article 33.

Notices

67. Any written notice addressed to a student under this Code shall be sent by courier to the last address provided by the student to the University and shall be deemed to be received one (1) day after delivery.

Notations on Academic Record and Transcript

68. When a charge of academic misconduct has been upheld, the charge and the sanctions shall be reflected on the student's academic record with the sanction appearing as the appropriate article (32 or 50) and the additional notation of "for academic and disciplinary reasons". When the sanction imposed is either 32 (g) or 50 (g), the number of extra credits imposed shall also be noted.
69. Sanctions of a failing grade in a course; a failing grade in a course and further ineligibility for a supplemental examination and the obligation to take extra courses shall be reflected on the student's academic transcript with no additional notations relating to academic misconduct. A grade obtained as the result of a penalty for academic misconduct shall remain in the calculation of the Annual WGPA, the Cumulative GPA and the Graduation GPA, whether or not the course has been repeated.
70. Suspensions imposed under this Code shall be recorded on the academic record and the academic transcript as follows: "Required to withdraw for academic and disciplinary reasons. May not resume studies until [date]". At the date for resumption of studies, the notation shall be removed from the student's academic transcript but shall continue to appear on the student's academic record.
71. The President may, upon written request from a student and in cases where the President considers it appropriate, direct that a sanction, with the exception of expulsion, be removed from the student's academic record. Such written request can be made no sooner than five (5) years after the sanction has been imposed.
72. Any expulsion imposed under this Code shall be recorded on the academic record and the academic transcript as follows: "Required to withdraw for academic and disciplinary reasons. May not apply for readmission".
73. In cases where a sanction has been imposed but a student has requested either a full hearing before an AHP or has sought an appeal from an Appeals Panel which has not been disposed of, the Registrar shall note on the academic record that both the grade and the sanction are "pending" until both the hearing and appeal process have been completed.
74. Further to article 73, in the case of a sanction of suspension or expulsion, the Registrar shall note on the academic transcript that the sanction is "pending".
75. No degree, diploma or certificate of the University shall be conferred or awarded from the time of the alleged offence until the final disposition of the charge.

Records and Confidentiality

76. The Registrar shall maintain a record in the student's official file with respect to all sanctions imposed under this Code.
77. In all cases where a charge of academic misconduct has been upheld, the responsibility for maintaining the complete file shall rest with the Dean.
78. All records shall be kept in strictest confidence and shall only be communicated to the student concerned and to other persons within the University having a legitimate interest or duty to take communication of them.
In the event that a charge is dismissed at any level provided for in the Code, all information relating to the charge will be removed from the files held by the Faculty and the Registrar and will have no effect on a student's academic record or future academic activities. However, in accordance with the legislation governing the keeping of records, a record of the charge and its dismissal will be kept in a confidential file by the Secretary and will be destroyed within the time-frame outlined by the University's archives retention rules.
79. Nothing contained in this section shall be interpreted as preventing the Registrar or any other University member from responding to a court order requiring the disclosure of information or statements obtained in the course of an interview or hearing conducted under this Code.

Annual Report

80. An annual report detailing the number of charges laid under this Code and their disposition shall be prepared by the Secretary and presented to Senate by September 30 of each year. The report shall be published in the University's newspaper. In no circumstances shall any mention be made of the names of the parties involved nor of any information, which might lead to their identification.

Overall Responsibility for Code

81. The overall responsibility for the implementation and recommended amendments to this Code shall rest with the Secretary-General. The Secretary-General shall transmit an information sheet to each Dean and Chair at the beginning of the Fall Term each year outlining the general framework of this Code.
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17.20

POLICY ON THE ESTABLISHMENT OF TRIBUNAL HEARING POOLS

General

1. This policy deals with the establishment of tribunal hearing pools for hearings, both first-level hearings as well as appeal hearings, provided for in the Code of Rights and Responsibilities, the Academic Code of Conduct (including cases heard under the previous Code of Conduct – Academic), the Academic Re-evaluation Procedures, the Graduate Academic Appeals Procedures and any other codes or policies which may be adopted that refer to the Tribunal Hearing Pools provided for under this policy.
2. In the event that a hearing or appeal panel cannot be convened from the membership of the Student Tribunal Pool, the Faculty Tribunal Pool, the Administrative and Support Staff Tribunal Pool or the Pool of Chairs, as outlined below, the Secretary-General shall designate the membership of the relevant hearing or appeal panel for a given case.

Student Tribunal Pool

3. In June of each year, the Concordia Student Union Inc. shall be asked to nominate up to a maximum of fifteen (15) undergraduate students and the Graduate Student Association shall be asked to nominate up to a maximum of ten (10) graduate students to form the Student Tribunal Pool (STP).
4. In order to be eligible, students shall be registered in an undergraduate or graduate program and be in good standing. Students who are in failed standing, in conditional standing or on academic probation or who have been sanctioned under the Code of Rights and Responsibilities, or the Academic Code of Conduct (including cases heard under the previous Code of Conduct – Academic) within the three (3) years previous to their nomination are not eligible.
The status and standing of student nominees shall be confirmed by the University Registrar in September prior to the submission of the list of nominees for approval to Senate by the Secretary of Senate. In addition, the status and standing of members of the STP shall be confirmed by the University Registrar each September for as long as the member remains in office.
5. The term of office of members of the STP shall be for two (2) years, from September 1 to August 31, and shall be renewable. Members remain in office until replaced.

Faculty Tribunal Pool

6. The Council of the Faculty of Arts and Science shall nominate thirteen (13) faculty members, the Council of the John Molson School of Business shall nominate six (6) faculty members, the Council of the Faculty of Engineering and Computer Science shall nominate five (5) faculty members, the Council of the Faculty of Fine Arts shall nominate three (3) faculty members and the Council of the School of Graduate Studies shall nominate eight (8) faculty members, for a total of thirty-five (35) faculty members, to comprise the Faculty Tribunal Pool (FTP).
7. The term of office of members of the FTP shall be for two (2) years, from September 1 to August 31, and shall be renewable. Members remain in office until replaced.
8. The Secretary of each Faculty Council and the Council of the School of Graduate Studies shall forward a list of nominees to the Secretary of Senate prior to its September meeting for approval.

Administrative and Support Staff Tribunal Pool

9. The Administrative and Support Staff Tribunal Pool (AaSSTP) shall be comprised of five (5) members nominated in accordance with the Electoral College Policy.
Administrative and support staff members from the Office of the Vice-President, External Relations and Secretary-General, the Office of the General Counsel, the Office of Student Tribunals, the Ombuds Office and the Office of Rights and Responsibilities shall not be eligible for membership on the AaSSTP.
10. The term of office of members of the AaSSTP shall be for two (2) years, from September 1 to August 31, and shall be renewable. Members remain in office until replaced.
11. The Department of Human Resources shall forward a list of nominees to the Secretary of the Board of Governors prior to its September meeting for approval.

Chairs

12. In addition to the members of the STP and FTP appointed by Senate, and the members of the AaSSTP appointed by the Board, Senate shall appoint as many individuals as necessary to serve as non-voting Chairs of the various tribunal panels dealt with under this policy.
13. The role of the Chairs shall be to preside over the various tribunal panels, keep order and ensure fairness. The Chairs shall, as well, preside over the deliberations of the various tribunal panels but shall not vote.
14. Because the role of the Chairs of the various tribunal panels requires impartiality and particular skills which take time to develop and cannot easily be acquired by lay persons during a brief term of office, the Chairs shall normally be selected from qualified alumni or emeriti who have training in law or tribunal procedures as well as some knowledge of the University environment.
15. The term of office for Chairs shall be for two (2) years, from September 1 to August 31, and shall be renewable.
16. The candidates for the Chairs shall be recommended to Senate by the University General Counsel in consultation with the secretaries of the tribunal panels dealt with under this policy. Curriculum vitae of the candidates shall accompany the recommendation.

Training

17. All members of the STP, FTP and AaSSTP, and all Chairs shall receive training, prepared and conducted jointly by the secretaries of the tribunal panels dealt with under this policy under the supervision of the University General Counsel.
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17.30 RIGHTS AND RESPONSIBILITIES

Advisor on Rights and Responsibilities
PETER CÔTÉ

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CODE OF RIGHTS AND RESPONSIBILITIES

*Section I:
Statement of
Principles*

1. Rights

The Code of Rights and Responsibilities is to be applied in such a way as to respect the following basic principles:

- 1.1 All faculty members, administrative and support staff, members of the administration, and students of Concordia University may reasonably expect to pursue their work and studies in a safe and civil environment; therefore neither Concordia University nor its faculty members nor its administrative and support staff nor the members of its administration nor its students shall condone any conduct which adversely affects the pursuit of works and studies in a safe and civil environment.
- 1.2 Everyone has the fundamental freedom of conscience and religion; freedom of thought, belief, opinion, and expression; freedom of peaceful assembly and freedom of association; the whole subject to the limits recognized by law.

2. Academic Freedom

This Code is not to be applied in such a way as to detract from the right of faculty members, administrative and support staff, members of the administration, and students to engage in the frank discussion of potentially controversial matters, such as race, sex, sexual orientation, gender identity, politics or religion. Furthermore, this Code shall not be interpreted in such a way as to limit the use of legitimate instructional techniques, such as irony, argument, conjecture and refutation, or the assignment of readings, which may present a controversial point of view. This Code also recognizes the right to teach, within the bounds of the course calendar description and requirements of competency, and to conduct research and to engage in creative activity according to one's best judgement.

3. Responsibilities

All faculty members, administrative and support staff, members of the administration, and students are expected to refrain from violating this Code. Members of the University who have supervisory authority over others bear a particular responsibility to act in a timely and effective manner when they become aware of any violation of this Code.

4. Assistance from the Office of Rights and Responsibilities

This Code establishes the Office of Rights and Responsibilities whose mandate is to assist Members of the University in resolving incidents involving an alleged violation of this Code in an effective and constructive manner. Such assistance is available both to individuals who believe that they have been subjected to conduct that violates this Code and to those with supervisory authority who are called upon to respond to incidents of such conduct. The operations of the Office of Rights and Responsibilities are directed by the Advisor, as set forth under Section IX.

5. Complaints Subject to a Range of Responses

In keeping with its desire to settle conflicts in an effective and constructive manner, the University and its faculty members, administrative and support staff, members of its administration, and students shall endeavour to seek an appropriate response to any alleged violations of this Code, ranging from the use of alternate methods of conflict resolution to formal procedures for adjudicating complaints. If a violation of this Code has occurred, every attempt shall be made to use remedies and sanctions that restore harmony, collegiality, and cooperation between Members of the University.

6. Fairness and Consistency

Complaints made under this Code shall be adjudicated in a manner that is consistent with the principles of natural justice and fair for all parties to the complaint, regardless of constituency. The

principles of natural justice may be defined broadly as the right to be heard, the obligation to hear the other side, and decisions made untainted of bias.

7. Management Rights

This Code is not to be applied in such a way as to detract from the right and duty of those with supervisory authority to manage and, if necessary, to discipline faculty, administrative and support staff, members of the administration, and students in accordance with collective agreements and University policies and procedures.

8. Union Rights

This Code is not to be applied in such a way as to detract from the rights of unions to defend the interests of their members and to exercise their rights under a collective agreement.

9. Recourse at Law

This Code does not detract from the right of Members of the University to seek recourse at law.

10. Code Does Not Supersede Other Policies or Agreements

Nothing in this Code shall replace or supersede any complaint, grievance, or appeal procedure set out in any collective agreement to which Concordia University is a party, the Code of Conduct (Academic), the University Calendars, or the Official University Policies.

11. Informing the Community

The Office of Rights and Responsibilities shall inform all Members of the University of the provisions of this Code and the services provided by the Advisor.

Section II: Interpretation

12. Definitions

In the present Code (and only for purposes of this Code), the following terms shall have the meanings specified in this Section II:

- 12.1 **"Advisor"** means the Advisor on Rights and Responsibilities as appointed by the President in accordance with Section IX of the present Code.
- 12.2 **"Appeals Panel"** means the Appeals Panel selected in accordance with sub-article 29.8 of the present Code.
- 12.3 **"Authority"** has the meaning ascribed thereto in sub-article 32.4.
- 12.4 **"Chair"** means the Chair of the Hearing Panel or the Appeals Panel, as the case may be.
- 12.5 **"Days"** means working days, which excludes weekends, holidays, and other days during which the University is closed.
- 12.6 **"Disciplinary Officers"** has the meaning ascribed thereto in article 36.
- 12.7 **"Discrimination"** means treatment which:
 - a) has the effect or purpose of imposing burdens, obligations, or disadvantages on Members or groups of Members; and
 - b) for which there is no bona fide and reasonable justification; and
 - c) when such treatment is based on one of the prohibited grounds specified in the *Quebec Charter of Human Rights and Freedoms*, that is; race, colour, ethnic or national origin, sex, gender identity, pregnancy, sexual orientation, civil status, age, religion, political convictions, language, social condition, handicap or the use of a means to palliate a handicap.
- 12.8 **"Dismissal"** or **"to Dismiss"** from the University means the termination of all a person's rights and privileges as a student at the University (including the right to enter and be on University property) in respect of which no application for readmission by the person will be entertained by the University until after a period of two (2) years from the dismissal, or such other lesser period as the President, the Acting President, or the Hearing Panel may determine. Dismissal shall be recorded on the academic transcript as follows: "Required to withdraw. May not apply for readmission until (date)." At the date permitted for application for readmission, the notation shall be removed from the transcript but shall continue to be maintained in the confidential files of the Dean of Students.
- 12.9 **"Expulsion"** or **"to Expel"** from the University means the termination of all a person's rights and privileges as a student at the University (including the right to enter and be on University property) in respect of which the University will not entertain any application from that person for readmission. Expulsion shall be recorded on the academic transcript as follows: "Required to withdraw. May not apply for readmission."
- 12.10 **"Harassment"** means:
 - a) unwelcome, vexatious conduct, directed towards a Member or group of Members; and
 - b) which may or may not be based upon one of the prohibited grounds specified in sub-article 12.7 c); and
 - c) when such conduct has the effect or purpose of unreasonably interfering with a Member's work or academic, athletic, or artistic performance or of creating an intimidating or hostile environment for work or study.

- 12.11 **"Hearing Panel"** means the Hearing Panel selected in accordance with article 25 of the present Code.
- 12.12 **"Members"** or **"Members of the University"** means faculty members, administrative and support staff, members of the administration, and students of Concordia University.
- 12.13 **"Offences against property"** means wilfully or recklessly taking, having unauthorized possession of, damaging or destroying any property belonging:
- a) to the University; or
 - b) to any Member or group of Members when such property is on University premises or on other premises during the course of a University-sponsored activity or event.
- 12.14 **"Office of Rights and Responsibilities"** has the meaning ascribed thereto in article 4.
- 12.15 **"Protocol on the Co-ordination of Urgent Cases of Threatening or Violent Conduct"** means the Protocol in Appendix A (a copy of which is available on the following website: <http://secretariat.concordia.ca/policies/bd/en/BD-3.pdf>), as it may be amended from time to time by the Secretary-General.
- 12.16 **"Secretary"** means the Secretary of the Code of Rights and Responsibilities Hearing Panels or the Secretary of the Code of Rights and Responsibilities Appeals Panels, as the case may be, as appointed by the Secretary-General in accordance with article 24.
- 12.17 **"Secretary-General"** means the University's Secretary-General.
- 12.18 **"Security Department"** means the University's security department.
- 12.19 **"Sexual harassment"** means conduct of a sexual nature such as, but not limited to, sexual assault, verbal abuse or threats of a sexual nature, unwelcome sexual invitations or requests, demands for sexual favours or unwelcome and repeated innuendos or taunting about a Member's body or appearance when:
- a) submission to such conduct is made, whether explicitly or implicitly, a term or condition of a Member's employment or educational progress; or
 - b) submission to or rejection of such conduct is used as the basis for an employment or academic decision affecting that Member; or
 - c) such conduct has the effect or purpose of unreasonably interfering with a Member's work or academic, athletic, or artistic performance or of creating an intimidating or hostile environment for work or study.
- 12.20 **"Student"** means any person registered in an undergraduate or graduate degree or Certificate program of the University on a full-time or part-time basis; however such person is considered a "student" for purposes of this Code only during the period terminating upon the earlier of the following dates whereupon such person shall be deemed to be a visitor for purposes of this Code:
- a) the date on which such person's degree or certificate is conferred;
 - b) three consecutive terms after such person was last registered in at least one (1) course; or
 - c) the end of the term during which such person is declared in failed status and is no longer entitled to register in any course at the University.
- The term **"student"** also includes: (a) any person who is registered as an **"independent student"** at the University; however, such person is deemed a **"student"** for purposes of this Code only during the term in which the person is registered in at least one course at the University and during the immediately following term whereupon such person shall be deemed to be a visitor for purposes of this Code; and (b) any person registered as a "student" at another university who has written approval from such person's home university to take courses at Concordia University; however, such person shall be deemed a "student" only during the term during which the person is registered in at least one course at the University, whereafter such person shall be deemed to be a visitor for purposes of this Code.
- For purposes of the Code, the three terms shall be the Fall Term (from September 1 to December 31 inclusive), the Winter Term (from January 1 to the last day of the winter-term examination period inclusive) and the Summer Session (from the first day following the termination of the Winter Term to August 31 inclusive).
- 12.21 **"Suspension"** or **"to Suspend"** means the withdrawal of such University privileges as are specified by the President, the Acting President, or the Hearing Panel. If no particular privileges are specified, **"Suspension"** shall entail the withdrawal of all University privileges, including the right to write examinations and the right to enter and be upon University property, in which case the student, during such suspension, may only come upon University property for a specified purpose, previously authorized in writing by a Disciplinary Officer. Suspension shall be recorded on the academic transcript as follows: "Required to withdraw. May not resume studies until (date)." At the date for resumption of studies, the notation shall be removed from the transcript but shall continue to be maintained in the confidential files of the Dean of Students.
- 12.22 **"Threatening or violent conduct"** means:
- a) assaulting another Member; or
 - b) threatening another Member or group of Members with bodily harm or causing another Member or group of Members to have reasonable grounds to fear bodily harm; or

- c) creating, or threatening to create, a condition which unnecessarily endangers or threatens the health, safety, or well-being of another Member or group of Members or threatens the damage or destruction of property.
- 12.23 **"Tribunal Hearing Pools"** means the tribunal pools created in accordance with the *Policy on the Establishment of Tribunal Hearing Pools*.
- 12.24 **"University"** means, unless the context warrants otherwise, Concordia University and any of the University's constituent entities, and any person acting in his or her capacity as a representative of the University or any of its constituent entities.

13. Ambiguities

Wherever there is doubt or ambiguity regarding any provision of this Code or the procedure to be followed, that interpretation or procedure which appears to be most equitable and consistent with the general purposes and philosophy of this Code shall be adopted. Except for those terms specifically defined in this Code, the terms used shall have their usual meanings.

Section III: Jurisdiction

14. Code Applies to All Members of the University

This Code applies to all Members of the University.

15. Jurisdiction

Complaints with respect to a violation of this Code may be made by Members of the University in relation to the conduct of other Members where the complainant is directly affected by the conduct in question. As well, the University, through its designated officers, may make a complaint on its own behalf. The alleged violation must have taken place on University premises, either rented or owned, or on other premises, in the course of any University-sponsored activity or event.

Exceptionally, complaints may be made regarding an alleged violation that has taken place at another location, where the potential consequences of the violation may adversely affect the complainant's course of work or study at the University.

16. Complaints Against Former Students

For the purpose of disciplinary review of a student's conduct, the student need only have been a student at the time of the alleged offence. If any proceedings under this Code cannot be initiated or completed because a student against whom a complaint has been filed has graduated or ceases to be registered, the proceedings shall continue if the student registers again for a new program or if the alleged offence, if proven, would impugn the validity of the degree conferred.

If a complaint has been upheld against a student who later graduates or ceases to be registered prior to the fulfilment of the sanction imposed, a notation shall be made in the graduate's or former student's record stating that he or she has been sanctioned under the Code and cannot return to the University until such time that he or she has fulfilled the sanction imposed.

17. Contractors, their Employees and Visitors

Contractors, their employees and representatives, and visitors to the University as well as any other persons associated with or taking courses at the University or on University premises are expected, while on University premises or present in any University-related activity, to conduct themselves in a manner consistent with this Code. Violations of this Code by such persons other than Members of the University may be dealt with, where applicable, as potential breaches of contract and, in addition thereto, the President and any other person designated by the President may exclude each such person from any University premises and take any other steps that may be appropriate. Should such persons believe that they have been subjected to conduct on campus in violation of this Code, they may consult the Office of Rights and Responsibilities for advice.

