

## University Mailing Addresses

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**Communication of Information to Provincial Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie**

Under the terms of an agreement between Concordia University and the provincial Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie, 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.

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**Cover Design:** Concordia University Communications Services

# Undergraduate Calendar

## 2013-2014



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.

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## **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 [graduatestudies.concordia.ca/publications/graduatecalendar](http://graduatestudies.concordia.ca/publications/graduatecalendar).

For more information about the University, its history and its founding institutions, please see [concordia.ca/about](http://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

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# 11 ACADEMIC CALENDAR

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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 2013-14 online Undergraduate Class Schedule or the Birks Student Service Centre. For financial deadlines see [concordia.ca/admissions/tuition-and-fees](http://concordia.ca/admissions/tuition-and-fees).

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

*\*Except for academic withdrawal deadlines.*

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## REGULAR SESSION 2013-14 AND SUMMER SESSION 2013

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| 2013  |                     |  |
|-------|---------------------|--|
| MARCH | Friday, March 1     | Last day for application to undergraduate programs — Full-time regular session 2013-14.                                |
|       | Sunday, March 10    | Last day for academic withdrawal from two-term and winter-term courses.  |
|       | Friday, March 29    | University closed (see April 15, 2013).  |
|       | Saturday, March 30  | University closed (see April 15, 2013).  |
|       | Sunday, March 31    | University closed.   |
| APRIL | Monday, April 1     | University closed (see April 16, 2013).  |
|       | Monday, April 1     | Last day to apply for Quebec resident status for winter term 2013.   |
|       | Saturday, April 6   | Last day for instructor-scheduled tests or examinations.   |
|       | Saturday, April 13  | Last day of classes — Regular session 2012-13.   |
|       | Monday, April 15    | Make-up day for classes scheduled on March 29 and 30 — Instructors must contact Scheduling Office to book a classroom. |
|       | Tuesday, April 16   | Make-up day for classes scheduled on April 1 — Instructors must contact Scheduling Office to book a classroom.         |
|       | Wednesday, April 17 | Examinations begin.  |
|       | Tuesday, April 30   | Examinations end.  |
| MAY   | Wednesday, May 1    | Two-term and first-term summer session begins.   |
|       | Wednesday, May 8    | Deadline for withdrawal with tuition refund from two-term and first-term summer session courses.                       |
|       | Wednesday, May 8    | Last day to add two-term and first-term summer session courses.  |
|       | Wednesday, May 15   | Last day to apply for late completion of courses ending in April 2013.   |
|       | Wednesday, May 15   | Last day to apply for DEF (Deferred) or MED (Medical) notation for courses ending in April 2013.                       |
|       | Monday, May 20      | Victoria Day — University closed.  |
|       | Wednesday, May 29   | Last day for academic withdrawal from first-term summer session courses.   |
|       | Thursday, May 30    | Last day for submission of late-completion work for courses ending in April 2013 (application deadline May 15).        |

|        |                    |  |
|--------|--------------------|--|
| JUNE   | T.B.A.             | Spring convocations.   |
|        | Saturday, June 15  | Last day to apply for supplemental examinations for courses taken during the regular session 2012-13.  |
|        | Saturday, June 15  | Last day to apply for re-evaluation of courses ending in April 2013.   |
|        | Monday, June 17    | Last day of classes — First-term summer session.   |
|        | Tuesday, June 18   | Mid-term break for two-term summer session begins.   |
|        | Tuesday, June 18   | Examinations begin — First-term summer session finals.   |
|        | Monday, June 24    | Fête Nationale — University closed.  |
|        | Wednesday, June 26 | Examinations end — First-term summer session finals.   |
|        | Wednesday, June 26 | Mid-term break for two-term summer session ends.   |
|        | Thursday, June 27  | Classes begin — Second-term summer session and special three- or six-week summer session.  |
| JULY   | Monday, July 1     | Canada Day — University closed.  |
|        | Thursday, July 4   | Deadline for withdrawal with tuition refund from second-term summer session and first-term special three- or six-week summer session courses.          |
|        | Thursday, July 4   | Last day to add second-term summer session and special three- or six-week summer session courses.  |
|        | Wednesday, July 10 | Last day for academic withdrawal from special three-week summer session courses.   |
|        | Monday, July 15    | Last day to apply for fall 2013 graduation.  |
|        | Monday, July 15    | Last day for academic withdrawal from two-term summer session courses.   |
|        | Thursday, July 18  | Last day of classes — First-term special three-week summer session.  |
|        | Friday, July 19    | Classes begin — Second-term special three-week summer session.   |
|        | Tuesday, July 23   | Last day for academic withdrawal from special six-week summer session courses.   |
|        | Friday, July 26    | Last day to register for second-term special three-week summer session courses.  |
|        | Friday, July 26    | Deadline for withdrawal with tuition refund from second-term special three-week summer session courses.  |
|        | Monday, July 29    | Last day for academic withdrawal from second-term summer session courses.  |
|        | Wednesday, July 31 | Last day for academic withdrawal from second-term special three-week summer session courses.   |
| AUGUST | Thursday, August 1 | Last day to apply for Quebec resident status for summer session 2013.  |
|        | Thursday, August 8 | Last day of classes — Special six-week and second-term special three-week summer session courses.  |
|        | Tuesday, August 13 | Make-up day for classes offered once a week on Monday during two-term summer session — Instructors must contact Scheduling Office to book a classroom. |