Section IV: Offences Prohibited Under this Code

18. Offences

The following constitute conduct injurious to the pursuit of work and studies in a safe and civil environment and are prohibited under this Code:

- 18.1 Discrimination, as defined in sub-article 12.7;
- 18.2 The distribution, communication, publication or public exhibition by any means of any matter deemed to be discriminatory or to expose a person or persons to hatred or contempt by reason of the fact that that person or those persons are identifiable on the basis of a prohibited ground of discrimination, as contemplated under the *Quebec Charter of Human Rights* or under the *Canadian Human Rights Act*, and for which there is no bona fide and reasonable justification;
- 18.3 Harassment, as defined in sub-article 12.10;
- 18.4 Sexual harassment, as defined in sub-article 12.19;
- 18.5 Threatening or violent conduct, as defined in sub-article 12.22;
- 18.6 Offences against property, as defined in sub-article 12.13;
- 18.7 Knowingly furnishing false information or knowingly reporting a false emergency to any University official, faculty member, or office;

- 18.8 Maliciously activating fire alarms;
- 18.9 Bomb threats;
- 18.10 Theft or abuse of computing facilities or computer time, including but not limited to: unauthorized entry into a file to copy, use, read, or change its contents; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or University official; deliberately introducing a virus in the computer network; or use of computing facilities to interfere with a University computing system;
- 18.11 Unauthorized entry into any University property;
- 18.12 Obstruction or disruption of teaching, research, administration, study, student disciplinary procedures, or other University activity (not to be construed in such a way as to prohibit peaceful assemblies and demonstrations and lawful picketing);
- 18.13 Camping or lodging on University property other than in authorized facilities;
- 18.14 Forging or, without authority, knowingly altering, using, receiving, or possessing University supplies or documents (including without limitation, records, keys, electronic devices or identifications);
- 18.15 Hazing or any method of pre-initiation or initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm;
- 18.16 Unlawful manufacture, distribution, possession, use, sale or the attempted manufacture, distribution, or sale of controlled substances;
- 18.17 Possession, use, threatened use, storage, or manufacture of explosives, firebombs, or other destructive devices;
- 18.18 Possession, use, threatened use, or manufacture of firearms, ammunition, dangerous chemicals, or other weapons, except as expressly authorized by law or University regulations;
- 18.19 Unauthorized use or duplication of the University's name, trademarks, logos, or seals; and
- 18.20 Any other action that is not specifically described in this Section IV but which is an offence described in any federal, provincial, or municipal law or regulation, which occurs in the University context, and which can reasonably be said to adversely affect the pursuit of works or studies in a safe and civil environment, or the safety and security of a Member or a group of Members of the University.

*Section V:
Informal Resolution
of Complaints*

19. Consultation with the Advisor on Rights and Responsibilities

- 19.1 The Advisor on Rights and Responsibilities shall be impartial in the exercise of his or her functions, and shall respect the confidentiality of all parties to any matter in which the Advisor has been requested to assist.
- 19.2 Members of the University who believe that they have been subjected to conduct that violates this Code may consult the Advisor. The primary goal of the consultation is that the complainant be assisted in making an informed choice as to the most appropriate method of resolution to a complaint or conflict.
- 19.3 Normally, a complaint should be filed with the Advisor within two (2) months of the alleged violation. This period may be extended at the discretion of the Advisor when, in the opinion of the Advisor, there are serious and compelling reasons to grant such an extension. If the person against whom the complaint is made (the respondent) is a member of a union, the Advisor shall inform the complainant of any delays regarding disciplinary procedures which may be prescribed in the respondent's collective agreement.
- 19.4 The Advisor may, upon written notice to the complainant, refuse to assist in informal resolution or to proceed with a formal complaint, on one or more of the following grounds, (to be set forth in the written notice) in which case the complainant, if he or she is a student, shall have the recourse set forth in sub-article 19.5:
 - a) is not within the jurisdiction of this Code, in which case the Advisor shall, if appropriate, re-direct the complainant to the relevant channels for redress; or
 - b) is trivial, frivolous, vexatious, or made in bad faith; or
 - c) is being heard, or has already been heard by another University officer, or through another University procedure; or
 - d) does not appear to be supported by sufficient evidence.
- 19.5 If the Advisor has refused to proceed with a formal complaint, the complainant may appeal such a refusal within ten (10) Days of receipt of the Advisor's notice contemplated under sub-article 19.4, by submitting a request in writing to the Advisor and the Secretary. A Hearing Panel shall be convened as soon as possible after receipt of the notification by the Secretary and normally within ten (10) Days. Once a hearing date is fixed by the Secretary, each of the complainant and the Advisor shall deliver written submissions to the Secretary at least two (2) Days prior to the date fixed for the hearing. The Hearing Panel shall render its reasoned decision based on such written submissions. The Secretary shall advise each of the complainant and the Advisor with the names of the panellists no later than five (5) Days before

the hearing. The provisions of sub-article 26.8 shall apply, except that a reasoned objection to the participation of a panellist on the grounds of potential bias shall be filed no later than three (3) Days before the hearing. The decision of the Hearing Panel is final.

- 19.6 If the Advisor does not make a determination under sub-article 19.4, the complainant shall decide upon one of the following courses of action:
- a) to proceed with informal conflict resolution under article 20 or 21; or
 - b) to proceed with a formal process under Section VI or Section VII; or
 - c) to take no further action; or
 - d) to pursue any other course of action available at law, under a collective agreement or under any other University policies or procedures.

20. Procedures for Informal Resolution

- 20.1 If the complainant opts to proceed with informal conflict resolution, the complainant may authorize the Advisor to take steps to attempt an informal resolution of the complaint. Such steps may take a variety of forms, for example, helping to clarify perceptions, raising awareness of the impact of certain conduct, reconciling differences or sorting out misunderstandings. The parties may be brought together or communication may be effected through the Advisor.
- 20.2 Where the situation lends itself to structured mediation and both parties agree thereto, the Advisor may personally act as mediator, or may assist the parties in obtaining the services of another Member of the University who is qualified to perform this function.
- 20.3 Any informal agreement reached between the parties through informal conflict resolution is entirely voluntary. Neither the Advisor nor any other mediator has authority to impose conditions or sanctions upon either party.
- 20.4 The complainant may withdraw the complaint at any point during the process of informal resolution. As well, the Advisor may withdraw from the informal process if the Advisor determines that no useful purpose will be achieved by continuing to attempt informal resolution.
- 20.5 Normally, attempts at informal resolution shall not last longer than three (3) months.

21. Referral to the Dean of Students

- 21.1 Where a concern has been raised about a student's conduct, and, in the opinion of the Advisor, it cannot be adequately addressed using the range of informal options described in article 20, the Advisor may, with the agreement of the complainant, refer the matter to the Dean of Students for disposition.
- 21.2 The Advisor shall forward the details of the matter, in writing, to the Dean of Students, who shall meet with the respondent.
- 21.3 In disposing of the matter, the Dean of Students shall seek a response which is instructive for the respondent and which is intended to help prevent further problems of behaviour. Responses may include, but are not limited to, the following examples:
- a) issuing of a verbal or written warning not to repeat the behaviour in question;
 - b) requesting that the respondent give a verbal or written apology; or
 - c) directing that the respondent's University computer privileges be suspended, where the complaint concerns abuse of such privileges. This measure may only be implemented if it can be done in such a manner as to not hinder the student's academic activities.
- 21.4 The Dean of Students will maintain a file on the matter and will provide a written summary of the outcome to the Advisor who will, in turn, inform the complainant.

22. Files of Complaints Resolved Informally

Upon resolution of a complaint by the informal process, the Advisor shall prepare a summary of the matter, but shall remove all information identifying the parties from the file.

*Section VI:
Procedures for
Adjudicating Formal
Complaints Against
Students*

23. Formal Complaints

Formal complaints made by students against other students shall be adjudicated by a Hearing Panel consisting only of students. Formal complaints made by any Member of the University who is not a student against a student shall be adjudicated by a Hearing Panel consisting of students, faculty and/or administrative and support staff.

24. The Secretary

- 24.1 A permanent Secretary of the Code of Rights and Responsibilities Hearing Panels shall be appointed by the Secretary-General. The Secretary shall be responsible for the administrative functioning of the Hearing Panels and shall maintain the confidential files and recordings of proceedings of the Hearing Panels.
- 24.2 Similarly, a permanent Secretary of the Code of Rights and Responsibilities Appeals Panels shall be appointed by the Secretary-General and shall be responsible for the administrative functioning of the Appeals Panels and shall maintain the confidential files and recordings of proceedings of the Appeals Panels.

25. Structure of Hearing Panels

- 25.1 Where a formal complaint is made by a student against another student, the Secretary shall select a Hearing Panel composed of three (3) graduate or undergraduate students drawn from the Student Tribunal Pool and one (1) non-voting chair.
- 25.2 In all other cases, the Secretary shall select a Hearing Panel composed of:
- one (1) non-voting chair; and
 - two (2) undergraduate or graduate students drawn from the Student Tribunal Pool;
 - one (1) faculty member drawn from the Faculty Tribunal Pool; or one (1) member of the administrative or support staff drawn from the Administrative and Support Staff Tribunal Pool if the complainant is a member of the administrative or support staff. If the complainant is the University (as per article 15), a member of the senior administration or the Security Department, the member shall be drawn from the Faculty Tribunal Pool.

26. Initiating a Formal Complaint

- 26.1 A complainant may opt to proceed directly to a formal complaint at the outset or after an attempt at informal conflict resolution has been unsuccessful. No statements, documents, or information brought forward in the course of an attempt at informal conflict resolution may be used or referred to should a formal complaint be initiated.
- 26.2 In the event that a formal complaint proceeds, the following provisions shall apply.
- 26.3 The Advisor shall provide the complainant with a copy of this Code and shall inform the complainant of the following:
- the required format for submitting the complaint, which must be made in writing, signed and dated, and must identify the complainant and the respondent and the precise nature of the complaint, including the provision(s) of the Code under which the complaint is being filed;
 - the procedures which shall be followed by a Hearing Panel;
 - the right of the complainant and the respondent to consult any person in the preparation of his or her case, and to be accompanied or represented before a Hearing Panel by any Member of the University. If the complainant is a student, he or she also has the option of obtaining a student advocate through the services of Advocacy and Support Services or CSU Student Advocacy Centre; and
 - the right of appeal.
- 26.4 Upon receipt of the written complaint, the Advisor shall immediately notify the respondent. The respondent shall receive a copy of the Code and a copy of the complaint together with the information detailed in sub-articles 26.3 b), c), and d).
- 26.5 Concurrent with the notification sent to the respondent, the Advisor shall notify the Secretary who shall convene a Hearing Panel to hear the matter. Thereafter, the Secretary shall be responsible for all communications with the complainant and the respondent.
- 26.6 A Hearing Panel shall be convened as soon as possible after receipt of the notification by the Secretary and normally within twenty (20) Days.
- 26.7 Once a hearing date is fixed by the Secretary, the complainant shall submit any additional documentation substantiating the complainant's case to the Secretary no later than fifteen (15) Days before the scheduled hearing date. Such documentation shall include any supporting documents and a list of the witnesses that will appear, if any, and written statements, if any, made by witnesses regarding the complaint.
The Secretary shall forward the documentation together with a list of the panellists selected for the case to the respondent no later than ten (10) Days before the scheduled hearing date. The list of panellists shall also be sent to the complainant.
The respondent shall deposit with the Secretary whatever documentation the respondent wishes to present at the hearing and the list of witnesses who shall testify on the respondent's behalf no later than five (5) Days before the hearing. The Secretary shall immediately and no later than three (3) Days before the hearing forward a copy of the entire file to each member of the Hearing Panel. The Hearing Panel may limit the number of witnesses called by both parties, taking into account their relevancy to the subject matter of the hearing.
- 26.8 Either party may object to the participation of a panellist on the grounds of potential bias. A reasoned objection shall be filed no later than five (5) Days after having received the list of panellists with the Secretary who shall arrange for an alternate panellist to serve if the Secretary determines that the objection is well founded. If the Secretary feels that the objection is frivolous and the matter cannot be resolved, the issue shall be forwarded to the Chair of the Hearing Panel who shall render a final decision in this regard.
- 26.9 A settlement may be agreed to by the parties at any time prior to the hearing. If both parties agree to attempt a settlement, the Advisor shall convene and facilitate a meeting between them. The process is entirely voluntary but once a settlement is reached, it is binding. The Advisor shall monitor the terms of the settlement and if either party defaults on the settlement, the Advisor shall inform the other party, who may then decide to resume the formal procedure. No settlement may be imposed by either party without the full agreement of the other.

27. The Hearing

- 27.1 The Hearing Panel shall establish its own rules of procedure. Minimally, these rules shall provide for opening statements by the parties, the presentation of evidence and witnesses, the right of cross-examination, questioning by members of the Hearing Panel, representations with respect to desired sanctions, and closing statements. Hearings shall be recorded, and the cassette kept as part of the permanent record of proceedings for a period of not less than five (5) years.
- 27.2 The role of the Chair shall be to preside over the proceedings, keep order, and ensure fairness. The Chair shall preside over the deliberations of the Hearing Panel but shall not vote. Decisions shall be by majority vote. The deliberations of the Hearing Panel shall only be attended by the Chair, the secretary of the Hearing Panel, and the panellists.
- 27.3 The hearing shall be closed and confidential unless both parties have consented in writing to the attendance of Members of the University.
- 27.4 If the respondent fails, without reasonable excuse, to attend the hearing, the hearing may proceed in his or her absence or, at the Chair's discretion, the start of the hearing may be postponed. If the hearing proceeds in the respondent's absence, all rights contingent on the respondent's presence, with the exception of the right to have an advocate present to plead for postponement, are forfeited. In such a case, a respondent's right of appeal is limited to a consideration of the reasonableness of the respondent's excuse for not appearing. If an Appeals Panel finds that the excuse is reasonable, it shall order a new hearing by a new Hearing Panel with the respondent present. The decision of the new hearing with the respondent present is appealable as if it were a first hearing.
- 27.5 The Hearing Panel shall provide a signed, dated and reasoned decision. The standard of proof to be relied upon by the Hearing Panel shall be one of a "preponderance of evidence". A "preponderance of evidence" standard means that the complainant must establish that the complainant's version of the facts is significantly more probable. This standard is less rigorous than the standard of "beyond a reasonable doubt" required under criminal law.

28. Sanctions

- 28.1 The Hearing Panel may impose one or more of the following sanctions:
- a written reprimand;
 - conditions (the Hearing Panel does not, however, have the authority to bar a student from any academic activity);
 - payment as compensation for damage or loss of property or to otherwise rectify a situation which the student created or helped to create;
 - specified community service at Concordia University of up to ten (10) hours per week for a specified period of time not exceeding a total number of 60 hours;
 - a fine not exceeding \$500 when the Hearing Panel deems that other sanctions are not appropriate or practical;
 - subject to confirmation by the President or the Acting President, a recommendation of Suspension from the University;
 - subject to confirmation by the President or the Acting President, a recommendation of Dismissal from the University;
 - subject to confirmation by the President or the Acting President, a recommendation of Expulsion from the University.
- 28.2 All monetary sanctions shall be payable within twenty (20) Days of the date of transmission of the Hearing Panel's decision. Subject to the provisions of sub-article 29.4, the execution of any non-monetary sanction imposed by the Hearing Panel shall not be suspended by an appeal.
- 28.3 The decision of the Hearing Panel shall normally be rendered within ten (10) Days of the hearing and shall be communicated in writing to both parties and the Advisor together with notice as to the appeal process provided for under this Code.
- 28.4 The administration and monitoring of the sanction(s) imposed shall be the responsibility of the Dean of Students. Failure to pay any monetary sanction imposed within the delay prescribed in sub-article 28.2 shall result in the amount being added to the respondent's student account. Should the respondent fail to comply with any non-monetary sanction, the Dean of Students shall, in writing, convene the student to an interview and inform the student of his or her right to be accompanied by a student advocate from Advocacy and Support Services, the CSU Student Advocacy Centre, or any other member of the University community. During the interview, the student shall have the opportunity to review the evidence related to the alleged violation of the sanction(s) and to provide the Dean of Students with his or her explanation. Following the interview, the Dean of Students may recommend to the President that the student:
- not be permitted to reregister until such time as the student has fully complied with the sanction(s) imposed;
 - be suspended, or given an additional suspension if the original sanction was a suspension;
 - be expelled if the student has repeatedly, more than twice, failed to respect the sanction imposed; or

d) that his or her diploma be withheld until such time as the student has fully complied with the sanction(s) imposed.

If the student fails, without reasonable excuse, to attend the interview with the Dean of Students, the Dean of Students shall review the evidence related to the alleged violation of the sanction(s) and, as the case may be, make a recommendation to the President.

29. Appeals

- 29.1 A party who wishes to appeal a decision or sanction of the Hearing Panel, or both, shall apply in writing to the Secretary for the authorization to lodge an appeal. Such request for authorization to appeal shall be submitted to the Secretary no later than fifteen (15) Days after the date of transmission to the parties of the decision of the Hearing Panel.
- 29.2 Any request for authorization to appeal may be based only on the following grounds:
- a) the discovery of new evidence following the rendering of the decision of the Hearing Panel;
 - b) the presence of serious and prejudicial procedural defects; or
 - c) the decision of the Hearing Panel is patently unreasonable.
- 29.3 The request for authorization to appeal shall state in clear and precise terms the grounds on which the appeal is based. Upon reception of the request for authorization to appeal, the Secretary shall provide the respondent with a copy of said request.
- 29.4 In its request for authorization to appeal, an appellant subject to a sanction may ask the Appeals Panel to suspend the execution of said sanction until a final decision has been rendered by the Appeals Panel.
- 29.5 The respondent shall submit a concise written reply to the appellant's request for authorization to appeal and the grounds invoked within five (5) Days of its reception. This statement shall identify the respondent's position on each ground of appeal.
- 29.6 All parties to the appeal shall have access to the audiotape recordings for the purpose of preparing their statements.
- 29.7 An Appeals Panel shall be convened as soon as possible after receipt of the request by the Secretary and normally within fifteen (15) Days.
- 29.8 The Secretary shall select an Appeals Panel composed of:
- a) one (1) non-voting chair;
 - b) two (2) graduate or undergraduate students drawn from the Student Tribunal Pool;
 - c) two (2) faculty members drawn from the Faculty Tribunal Pool;
 - d) one (1) member of the administrative or support staff drawn from the Administrative and Support Staff Tribunal Pool.
- Notwithstanding sub-articles 29.8 c) and d) above, if the complainant is a member of the administrative and support staff, the Appeals Panel shall be composed of two (2) members of the administrative or support staff drawn from the Administrative and Support Staff Tribunal Pool and one (1) faculty member drawn from the Faculty Tribunal Pool. If the complainant is the University (as per article 15), a member of the senior administration, or the Security Department, the Appeals Panel shall be composed of two (2) faculty members drawn from the Faculty Tribunal Pool and one (1) member of the administrative or support staff drawn from the Administrative and Support Staff Tribunal Pool.
- 29.9 In no case shall members of the Appeals Panel also have been members of the Hearing Panel which conducted the original hearing.
- 29.10 The Appeals Panel shall decide whether an appeal shall be heard, having regard to the circumstances of each case.
- 29.11 The Appeals Panel shall normally render its decision with respect to the request for authorization, and, as the case may be, the suspension of the execution of any sanction, based upon the written record only, within five (5) Days of its consideration of the request. The Appeals Panel shall be provided with the complete file of the Hearing Panel.
- 29.12 The Appeals Panel shall render its decision with respect to the request for authorization in writing, with brief reasons supporting its decision.
- 29.13 If the authorization to appeal is granted, it shall normally be heard within fifteen (15) Days of the decision to authorize the appeal. Notification of such decision to authorize the appeal shall be sent to both parties.
- 29.14 During the hearing of the appeal, the appellant and the respondent are allowed to make oral representations but are not allowed to bring witnesses or to produce new evidence. The decision of the Appeals Panel on the appeal shall only be based upon the representations made by the parties, the decision of the Hearing Panel, the written record, the complete file of the Hearing Panel and the audiotape recordings, as the case may be.
- 29.15 The Appeals Panel has the authority to confirm, reverse, or modify the decision being appealed. Furthermore, should the appeal be based on the production of new evidence, the Appeals Panel may order a new hearing of the complaint by a new Hearing Panel.
- 29.16 The decision of the Appeals Panel shall be signed, dated and reasoned, and shall be sent to both parties and the Advisor.
- 29.17 The decision of the Appeals Panel shall be final.

30. Files of Formal Complaints Against Students

The Advisor shall maintain a file of all formal complaints processed. The file shall include the written complaint, the decision of the Hearing Panel, and the decision of the Appeals Panel, if any. If a settlement is reached prior to a hearing, the general substance of the settlement shall be included in the file. If the complaint is withdrawn at any stage of the formal process, a notation to that effect shall be recorded, but all information identifying the parties shall be removed from the record.

*Section VII:
Procedures for
Adjudicating
Formal Complaints
Made Against
Faculty, Administrative
or Support Staff
Members, or Members
of the Administration*

31. General Rules

- 31.1 The present section applies to complaints filed by Members of the University against faculty, administrative or support staff members, or against members of the administration.
- 31.2 The application of the present section to a unionized respondent is subject to the provisions of the respondent's collective agreement and to the limitations described in articles 8 and 10 of the present Code.

32. Initiating a Formal Complaint Against a Faculty, Administrative or Support Staff Member, or Against a Member of the Administration

- 32.1 A Member of the University who wishes to file a formal complaint against faculty, administrative or support staff members, or against members of the administration shall contact the Advisor.
- 32.2 The Advisor shall provide the complainant with a copy of this Code and shall inform the complainant of the following:
 - a) the required format for submitting the complaint, which must be made in writing, signed and dated, and must identify the complainant and the respondent and the precise nature of the complaint, including the provision(s) of the Code under which the complaint is being filed;
 - b) the right of the complainant to consult any person in the preparation of his or her complaint, and to be accompanied or represented by any Member of the University during the process of resolution. If the complainant is a student, he or she may opt to be accompanied by a student advocate obtained through the services of Advocacy and Support Services or the CSU Student Advocacy Centre. If the complainant is a member of a union or an employee association, he or she may opt to be accompanied by a union or association representative.
- 32.3 If the respondent is a member of a union, the Advisor shall inform the complainant of any delays regarding disciplinary procedures, which may be prescribed in the respondent's collective agreement.
- 32.4 Upon receiving a formal complaint under the present article, the Advisor shall transmit the complaint to the authority to whom the complaint must be submitted under the terms of the respondent's collective agreement or the relevant University policy (the "Authority"), with all the relevant information and documentation. If the respondent is a member of a union or association, a copy of the complaint and of the relevant information and documentation shall also be sent by the Advisor to the union or association.

33. Powers and Duties of the Authority

- 33.1 Upon receiving the complaint and all the relevant information and documentation from the Advisor, the Authority shall send a copy of these documents to the respondent.
- 33.2 The Authority shall also inform the respondent of his or her right to consult any person in the preparation of his or her case, and to be accompanied or represented by any member of the University during the process of resolution. If the complainant is a member of a union or an employee association, he or she may opt to be accompanied by a union or association representative.
- 33.3 The Authority shall then take the necessary steps to resolve the matter in such a manner as to respect the principles of natural justice and the procedures of any collective agreement or University policy, which may apply.
- 33.4 More specifically, the Authority may:
 - a) meet with the complainant and the respondent on an individual basis;
 - b) have access to all official files and information as are required to fulfil his or her functions, the whole subject to the applicable legislation;
 - c) meet any individual who might, in his or her opinion, provide information relevant to the complaint;
 - d) consult any University officers (Executive Director of Human Resources and Employee Relations, Legal Counsel, etc.) or outside counsellors as may be required.
- 33.5 All information, whether in writing or in any other form, obtained by the Authority in the performance of his or her duties shall be strictly confidential.
- 33.6 Upon completing his or her investigation, the Authority may dismiss the complaint, impose a disciplinary measure against the respondent, or take any other action deemed appropriate in view of the result of the investigation.
- 33.7 When the matter has been decided by the Authority, normally within ten (10) Days after receiving the complaint, the Authority shall notify in writing the complainant, the respondent, and the Advisor of the general substance of the decision or action that was taken as a result of

the complaint. If the respondent is a member of a union or association, a copy of the decision shall also be sent by the Authority to the union or association.

If the Authority has not sent such notice to the complainant within fifteen (15) Days after receiving the complaint or has not sent a notice to the complainant requesting an additional delay, the complainant shall have the right to request the Advisor to transmit the complaint to the President. In such a case, the President shall, within ten (10) Days after receiving the complaint, notify in writing the complainant, the respondent, the Advisor, and the Authority of the general substance of the decision or action taken as a result of the complaint.

- 33.8 If the decision or action taken by the Authority does not constitute a disciplinary action as defined by the relevant collective agreement, University Policy, or this Code, as the case may be, the Authority or the Executive Director of Human Resources and Employee Relations shall monitor compliance by the respondent. Once satisfied that compliance has been effected, the Authority shall so inform the complainant and the Advisor.
- 33.9 If disciplinary action is taken and is subsequently overturned by a higher authority or by grievance and arbitration procedures, the complainant and Advisor shall be notified.

34. Files of Formal Complaints Against Faculty, Administrative and Support Staff Members, or Members of the Administration

The Advisor shall maintain a file of formal complaints received against faculty, administrative or support staff members, or members of the administration, which shall summarize the substance of the consultation with the complainant, the record of resolution as supplied by the authority and information that a sanction has been overturned through grievance or arbitration, if this is the case.

*Section VIII:
Urgent Situations*

35. Reporting and Responding to Urgent Situations

- 35.1 Members of the University who are faced with an urgent situation involving threatening or violent conduct, where there is reasonable cause to believe that the safety or security of persons may be threatened, shall immediately contact the Security Department. The Security Department shall take whatever reasonable action is necessary to secure the safety of persons, and shall immediately alert the Advisor. In such case, the Advisor shall be guided by the Protocol on the Co-ordination of Urgent Cases of Threatening or Violent Conduct.
- 35.2 Members of the University shall forthwith report to the Advisor any conduct which they have reasonable cause to believe potentially threatens the safety or security of persons. The Advisor shall assess the situation as specified in the Protocol on the Co-ordination of Urgent Cases of Threatening or Violent Conduct, consult experts as necessary, and make recommendations as to any further action appropriate in the circumstances.
- 35.3 Any Member of the University who is called to a Team meeting under the Protocol on the Co-ordination of Urgent Cases of Threatening or Violent Conduct shall respond promptly.

36. Disciplinary Officers

- 36.1 The Members of the University listed below are hereby constituted "Disciplinary Officers". With respect to matters under this Code, the Disciplinary Officers shall have the powers, duties, and obligations conferred upon them in the present Code as well as any powers reasonably incident thereto:
- a) the President and Vice-Chancellor;
 - b) the Provost and Vice-President;
 - c) the Vice-Presidents;
 - d) the Academic Deans.

37. Temporary Exclusion of a Student by a Disciplinary Officer

- 37.1 The Disciplinary Officers may require any student to immediately leave and remain away from the campus or a part thereof, as the case may be, for a period not exceeding two (2) Days, if to their personal knowledge or based upon reliable information, they have reasonable grounds to believe that the student's continued presence on campus:
- a) is detrimental to the pursuit of works and studies in a safe and civil environment; or
 - b) constitutes an immediate threat to the safety or security of others.
- 37.2 No student shall be barred from taking any examination or submitting any academic paper or report because of this provision but the Disciplinary Officer may make special arrangements as to the time and place for the completion and/or submission of any academic paper, assigned work or project, or laboratory test, work or report, or writing of any exam.
- 37.3 A Disciplinary Officer shall immediately advise the Registrar, the Secretary, the Dean of Students, the relevant Academic Dean(s), the Advisor, and the Security Department of the temporary exclusion of a student under this provision.
- 37.4 Any temporary exclusion ordered under the present section shall not be deemed to be in lieu of other proceedings under this Code should the conduct for which exclusion is ordered also constitute an offence under article 18 of this Code.

38. Exclusion of a Student by the President

- 38.1 The President or Acting President may Suspend a student, exclude the student from any University premises, and take any other steps that may be appropriate where: (a) the student presents a **clear** and **present** danger to the safety of persons or to the activities of the University as a whole or any of its Members or groups of Members; (b) the student has on one or more occasions presented a clear danger to the safety of persons or to the activities of the University as a whole or of any of its Members or groups of Members and whose identity or action has only recently been identified; or (c) the student's actions are of such a serious nature that they create an intimidating and hostile environment for work or study or constitute a serious threat to the ability of the University and its members to carry out the University's functions.
- 38.2 In such cases, the President or Acting President shall provide the student with a written suspension notice and shall concurrently forward a copy of the suspension notice to the Registrar, the Secretary, the Dean of Students, the relevant Academic Dean(s), the Advisor, and the Security Department. The President or Acting President shall inform the student of the student's right to consult an advocate and shall also provide the student with:
- a) a copy of any supporting information;
 - b) a copy of the Code.
- 38.3 In such a case, the President or Acting President shall immediately lay a complaint against the student under Section VI of this Code. The regular delays of this Code shall not apply and a hearing into the complaint shall be held within ten (10) Days of the suspension order. The President or Acting President may designate another Member of the University to represent him or her at the hearing. The Hearing Panel shall render its decision and inform the parties within three (3) Days of the hearing. If no hearing into the complaint has been held within fifteen (15) Days of the suspension order for reasons other than the reason contemplated under sub-article 38.4, the suspension order shall be suspended until the Hearing Panel shall reimpose the suspension.
- 38.4 Should the suspended student be unable to attend the hearing within the prescribed delay, he or she shall notify the Secretary as soon as he or she is able to attend a hearing. Upon such notification, the Secretary shall convene a hearing as soon as possible.
- 38.5 In the event that the Hearing Panel determines that the original complaint was unfounded, that decision shall not invalidate the President's or Acting President's prior action; however, every effort shall be made to remedy any academic disadvantage that the student may have experienced as a consequence of the temporary suspension.
- 38.6 Upon the lifting of the Suspension, the Secretary shall notify the Registrar, the Dean of Students, the relevant Academic Dean(s), the Advisor, and the Security Department.

39. Temporary Exclusion of a Member of the Faculty or Administrative and Support Staff

- 39.1 Where a member of the faculty or administrative and support staff presents a clear and present danger to the safety or security of persons or to the activities of the University as a whole or of any of its individual Members, the matter shall be dealt with according to the provisions of the relevant collective agreement or University Policies.
- 39.2 A Member against whom such action is taken may seek recourse through the grievance procedures of the relevant collective agreement or the grievance procedures contained in University Policies, where they exist.

*Section IX:
Appointment and
Functions of the
Advisor*

40. The Advisor

- 40.1 The Advisor on Rights and Responsibilities shall be appointed by the President upon the recommendation of an advisory committee composed of representatives of the University constituencies including at least one (1) student, struck for this purpose. The Advisor shall report to the President.
- 40.2 The appointment shall be made for an initial term of two years, renewable for further terms of five years. During the fourth year of each such term, the President shall appoint an appraisal committee composed of representatives of the University constituencies including at least one (1) student, which shall review the operations of the Office of Rights and Responsibilities and make recommendations to the President. This review shall include, but shall not be limited to, consultations with the internal community as well as external appraisal.

41. The Office of Rights and Responsibilities

- 41.1 The Advisor shall direct the operations of the Office of Rights and Responsibilities, and carry out all duties described in this Code.
- 41.2 The Advisor shall submit an annual report to the President by September 30 of each year. The report shall detail the activities of the Office of Rights and Responsibilities, including statistics on all complaints received, and make recommendations, as necessary, with regard

to either the Code of Rights and Responsibilities or the operations of the Office of Rights and Responsibilities. The annual report shall be published in the University's newspaper and shall be submitted, for information purposes, to the Senate and Board of Governors.

42. Complaints

If a Member considers that the Advisor has failed to follow the procedures outlined in this Code, with respect to any matter to which the Member has been a party, he or she may submit a written complaint, detailing the alleged procedural failure, to the President. The President shall investigate the complaint and inform the Member of the results of the investigation, normally within fifteen (15) Days of the receipt of the written complaint by the President.

*Section X:
Miscellaneous*

43. Confidential Nature of Files

All complaint files maintained by the Advisor shall be confidential and accessible only to the staff of the Office of Rights and Responsibilities. Such files shall be destroyed according to a retention schedule determined in accordance with provincial legislation.

44. Delays

In the calculation of any delay set out in the Code, the months of July and August shall not be taken into account; however, in the case of a hearing before a Hearing Panel or an Appeals Panel that commenced before July 1, the regular delays set out in this Code shall apply.

45. Notices

Any written notice to any person shall be sent by courier, e-mail, or fax to the last address or fax number provided by said person to the University and shall be deemed to be received one (1) Day after delivery.

46. Language

Any party or witness participating in a hearing before a Hearing Panel or an Appeals Panel may make their presentation in either English or French.

47. The Secretary-General

The overall responsibility for the implementation and recommended amendments to the Code shall rest with the Secretary-General.

17.40 OMBUDS OFFICE

Ombudsperson
KRISTEN ROBILLARD

Location Sir George Williams Campus
Ombuds Office
GM Building, Room: 1120
514-848-2424 ext. 8658

TERMS OF REFERENCE OF THE OMBUDS OFFICE

Scope **Scope**

1. The Ombuds Office shall be independent of all existing administrative structures of the University. The Ombudsperson may help to resolve problems informally and may inquire into any University-related concerns or complaints. As well, he or she may inquire into the application of any policy, rule or procedure of the University. However, he or she may not inquire into the application or interpretation of a collective agreement, nor into the alleged violation of the duty of fair representation against a certified union. The Ombudsperson may make any recommendations he or she deems appropriate with regard to resolving problems or improving policies, rules or procedures. However, he or she shall have no actual authority to impose remedies or sanctions, or to enforce any policy, rule or procedure.

Functions **Functions of the Ombuds Office**

2. Specifically, the Ombudsperson shall:
 - a) inform University members about existing policies, rules and procedures, and advise them as to the appropriate channel of redress for any concern or complaint they may have;
 - b) assist University members to resolve complaints informally and quickly;
 - c) at his or her discretion, conduct an independent and objective inquiry into complaints when normal channels of recourse have been exhausted;
 - d) explain decisions taken by University decision-makers when complaints are not substantiated;
 - e) at his or her discretion, recommend solutions when complaints are found to be valid;
 - f) bring to the attention of those in authority any policies, rules or procedures which appear unclear or inequitable or which might jeopardize the rights or freedoms of any members of the University. The Ombudsperson may suggest changes to the existing policies, rules or procedures or offer advice on the development of new policies, rules or procedures.

Special Concerns of the Ombuds Office

3. In dealing with inquiries, the Ombudsperson shall be concerned that all members of the University are dealt with and deal with others fairly, and more specifically that:
 - a) decisions affecting members are made with reasonable promptness;
 - b) procedures used to reach decisions are adequate and the criteria and rules upon which such decisions are based are appropriate;
 - c) procedures and criteria used in making decisions are clearly communicated to those affected.
-

Procedures **Procedures**

4. The Ombudsperson shall have immediate access to such University records, reports or documents as are required to fulfil his or her functions. Requests for such access shall receive priority from all members.
5. If the Ombudsperson decides to inquire into a matter, he or she shall make every effort to consult the relevant parties and give such parties the opportunity to reply, should they so wish.
6. Upon the conclusion of an inquiry, the Ombudsperson shall advise all parties to a complaint of his or her findings and any recommendations that he or she has formulated.
7. In addition, the Ombudsperson may bring his or her findings to the attention of those in authority and make whatever recommendations he or she deems appropriate and to whomever within the University he or she feels should receive them. Such recommendations may bear either on the

actions or decision of an individual or a group, or on the policies, rules and procedures which gave rise to them. If, upon receipt of such findings or recommendations, a University authority proceeds to disciplinary action in order to resolve the matter, the procedure of any relevant University policy or collective agreement shall be followed.

8. The Ombudsperson may refuse to take up any case where he or she judges his or her intervention would be inappropriate and may withdraw from a case if continued involvement is ill-advised.
9. If the Ombudsperson refuses to take up a case or withdraws from a case, he or she shall, on request, provide the applicant with a written statement of the reason.
10. The Ombudsperson shall avoid involvement in cases where there may be conflict of interest.

Confidentiality

11. Should the pursuit of any inquiry necessitate the disclosure of details that identify an applicant, the applicant shall be informed. Any disclosure shall be limited to those who have a need to know.
12. Should an applicant decide to withdraw an application in order to protect his or her anonymity, the Ombudsperson shall respect this decision.
13. The Ombudsperson shall respect the confidentiality of any confidential information or materials to which he or she has access.
14. Should the Ombudsperson consider that the response to his or her recommendation has been unsatisfactory, he or she shall be entitled to make the recommendation public, provided always that, subject to Article 11, the confidentiality of the applicant is respected.

Files

15. The Ombudsperson shall maintain suitable records of complaints, findings and recommendations which shall be accessible only to the staff of the Ombuds Office. Such files shall be destroyed according to a retention schedule determined in accordance with provincial legislation.

Appointment of Ombudsperson

16. The Ombudsperson shall be appointed by the President upon the recommendation of an advisory committee struck for this purpose. The Ombudsperson shall report to the President.
17. The appointment shall be made for an initial term of two years, renewable for further terms of five years. During the fourth year of each such term, the President shall appoint an appraisal committee which shall review the operations of the Ombuds Office. This review shall include, but not be limited to, consultations within the internal community as well as external appraisal.
18. The Ombudsperson shall submit an annual report to the President by September 30 of each year. The report shall detail activities of the Ombuds Office, including statistics on complaints received, and shall make recommendations, as necessary. The President shall ensure that the appropriate administrators consider and respond to the recommendations contained in the report.
19. The annual report shall be published in the University's newspaper.

Complaints Relating to the Operations of the Ombuds Office

20. If a member considers that an Ombudsperson has committed a procedural or substantive violation of these terms of reference, with respect to any matter to which the member has been a party, he or she may submit a written complaint, detailing the alleged violation, to the President. The President shall investigate the complaint and inform the member of the results of the investigation.

Student Life and Student Services

- 18.1 STUDENT LIFE AND STUDENT SERVICES**
 - 18.1.1 Student Services' Mission Statement
 - 18.1.2 Concordia Council on Student Life (CCSL)

- 18.2 DEAN OF STUDENTS**
 - 18.2.1 Social and Cultural Activities
 - 18.2.2 Child Care
 - 18.2.3 Multi-Faith Chaplaincy

- 18.3 ADVOCACY AND SUPPORT SERVICES**
 - 18.3.1 Access Centre for Students with Disabilities
 - 18.3.2 International Students Office
 - 18.3.3 Centre for Native Education
 - 18.3.4 Student Advocate Program

- 18.4 COUNSELLING AND DEVELOPMENT**
 - 18.4.1 Student Success Program Centre
 - 18.4.2 Student Success Resource Centre
 - 18.4.3 Services for New Students
 - 18.4.4 Counselling and Psychological Services
 - 18.4.5 Student Learning Services
 - 18.4.6 Career and Placement Services

- 18.5 HEALTH SERVICES**
 - 18.5.1 Services
 - 18.5.2 Health Insurance
 - 18.5.3 Health Promotion
 - 18.5.4 Loyola Health Services
 - 18.5.5 Medical Conditions and Academic Responsibilities
 - 18.5.6 Location and Hours of Operation
 - 18.5.7 Residence and Off-Campus Housing

- 18.6 FINANCIAL AID AND AWARDS**
 - 18.6.1 *Gouvernement du Québec* Student Loans and Bursaries
 - 18.6.2 Federal and Provincial Student Loans and Bursaries
 - 18.6.3 Concordia University Financial Aid
 - 18.6.4 Concordia University Scholarships and Bursaries
 - 18.6.5 Awards Offered by External Organizations
 - 18.6.6 International Students

- 18.7 RECREATION AND ATHLETICS**

Section 18

18 STUDENT LIFE AND STUDENT SERVICES

Associate Vice-President, Enrolment and Student Services
ROGER CÔTÉ

Director of Counselling and Development
HOWARD MAGONET

Director of Health Services
MELANIE DREW

Director of Residence Life
D'ARCY RYAN

Director of Financial Aid and Awards
LAURA STANBRA

Director of Advocacy and Support Services
BRIGITTE ST-LAURENT

Dean of Students
ELIZABETH MOREY

Director of Recreation and Athletics
KATIE SHEAHAN

18.1 STUDENT LIFE AND STUDENT SERVICES

18.1.1 *Student Services' Mission Statement*

"The mission of Concordia University's Student Services is to provide a network of expertise, resources, and programs to facilitate and enhance students' academic success and their personal development. We advocate for students, support diversity, and encourage a strong sense of community. We are committed to adapting our practices to meet current and evolving needs of the University community, in partnership with students, faculty, and staff."

Approved by Concordia Council on Student Life • November 2001

18.1.2 *Concordia Council on Student Life (CCSL)*

The Council, a parity body responsible for Student Services programs, policies and budgets, studies the range of student life on both campuses. It is composed of ten students, two faculty members, and eight members of the Student Services staff. The Dean of Students chairs the Council. Its meetings are open to all members of the University community.

18.2 DEAN OF STUDENTS

Loyola Campus
Administration Building, Room: AD 121
514-848-2424 ext. 4239

Sir George Williams Campus
Hall Building, Room: H 637
514-848-2424 ext. 3517

The Dean of Students Office is the principal resource at the University for the interpretation and regulation of policies and procedures as these apply to the non-academic aspects of student life. Student associations and groups, of whatever nature, are one of the primary means by which students can relate meaningfully to the institution. By providing liaison with and support to student groups and their governing bodies, the Dean of Students encourages students in the conduct of their own collective affairs, and facilitates the growth of student associations and the active involvement in them by students.

<http://deanofstudents.concordia.ca>

18.2.1 *Social and Cultural Activities*

A wide variety of social and cultural events is presented regularly by various student organizations and departments. The Concordia orchestra and choir are open to students, and they perform several concerts annually. There is a students' cafeteria and pub on each campus, as well as lounge facilities.

18.2.2 *Child Care*

The Concordia University Student Parent Centre (CUSP), although not offering child care, provides support and services to parents studying at Concordia.

Sir George Williams Campus
Annex K, Room: 200
514-848-2424 ext. 5954

Child care services are offered for children of students, faculty, and staff.

On the Sir George Williams Campus, parents may enrol children 18 months to five years of age in the *Centre de la Petite Enfance Concordia*. Application forms and details may be obtained at the Information Desk in the Hall Building or at the daycare.

La Garderie Les P'tits Profs is located on the Loyola Campus. Parents may enrol children three months to five years. For more information about this child care service, please contact the centre directly.

Financial assistance for child care expenses is available for eligible students through the Quebec Financial Aid — Loans and Bursaries program and through the *ministère de la Famille et de l'enfance*.