|           |                       |   |
|-----------|-----------------------|---|
|           | Wednesday, August 14  | Last day of classes — Two-term and second-term summer session courses.  |
|           | Thursday, August 15   | Make-up day for classes offered once a week on Tuesday during two-term summer session — Instructors must contact Scheduling Office to book a classroom. |
|           | Friday, August 16     | Examinations begin — Two-term and second-term summer session finals.  |
|           | Thursday, August 22   | Examinations end — Two-term and second-term summer session finals.  |
|           | Friday, August 23     | Replacement and supplemental examinations begin — Regular session 2012-13.  |
|           | Thursday, August 29   | Replacement and supplemental examinations end — Regular session 2012-13.  |
|           | Saturday, August 31   | Last day to apply for DEF (Deferred) or MED (Medical) notation for courses taken during the summer session 2013.  |
| SEPTEMBER | Sunday, September 1   | Last day to apply for late completion of courses taken during the summer session 2013.  |
|           | Monday, September 2   | Labour Day — University closed.   |
|           | Tuesday, September 3  | Classes begin — Day and evening regular session.  |
|           | Sunday, September 15  | Last day for submission of late-completion work for summer session 2013 courses (application deadline September 1).                                     |
|           | Monday, September 16  | Last day to apply for supplemental examinations for courses taken during the summer session 2013.   |
|           | Monday, September 16  | Deadline for withdrawal with tuition refund from two-term and fall-term courses.  |
|           | Monday, September 16  | Last day to add two-term and fall-term courses.   |
| OCTOBER   | Tuesday, October 1    | Last day to apply for re-evaluation of courses taken during the summer session 2013.  |
|           | Saturday, October 5   | Replacement and supplemental examinations for summer session 2013 courses.  |
|           | Monday, October 14    | Thanksgiving Day — University closed (see December 3, 2013).  |
|           | Sunday, October 27    | Last day for academic withdrawal from fall-term courses.  |
| NOVEMBER  | T.B.A.                | Fall convocations.  |
|           | Friday, November 1    | Last day for application to undergraduate programs — Winter term 2014.  |
|           | Monday, November 25   | Last day for instructor-scheduled tests or examinations.  |
| DECEMBER  | Sunday, December 1    | Last day to apply for Quebec resident status for fall term 2013.  |
|           | Monday, December 2    | Last day of classes — Fall term.  |
|           | Tuesday, December 3   | Make-up day for classes scheduled on Monday, October 14 — Instructors must contact Scheduling Office to book a classroom.                               |
|           | Wednesday, December 4 | Examinations begin.   |
|           | Thursday, December 19 | Examinations end.   |