Loyola Campus
La Garderie Les P'tits Profs
Annex BB
514-848-2424 ext. 7788
<http://alcor.concordia.ca/~glpp/home.html>

Sir George Williams Campus
Centre de la Petite Enfance Concordia
Annex DC
514-848-2424 ext. 8789

18.2.3
*Multi-Faith
Chaplaincy*

Multi-Faith Chaplaincy is a service department that nurtures faith, spirituality, and social responsibility. It is respectful of all faiths and spiritual paths, and offers workshops, discussion groups, meditations, religious services, retreats, volunteer and outreach opportunities and social activities. Students can meet with chaplains of various religious traditions for personal conversations, particularly concerning issues of faith, spirituality, values, and ethics, or in times of crisis and transition. Multi-Faith Chaplaincy also seeks to foster understanding between faiths and hosts events throughout the year to engage the Concordia community in inter-faith encounters, such as multi-faith fairs or the annual Graduation Celebration of Many Faiths. It has a lounge in its downtown offices which is a welcoming place to study, meet others, and have stimulating conversations.

Loyola Campus
Administration Building, Room: AD 130
514-848-2424 ext. 3588

Sir George Williams Campus
Annex Z, Room: First floor and basement level
514-848-2424 ext. 3593

<http://chaplaincy.concordia.ca>

18.3 ADVOCACY AND SUPPORT SERVICES

Advocacy and Support Services offers a wide range of services to assist students in making the most of their opportunities at Concordia. Experienced staff from the Centre for Native Education, International Students Office, Access Centre for Students with Disabilities, and the Student Advocate Program is available to help students achieve academic success.

Loyola Campus
Administration Building, Room: AD 131
514-848-2424 ext. 3536

Sir George Williams Campus
Hall Building, Room: H 645
514-848-2424 ext. 3509

<http://supportservices.concordia.ca>

18.3.1
*Access Centre
for Students
with Disabilities*

Students with visual or hearing impairments, mobility limitations, or learning disabilities may require special services while studying at Concordia. Services include orientation sessions, individual academic support and advising, alternative media transcription, volunteer reader services, and classroom relocation for mobility-impaired students. Tape recorders, FM personal systems, and personal computers with voice and Braille output are available for on-campus use. All students with disabilities are advised to contact the Coordinator as early as possible for assistance in meeting their special needs. In particular, students using interpreter services, attendant care, or requiring identification letters to be sent to their professors from the Access Centre for Students with Disabilities must contact the office prior to the beginning of classes.

*Special
Accommodations
for Examinations*

Students requiring special accommodation for examinations must contact the department at the beginning of each semester. All arrangements are contingent upon submission of appropriate documentation. It is the responsibility of the student to submit recent documentation, request exam accommodations, and verify specific exam arrangements with the Access Centre for Students with Disabilities. All accommodations must be exam specific as well as disability specific.

*Policy on
Accessibility for
Students with
Disabilities*

Responsibilities of the University

1. The University acknowledges that qualified students with disabilities have a right, subject to the University's capacity to respond to the request and the University's financial and other resource constraints, to:
 - a. full access to all educational programs of the University;
 - b. full access to the educational process and learning environment (including, but not limited to, classes, laboratories, and libraries);
 - c. full access to the University campuses; and
 - d. full access to University facilities and services.
2. The University is committed to fostering, creating, and maintaining both an attitudinal as well as a barrier-free environment for qualified students with disabilities, including:
 - a. providing support services, subject to its capacity to respond to the request and its financial and resource constraints;
 - b. promoting a respectful attitude for students with disabilities; and
 - c. promoting awareness of the needs and abilities of students with disabilities; and
 - d. informing the University community about the services available to qualified students with disabilities and seeking to ensure that such services are delivered in ways that promote equity.
3. The University acknowledges that qualified students with disabilities have a right to assistance and to reasonable accommodation(s) that is individualized with respect to scope and pace, consistent with the student's needs and the University's legitimate academic standards, and subject to the University's capacity to respond to the request and the University's financial and other resource constraints.
4. Where warranted and without compromising its academic standards and subject to the criteria outlined in article 3, the University shall modify, as appropriate, and in close consultation with the instructor, one or more of the following for a qualified student with a disability:
 - a. workload;
 - b. examination procedures;
 - c. other course requirements; and
 - d. scholarship and other financial assistance requirements.
5. In order to assist in fulfilling the University's commitment, all newly admitted students shall receive on their letter of acceptance a statement indicating that if they have a learning disability or any other disability for which they may require reasonable accommodation or other assistance, they should contact the Access Centre for Students with Disabilities to ascertain the degree to which their needs can be met.
6. The University shall take all reasonable steps to consult students with disabilities as fully as possible about decisions relating to matters affecting them.

Responsibilities of Students with Disabilities

7. Students with disabilities requesting assistance or reasonable accommodation(s) from the University shall:
 - a. initiate contact with the Access Centre for Students with Disabilities and make the nature of their disability and/or their needs known. The initial contact may take place at or prior to admission or at any time during the student's course of study; and
 - b. provide appropriate documentation in order to be considered for assistance or reasonable accommodation(s). The Access Centre for Students with Disabilities may request additional documentation from students if the determination of a disability is inconclusive, if the documentation does not support the assistance or reasonable accommodation(s) requested, or if the documentation is not current. The request for assistance or reasonable accommodation(s) and supporting documentation must be provided in a timely manner so that needs can be assessed and assistance or reasonable accommodation(s) planned and put in place, if appropriate; and
 - c. be expected to undertake a reasonable measure of self-advocacy.
8. While the Access Centre for Students with Disabilities is the administrative unit responsible for the implementation of this policy, this responsibility is shared by all members of the University community, including all faculty members, administrative and support staff, and management personnel.
9. A Review Committee shall be established by the President every five years to review the scope and application of this policy. The review shall include, but not be limited to, consultations within the University community, including the users of the Access Centre for Students with Disabilities.

Location

Loyola Campus
Administration Building, Room: AD 131
514-848-2424 ext. 3536/Voice & TDD

Sir George Williams Campus
Hall Building, Room: H 580
514-848-2424 ext. 3525/Voice & TDD

<http://supportservices.concordia.ca/disabilities>

18.3.2
*International Students
Office*

The International Students Office is responsible for providing special programs and services to promote and support the growth and development of International students. For details on immigration and documentation requirements, health insurance, and other important information, see §19.

Sir George Williams Campus
Hall Building, Room: H 653
514-848-2424 ext. 3515

<http://supportservices.concordia.ca/iso>

18.3.3
*Centre for Native
Education*

The Centre for Native Education offers support services and resources to First Nations, Métis, and Inuit students at Concordia. The Centre is a welcoming space where Native students can meet to plan social activities or just relax between classes. Staff is available to address individual needs and provide support and encouragement for all Native students at Concordia to continue with their program and achieve their highest potential. The Centre also seeks to increase awareness of Native issues and increase the knowledge of Native cultures among the Concordia community. The Centre has a documentation centre that all Concordia students, faculty, and staff can consult. Native students may access the Centre's programs and services, including a lounge, a computer lab, tutoring, and photocopy services.

Sir George Williams Campus
Hall Building, Room: H 641
514-848-2424 ext. 7327

<http://supportservices.concordia.ca/nativecentre>

18.3.4
*Student Advocate
Program*

Trained and experienced Student Advocates support students who need assistance with academic misconduct interviews, *Academic Code of Conduct* or *Code of Rights and Responsibilities* hearings, or other administrative processes. The Student Advocate Program is a free, confidential service for all Concordia students, both undergraduate and graduate.

Loyola Campus
Administration Building, Room: AD 131
514-848-2424 ext. 3992

<http://supportservices.concordia.ca/studentadvocateprogram/S>

18.4 COUNSELLING AND DEVELOPMENT

The mission of Counselling and Development is to empower students to achieve their personal, academic, and career potential. Counselling and Development's team of professionals provide services to undergraduate students on an individual basis as well as in groups. Students benefit from Counselling and Psychological Services, Student Learning Services, Career Services, and services provided by Services to New Students and the Student Success Program Centre. These services are provided by professional staff and are available on both campuses.

Loyola Campus
Administration Building, Room: AD 103
514-848-2424 ext. 3555

Sir George Williams Campus
Hall Building, Room: H 440
514-848-2424 ext. 3545

<http://cdev.concordia.ca>

18.4.1
*Student Success
Program Centre*

The Student Success Program Centre (SGW-H 481 and LOY-AD 101) offers a wide range of programs and services designed to support student success.

- Student Success Mentor-tutors (upper-year Concordia students) offer personalized contact, information about university life and services, subject-specific tutoring, and strategies for success.
- Referral service connects students to all Concordia services, according to each student's individual needs.
- Resource service provides information about and access to many Counselling and Development programs, including workshops, peer assistance programs, and special events.

- Outreach activities provide students in many areas of the University with information and resources to promote success.
- Educational counselling offers students guidance and answers to questions related to educational issues such as courses, choice of program, career planning, and campus resources.
- The Strategic Learning program (SL) provides peer-facilitated study groups to help students in specific courses improve understanding and learning strategies.

Online resources at <http://studentsuccess.concordia.ca>

18.4.2
*Student Success
Resource Centre*

The Student Success Resource Centre on the Loyola Campus (AD 103-5) provides a relaxed and comfortable setting where students can access both online and print resources that support the services available at Counselling and Development, including materials and information on:

- Career exploration and job search preparation
- Study skills and learning strategies
- Personal development and life management skills
- Dictionaries, grammar references, writing style manuals, science and math guides
- Graduate school guides
- Practice guides for GRE, TOEFL, MELAB, GMAT, LMAT, and MCAT

18.4.3
*Services for
New Students*

Services for New Students helps new students make a successful transition to university by providing a welcoming environment and support throughout the first academic year.

- Orientation programs such as Discover Concordia and the Graduate Student Orientation provide new students with the opportunity to meet members of the university community and learn about the vast network of support services and university resources aimed at enhancing student success.
- Start Right provides an orientation to university learning, including practical tips, strategies, and techniques to help students meet the demands of university-level study.
- The Student Success Check-Up Orientation helps students identify their own strengths and possible weaknesses and create a personal action plan for university success.
- First-Year Experience Seminars, Student Experience Seminars, and Graduate Experience Seminars help students develop a solid foundation of skills and knowledge needed to achieve their goals.
- The Program for Leadership and University Success (PLUS) provides new students with positive role models and the ongoing support of a Student Success Mentor. PLUS also encourages all students to become actively involved in the university community and develop leadership skills.
- The Bridge Magazine is a publication specifically for new students. It contains information and advice to help new students get the most out of their first year at Concordia.

Online resources at <http://newstudent.concordia.ca>

18.4.4
*Counselling and
Psychological Services*

Staffed by licensed psychologists and counsellors, Counselling and Psychological Services provides the following opportunities for students to manage and overcome personal and emotional issues:

- Psychotherapy Services:
 - deal with issues such as clinical depression, anxiety, trauma, grief, suicidal thoughts/self-harm, eating disorders, addictive behaviours, and obsessive compulsive tendencies
 - get help in a crisis
- Personal Counselling:
 - increase self-esteem and self-awareness
 - develop necessary life skills (such as stress management, effective communication, conflict resolution)
 - work on relationships, loss, sexuality, body image
- Career Counselling:
 - make an informed career decision by engaging in the necessary steps of the career-planning process
 - use vocational testing to clarify career and educational goals
- Psychological Testing and Assessment:
 - learn more about themselves through psychological testing
 - screen for ADD/ADHD and learning disabilities
- Other Counselling Services:
 - Educational Counselling
 - Consultation
 - Group Counselling and Psycho-Educational Workshops
 - Outreach and Information Sharing

Online resources at <http://counselling.concordia.ca>.

Confidentiality is assured.

18.4.5
*Student Learning
Services*

Student Learning Services offers help to students making the transition to university learning, and to all students who want to improve their learning efficiency.

- Learning assistance is offered by Learning and Study Skills Specialists who help students on an individual basis to access and develop academic skills appropriate to their course and discipline.
- Writing assistance is offered by peer Writing Assistants who help individual students of all abilities and at any stage of the writing process to improve their writing, in either English or French, including generating and organizing ideas, overcoming writer's block, and revising and editing.
- Math tutoring is offered by peer Math Assistants who help individual students succeed in basic math courses and deal with math anxiety.
- Study Skills workshops are offered free of charge to help students improve their academic skills in reading, writing research papers, making oral presentations, developing problem-solving skills, note-taking, preparing for and taking different types of exams, improving memory and concentration, and managing time.
- Conversation groups and TalkTimes (one-hour small group conversation sessions) are led by peer assistants who help students practise their English speaking skills.
- French conversation groups (Jazz-ons), led by peer assistants fluent in French, help students improve their French speaking skills.
- Strategic Learning (SL) study groups, facilitated by a trained student leader, are offered for certain difficult courses.

Online resources at <http://learning.concordia.ca>.

18.4.6
*Career and Placement
Services*

Career and Placement Services helps students to:

- Connect with employers through job postings, on-campus recruiting, and career fairs
- Explore career options in their field of study at Career Panel Discussions
- Improve their job-hunting techniques:
 - meet with Career Advisors to improve their résumé and cover letter, prepare for job interviews, and develop a networking strategy
 - attend job-search workshops
 - research employers and labour-market trends
 - access the CAPS Job Bank
- Access print and electronic sources through the Career Resource Centre (CRC):
 - graduate program and application guides
 - study and work abroad resources
 - job-hunting resources
 - career books related to majors

Online resources at <http://caps.concordia.ca>

18.5 HEALTH SERVICES

Health Services is an on-campus clinic and health promotion centre. The staff, which includes nurses, general practitioners, consulting psychiatrists, psychotherapists, service assistants, and health educators, work collaboratively to provide students with high-quality, personalized health care and health education.

All services are strictly confidential. Information can only be released with the student's written authorization. This policy applies regardless of whether the information is requested by family members, community physicians, therapists or University officials.

18.5.1
Services

Health Services offers a wide variety of services including:

Clinical Services

- Medical evaluation, treatment, and consultation
- Asthma teaching clinic
- General medical care for injuries and illnesses
- Gynecology, birth control, emergency contraceptive pill, pregnancy tests, and pregnancy continuation or abortion referrals
- Sexually transmitted infection assessment, tests, and treatment
- HIV non-nominal testing, which includes pre- and post-test counselling
- Consultation and referrals for substance abuse

Health Promotion and Wellness

- Preventive medical care, including immunizations and annual physicals
- Nutrition and body image counselling and education
- Drug and alcohol education

- Stress management
- Wellness education
- Safer sex education
- Smoking cessation

Mental Health

- Psychiatry, on consultation
- Short-term psychotherapy

For those services that are not offered, such as dental care and eye care, Health Services can provide the names of resources that are located in the vicinity.

How to Use Health Services: Using Health Services is easy. Students may call ahead to make an appointment for predictable issues or concerns such as a physical examination, prescription renewal, or health education. For more urgent health-care needs, students may come into one of the walk-in clinics where patients are seen on a first-come, first-served basis.

18.5.2 *Health Insurance*

Most of the services offered at Health Services are free of charge, provided students are currently registered and have valid health insurance. For visits with a nurse or health educator, students will be asked to show their Concordia I.D. card. For physician visits, proof of Quebec Health Insurance plan coverage, coverage from another province, or International Student Insurance is required. If a client of Health Services does not have valid health insurance, he or she will be required to pay for a physician visit. Both Health Services locations can provide students with information pamphlets on how to obtain a valid health card or how to maintain coverage while studying outside their province of origin.

Out-of-Province Students: To retain health coverage while studying at Concordia, out-of-province students must notify their provincial health authority of their status as a student in Quebec. This must be done at the beginning of each academic year. Information on how to do this can be obtained through Health Services or on their website. Unlike clinics in the community, International and out-of-province students are not charged additional fees for their medical care. Students are therefore encouraged to use Health Services for their health-care needs.

18.5.3 *Health Promotion*

Health Services offers programs and activities in health education, health promotion, and informed health care consumerism. The health educators, along with other Health Services staff, bring health promotion information to students through the monthly newsletter *Health Notes*; the regular health booth on the downtown campus; monthly brown bag lunch-time lectures; classroom presentations; and presentations for student organizations. A calendar of events can be found on the Health Services website. The Health Services boutique offers discount prices on a wide variety of items: condoms, dental dams, latex gloves, finger splints, first aid kits, band-aids, ace bandages slings, and oral thermometers.

18.5.4 *Loyola Health Services*

Loyola Health Services ensures access to health care and health information on the Loyola Campus. The centre is staffed by a nurse who can provide many of the services offered at SGW Health Services. Appointments to visit a physician are available at the Loyola Campus. Appointments can be made for physical examinations and prescription renewals.

18.5.5 *Medical Conditions and Academic Responsibilities*

If medical problems or concerns are interfering with a student's ability to attend class, complete assignments, or write exams, Health Services staff can work with the student to assess the problem and review ways in which Health Services can be of assistance.

18.5.6 *Location and Hours of Operation*

Loyola Campus
7141 Sherbrooke St. W., Room: AD 103
Tel.: 514-848-2424 ext. 3575
Fax: 514-848-4533

Sir George Williams Campus
1550 De Maisonneuve Blvd. W. (GM Building),
Room: GM 200
Tel.: 514-848-2424 ext. 3565
Fax: 514-848-2834

Office Hours:
Monday to Friday: 9 AM to 4:30 PM
Closed for lunch between 11:30 AM and 1 PM

Office Hours:
Monday to Friday: 9 AM to 5 PM

**Both offices are wheelchair accessible.*

Website: <http://health.concordia.ca>
E-mail: healthy@alcor.concordia.ca

18.5.7

Residence and Off-Campus Housing

RESIDENCE

Loyola Campus (West End)

There are two residences located on the Loyola Campus — Hingston Hall and the Jesuit Residence. **Hingston Hall** is a four-storey dormitory-style, co-ed residence that houses 132 first-year full-time undergraduate students. Single and double rooms are available with communal washrooms on each floor. Facilities in this complex include common kitchenette lounges equipped with microwave ovens, toaster, kettle, coffee-maker, and cable television (on each floor), a television room with piano, a games room, weight room, study room, and laundry facilities. Furnishing for each student includes a single bed, small dresser, desk, hutch, chair, armoire, and small refrigerator.

Jesuit Residence is a seven-storey dormitory-style, co-ed residence that houses 52 first-year full-time undergraduate students. This residence has single rooms with private bathrooms. There are centrally located kitchenette, TV lounge, reading room, games room, and laundry facilities within the complex. There is one room on the main floor equipped for a special-needs student. Each room is furnished with a double bed with storage drawers, armchair, desk, office chair, bookcase, and small refrigerator. Telephone and Internet access is included in the rent.

Sir George Williams Campus (Downtown)

Grey Nuns Residence is a four-storey dormitory-style, co-ed residence that houses 241 full-time first-year undergraduate students. The residence offers single and double rooms and, with the exception of a few rooms, most are equipped with sinks. Furnishing for each student includes a single-size Captain's bed, desk, lamp, chair, bookcase, armoire (stand-alone or built-in), and small refrigerator. Some rooms have armchairs and night tables. Centrally located on each floor are kitchenette/lounges equipped with microwave oven, toaster, kettle, and coffee-maker as well as cable television. There is a games room with professional pool and foosball tables. Available throughout the facility are laundry rooms with Smart Card access. Telephone and Internet access is included in the rent.

Students in Residence are required to enrol in a meal plan offered by Concordia's food services provider, Chartwells. Information about the meal plan can be obtained directly from Chartwells at 514-848-2424 ext. 7428 or through their website at www.dineoncampus.ca/concordia.

By law, students are required to sign a *Lease in an Educational Institution* as issued by the *Régie du logement – Gouvernement du Québec*. The lease is for an eight-and-a-half-month period from the third week of August to the first week of May.

A lottery selection process is used to make housing assignments for the Fall/Winter Terms. Acceptance to the University does not guarantee admission to Residence. A separate application for on-campus housing can be accessed through the Residence Life website at the following address: <http://residence.concordia.ca>.

More information on Residence Life can be obtained by contacting the office at tel.: 514-848-2424 ext. 4755, fax 514-848-3937, or by writing to:

Concordia University – Residence Life
1455 De Maisonneuve Blvd. West, GN I-103
Montreal, Quebec H3G 1M8

OFF-CAMPUS HOUSING

A computerized housing list is available at CSU, Hall Building, Room: H 260, 514-848-2424 ext. 7476.

18.6 FINANCIAL AID AND AWARDS

General Information

The Financial Aid and Awards Office assists students and prospective students in seeking and securing financial assistance to enable them to pursue their scholastic objectives. Student financial assistance is available in various forms, such as government student loans and/or bursaries; University and privately funded scholarship and bursary programs; and on-campus work opportunities through the Work-Study Program.

18.6.1

Gouvernement du Québec Student Loans and Bursaries

Application forms for Quebec Loans and Bursaries are available from the Financial Aid and Awards Office. It is highly recommended that students apply for Quebec Loans and Bursaries online at www.afe.gouv.qc.ca/index.asp a minimum of four weeks prior to their studies. Each student is responsible for completing his or her application form and forwarding it directly to the government. Once a student's aid is calculated, he or she will receive a *Relevé de calcul* sheet indicating the amount of aid he or she will be entitled to receive.

It is important to note that the Loans and Bursaries Program is based on the principle that the student and in some cases, his or her parents, sponsor or spouse, must contribute toward the cost of the student's education according to their respective means.

Financial assistance is initially granted in the form of a loan which a student must pay back at the end of his or her full-time studies. If a student is entitled to more than the maximum loan, he or she may receive additional assistance in the form of a bursary, which does not have to be paid back.

Eligibility

Students are eligible to be considered for government assistance if they meet the following conditions: 1) Canadian Citizen or Permanent Resident; 2) domiciled and residing in Quebec for one year [the last 12 consecutive months before pursuing full-time studies (excluding residents of other provinces who move to Quebec to pursue their full-time studies)]; 3) must be enrolled full-time. Full-time credit load for undergraduate students is defined as per Concordia University Calendar (§16.1.2). For graduate students (master's and PhD), status is defined by the Admissions Office of the School of Graduate Studies. Graduate students in a Certificate or Diploma program must be registered for a minimum of eight credits per term.

In addition, the student must not have received assistance for a period exceeding:

- a) 39 months of university studies towards a single bachelor's degree;
- b) 47 months of university studies towards a single bachelor's degree which required more than 90 credits (not applicable to Mature students);
- c) 55 months of university studies towards a single bachelor's degree in a co-op program;
- d) 31 months of university studies towards a master's level degree;
- e) 35 months of university studies towards a master's level degree with thesis;
- f) 47 months of university studies towards a doctorate degree.

The periods described above (a,b,c, and d) are not cumulative, but are independent of each other. Students in university programs may not receive assistance for more than 88 months of full-time study. The Department of *Aide financière aux études* set the following maximum cumulative debt loads. Please be advised that the maximum cumulative debt load is unrelated to your eligibility periods; in other words, you might not be eligible for any assistance if you have accumulated a maximum debt load even if you have not used all your eligibility periods.

<i>Level of study</i>	<i>Maximum limit of loans</i>
Secondary vocational school	\$ 22,000
College: general	\$ 16,000
technical	\$ 23,000
non-subsidized	\$ 27,000
University: undergraduate programs requiring less than eight terms (BA)	\$ 30,000
undergraduate programs requiring more than eight terms (co-op, engineering)	\$ 36,000
graduate: master's level	\$ 42,000
master's level with thesis	\$ 48,000
doctorate level	\$ 55,000

Financial Assistance for Part-Time Students

Consult the *Aide financière aux études* website at www.afe.gouv.qc.ca/index.asp for funding available to part-time students.

Physically Disabled Students

Students in any faculty, who are Canadian Citizens or Permanent Residents and who have been domiciled in Quebec for one year prior to their full-time studies, may apply for a bursary if they suffer from a recognized major functional physical disability. Applications are available from the Financial Aid and Awards Office as well as at the Office for Students with Disabilities. Further information is also available at the Office for Students with Disabilities.

Explore (Second-Language Summer Program)

Bursaries will be granted to students across Canada to enable them to enrol in a five-week immersion course in French or English at accredited institutions.

The aim of this program is to provide post-secondary students with the opportunity to learn one of Canada's official languages as their second official language and to improve their knowledge of the culture represented by that language. Candidates whose mother tongue is neither French nor English may not receive bursaries to study English or French as their first official language. These bursaries will defray the cost of tuition, instructional materials, and room and board, but will not cover transportation costs or pocket money.

Inquiries regarding the awarding of bursaries (e.g., eligibility, etc.) should be made to the students' provincial coordinator or territorial official, the names and addresses of which are available at the Financial Aid and Awards Office.

Eligibility:

Students are eligible if they meet the following conditions:

- a) are Canadian Citizens or Permanent Residents at the time of application. Students studying in Canada on visas are not eligible;
- b) have general post-secondary standing or can prove that they will have obtained such a status by the time they become involved in the program;
- c) were enrolled as full-time students during the previous academic year.

Language Assistant Programs (Odyssey, Accent)

Language assistants are students who help students with the spoken language by conveying to them the real-life aspect of the language. They carry out their duties under the supervision of second-language teachers. Full-time language assistants work for nine months (September to May 31) for an average of 25 hours per week and may earn up to \$18,500. Part-time language assistants are employed for eight months for an average of eight hours per week (September to April). The program also provides reimbursement for certain expenses. For further information contact the Financial Aid and Awards Office.

**18.6.2
Federal and Provincial
Student Loans
and Bursaries**

Students applying for Federal and Provincial Loans (other than Quebec) must be Canadian Citizens or Permanent Residents with one year's residency, without pursuing full-time studies, and domiciled in the province to which they apply.

When students apply for financial assistance from the government (Federal or Provincial), and certification of student status is required on the application form, this certification is obtained from the Financial Aid and Awards Office.

In all provinces except Quebec, the provincial authority listed below administers the Canada Student Loan Plan (Federal) as well as their own programs.

List of Appropriate Provincial Authorities

ALBERTA
Student Finance Board
Xpress Post:
6th Floor, Sterling Place
9940-106th Street
Edmonton, Alberta
T5J 1G7
403-427-2740
<http://web2.concordia.ca/financialaid/loans/outofprovince.shtml#alberta>

BRITISH COLUMBIA
Student Aid BC
Ministry of Advanced Education,
Training and Technology
Xpress Post:
P.O. Box 9173, Stn.Prov.Govt.
Victoria, British Columbia
V8W 9H7
250-387-6100
1-800-742-1818 (toll free)
<http://www.aved.gov.bc.ca/studentaidbc>

MANITOBA
Student Aid Branch
1181 Portage, Suite 409
Winnipeg, Manitoba
R3G 0T3
204-945-6321
1-800-204-1685
http://www.gov.mb.ca/educate/sfa/pages/sfaFrontDoor_en.html

NEW BRUNSWICK
Student Financial Services Branch
Xpress Post:
5th Floor, P.O. Box 6000
T.D. Tower

77 Westmorland St.
Fredericton, New Brunswick
E3B 5H1
506-453-2577
1-800-667-8626 (toll free)
<http://www.studentaid.gnb.ca>

NEWFOUNDLAND and LABRADOR
Student Aid Division
Xpress Post:
Department of Education
216 Prince Phillip Drive
St. John's, Newfoundland
A1B 4J6
709-729-5849
<http://www.edu.gov.nf.ca/studentaid>

NORTHWEST TERRITORIES
Department of Education,
Student Services Section
Yellowknife, Northwest Territories – Box 1320
X1A 2L9
403-873-7194
1-800-661-0793
<http://www.nwtsfa.gov.nt.ca>

NOVA SCOTIA
Student Assistance Office
2021 Brunswick St.
Halifax, Nova Scotia
B3J 3C8
902-424-8420
<http://studentloans.ednet.ns.ca>

ONTARIO
Student Support Branch
Ministry of Colleges and Universities
P.O. Box 4500, 189 Red River Road, 4th Floor

Thunder Bay, Ontario
P7B 7G9
807-343-7260
1-800-465-3013 (toll free in Ontario)
1-800-465-3958 (telephone device for the hearing impaired)
1-900-565-6727 (a \$2 charge applies for students outside of the province)
<http://osap.gov.on.ca>

PRINCE EDWARD ISLAND
Student Aid Division
Department of Education
P.O. Box 2000, 16 Fitzroy Street,
Sullivan Building, 3rd Floor
Charlottetown, Prince Edward Island
C1A 7N8
902-368-4640
<http://www.gov.pe.ca>

QUEBEC
Ministère de l'Éducation
Aide financière aux études
1035, rue de la Chevrotière
Québec, Québec
G1R 5A5
418-643-3750
514-864-4505 (for information or inquiry into the status of your file)
(Interactive telephone 24 hours/day, 7 days/week)
1-877-643-3750
<http://www.afe.gouv.qc.ca/index.asp>

SASKATCHEWAN
Student Financial Assistance Branch
4635 Wascana Parkway, Box 650
Regina, Saskatchewan
S4P 3A3
306-787-5620
<http://www.learning.gov.sk.ca>

YUKON
The Student Financial Assistance
Department of Education
P.O. Box 2703
Xpress Post:
1000 Lewes Blvd.
Whitehorse, Yukon Territory
Y1A 3H9
867-667-5929
<http://www.nwtsfa.gov.nt.ca>

CANADA STUDENT LOAN
Xpress Post:
Public Institution Division
2 Robert Speck Parkway
Mississauga, Ontario
L4Z 1H8
1-800-815-4514

18.6.3
Concordia University
Financial Aid

Work-Study Program

Work-Study is a financial aid program funded by Concordia University, the Department of *Aide financière aux études* du Ministère de l'Éducation, du Loisir et du Sport, and *La Direction des affaires étudiantes et de la coopération internationale* du Ministère de l'Éducation, du Loisir et du Sport. It is designed to assist full-time Concordia University students (with the exception of the Summer Term), who are in financial need, to pursue their academic goals by providing part-time employment on campus. (Maximum of 200 hours per term.)

Eligibility: A student is eligible to participate in the Work-Study Program if he/she meets the following criteria:

- a) must be a Canadian Citizen, a Permanent Resident, or an International student;
- b) must maintain full-time course load (with the exception of the Summer Session) at Concordia University for the academic session(s) in which the Work-Study position is performed;
- c) must demonstrate financial need as evidenced by a needs test done by the Financial Aid and Awards Office.

Further information on this program can be obtained at the Financial Aid and Awards Office and by reading the *Work-Study Information Booklet* at: <http://financialaid.concordia.ca/workstudy>.

Tuition Deferrals

Students who have received a confirmation of financial assistance from a government funding source and who are unable to pay their tuition fees by the required deadlines may apply to defer payment until such time as they receive their funds. Requests for tuition deferrals must be made through the Financial Aid and Awards Office. Tuition deferrals will not cover any outstanding tuition fees from previous years nor the interest on the outstanding balance. For further information, please contact the Financial Aid and Awards Office.

Short-Term Advances

Funds are available at the Financial Aid and Awards Office for students experiencing financial difficulties. Such advances are issued to undergraduate and graduate, full-time and part-time students at Concordia University. Students must see a Financial Aid and Awards officer for further information on eligibility requirements and conditions.

Emergency Financial Assistance

Emergency bursaries, food and pharmacy vouchers, and bookstore lines of credit are also available to students who are experiencing circumstances which are creating considerable financial hardship for them and which require an urgent financial response.

18.6.4 Concordia University Scholarships and Bursaries

Concordia University Awards

Two types of awards are available to undergraduate students through the Financial Aid and Awards Offices: scholarships and bursaries.

Entrance Scholarships and Entrance Bursaries are available to newly admitted students entering university programs for the first time. In-Course Scholarships and In-Course Bursaries are available to returning students who have completed at least one year of studies at Concordia University. In all cases, scholarships are awarded on the basis of scholastic achievement and in some cases, consideration is given to the involvement in university life or other non-academic criteria.

Bursaries are awarded based on financial need and acceptable academic standing, and sometimes additional criteria may apply.

Unless otherwise stated, all awards are granted to full-time students who are Canadian Citizens or Permanent Residents. Unless expressly authorized by the University Undergraduate Scholarships and Awards Committee, award recipients may hold only one of the following types of awards in a given academic year: Concordia Entrance Scholarships, Concordia In-Course Scholarships, or Concordia In-Course Bursaries.

For additional information on all undergraduate awards, consult the Financial Aid and Awards Office (FAAO) website at <http://faao.concordia.ca>.

Entrance Scholarships

A number of scholarships are available to students entering their first year of full-time study. These are awarded by the University Scholarship and Awards Committee on the basis of academic achievement during the first three semesters of Cegep or equivalent. For a complete list, consult the FAAO website.

In-Course Scholarships

In-Course Scholarships are awarded to full-time students (unless otherwise indicated) who have completed at least 24 credits at Concordia. Recipients are selected in the summer on the basis of the previous year's academic achievement. The scholarships are paid in the following Fall and Winter terms. Recipients must maintain their full-time status throughout the year the award is tenable. Unless otherwise indicated, no application is required. Academic performance is reviewed with the Office of the Registrar. For a complete list, consult the FAAO website.

Entrance Bursaries

Entrance Bursaries are available to students entering university studies for the first time. They require completion of an Entrance Bursary application form, which must be submitted along with various supporting documents directly to the Financial Aid and Awards Office. Eligibility is determined following a financial needs test, a review of the candidate's academic ranking as assigned during admission application processing, and an appreciation of the applicant's personal statements on the Entrance Bursary application form. For a complete list of available Entrance Bursaries, consult the FAAO website.

In-Course Bursaries

In-Course Bursaries are awarded on the basis of financial need and satisfactory academic standing. Unless stated differently, bursaries are available to full-time students who are Canadian Citizens or Permanent Residents. For a complete list, consult the FAAO website.

18.6.5 Awards Offered by External Organizations

Awards sponsored and administered by external associations, companies, foundations, societies, and clubs, are listed from time to time on the FAAO website and bulletin boards. In general, applications must be submitted to the organization administering the award, unless otherwise indicated.

18.6.6 International Students

International Student Tuition (IST) Bursary Program:

The IST Bursary Program is a means of financial assistance specifically for full-time undergraduate International students paying International student tuition fees. Bursaries are awarded on the basis of both scholastic merit and financial need. For further information on this program, consult the FAAO website.

American Students:

American students studying at Concordia are eligible for financial aid (full-time: 12 credits or more or half-time: 6 credits or more) in the form of a Federal Stafford Loan or Parent Plus Loans. Upon acceptance to Concordia, U.S. students seeking assistance (financial aid) must complete a Free Application to Federal Student Aid form (FAFSA) online at <http://www.fafsa.ed.gov>. For the FAFSA form, Concordia's school code is 008365.

The original Student Aid Report (SAR), which is the result of a financial needs test, must be submitted (along with the loan application[s] and Master Promissory Note) to the Financial Aid and Awards Office for approval. Upon receipt of the above-mentioned documents, a financial aid officer will prepare an assessment (Cost of Attendance) based on the current-year tuition fees, books, and living expenses, determine the amount of aid, complete the school certification, and send it to the appropriate lender/guarantor.

For further information on this program, consult the FAAO website.

Students from Other Countries:

Students from abroad may apply for the International Student Tuition Bursary Program, which is a means of financial assistance for full-time undergraduate International students who are paying tuition and fees at the International rate. These bursaries are awarded on the basis of both scholastic merit and financial need. For further information about this program, consult the FAAO website.

Apart from the International Student Tuition Bursary Program, the majority of merit-based scholarships and need-based bursaries offered through Concordia University are restricted to Canadian Citizens and Permanent Residents only; however, a growing number are open to, but not restricted to, International students.

With the exception of U.S. Student Loans, other governmental student loan programs administered by Concordia University are not available to International students. Students studying on a student visa who require financial aid should, therefore, contact their home country's Department of Education.

The Canadian International Development Agency offers training assistance to most developing countries with which Canada has a cooperative agreement; however, students must be nominated by their own government. For further information, contact the Scholarship Committee, Human Resources Directorate, Canadian International Development Agency, 200 Promenade du Portage, Hull, Quebec, K1A 0G4. Students should try to obtain adequate finances before coming to Canada. If students do not plan to return home during the summer, four additional months of living expenses should also be provided for.

18.7 RECREATION AND ATHLETICS

The Department of Recreation and Athletics believes physical fitness, interuniversity athletics, and recreation opportunities are an integral part of a Concordia University education. Its goals are to provide services and programming that enrich the educational experience of students and to offer opportunities for staff, faculty, and the local community to be physically active in a safe, healthy environment.

Recreation and Athletics facilities can be found on both campuses. The Loyola Campus facility is the focal point of Stingers varsity sports and intramural leagues. It also hosts a small number of instructional activities. The facility includes two full-length, state-of-the-art artificial playing surfaces with lighting, one of which is a 4,000-seat stadium; the Ed Meagher Arena; a gymnasium; and a modest weight room.

Le Gym, the new fitness centre located on the Sir George Williams Campus in the Engineering, Computer Science and Visual Arts Complex, is a comprehensive workout facility and is the focal point of instructional programs.

The Department is enjoying a period of great growth, and architects continue to plan for further expansion. Updates regarding the facilities are provided regularly on the Department website.

The intercollegiate program gives more than 350 elite student-athletes the opportunity to represent Concordia University at provincial, national, and international competitions. The Stingers compete in the following sports: football, basketball, hockey, rugby, soccer, wrestling, baseball, golf, cross-country, and skiing. Concordia student-athletes compete in more than 200 events every year. For additional information, see www.stingers.ca.

The Campus Recreation program offers more than 50 activities to choose from. Programs range from intramural team sports to instructional offerings in aerobics, dance, martial arts, and relaxation. For additional information, see www.concordia.ca/recreation.

Loyola Campus
7200 Sherbrooke St. W., Room: PA 104
514-848-2424 ext. 3858

Sir George Williams Campus
1515 St. Catherine St. W., Room: EV S2.202
514-848-2424 ext. 3860

Fax: 514-848-8637

International Students

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Section 19

19

INTERNATIONAL STUDENTS

There are over 4,000 International students from more than 150 countries studying at Concordia University. In this section, International students will find relevant information on admission requirements, immigration regulations and tuition fees.

The International Students Office (ISO) is a member of Advocacy and Support Services, Enrolment and Student Services, and has developed support services to promote the adjustment of International students to life and study in Canada. Services include:

- Assistance with student-related immigration applications, procedures, and regulations
- The Health Insurance Plan for International Students
- Information on employment regulations: on-campus; off-campus; post-graduation; and Co-op employment
- Advising and support in the area of cultural adaptation and integration
- Orientations, information sessions, workshops, and access to a housing support group
- The ISO E-mail Information Bulletin
- Short-term emergency loans

Upon arrival at Concordia University, new International students must attend an Immigration Information Session organized by the International Students Office, in order to pick up their *Information Package* on Concordia and the City of Montreal. Students should attend a Health Insurance Information Session and pick up a health insurance card or, in exceptional cases, opt out of the health insurance plan (see §19.5 for further details). It is essential that International students bring their immigration documents and/or passport (see §19.2.2 for further details) to the International Students Office.

19.1 ADMISSION REQUIREMENTS

19.1.1 Admission Requirements

Concordia welcomes applications for admission from well-qualified students from other countries. In general, students are expected to have completed the level of education required for university admission in their home country. The school-leaving subjects taken by the candidate should normally be appropriate for the degree program to which application has been made. Some programs have additional requirements, e.g. audition, interview, portfolio. Since entry to many programs is limited, the satisfaction of minimum requirements does not guarantee entry to the University. More specific information with respect to admission requirements and placement levels may be obtained by writing to the Office of the Registrar.

Depending on their educational background, applicants are considered for entry to three-year (90 credits) or four-year (120 credits) degree programs. In the case of the BEng, BA (Early Childhood and Elementary Education), BEd (TESL), or BFA (Specialization in Art Education), the program requires four to five years.

Advanced Level and Advanced Subsidiary Examinations

Passes awarded in the examinations for the General Certificate of Education, the IGCSE and the GCSE or the equivalent will be considered as satisfying the general entrance requirements if the conditions of either Scheme A or Scheme B are satisfied.

Scheme A: Passes in five subjects, of which two must be passed at the Advanced Level (GCE) or Principal Level (COHSC), and three at the Ordinary Level (or GCSE) or the School Certificate Level.

Scheme B: Passes in four subjects, of which at least three must be passed at the Advanced Level (GCE) or Principal Level (COHSC), and one at the Ordinary Level (or GCSE) or the School Certificate Level.

Some additional information attached to the fulfilment of the above schemes:

- a) an average grade of "D" or better in Advanced or Principal Level subjects is expected. In the case of certain quota programs where enrolment is limited, candidates will have to present higher grades in order to compete successfully for places at the University;
- b) two appropriate AS (Advanced Subsidiary) Levels may be accepted in lieu of an Advanced Level for the purpose of satisfying the general entrance requirements of the University.

Students who have not written Advanced or Principal Level examinations but who have high grades in at least five appropriate Ordinary Level, GCSE, or School Certificate Level subjects plus one full year of formal schooling beyond Ordinary Level in a suitable academic program in a recognized school or

college, may be considered for admission to an undergraduate program requiring the completion of 120 credits (four years). In the case of the BEng, BA (Early Childhood and Elementary Education), BEd (TESL), or BFA (Specialization in Art Education), the program would require four to five years.

United States

High school graduates with strong grades from accredited schools who have followed an academic program designed for university entrance may apply for admission to an undergraduate program requiring the completion of 120 credits (four years). In the case of the BEng, BA (Early Childhood and Elementary Education), BEd (TESL), and BFA (Specialization in Art Education), the program requires four to five years. A GED (General Education Diploma) is not recognized as meeting the requirements for admission to a degree program.

Applicants are required to have a better than average school record and high ranking in their graduating class. While no set pattern of courses in high school is required, all applicants are expected to have taken four units of English. Those applying for admission to Science or Engineering must include three or four units in mathematics and two in the sciences. At least three units of mathematics are recommended for admission to the John Molson School of Business.

Although not required for admission, letters of recommendation from school guidance counsellors and the results of aptitude and achievement tests (SAT, ACT) are helpful additions to an application.

Students who have passed Advanced Placement examinations in appropriate subjects with a grade of "3" or better may be granted some advanced standing.

France

Students who have completed the requirements for the Baccalauréat with satisfactory results may be considered for admission to an undergraduate program requiring the completion of 90 credits (three years), or 120 credits (four years) for the BEd (TESL), BA (Early Childhood and Elementary Education), and BFA (Specialization in Art Education).

The number of credits required for the BEng varies according to the option chosen and to the previous preparation of the student, but is usually no fewer than 119.

In cases where the Baccalauréat specialization (serie) followed does not fully satisfy the entrance course requirements for the degree program sought, the student, if admitted, will have to include the designated prerequisites as part of the first-year program. In some instances, the prerequisites must be taken in addition to the undergraduate program.