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**2014**

|                 |                       |  |
|-----------------|-----------------------|--|
| JANUARY         | Monday, January 6     | Classes begin — Day and evening winter term.   |
|                 | Wednesday, January 15 | Last day to apply for spring 2014 graduation.  |
|                 | Wednesday, January 15 | Last day to apply for DEF (Deferred) or MED (Medical) notation for courses ending in December 2013.                    |
|                 | Sunday, January 19    | Deadline for withdrawal with tuition refund from winter-term courses.  |
|                 | Sunday, January 19    | Last day to add winter-term courses.   |
| FEBRUARY        | Saturday, February 1  | Last day to apply for supplemental examinations for courses ending in December 2013 (graduating students only).        |
|                 | Saturday, February 1  | Last day to apply for re-evaluation of courses ending in December 2013.  |
|                 | Saturday, February 1  | Last day to apply for late completion of courses ending in December 2013.  |
|                 | Saturday, February 15 | Last day for submission of late-completion work for courses ending in December 2013 (application deadline February 1). |
|                 | Monday, February 17   | Mid-term break begins.   |
|                 | Monday, February 17   | Replacement examinations begin.  |
|                 | Monday, February 17   | Supplemental examinations begin for courses ending in December 2013 (graduating students only).                        |
|                 | Thursday, February 20 | Replacement and supplemental examinations end.   |
|                 | Friday, February 21   | President's Holiday — University closed.   |
|                 | Sunday, February 23   | Mid-term break ends.   |
|                 | MARCH                 | Saturday, March 1  |
| Sunday, March 9 |                       | Last day for academic withdrawal from two-term and winter-term courses.  |
| APRIL           | Tuesday, April 1      | Last day to apply for Quebec resident status for winter term 2014.   |
|                 | Saturday, April 5     | Last day for instructor-scheduled tests or examinations.   |
|                 | Saturday, April 12    | Last day of classes — Regular session 2013-14.   |
|                 | Wednesday, April 16   | Examinations begin.  |
|                 | Friday, April 18      | University closed.   |
|                 | Saturday, April 19    | University closed.   |
|                 | Sunday, April 20      | University closed.   |
|                 | Monday, April 21      | University closed.   |
| MAY             | Tuesday, May 6        | Examinations end.  |
|                 | Thursday, May 15      | Last day to apply for late completion of courses ending in April 2014.   |
|                 | Thursday, May 15      | Last day to apply for DEF (Deferred) or MED (Medical) notation for courses ending in April 2014.                       |

|      |                 |   |
|------|-----------------|---|
|      | Monday, May 19  | Victoria Day — University closed.   |
|      | Friday, May 30  | Last day for submission of late-completion work for courses ending in April 2014 (application deadline May 15). |
| JUNE | T.B.A.          | Spring convocations.  |
|      | Sunday, June 15 | Last day to apply for supplemental examinations for courses taken during the regular session 2013-14.           |
|      | Sunday, June 15 | Last day to apply for re-evaluation of courses ending in April 2014.  |

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# Administration

## Section 12



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# 12 ADMINISTRATION

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The following information was updated as of October 1, 2012.

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## Board of Governors

[concordia.ca/vpirsg/board-and-senate/governors/list](http://concordia.ca/vpirsg/board-and-senate/governors/list)

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## Senate

[concordia.ca/vpirsg/board-and-senate/senate/list](http://concordia.ca/vpirsg/board-and-senate/senate/list)

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## Council of the Faculty of Arts and Science

[artsandscience.concordia.ca/officeofthedeans/facultycouncil/currentmembers](http://artsandscience.concordia.ca/officeofthedeans/facultycouncil/currentmembers)

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## Council of the John Molson School of Business

[johnmolson.concordia.ca/en/about/faculty-council/membership](http://johnmolson.concordia.ca/en/about/faculty-council/membership)

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## Council of the Faculty of Engineering and Computer Science

[encs.concordia.ca/administration-and-governance/faculty-council](http://encs.concordia.ca/administration-and-governance/faculty-council)

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## Council of the Faculty of Fine Arts

[finearts.concordia.ca/officeofthedeans/facultycouncil/mandateandmembership](http://finearts.concordia.ca/officeofthedeans/facultycouncil/mandateandmembership)

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## Council of the School of Extended Learning

[concordia.ca/extended-learning/about](http://concordia.ca/extended-learning/about)

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## Concordia Council on Student Life

[deanofstudents.concordia.ca/ccsl/membership](http://deanofstudents.concordia.ca/ccsl/membership)

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T.B.A.

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Suzanne Bélanger, BA, MBA, MA, CFRE

PRINCIPAL DIRECTOR OF DEVELOPMENT, FACULTY OF FINE ARTS:

T.B.A.

PRINCIPAL DIRECTOR OF DEVELOPMENT, JOHN MOLSON SCHOOL OF BUSINESS:

Joseph Capano, BComm

DIRECTOR, PLANNED GIVING:

Silvia Ugolini, BCL, LLB

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# Admission Regulations

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## Section 13

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# 13 **ADMISSION REGULATIONS**

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*Associate Vice-President, Student and Enrolment Services*  
BRADLEY TUCKER

*Interim University Registrar*  
STEPHANIE SARIK

*Associate Registrar*  
ILZE KRAULIS

*Director, Student Recruitment*  
MATT STIEGEMEYER

*Director, Admissions and Services to Students*  
SOPHIE FONTAINE

*Manager, Government Reporting and Statistics*  
MARIE-CLAIRE NEWMAN

*Manager, Application and Documentation Processing*  
DAVID DEDEYNE

*Admissions Advisors*  
MELANIE HUME  
MAUREEN SCULLY

*Admissions Information Officers*  
ANNE-MARIE FERRARI  
T.B.A.