International Baccalaureate

Candidates who complete the full IB Diploma and who obtain a minimum total of 27 points, may be considered for admission to the three-year (90 credits) programs of study (four years of study in Engineering, Early Childhood and Elementary Education, BEd [TESL], or BFA — Specialization in Art Education). Minimum scores in prerequisite subjects as well as a higher overall average may be required for competitive programs. Students who have not completed the full IB Diploma program but have IB Certificates in individual Higher Level subjects may be eligible for credit.

Other Countries

Candidates applying from other countries who have completed the level of education required for university admission in their home country will be considered for admission provided that better than average grades have been attained. In most cases, a specific minimum overall standard is required. More specific information with respect to admission requirements and placement levels may be obtained by writing to the Office of the Registrar.

Transfers from Post-Secondary Institutions

Transfers from post-secondary institutions are referred to §13.3.4.

19.1.2 *Language Proficiency*

The language of instruction at Concordia University is English. For information regarding the language proficiency requirement, refer to §13.4.

19.1.3 *Criteria for Admission*

Admission to Concordia University is selective and will be considered when all relevant academic documents and the Summary of Educational Experience form have been received. All certificates must show the actual grade obtained in each examination. Further information and assistance may be obtained from the Office of the Registrar; tel.: 514-848-2424 ext. 2668; fax: 514-848-2621; Web: <http://registrar.concordia.ca/AskConcordia>.

19.1.4 *Registration*

Students select courses for the September and January terms prior to the start of classes, and register for their courses via the Web.

Complete information regarding registration is sent with the letter of acceptance.

19.2 IMMIGRATION PROCEDURES AND DOCUMENTATION REQUIRED FOR THE UNIVERSITY

19.2.1 Immigration Procedures

All persons, other than Canadian Citizens and Landed Immigrants, who wish to pursue their studies in the province of Quebec, must obtain a *Quebec Acceptance Certificate (CAQ)* and a *Study Permit*. However, if their program of study is six months or less in duration, students have the option of studying in Canada without having to apply for a *CAQ* or *Study Permit* provided they complete their studies within the authorized period of their stay in Canada. This regulation may be of particular interest to a visiting student, exchange student, or any other student whose program of study will not exceed six months and which can be completed within the allowable period of their stay in Canada.

The *CAQ* is issued by Immigration Quebec authorities and the *Study Permit* by Visa Departments of the Canadian Consulates, Embassies, or High Commissions.

The obtainment of the *CAQ* and *Study Permit* is a lengthy process; it is therefore strongly recommended that the application process be started **immediately** upon receipt of the letter of admission from Concordia University. Immigration documents are required to study at Concordia University. Failure to obtain these documents may prohibit study. For further information, please consult the *ISO Pre-Departure Guide for International Students* available at the International Students Office website:

<http://supportservices.concordia.ca/iso>.

When applying for the *Quebec Acceptance Certificate* and the *Study Permit*, International students are required to present evidence of sufficient funds for tuition and living expenses. Evidence of financial support may be:

- an updated bank book with proof of ownership, and if necessary, documents attesting to other sources of income;
- a sworn declaration of financial support, accompanied by proof of sufficient funds from the Canadian or foreign sponsor for the current year, if applicable;
- if students are under 18 years of age, both Immigration Quebec and Immigration Canada require that the student provide legal proof of guardianship here in Canada;
- an authorization to transfer funds from a financial institution in the student's country, if applicable;
- a bursary attestation or confirmation of a financial award, specifying the monthly or annual amount, if applicable.

Students are advised to ensure that they will have sufficient funding to complete their degree.

Concordia University cannot assume financial responsibility for students who do not have adequate funds.

Processing fees will be charged by both Immigration Quebec and Immigration Canada for the issuance of a *Quebec Acceptance Certificate* and a *Study Permit*.

Studying for Six Months or Less

As indicated above, if students are in a program of study that is six months or less and can be completed within the allowable period of their stay in Canada, they need only apply for a *Temporary Resident Visa* if they reside in a country that requires such a document to enter Canada; no other document is necessary. Despite this regulation, foreign nationals may still apply for a *CAQ* and a *Study Permit* if they wish to get these documents. Further information may be obtained from the Visa Departments of the Canadian Consulate, Embassy, or High Commission in the students' country. A list of Canadian Representatives abroad is available through the following website: international.gc.ca/ciw-cdm/embassies-ambassades.aspx.

19.2.2 Documentation Required for the University

International students who will be studying in a program for six months or more are required to provide a copy of their *CAQ* and *Study Permit* to the International Students Office, 1455 De Maisonneuve Blvd. West, Hall Building, Room 653 when they first register at Concordia and thereafter every time they renew their immigration documents (*CAQs* and *Study Permits*).

NOTE: Failure to comply with this regulation could result in the cancellation of the student's registration.

International students who will be studying for six months or less are required to submit copies of their passport pages showing the passport number, the dates of issue and expiry, name and date of birth, and the stamp made by Canadian authorities on their most recent entry into Canada.

These directives are in accordance with the funding regulations of the *Ministère de l'Éducation, du Loisir et du Sport* which requires that all International students registered at a university in Quebec have in their permanent file a copy of their *Quebec Acceptance Certificate*, their *Study Permit*, and for persons studying six months or less, a copy of the appropriate passport pages.

International students are required to provide the appropriate documentation to the International Students Office before the DNE deadline of their first semester at Concordia.

NOTE: Failure to comply with this regulation could result in the cancellation of the student's registration.

19.3 TUITION AND OTHER FEES FOR INTERNATIONAL STUDENTS

The fees, payable to the University for the regular session of two terms commencing in September and concluding in April, are approximately \$15,405 to \$19,961 for a full-time student. This amount includes tuition fees for 30 credits; compulsory fees which include student services, recreation and athletics, technology infrastructure, copyright and association and activity fees; administration fee; registration fees; and the health insurance premium. This estimate does not include the cost of textbooks or living expenses.

Please refer to §15.2 for information concerning the payment of tuition and fees. The most current Tuition and Fees information is available on the Concordia University website (www.concordia.ca) Quick Link to the "Tuition and Fees" site.

Exemptions from Differential Fees

Certain International students may be eligible to pay the same fees as Quebec Residents. Students who qualify for an exemption from the differential fees for International students, pay tuition and other fees at the same rate as the Canadian, Quebec Resident student (including tuition and compulsory fees for 30 credits, and the International students health insurance fee). The following are among those exempted from paying differential fees:

1. diplomats, consular personnel, accredited representatives or civil servants of a foreign country, the United Nations or one of its organizations, an intergovernmental organization to which Canada belongs, and any member of the staff of the above-listed persons who are working in Canada in an official capacity and who have obtained an attestation issued by "le Protocole" (Gouvernement du Québec), 525 René-Lévesque East, Quebec City, telephone 418-649-2346. This attestation is valid for one academic year and must be renewed each year the student attends university;
2. the spouse and unmarried children of the above-listed persons;
3. an International student whose spouse or parents hold certain work categories of work permits in Quebec. For further details and verification, please contact the Office of the Registrar, Room LB 700, 514-848-2424 ext. 2624;
4. a student who is registered at a university and who has come to Quebec as an exchange student, or as a student participating in a program of cooperation agreed to by the Government of Quebec and which exempts the participants from paying differential fees;
5. a student who is a French Citizen (accord France-Québec) and has not resided in another Canadian province or territory immediately prior to coming to Quebec;
6. a student who is admitted to a Quebec university and whose country has a fee remission agreement with the Quebec Government. The Government of Quebec has agreements for granting a **limited** number of exemptions from the differential fees for International students from the following countries:
Algeria, Andorra, Belgium (Flemish Community), Belgium (French Community), Benin, Bolivia, Burkina Faso, Cameroon, China, Colombia (ICETEX), Congo (Brazzaville), Democratic Republic of the Congo, Ecuador, Egypt, Gabon, Germany (Bavaria, DAAD), Guinea, Haiti, Honduras, Israel, Italy, Ivory Coast, Korea, Lebanon, Luxembourg, Madagascar, Mali, Mauritania, Mauritius, Mexico (CONACYT, SEP, SRE), Morocco, Niger, Panama, Peru, Rwanda, Senegal, Spain (Catalonia), Togo, Tunisia, Uruguay, and Vietnam.
Inquiries and applications for an exemption should be made directly to the students' own Ministry of Education prior to leaving their home country. In some cases, when the person is in Canada, it may be possible to apply for an exemption at his or her Embassy or Consulate in Canada or in the United States;
7. a student who is registered at a university and whose status as a Permanent Resident has been officially recognized by Immigration Canada. Should a student receive Permanent Resident status during the academic year, he or she should immediately present the official document to the Office of the Registrar, Room LB 700, to have his or her status changed and to inquire about a possible refund. For more information on refund policies and deadlines for submission of documents, please contact the Office of the Registrar. International students should present themselves at the International Students Office, Hall Building, Room 653, to request an exemption and possible refund from the International Student Health and Accident Insurance Plan;
8. under certain conditions, students who have obtained Convention Refugee status may be eligible for an exemption from the differential fees for International students. Depending on the documentation submitted, they may be eligible to pay either the Quebec tuition rate or the Canadian non-Quebec rate. For information on deadlines for submission of documentation and on the specific documents required, please contact the Office of the Registrar;
9. under certain conditions, International students holding certain categories of CSQ who are allowed to apply for Permanent Resident status from **within** Canada may be eligible to pay the Quebec tuition rate.

19.4 SCHOLARSHIPS, BURSARIES AND LOANS

Two types of awards are available to undergraduate students through the Financial Aid and Awards Offices: scholarships and bursaries.

Entrance Scholarships and Entrance Bursaries are available to newly admitted students entering university programs for the first time. In-Course Scholarships and In-Course Bursaries are available to returning students who have completed at least one year of studies at Concordia University. In all cases, scholarships are awarded on the basis of scholastic achievement and in some cases, consideration is given to the involvement in university life or other non-academic criteria.

Bursaries are awarded based on financial need and acceptable academic standing, and sometimes additional criteria may apply.

Unless otherwise stated, awards are restricted to full-time students who are Canadian Citizens or Permanent Residents.

For additional information on all undergraduate awards, consult the Financial Aid and Awards Office (FAAO) website at <http://faao.concordia.ca>.

International Student Tuition Bursary Program

Students from abroad may apply for the International Student Tuition Bursary Program, which is a means of financial assistance for full-time undergraduate International students who are paying tuition and fees at the International rate. These bursaries are awarded on the basis of both scholastic merit and financial need. For further information about this program, consult the FAAO website.

American Students

American students studying at Concordia are eligible for financial aid (full-time: 12 credits or more or half-time: 6 credits or more) in the form of a Federal Stafford Loan or Parent Plus Loans.

Upon acceptance to Concordia, U.S. students seeking assistance (financial aid) must complete a Free Application to Federal Student Aid form (FAFSA) online at <http://www.fafsa.ed.gov>. For the FAFSA form, Concordia's school code is 008365.

The original Student Aid Report (SAR), which is the result of a financial needs test, must be submitted (along with the loan application[s] and Master Promissory Note) to the Financial Aid and Awards Office for approval. Upon receipt of the above-mentioned documents, a financial aid officer will prepare an assessment (Cost of Attendance) based on the current-year tuition fees, books, and living expenses, determine the amount of aid, complete the school certification, and send it to the appropriate lender/guarantor.

For further information on this program, consult the FAAO website.

The John Molson School of Business — Pierre Seigny Scholarship

The John Molson School of Business awards entrance scholarships to a number of International applicants on the basis of academic achievement. The scholarship is equal to \$150 per credit taken during the first full-time academic year of studies at the John Molson School of Business, renewable for the following academic year provided the student maintains a grade point average of 3.75 for a minimum of 12 Concordia University credits per term. For more information, telephone: 514-848-2424 ext. 4118 or e-mail: intlcomm@jmsb.concordia.ca.

Exemption from Higher Tuition Fees

The Government of Quebec has agreements for granting a **limited** number of exemptions from differential fees for International students from specific countries. Consult §19.3.6 for the list of countries and information. Further information regarding the Exemptions from Supplemental Tuition Fees may be obtained from the following website: http://www.mels.gouv.qc.ca/ens-sup/ens-univ/Politique_etudiant_etranger-2008.pdf.

Other Awards

Information on awards to International students and trainees is also available in the brochure *Awards for Study in Canada* published by the Canadian Bureau for International Education. For further information, write to CBIE, 220 Laurier Avenue West, Suite 1550, Ottawa, Ontario, Canada, K1P 5Z9; telephone: 613-237-4820; website: <http://www.cbie.ca>; e-mail: info@cbie.ca. Another website of interest: <http://www.destineducation.ca>.

Emergency Loans

Funds are available at the International Students Office for short-term emergency loans. Loans are issued to full-time undergraduate and graduate students who need temporary emergency financial assistance. For further information on eligibility requirements and conditions, contact the coordinator, International Students Office, Room: H 653, 514-848-2424 ext. 3514.

19.5 INTERNATIONAL STUDENT HEALTH AND ACCIDENT INSURANCE

Immigration Quebec Services and the Quebec *Ministère de l'Éducation, du Loisir et du Sport* require that all International students be covered by a health insurance plan while studying and living in Quebec. To this end, Concordia University has implemented a **compulsory** health and accident insurance plan for its International students. Health insurance fees are charged automatically every year when International students register for courses.

The single coverage for the 2009-10 academic year is \$635 (subject to change). Coverage is from August 15, 2009, until August 14, 2010. Students who register in January pay a pro-rated premium for the eight-month period ending August 14, 2010.

Only certain categories of International students are permitted to opt out of the Concordia Health Insurance Plan for International Students. These categories are listed below. Please note that Concordia University does not accept any other kind of health insurance plan that the student might be carrying or maintaining while coming to Canada.

1. Students who have a valid Quebec Medicare card / *Carte d'assurance maladie du Québec*.
2. As a result of intergovernmental agreements, full-time students from **Denmark, Finland, France, Luxembourg, Norway, Portugal, and Sweden** who were covered under their government's medical system before their arrival in Quebec, are eligible for the Quebec medical benefits (called Quebec Medicare card or *Carte d'assurance maladie du Québec*). These students must apply for the Quebec Medicare card. Further information is available at the International Students Office.
3. International students **who receive a scholarship (including health insurance and tuition fees) from a sponsoring organization or government** (such as CIDA, ICCS, CBIE, WUSC). Students must ensure that their scholarship letter clearly mentions the health insurance coverage as well as the duration of the policy. These students and their sponsors must complete a *Waiver of Health Insurance for International Sponsored Students* provided at the ISO.
4. Refugee Claimants and Convention Refugees who can show proof of medical coverage by the Canadian or Quebec Government.
5. International students who become Permanent Residents of Canada. An exemption/adjustment will be based on the date the International Students Office receives the record of landing document.

Proof of above-mentioned insurance is required in order to process an exemption. It must be presented in English or French indicating the period and amount of coverage available in Canada. This information is required by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* and must be in the student's Concordia file for audits and reports. Applications for exemptions are processed in person at the International Students Office (ISO), Hall Building, Room H 653. Applications must be processed every year before the prescribed deadlines; requests received after the deadlines and approved by the ISO will be charged an administration fee.

Refunds will be considered only for students who have not filed any claim to the Insurance Company during the current insured period. Refunds are given in a form of credit to the student's university account.

Exemption Deadlines for Students Beginning the 2009-10 Academic Year in September 2009

- First deadline: October 31, 2009
Full refund
- Second deadline: December 21, 2009
Refund of \$535
(administrative fee: \$100)
- Final deadline: May 1, 2010
Refund of \$435
(administrative fee: \$200)
- No refund will be approved after this final deadline.

Exemption Deadlines for Students Beginning the 2009-10 Academic Year in January 2010

- First deadline: February 28, 2010
Full refund
- Final deadline: May 1, 2010
Refund of \$435
(administrative fee: \$100)
- No refund will be approved after this final deadline.

Exemption Deadline for Students Beginning in Summer 2010

- Final deadline: June 15, 2010
Full refund
- No refund will be approved after this final deadline.

19.6 WORKING ON-CAMPUS

Immigration regulations allow full-time International students to accept employment on the campus of the educational institution where they are registered, as long as they hold a valid *Study Permit*. They do not require a *Work Permit*.

Spouses of International students are allowed to work on- and off-campus and are required to apply for a *Work Permit*. Further information may be obtained at the International Students Office, 514-848-2424 ext. 3515, e-mail: iso@alcor.concordia.ca.

Concordia offers an on-campus Work-Study program designed to assist full-time Concordia University students, who are in financial need, to pursue their academic goals by providing part-time employment on campus (maximum 200 hours per term). For further information on this program, consult the Financial Aid and Awards Office website.

19.7 WORKING OFF-CAMPUS

Students may apply for an *Off-Campus Work Permit* after six months of full-time study providing they maintain "good academic standing". Further information may be obtained at the International Students Office, 514-848-2424 ext. 3515, e-mail: iso@alcor.concordia.ca.

19.8 WORKING AS PART OF A CO-OP OR INTERNSHIP PROGRAM

Some academic programs require that students complete a work term(s) in order to complete the degree requirements. International students who are enrolled in such programs **must** apply for a Co-op Work Permit. For further information, refer to: <http://www.cic.gc.ca/English/study/work-coop.asp> or visit the International Students Office.

19.9 WORKING AFTER GRADUATION

After graduation, International students may work in Canada. They must apply for a *Work Permit* within 90 days of the release of final grades.

The duration of the Post-Graduation Work Permit will depend on the duration of the student's studies at Concordia University. However, the permit will not be valid for a longer period than the length of the program of the student's studies up to a maximum of three years. For further information, refer to: <http://www.cic.gc.ca/ENGLISH/study/work-postgrad.asp>.

Immigration regulations cited in §19 are valid at the time of this writing. For further information, students should contact the Canadian Consulate/Embassy in their country.

Student and Alumni Associations

20.1 UNDERGRADUATE STUDENTS

20.2 GRADUATE STUDENTS

20.3 ALUMNI

Section 20

20 STUDENT AND ALUMNI ASSOCIATIONS

20.1 UNDERGRADUATE STUDENTS

The **Concordia Student Union (CSU)** represents most undergraduate students, both full-time and part-time. Besides organizing many events and activities, the CSU ensures student representation on University decision-making bodies, both those that legislate on academic and administrative matters and those concerned with the cultural and social life of the community. There are student members of the Board of Governors, Senate, the Faculty Councils, and the Concordia Council on Student Life, which is directly concerned with the provision of student services.

Powers and responsibilities are divided between three bodies: the Executive, the Council of Representatives, and the Judicial Board. The Executive is headed by an elected president. The Council of Representatives consists of students elected from the four Faculties and Independent students. The Judicial Board is an appointed body charged with assuring the constitutionality of any new legislation.

Students in the four Faculties are also represented by their own associations: the **Arts and Science Federation Association (ASFA)**, the **Commerce and Administration Students' Association (CASA)**, the **Engineering and Computer Science Students' Association (ECA)**, and the **Fine Arts Student Association (FASA)**.

The CSU has more than 75 member-clubs and associations. They may be associated with a department or discipline, such as the Psychology Students' Association or pursue a special interest like the Debating Society. Each has its own program of activities, funded by the CSU.

Other activities that come under the CSU umbrella are the television station *CUTV*, the radio station *CJLO*, and the CSU Orientation. Two student newspapers, *The Link* and *The Concordian*, operate independently of the student association. Both newspapers are incorporated, with separate, wholly autonomous Boards of Directors.

There is a CSU office on each campus. The Sir George Williams office is in Room H 711 of the Henry F. Hall Building. The Loyola office is in the Loyola Campus Centre. CSU's telephone number is 514-848-2424 ext. 7474; e-mail: office@csu.qc.ca; website: csu.qc.ca.

20.2 GRADUATE STUDENTS

Graduate students become members of the Graduate Students' Association (GSA). It is concerned with graduate student representation on the Board of Governors, Senate, the School of Graduate Studies, the Faculty Councils, and the Concordia Council on Student Life, and initiates a wide range of activities for graduate students and the University community as a whole, including social occasions, lectures, and concerts. GSA's offices are at 2030 Mackay Street; telephone: 514-848-2424 ext. 7900; e-mail: gsa@alcor.concordia.ca; website: gsa.concordia.ca.

20.3 ALUMNI

Concordia now boasts 156,000 alumni worldwide. At the University, the department charged with maintaining and nurturing a lasting and significant relationship with alumni and their alma mater is the Office of Advancement and Alumni Relations.

The **Concordia University Alumni Association (CUAA)** was created in 1983 to "encourage the fellowship of graduates from Loyola, Sir George Williams, and Concordia University through social, educational, and cultural activities" and to "preserve and promote the interests of Concordia University through alumni involvement in its future and governance." Concordia students and graduates of the founding institutions of Loyola College and Sir George Williams University are automatically CUAA members.

Benefits and Services – Current Students: The CUAA collaborates with Concordia's Advancement and Alumni Relations to offer students and alumni various programs and services. Even before graduation, students can take advantage of numerous services, events, and activities, including funding for student projects, the Backpack-to-Briefcase Workshops, Career Panels, the Annual International Students Holiday Dinner and Coffee Breaks during exam periods. Another one of the CUAA's services, the Online Mentor Program, matches students with Concordia alumni who dispense both professional and practical advice about the job market based on their personal experiences.

Benefits and Services – Alumni: With a complimentary Alumni I.D. Card, alumni gain access to Concordia libraries, audio-visual facilities, career and placement services, and music practice rooms, and receive priority on the Concordia Day Care waiting list. Alumni are also eligible for discounts at

hotels, Budget Rent-A-Car, Via Rail, theatre tickets, Edible Arrangements (Laval), the VA Art Supply Store, the downtown YMCA, Nautilus Plus, and Campus Recreation. Alumni can access preferred rates on magazine subscriptions and car leases.

Alumni receive the quarterly *Concordia University Magazine* and waived registration fees at Concordia's Centre for Continuing Education. They can obtain the BMO Concordia MasterCard, reduced rates on TD Insurance Meloche Monnex home, automobile, and travel insurance, Manulife health and dental insurance and critical illness plan, and wealth management by Wellington West ClearSight. Advancement and Alumni Relations also offers photography services at Convocation. Alumni can explore the world through the Concordia University Alumni Travel Program, which offers unique and breathtaking destinations as well as discounts on travel with Voyages Group Ideal.

Events: The CUAA sponsors programs and events year-round that are organized by Advancement and Alumni Relations. Students, alumni, faculty, staff, and friends are always invited to Concordia's largest and most prestigious, on-campus event, Homecoming, which includes special reunions, chapter and networking events, educational seminars, campus tours, Family Fair Day, and the Homecoming Football Game.

The Annual Alumni Recognition Awards Banquet honours outstanding volunteer contributions from the University's alumni, faculty, staff, students, and friends.

Staying Connected: The CUAA alumni groups on LinkedIn and Facebook facilitate networking and socializing among alumni after graduation. The Alumni Relations Twitter feed serves up daily news about alumni and their alma mater. Alumni can also register for their free E-mail Forwarding for Life or re-connect with lost friends and classmates through the Find-a-Friend Program.

Worldwide Chapters: The CUAA is committed to developing and supporting a worldwide network of alumni chapters. There are active alumni groups in Ottawa, Toronto, Calgary, Edmonton, Vancouver, Tri State (New York, New Jersey, and Connecticut), Boston-New England, Washington, Beijing, Hong Kong, and Shanghai. There are also Faculty-based chapters for the Faculty of Engineering and Computer Science, the Faculty of Fine Arts, the John Molson School of Business, and the Department of Journalism in the Faculty of Arts and Science. Affinity-based chapters include those for Varsity Athletes, the Institute for Co-operative Education (Co-op), and the Garnet Key.

For the latest information on alumni chapters, benefits, and events, visit alumni.concordia.ca or contact Advancement and Alumni Relations, 1250 Guy Street, Room FB 520, 514-848-2424 ext. 4856, fax 514-848-2826, or e-mail alumni@concordia.ca.

School of Extended Learning

21.1 SCHOOL OF EXTENDED LEARNING COURSES

21.2 STUDENT TRANSITION CENTRE

21.3 CENTRE FOR CONTINUING EDUCATION

21.4 INSTITUTE FOR COMMUNITY DEVELOPMENT

21.4.1 University of the Streets Café Program

21.4.2 Training in Fundraising, Community Development
and Applied Sustainability

Section 21

21 SCHOOL OF EXTENDED LEARNING

Dean
NOEL BURKE

Location Sir George Williams Campus
Faubourg Tower
1600 St. Catherine St. West, Room: FB 100
514-848-2424 ext. 5426

Objectives The School of Extended Learning provides a wide range of programs and services which are aimed at increasing student accessibility to the University. Programs developed by the School of Extended Learning include credit and non-credit course offerings; distance education courses; off-campus courses and programs; and designated pre-university and entry-level courses and undergraduate certificate programs. Services are focused on three support systems: Recruitment — providing alternative entry points to university studies; Retention — assisting students to explore alternative learning paths; and Remediation programs which support student re-entry and transition to university studies. These programs and services can be accessed through the School's Student Transition Centre, Centre for Continuing Education, and the Institute for Community Development.

21.1 SCHOOL OF EXTENDED LEARNING COURSES

SEL 197 Selected Topics in Extended Learning (4 credits)

Specific topics for these courses, and prerequisites relevant in each case, will be stated in the Undergraduate Class Schedule.

NOTE: This course may be taken by any student, but it cannot be used for credit in any degree or Faculty certificate program.

SEL 198 Selected Topics in Extended Learning (3 credits)

Specific topics for these courses, and prerequisites relevant in each case, will be stated in the Undergraduate Class Schedule.

NOTE: This course may be taken by any student, but it cannot be used for credit in any degree or Faculty certificate program.

SEL 199 Selected Topics in Extended Learning (6 credits)

Specific topics for these courses, and prerequisites relevant in each case, will be stated in the Undergraduate Class Schedule.

NOTE: This course may be taken by any student, but it cannot be used for credit in any degree or Faculty certificate program.

21.2 STUDENT TRANSITION CENTRE

Director
DAVID GOBBY

Advisors
BRIGEEEN BADOUR
STEVE CLARK
NELLY TRAKAS

Senior Students Program Coordinator
(See §13.6.4)
SYLVIA DE NIVERVILLE

Location Sir George Williams Campus
Faubourg Tower
1600 St. Catherine St. West, Room: FB 100
514-848-2424 ext. 3891

The primary aim of the Student Transition Centre is to provide services to mature entry students (Undergraduate Calendar §13.6.1 and §14), to Independent students (Undergraduate Calendar §13.6.3), to non-credit Continuing Education students (Undergraduate Calendar §21.3), and to at-risk and failed students. Advisors provide students with personalized guidance and support needed for full participation in university life.

21.3 CENTRE FOR CONTINUING EDUCATION

Director
T.B.A.

Administrator of the Language Institute
MAUREEN R. HABIB
514-848-2424 ext. 3607

Assistant Director, and Administrator of Business and Administration Programs and Computer Institute
JOHN DICKSON
514-848-2424 ext. 3603

Academic Coordinator, Language Institute
T.B.A.

Administrator of Visual Arts/Communications; Hospitality Management and Tourism
SANDRA ROZANSKY
514-848-2424 ext. 3605

Online Learning
514-848-2424 ext. 3604

Courses in Personal Development
514-848-2424 ext. 3602

Location

Sir George Williams Campus
Faubourg Tower
1600 St. Catherine St. West, Room: FB 100
514-848-2424 ext. 3600

As part of its commitment to the lifelong pursuit of education, Concordia University, through its Centre for Continuing Education, offers a variety of non-credit educational programs. These are designed to meet the practical needs and interests of people in the workplace, helping them to refine and improve their skills.

Students may choose individual courses or a program series to earn Diplomas or Certificates in a particular area of specialization. Acceptance to any of the Centre for Continuing Education's programs does not guarantee admission to, or credit towards, any of the University's degree programs.

The Centre for Continuing Education calendar (www.concordia.ca/conted) provides a description of the available courses and programs as well as the Centre's regulations pertaining to admission, tuition, and academic concerns.

Programs

PROFESSIONAL CAREER

DIPLOMA AND CERTIFICATE PROGRAMS

	<i>Diploma</i>	<i>Certificate</i>	<i>Full-time</i>	<i>Part-time</i>
Business Software	✓			✓
Business Applications – Level I		✓		✓
Business Applications – Level II		✓		✓
Web Basics		✓		✓
Computer Aided Design CAD/MCAD	✓			✓
Digital Photographic Imaging	✓			✓
Digital Videography		✓		✓
Financial Management	✓		✓	✓
Accounting Practices		✓		✓
Finance and Globalization		✓		✓
Purchasing		✓		✓
Transportation and Inventory Control		✓		✓
General Business Studies	✓			✓
Graphic Applications in Desktop Publishing	✓		✓	✓
Graphic Design		✓		✓
Page Layout		✓		✓
Photoshop		✓		✓
Web Publications		✓		✓

PROFESSIONAL CAREER

DIPLOMA AND CERTIFICATE PROGRAMS (continued)	<i>Diploma</i>	<i>Certificate</i>	<i>Full-time</i>	<i>Part-time</i>
Human Resources Management	✓		✓	✓
Human Resources – Change and Leadership		✓		✓
Human Resources – Fundamentals		✓		✓
Labour Relations		✓		✓
Java EE Programming and Application Development	✓			✓
Java Client and Server Programming		✓		✓
Java Distributed Applications		✓		✓
Java Programming Fundamentals		✓		✓
Journalism	✓			✓
Creative Writing		✓		✓
Journalism Fundamentals		✓		✓
Specialized Journalism Topics		✓		✓
Legal Practices in Business		✓		✓
Management	✓		✓	✓
Import/Export Practices		✓		✓
Legal Practices in Business		✓		✓
Management Fundamentals		✓		✓
Marketing Fundamentals		✓		✓
Marketing	✓		✓	✓
Global Marketing		✓		✓
Integrated Marketing Communications		✓		✓
Marketing Fundamentals		✓		✓
Sales Marketing		✓		✓
Photography	✓			✓
Public Relations	✓		✓	✓
Public Relations Business Practices		✓		✓
Public Relations Digital Presentation		✓		✓
Public Relations Fundamentals		✓		✓
Visual Studio.NET Enterprise Solutions Development	✓			✓
.Net Business Applications, Architecture and Development		✓		✓
.Net Web Applications Development		✓		✓
.Net Windows Applications Development		✓		✓
Web Design	✓		✓	✓
Web Basics		✓		✓
Web Imaging		✓		✓
Web Video		✓		✓
Website Development with Adobe Flash		✓		✓
Web Programming	✓			✓
Markup and Scripting Languages		✓		✓
Object-Oriented Programming Fundamentals		✓		✓
PHP and MySQL Web Applications		✓		✓
Website Development with Adobe Flash		✓		✓

PERSONAL DEVELOPMENT COURSES	Course hours	Full-time	Part-time
Becoming a Museum Guide	60		✓
Graduate Management Admissions Test (GMAT) Preparation	30		✓
English Proficiency Test (EPT) Preparation (CELDT)	40		✓

PROGRAMS AND COURSES OFFERED BY THE LANGUAGE INSTITUTE	Number of levels	Course hours per level	Full-time	Part-time
English Intensive Program	8	240	✓	
English Conversation Program	6	40		✓
English Writing Workshop Program	5	40		✓
English Proficiency Test (EPT) Preparation (CELDT)		40		✓
French Conversation Program	6	40		✓
French Written Communication Program	2	40		✓

The Centre reserves the right to alter the information contained in this list without notice.

21.4 INSTITUTE FOR COMMUNITY DEVELOPMENT

Director
LANCE EVOY
514-848-2424 ext. 4011

Coordinator of Training Programs and Open University Courses in the Community
MIREILLE LANDRY
514-848-2424 ext. 3956

Coordinator of University of the Streets Café Program
ELIZABETH HUNT
514-848-2424 ext. 3968

Location
Loyola Campus
Central Building, Room: CC 326

The Institute provides ongoing training and consultation with the community at large linking citizens, students, and faculty in developing solutions to some of the most intractable challenges facing communities and society. The Institute provides training to strengthen community-based organizations working in the fields of community development, civic engagement and sustainability — drawing on examples of best practice work to foster organizational development, effective fundraising practices for community groups, and effective citizen engagement practices.

21.4.1
University of the Streets Café Program

Imagine sitting in your neighbourhood café having a moderated conversation, open to all, on selected themes that reflect what matters to people in Montreal, allowing space for critical reflection and engagement.
Please visit the website for the schedule of activities:
<http://univcafe.concordia.ca>

21.4.2
Training in Fundraising, Community Development and Applied Sustainability

Check upcoming training activities on the website of the Institute for Community Development for dates, description of training events, and registration details:
<http://instdev.concordia.ca>

Teacher Training and Teacher Certification

23.1 INTRODUCTION

23.2 ELIGIBILITY/ADMISSIONS REQUIREMENTS

23.3 APPLICATION FOR ADMISSION AND CERTIFICATION

23.4 CITIZENSHIP REQUIREMENTS

23.5 ASSISTANCE

Section 23

23 TEACHER TRAINING AND TEACHER CERTIFICATION

Teacher Training and Teacher Certification:

Mr. Dominic Martini
Executive Director
Concordia Teacher Education Council

Mailing Address:
Office of the Provost and Vice-President, Academic Affairs
Concordia University
1455 De Maisonneuve Blvd. West
Room S-GM 806
Montreal, Quebec H3G 1M8
514-848-2424 ext. 8725

23.1 INTRODUCTION

The *Ministère de l'Éducation, du Loisir et du Sport* (MELS) certifies teachers for the primary and secondary schools of the province, following completion of an approved 120-credit program. This certification is also subject to legislative provisions on judicial antecedents and satisfying the requirements of an MELS-approved test of English language proficiency. The MELS recognizes Concordia University as a centre for teacher training. Concordia offers three MELS-approved programs that grant teaching licences (*brevets d'enseignement*). Because Concordia University has chosen not to organize its teacher training programs into a single faculty, the programs are listed under different faculties and departments. Students interested in pursuing teacher training and certification are asked to consult with the appropriate faculties and academic departments for further information. These are:

Faculty of Arts and Science

Department of Education (See §31.090 and §31.090.1)

- Bachelor of Arts (BA), Specialization in Early Childhood and Elementary Education (120 credits)
- Bachelor of Education (BEd), Specialization in Teaching English as a Second Language (120 credits)

Faculty of Fine Arts

Department of Art Education (See §81.40)

- Bachelor of Fine Arts (BFA), Specialization in Art Education – Visual Arts (120 credits)

Concordia offers other Certificate and Diploma programs. Please refer to the Undergraduate Calendar for Certificate programs, and the School of Graduate Studies Calendar for Diploma and Graduate Certificate programs.

23.2 ELIGIBILITY/ADMISSIONS REQUIREMENTS

It is important to review the admissions regulations (see §13.3) and residency requirements (see §16.1.3) for eligibility in the MELS-approved programs.

23.3 APPLICATION FOR ADMISSION AND CERTIFICATION

Application forms are available from the Office of the Registrar. In addition, a separate department application form is required for the BA Specialization in Early Childhood and Elementary Education and for the BEd Specialization in Teaching English as a Second Language. These application forms should be downloaded from the Department of Education's website: <http://doe.concordia.ca>. Prior to graduation, forms to apply for teacher certification are available from the Office of the Registrar.

23.4 CITIZENSHIP REQUIREMENTS

Permanent teacher certification in Quebec is only available for Canadian Citizens and students who have Landed Immigrant status or who hold an appropriate work permit in accordance with Immigration Law of Quebec (L.R.Q., I-0.2).

23.5 ASSISTANCE

Graduates of Concordia University with certification problems should contact:
Direction de la formation et de la titularisation du personnel scolaire
Ministère de l'Éducation, du Loisir et du Sport
1035, rue de la Chevrotière, 28^e étage
Québec (Québec) G1R 5A5
Telephone: 418-643-2948 Fax: 418-643-2149

Institute for Co-operative Education

Section 24

Principal and Director
CHRISTINE M. WEBB

Associate Director
CHEN F. HUANG

Program Directors
ALI AKGUNDUZ, *Assistant Professor and Co-op Program Director, Mechanical and Industrial Engineering*
SYED TWAREQUE ALI, *Professor and Co-op Program Director, Mathematics and Statistics*
CHANTAL GAGNON, *Lecturer and Co-op Program Director, Translation*
CYNTHIA HAMMOND, *Assistant Professor and Co-op Program Director, Art History*
NAWWAF N. KHARMA, *Associate Professor and Co-op Program Director, Electrical and Computer Engineering*
P.K. LANGSHAW, *Associate Professor and Co-op Program Director, Design*
JASON LEWIS, *Associate Professor and Co-op Program Director, Computation Arts*
TERRI LITUCHY, *Associate Professor and Co-op Program Director, International Business*
JAY MANNADIAR, *Senior Lecturer and Co-op Program Director, Finance*

SUSHIL K. MISRA, *Professor and Co-op Program Director, Physics*
MICHELLE NOKKEN, *Assistant Professor and Co-op Program Director, Building, Civil and Environmental Engineering*
DAN OTCHERE, *Associate Professor and Co-op Program Director, Economics*
JOEY PAQUET, *Assistant Professor and Co-op Program Director, Computer Science and Software Engineering*
SÉBASTIEN ROBIDOUX, *Assistant Professor and Co-op Program Director, Chemistry and Biochemistry*
SANDRA ROBINSON, *Senior Lecturer and Co-op Program Director, Accountancy*
RAAFAT SAADE, *Assistant Professor and Co-op Program Director, Management Information Systems*
AHMET SATIR, *Professor and Co-op Program Director, Supply Chain Operations Management*
BARBARA SHAPIRO, *Senior Lecturer and Co-op Program Director, Human Resource Management*
HAROLD J. SIMPKINS, *Senior Lecturer and Co-op Program Director, Marketing*

The University through the Institute for Co-operative Education offers programs in the co-operative format in the Departments of Chemistry and Biochemistry, Economics, Mathematics and Statistics, Physics, and Translation in the Faculty of Arts and Science; in all Departments of the Faculty of Engineering and Computer Science; in the areas of Accountancy, Finance, Human Resource Management, International Business, Management Information Systems, Marketing, and Supply Chain Operations Management in the John Molson School of Business; and in Art History, Design, and Computation Arts in the Faculty of Fine Arts.

As it becomes feasible, the University may consider offering other programs in the co-op format.

The Co-op Philosophy

Co-operative education is a structured educational strategy integrating academic studies with learning through program-relevant work experiences. It provides progressive experiences in integrating theory and practice, giving students the opportunity to transfer knowledge and skills between work and classroom settings.

Advantages of a Co-op Education

Integrating theory and practice in a structured and purposeful manner allows students to come to terms with the realities of professional practice in a way that allows for the development of self-confidence, self-reliance, and self-motivation. Co-operative education provides an opportunity to “test the waters” in a chosen field. With the help of the Institute for Co-operative Education, students enhance their technical knowledge and interpersonal skills through practical experience and through participation in professional seminars, workshops, and other activities.

The collaboration between employers and faculty is mutually beneficial, providing an opportunity for employers to contribute to, and influence, the educational process, and for the faculty to become aware of the latest developments in industry. In some cases joint industry-university research projects result.

Admission to Co-op

Admission to co-op is selective based on academic performance, as well as other factors such as extracurricular activities, communication skills, motivation, personality, and drive. Applicants must be legally eligible to work in Canada.

Students applying to co-op should check the appropriate box on the University Admissions form. Selected applicants may be interviewed by the appropriate co-op committee. Applicants may be asked to provide a résumé of past work experience and a statement of the reasons for their interest in the co-op format.

All individuals applying to the co-op option in the Faculty of Engineering and Computer Science are required to submit a letter of intent and a résumé with their application form. The final decision to accept or reject an applicant rests with the Director, Institute for Co-operative Education.

Co-op Fee

Students should note that a co-op fee exists to cover in part the administrative costs particular to the co-op program. This fee is currently \$185 per term and is charged for eight consecutive terms. Students requiring fewer than the normal number of terms to complete their programs in the co-op format are subject to the same total fee (\$1,480) as those requiring the normal number of terms.

The payment of the co-op fee is spread over a number of terms (Fall, Winter, Summer). The number of terms and the level of the fee depend on the student's year of entry to the co-op program.

- For students admitted to a co-op program in their first year, the co-op fee is payable in each of the first **eight** sessions (Fall, Winter, or Summer) in which the student either enrolls in any number of courses or is on a work term, after which no further co-op fees will be payable.
- For students admitted to a co-op program after their first year, the co-op fee is levied at a somewhat higher level, but is payable in each of the first **six** sessions (Fall, Winter, or Summer) in which the student either enrolls in any number of courses or is on a work term, after which no further co-op fees will be payable.
- For students admitted to the industrial experience program, the co-op fee is payable in each of the first **two** sessions (Winter and Summer) in which the student either enrolls in any number of courses or is on a work term.

Co-op fees are due one month before the first day of eligible terms and are not refundable after the first day of the second month of the term, i.e. February 1, June 1, and October 1.

Co-op Performance Requirements

Students permitted to undertake their studies in the co-op format enrol full-time as regular undergraduates and are subject to their program's academic regulations. However, higher performance standards are often required to continue in the co-op format.

Students undertaking the co-op format in a program are normally required to maintain a minimum GPA of 2.50 with no grade lower than a "D" in any course, elective or required. Students registered in Honours programs must meet the Faculty Honours program academic requirements.

Students registered in the co-op programs in the Faculty of Engineering and Computer Science are normally required to maintain an overall GPA of 2.70 with no single term below 2.50.

Students registered in the co-op programs in the John Molson School of Business are normally required to maintain an annual GPA of 2.70 or better.

The work-term evaluation consists of two components:

1. student work-term performance as evaluated by the Director of the Institute for Co-operative Education or delegate, with input from the employer;
2. the work-term report or communications component and presentation evaluated by faculty, the Director of the Institute for Co-operative Education or delegate.

Each component is evaluated separately. Students must successfully complete all required components to pass the work term which is marked on a pass/fail basis. A grade of pass with distinction may also be assigned to each of the work-term courses.

A failing grade for the work term or failure to meet the co-op academic requirements will normally result in the dismissal of the student from the Institute for Co-operative Education.

A student may be exempted from any work-term requirements if he or she submits medical and/or other evidence to support such exemption to the Director of the Institute for Co-operative Education.