*Admissions Advisor – Independent Students*  
ANGELO FIORENTINO

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## **Location**

*Sir George Williams Campus*  
J.W. McConnell Building, Room: LB 700  
514-848-2424, ext. 2668  
Fax: 514-848-2621  
Web: registrar.concordia.ca  
University Website: www.concordia.ca

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## **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 Program 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 should submit an application through the Concordia website: [www.concordia.ca](http://www.concordia.ca).

There is a single processing centre to which all admission-related documents should be mailed:

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

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## 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 to December) and a winter term (January to 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 or certificate. 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, School of Extended Learning, and/or departmental advisor.

### Sequence of Courses

- **Prerequisite**

Course A is a prerequisite of Course B when "A" must be taken and successfully completed before taking "B." Students may be deregistered from a course until its prerequisite course(s) has been successfully completed.

- **Co-requisite**

Course A is a co-requisite of Course B when "A" must be taken in the same academic term as "B," unless it has already been successfully completed. Students may be deregistered from Course B if they are not concurrently registered in the co-requisite Course A.

### Residence Requirement

This refers to 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 or certificate. Concordia courses transferred from an incomplete degree or certificate program or from independent studies will have the credits transferred as well as the corresponding grade provided a grade of C- or better has been achieved. Concordia courses transferred from a completed degree or certificate will have the credits transferred but will not include the corresponding grades. Courses from another institution with a grade of C- or better (or equivalent) may have the credits transferred, if deemed appropriate, but will not include the corresponding grades. Students who repeat a course for which transfer credits have already been awarded will not be permitted to retain the credits unless they have been granted prior approval from the Faculty, School of Extended Learning, and/or departmental advisor.

### Student Type

- **Extended Credit Program Students**

Students registered in an extended program, normally requiring 30 credits in addition to the regular requirements, designed for students entering from secondary institutions outside Quebec. (See relevant Faculty section.)

- **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.

- **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).

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## 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 and the School of Extended Learning,
- The Undergraduate Program 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.

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### 13.3.2 Applicants from Other Canadian Provinces

When applying to a Faculty program, 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, BA (Early Childhood and Elementary Education), BEd (TESL), BSc (Exercise Science/Athletic Therapy), and BFA (Specialization in Art Education) will generally require five years of full-time study to complete.

To be considered for admission, students must have successfully completed prerequisites of the Concordia degree program for which they are applying. The specific admission requirements are listed in the Undergraduate Program Guide and on 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.

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### 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.
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, BA (Early Childhood and Elementary Education), BEd (TESL), BSc (Exercise Science/Athletic Therapy), and 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 per cent 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.

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### 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.

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### 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 or certificate. The respective Faculty assesses all requests for transfer credits. Concordia courses transferred from an incomplete degree or certificate program or from independent studies will have the credits transferred as well as the corresponding grade provided a grade of C- or better has been achieved. Concordia courses transferred from a completed degree or certificate will have the credits transferred but will not include the corresponding grades. Courses from another institution with a grade of C- or better (or equivalent) may have the credits transferred, if deemed appropriate, but will not include the corresponding grades.

An exemption from a course has no credit value towards a degree or certificate. 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.

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### 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.

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### 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. Transfer credits 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. Transfer credits 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 Concordia website.
- Students in the Faculty of Fine Arts 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 School of Extended Learning who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an advisor in the Student Transition Centre before reinstatement into the program.

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.

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## 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 not 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;
- IGCSE English Language, English as a Second Language or First Language English 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:

- Test of English as a Foreign Language (TOEFL);
- University of Michigan English Language Assessment Battery (MELAB);
- International English Language Testing System (IELTS);
- Canadian Academic English Language Assessment (CAEL);
- Cambridge Certificate of Proficiency in English (CPE) and Certificate in Advanced English (CAE).

For information on the minimum scores required please consult the Undergraduate Program Guide or the Concordia website.

Test results must be reported directly to the Admissions Application Centre by the test centre. Results more than two years old will not be accepted as proof of language proficiency. **In all cases, the University reserves the right to require a proficiency test if it is deemed necessary.**

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## 13.5 APPLYING FOR ADMISSION

Students should submit an application through the Concordia website at [www.concordia.ca](http://www.concordia.ca). Students are encouraged to apply for admission as early as possible to allow sufficient time for the evaluation of their application. 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 admission or registration. No transfer credit will be awarded retroactively for former studies not reported in the application.