Work Term

Co-operative education at Concordia is not to be construed as a placement operation or an inexpensive labour apprenticeship. The work term is an essential part of the student's learning experience and there is to be equitable remuneration paid for work performed. A co-op coordinator or participating faculty member visits the students at their place of work to evaluate the work performance, gauge the learning opportunities, assess the compatibility of student and employer and, if necessary, takes corrective action. The procedures for matching students with employers are managed by the Institute for Co-operative Education. Students must be willing to work anywhere in Canada, and may go abroad for a work term. Students are required to be enrolled in an academic study term during the final term of their co-op program. **It should be noted that the University does not guarantee every student a job.**

The work terms are designated as CWT 100, 200, 300, and 400 (Co-op Work Term I, II, III, and IV respectively). An appropriate letter is added to the course code to identify the student's area of study. These work terms carry no credit value and are used to indicate that the student is on a work term.

Reflective Learning Courses

A core feature of co-operative education is integration: there must be integration between work and classroom learning. Numerous ways exist to foster such integration. Reflective discussion is one technique that can be used in integration sessions to encourage students to analyse, compare, and contrast their work-term experiences. Other reflective learning techniques include assignments, seminar presentations, and the keeping of logs, diaries, observation reports, and portfolios.

The CWT 101, 201, 301, and 401 Reflective Learning courses are 3-credit extension courses to the work terms. These courses are marked on a pass/fail basis. They are above and beyond the credit requirements of the student's program and are not transferable nor are they included in the full- or part-time assessment status.

CWT 101 *Reflective Learning I* (3 credits)

Students are enrolled in this course immediately following their first work term. This is a forum for critically examining the workplace, for reflecting on personal work-term experiences, for building and testing hypotheses, for disciplined inquiry, and for setting goals. Activities provide opportunities for students to connect their work-term experiences to their related courses.

CWT 201 *Reflective Learning II* (3 credits)

Students are enrolled in this course immediately following their second work term. Using one or more of the techniques listed in CWT 101, this course expands on students' second work-term experiences in their related field of study to further develop their knowledge and work-related skills.

CWT 301 *Reflective Learning III* (3 credits)

Students are enrolled in this course immediately following their third work term. Using one or more of the techniques listed in CWT 101, this course expands on students' third work-term experiences in their related field of study to further develop their knowledge and work-related skills.

CWT 401 *Reflective Learning IV* (3 credits)

Students are enrolled in this course immediately following their fourth work term. Using one or more of the techniques listed in CWT 101, this course expands on students' fourth work-term experiences in their related field of study to further develop their knowledge and work-related skills.

UNDERGRADUATE PROGRAMS

Co-op programs offered in the Faculty of Arts and Science:

Chemistry and Biochemistry Co-op

Program Director: Dr. Sébastien Robidoux, 514-848-2424 ext. 3377

The Chemistry and Biochemistry co-operative program is offered to students who are enrolled in the BSc Honours or Specialization in Chemistry, Biochemistry, Analytical Chemistry.

Students in Chemistry and Biochemistry co-op take the regular academic program; however, in the work terms the employment opportunities range among a wide variety of industrial and government agencies located throughout Canada. Students are encouraged to choose their work-term positions in a way which provides them with experience ranging from basic analysis in industrial processes and environmental control to senior research placements in the laboratories of various employers. Please see §31.050 for specific details concerning the curriculum.

Economics Co-op

Program Director: Dr. Dan Otchere, 514-848-2424 ext. 3926

The Economics co-operative program enables students to complete a BA Honours or Specialization in Economics. The academic content of the Economics co-op program is identical to the regular program; however, the required work terms provide the co-op student with the unique opportunity of experiencing economics in an applied format.

Because of the course choices available, an Economics co-op student is prepared to undertake employment during his or her work terms in a variety of public sectors including provincial and federal government agencies. Private sector positions might include placements in banks, consulting firms, or planning departments in a variety of industries. Please see §31.080 for specific details concerning the curriculum.

Mathematics and Statistics Co-op

Program Director: Dr. Syed Twareque Ali, 514-848-2424 ext. 3237

The Mathematics and Statistics co-operative program allows students to complete the BA or BSc degrees with Honours or Specialization in Mathematics, Applied Mathematics, Statistics, Actuarial

Mathematics, or Actuarial Mathematics/Finance. The academic content of the Mathematics and Statistics co-op programs is identical to the regular programs. Work terms provide co-op students with the opportunity to gain practical experience with a variety of employers, such as insurance companies, consulting firms, large Canadian corporations, government departments, and research establishments. Please see §31.200 for specific details concerning the curriculum.

Physics Co-op

Program Director: Dr. Sushil K. Misra, 514-848-2424 ext. 3278

The Physics co-operative program is offered to students who are enrolled in the Specialization in Physics. Students in Physics co-op take the regular academic program; however, in the work terms the employment opportunities are from a wide variety of industrial and government agencies located throughout Canada. Students are encouraged to choose their work-term positions in a way which provides them with experience in applied mathematics, computer science, and electronics. Please see §31.230 for specific details concerning the curriculum.

Translation Co-op

Program Director: Chantal Gagnon, 514-848-2424 ext. 5596

The Translation co-operative program enables students to complete a specialized BA in Translation. The Translation co-op program is identical to the regular program; however, the required work terms provide the co-op students with the unique opportunity to apply their translation skills in the government and corporate sectors. Work opportunities are found in environments such as government ministries, communication departments, and various organizations such as technical publishers, consultants, advertising agencies, and similar. Please see §31.110 for specific details concerning the curriculum.

Co-op programs offered in the John Molson School of Business:

Accountancy Co-op

Program Director: Sandra Robinson, 514-848-2424 ext. 2748

The Accountancy co-operative program is available to students who are enrolled in the BComm program and are majoring in Accountancy. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.40 for specific details concerning the curriculum.

Finance Co-op

Program Director: Jay Mannadiar, 514-848-2424 ext. 2919

The Finance co-operative program is available to students who are enrolled in the BComm program and are majoring in Finance. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. Most of the positions will be in the Montreal area; however, students must be prepared to work in other parts of Canada. Please see §61.70 for specific details concerning the curriculum.

Human Resource Management Co-op

Program Director: Barbara Shapiro, 514-848-2424 ext. 2780

The Human Resource Management co-operative program is available to students who are enrolled in the BComm program and are majoring in Human Resource Management. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.90 for specific details concerning the curriculum.

International Business Co-op

Program Director: Dr. Terri Lituchy, 514-848-2424 ext. 5687

The International Business co-operative program is available to students who are enrolled in the BComm program and are majoring in International Business. The academic content is very similar to that of the regular program, with specific recommendations for courses designed to improve and enhance the

student's quality of work performance. Positions for work terms are not limited to the Montreal area, and may include one work term outside of Canada. Please see §61.80 for specific details concerning the curriculum.

Management Information Systems Co-op

Program Director: Dr. Raafat Saade, 514-848-2424 ext. 2988

The Management Information Systems co-operative program is available to students who are enrolled in the BComm program and are majoring in Management Information Systems. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.40 for specific details concerning the curriculum.

Marketing Co-op

Program Director: Harold J. Simpkins, 514-848-2424 ext. 2955

The Marketing co-operative program is available to students who are enrolled in the BComm program and are majoring in Marketing. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.100 for specific details concerning the curriculum.

Supply Chain Operations Management Co-op

Program Director: Dr. Ahmet Satir, 514-848-2424 ext. 2975

The Supply Chain Operations Management co-operative program is available to students who are enrolled in the BComm program and are majoring in Supply Chain Operations Management. The academic content is very similar to that of the regular programs, with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §61.50 for specific details concerning the curriculum.

Co-op programs offered in the Faculty of Engineering and Computer Science:

Building and Civil Engineering Co-op

Program Director: Michelle Nokken, 514-848-2424 ext. 7806

The Building and Civil Engineering programs are offered in the co-op format to selected students pursuing undergraduate studies leading to the degree of BEng. The academic content of the co-op program is identical to the regular program but requires one additional course per term. Work-term opportunities range from a variety of industrial, government, and consulting organizations in and out of town. Students are encouraged to choose placement in both public and private sectors, and to mix office experience with site work. Please refer to §71.10.8 and 71.50 for specific information on program and performance requirements.

Electrical and Computer Engineering Co-op

Program Director: Dr. Nawwaf N. Kharna, 514-848-2424 ext. 3117

The Electrical and Computer Engineering programs are offered in the co-op format to selected students pursuing undergraduate studies leading to the degree of BEng. The academic content of the co-op program is identical to the regular program but requires one additional course per term. Work-term opportunities range from a variety of industrial, government, and consulting organizations in and out of town. Students are encouraged to choose placement in both public and private sectors, and to mix office experience with site work. Please refer to §71.10.8 and 71.50 for specific information on program and performance requirements.

Mechanical and Industrial Engineering Co-op

Program Director: Dr. Ali Akgunduz, 514-848-2424 ext. 3179

The Mechanical and Industrial Engineering programs are offered in the co-op format to selected students pursuing undergraduate studies leading to the degree of BEng. The academic content of the co-op program is identical to the regular program but requires one additional course per term. Work-term opportunities range from a variety of industrial, government, and consulting organizations

in and out of town. Students are encouraged to choose placement in both public and private sectors, and to mix office experience with site work. Please refer to §71.10.8 and 71.40 for specific information on program and performance requirements.

Software Engineering Co-op

Program Director: Dr. Joey Paquet, 514-848-2424 ext. 7831

The Computer Science and Software Engineering Department offers a co-operative program in Software Engineering. This is a four-year program which will lead to professional engineering qualifications in Software Engineering. The academic content is a mix of Computer Science and Engineering courses and is similar to that of the regular programs. Please see §71.70 for further details.

Computer Science Co-op

Program Director: Dr. Joey Paquet, 514-848-2424 ext. 7831

All options in the Computer Science program are offered in the co-op format to selected students enrolled in the BCompSc program. Co-op students in Computer Science take the regular academic program; however, they have the opportunity through the work terms to experience computer science in the government and corporate sectors. As students near the end of their studies, they are able to choose placements directly related to their option, e.g. information systems, software systems, or computer applications. Please refer to §71.10.8 and 71.70 for specific information on program and performance requirements.

Co-op programs offered in the Faculty of Fine Arts:

Art History Co-op

Program Director: Dr. Cynthia Hammond, 514-848-2424 ext. 5171

The Art History co-operative program is available to students who are enrolled in the BFA program and are majoring in Art History. The academic content is the same as that of the regular program, with specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §81.50 for specific details concerning the curriculum.

Computation Arts Co-op

Program Director: Jason Lewis, 514-848-2424 ext. 4813

The Computation Arts co-operative program is available to students who are enrolled in the BFA program and are majoring in Computation Arts. The academic content is the same as that of the regular program, with specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §81.90.2 for specific details concerning the curriculum.

Design Co-op

Program Director: P.K. Langshaw, 514-848-2424 ext. 5020

The Design co-operative program is available to students who are enrolled in the BFA program and are majoring in Design. The academic content is the same as that of the regular program, with specific recommendations for courses designed to improve and enhance the student's quality of work performance. While it is hoped that most of the positions will be in the Montreal area, students must be prepared to work in other parts of Canada. Please see §81.90.1 for specific details concerning the curriculum.

CO-OP SCHEDULES

Activity flow chart for students undertaking their programs in the co-op format:

FACULTY OF ARTS AND SCIENCE

Bachelor of Arts or Science (Co-operative)

Chemistry and Biochemistry, Mathematics and Statistics, Physics

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Work Term 1
Year 2	Term 3	Work Term 2	Term 4
Year 3	Work Term 3	Term 5	Work Term 4
Year 4	Term 6	Graduate	

Economics

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Work Term 1
Year 2	Term 3	Work Term 2	Term 4
Year 3	Work Term 3	Term 5	Term 6
Year 4	Graduate		

Translation

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Term 3
Year 2	Work Term 1	Term 4	Work Term 2
Year 3	Term 5	Work Term 3	Term 6
Year 4	Graduate		

JOHN MOLSON SCHOOL OF BUSINESS

Bachelor of Commerce (Co-operative)

Accountancy, Finance, Human Resource Management, International Business, Management Information Systems, Marketing, Supply Chain Operations Management

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Term 3
Year 2	Work Term 1	Term 4	Work Term 2
Year 3	Term 5	Work Term 3	Term 6
Year 4	Graduate		

FACULTY OF ENGINEERING AND COMPUTER SCIENCE

Bachelor of Engineering (Co-operative)

All Engineering programs except Software

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Term 3
Year 2	Work Term 1	Term 4	Term 5
Year 3	Term 6	Work Term 2	Work Term 3
Year 4	Term 7	Term 8	Graduate

Software Engineering

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Term 3
Year 2	Work Term 1	Term 4	Work Term 2
Year 3	Term 5	Term 6	Work Term 3
Year 4	Term 7	Term 8	Graduate

Bachelor of Computer Science (Co-operative)

All Computer Science programs

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Work Term 1
Year 2	Term 3	Work Term 2	Term 4
Year 3	Work Term 3	Term 5	Term 6
Year 4	Graduate		

FACULTY OF FINE ARTS

Bachelor of Fine Arts (Co-operative)

Art History, Computation Arts, Design (this schedule may differ depending on individual student needs)

	Fall	Winter	Summer
Year 1	Term 1	Term 2	Work Term 1
Year 2	Term 3	Work Term 2	Term 4
Year 3	Work Term 3	Term 5	Term 6
Year 4	Graduate		

NOTE 1: The above activity flow chart is for students admitted into the co-op format in the Fall Term of the first year of their academic program. However, students may be admitted at the start of the Winter Term, following their September entry, with special permission. All are required to register as full-time

students, and they must plan their studies to give a reasonable division of the total credits required for their degree between the specified number of Campus terms. Students eligible to apply for NSERC grants should note that they must take at least 15 credits per term to be considered.

NOTE 2: The work term negotiated with the employer is for a minimum of 12 weeks. Extension beyond this period, to a maximum of 17 weeks, is at the sole discretion of the employer. To complete the requirements of each work term, a student's work performance and work-term report must be assessed as "pass" in accordance with the procedure specified under "Co-op Performance Requirements."

INDUSTRIAL EXPERIENCE

The Industrial Experience (IE) offers undergraduate Engineering and Computer Science students extended work experience in industry in addition to their academic courses. The work experience is normally undertaken after students have completed a minimum of 24 credits and have a minimum of 20 credits left to do before the end of their academic program. Students who have a minimum GPA of 2.3 (cumulative and last annual) and are Canadian Citizens or Permanent Residents are eligible for the program. The IE work term may begin in May or June and must run for a minimum of 12 consecutive weeks. Work during the IE period is full-time, and students are paid by the employer at competitive rates. Following completion of the work experience, students return to the University to complete their degree program of studies. It is not possible to guarantee that all students wishing to obtain an industrial experience will be able to do so.

Students in Engineering programs may do one, two, or three work terms, while students in Computer Science may do one to two work terms. During the work period of the IE, students register in work experience courses (ENGR 107, 207, 307 [see §71.20.8] or COMP 107, 207 [see §71.70.7]) and are considered to be full-time students at the University. Work experience courses are assigned no credits and are graded on a pass/fail basis. All IE students are enrolled in the Reflective Learning courses (ENGR 108, 208, 308 [see §71.60] or COMP 108 or 208 [see §71.70.10]) immediately following their work term. Reflective Learning courses are 3-credit extension courses that have associated fees and are graded on a pass/fail basis. They are above and beyond the credit requirements of the students' programs and are not transferable nor are they included in the full- or part-time assessment status. These fees are in addition to the co-op fees charged to the IE students.

During the first term following completion of the work experience and return to the University, students must complete the academic requirements of the Industrial Experience program. This normally takes the form of a report to the appropriate Academic Advisor and/or the Industrial Experience Coordinator as part of a graded seminar course.

Detailed information about the Industrial Experience is available from the IE Coordinator at the Institute for Co-operative Education.

CONTACTS AT THE INSTITUTE

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Convocation Medals and Prizes

25.1 GOVERNOR GENERAL'S AWARD

25.2 UNIVERSITY AWARDS

25.3 FACULTY AWARDS

25.3.1 Faculty of Arts and Science

25.3.2 John Molson School of Business

25.3.3 Faculty of Engineering and Computer Science

25.3.4 Faculty of Fine Arts

25.4 SPECIAL AWARDS

Section 25

25 CONVOCATION MEDALS AND PRIZES

25.1 GOVERNOR GENERAL'S AWARD

The Governor General's Silver Medal: Conferred by her Excellency, the Governor General of Canada, and awarded to the highest ranking undergraduate student graduating from Concordia University.

25.2 UNIVERSITY AWARDS

The Final Graduation GPA is used as the basis to determine the highest ranking student.

The Rytsa Tobias Memorial Medal: Presented by the Tobias Family, and awarded to the highest ranking student graduating with a BA degree.

The Anne Stokes Medal: Awarded to the highest ranking student graduating with a BEd degree in Teaching English as a Second Language.

The Mappin Medal: Donated by the Mappin Family, and awarded to the highest ranking student graduating with a BSc degree.

The Administration Medal: Awarded to the highest ranking student graduating with a BAdmin degree.

The Charles E. Frosst Medal: Donated by Merck-Frosst Canada Inc., and awarded to the highest ranking student graduating with a BComm degree.

The Computer Science Medal: Awarded to the highest ranking student graduating with a BCompSc degree.

The Chait Medal: Awarded to the highest ranking student graduating with a BEng degree.

The Alfred Pinsky Medal: Awarded to the highest ranking student graduating with a BFA degree.

25.3 FACULTY AWARDS

The prizes listed in this section are awarded to the most outstanding graduating student in a department (or unit). Candidates are nominated by the departments or units for consideration and approved by the appropriate Faculty Council and Senate. The departments or units in making their selection may include, in addition to a high grade point average, other criteria such as number and/or level of the courses taken, outstanding results on a project or essay, or a significant contribution to the extra-curricular life of the department. In the Faculty of Engineering and Computer Science, the Final Graduation GPA is used as the basis to determine the grade point average.

25.3.1 Faculty of Arts and Science

The Biology Prize
The Chemistry Medal
The Classics Book Prize
The John E. O'Brien, s.j. Medal for Communication Studies
The Economics Prize
The Education Book Prize
The Medal for English
Le prix Paul d'Hollander pour les Études françaises
The Exercise Science Plaque
The Bogdan Zaborski Medal in Geography
The Martin Lewis Memorial Book Prize in History
The Robert C. Rae Book Prize in Human Relations
The Interdisciplinary Studies Medal
The Gordon Fisher Prize for Journalism
The Randy B. Swedburg Medal for Leisure Sciences and Therapeutic Recreation
The Liberal Arts College Prize
The Eric O'Connor Mathematics Medal
The Modern Languages and Linguistics Plaque

The W.R. Fraser Medal for Philosophy
 The Walter Raudorf Medal for Physics
 The Renée Vautelet Prize for Political Science
 The J.W. Bridges Medal for Psychology
 The Boyd Sinyard Prize for Religion
 The Vince Sirois Prize (School of Community and Public Affairs)
 The Science College Prize
 The Everett C. Hughes Medal for Sociology and Anthropology
 The Theological Studies Medal
 The Thérèse F. Casgrain Medal for Women's Studies

25.3.2
 John Molson School of
 Business

The Ross Medal for Accountancy
 The Decision Sciences and Management Information Systems Medal
 The Finance Medal
 The International Business Medal
 The Management Medal
 The Marketing Medal

25.3.3
 Faculty of
 Engineering and
 Computer Science

The Building Engineering Medal
 The Matthew Douglass Medal for Civil Engineering
 The Computer Engineering Medal
 The Phoivos Ziogas Medal for Electrical Engineering
 The Jaan Saber Medal for Industrial Engineering
 The Mechanical Engineering Medal
 The Software Engineering Medal

25.3.4
 Faculty of Fine Arts

The Art Education Prize
 The R. Bella Rabinovitch Art History Prize
 The Cinema Prize
 The Computation Arts Prize
 The Contemporary Dance Prize
 The Design Prize
 The Music Prize
 The Yves Gaucher Prize in Studio Arts
 The Betty Goodwin Prize in Studio Arts
 The Guido Molinari Prize in Studio Arts
 The Gabor Szilasi Prize in Studio Arts
 The Irene F. Whittome Prize in Studio Arts
 The Theatre Prize

25.4 Special Awards (Awards are given only when merited)

The Concordia Medal: Presented by the Concordia University Alumni Association to an undergraduate graduating student who has displayed distinctive leadership ability through both academic and non-academic achievements and has won the outstanding commendation of his/her fellows and of the faculty.

The First Graduating Class Award: Presented on behalf of the first graduating class of the Faculty of Arts, Science and Commerce of Sir George Williams College, known as the Guinea Pig Club, for the most innovative and new contribution either academic or extra-curricular to University life.

The Malone Medal: Presented in honour of Rev. Patrick G. Malone, s.j., and awarded to the undergraduate graduating student whose efforts and dedication best exemplify the values of the University within the *internal* Concordia community.

The O'Brien Medal: Presented in honour of Dr. J.W. O'Brien and awarded to the undergraduate graduating student whose efforts and dedication best exemplify the values of the University within the larger *external* community.

The Provost's Medal for Outstanding Achievement: Presented by Provost David Graham and awarded to the undergraduate graduating student whose commitment and spirit towards academic excellence, leadership, athleticism, and civic responsibility reflect the values exemplified by Concordia University and the Office of the Provost.