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### 13.5.1 Application Fee

There is a \$100 (Canadian) application fee required with every application, payable to Concordia University by certified cheque, money order, MasterCard, Visa, American Express 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.

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### 13.5.2 Deadlines

September is the normal point of entry to full-time and part-time studies. Entry in January is limited to certain programs. Students should refer to the admissions information within the relevant Faculty section, in the Undergraduate Program Guide, or on the Concordia website.

March 1 and November 1 are the application deadline dates normally set for the fall and winter 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.

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### 13.5.3 International Applicants

While the normal entry period for International students from outside Canada is September, Faculties may 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.

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## 13.6 SPECIAL ADMISSIONS

### 13.6.1 Mature Students

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.

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### 13.6.2 Visiting Students

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 [crepuq.qc.ca](http://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 *Quebec Acceptance Certificate (CAQ)* and *Study Permit*. 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).

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### 13.6.3 Independent Students

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 May 15 for the summer session, September 15 for the fall term or January 15 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.

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 Enrolment Services 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.

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### 13.6.4 Complementary University Credit Certificate Students (School of Extended Learning)

Complementary University Credit certificate students are students who satisfy the minimum entry requirements to the University and who have been admitted by either satisfying the previously stipulated undergraduate program admission requirements or have been admitted on the basis of age, experience, and potential. Complementary University Credit certificate students may study full-time or part-time. Information on Complementary University Credit certificates is contained in §21.

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### 13.6.5 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.

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## 13.7 REQUIRED DOCUMENTS

### Proof of Canadian Citizenship or Permanent Residency

All 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;
- Quebec Birth Certificate issued by the Quebec Directeur de l'état civil with the mention "Certified" or "certifié conforme";
- Canadian Citizenship Card (both sides);
- Canadian Citizenship Certificate;
- Permanent Resident Card (both sides) or IMM 5292 or IMM 5688;
- Certificate of Indian Status Card (both sides).

The following documents are **not** acceptable:

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

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 Quebec resident status 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:

- A “certified” birth certificate issued after January 1, 1994 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 current Canadian passport clearly indicating a place of birth in Quebec;
- A *Certificat de sélection du Québec* (CSQ) or an official letter from the 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’Enseignement supérieur, de la Recherche, de la Science et de la Technologie 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 University program, proof of Quebec residency has not been established, students must apply for Quebec residency on the student portal at [myconcordia.ca](http://myconcordia.ca) and submit the required documentation by the deadline for the term in question. Details can be found at [quebecresidency.concordia.ca](http://quebecresidency.concordia.ca). Quebec resident status may not be granted retroactively.

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### 13.7.1 All Applicants

#### Academic Documents

Applicants must submit all secondary and post-secondary academic records. In order for their admission to be finalized, 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 once they have been admitted. 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 and will be destroyed after three years.*

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### 13.7.2 Permanent Code

The Ministère de l’Enseignement supérieur, de la Recherche, de la Science et de la Technologie 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.

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## 13.8 SELECTION PROCESS AND NOTIFICATION

### 13.8.1 Conditional Admission

Applicants seeking admission to undergraduate programs may be granted conditional admission 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 conditional offer of admission issued by the University.

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### **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 \$100 (Canadian) confirmation deposit to confirm their intention to attend the University. This non-refundable confirmation deposit is applied towards tuition fees.

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

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### **13.8.3 Registration**

Complete information regarding registration is available at [myconcordia.ca](http://myconcordia.ca).

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# 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
- 14.2.5 School of Extended Learning

## **14.3 ASSISTANCE**

## Section 14



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# 14

## MATURE ENTRY

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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.

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### 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.
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### 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 awarded transfer credits for some of the additional 18 credits.

When selecting courses to fulfill 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.

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#### 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 230<sup>3</sup>, 232<sup>3</sup>, 270<sup>3</sup>; ENGL 212<sup>3</sup>; 6 credits in the social sciences chosen in consultation with the program advisor.

*Economics (BA)* MATH 209<sup>3</sup>  
NOTE: Students may need one or more of MATH 200<sup>3</sup> and MATH 206<sup>3</sup>.

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

*Family Life Education (Certificate)* AHSC 220<sup>3</sup>, 230<sup>3</sup>, 232<sup>3</sup>; ENGL 212<sup>3</sup>; 6 credits in the social sciences chosen in consultation with the program advisor.

*Therapeutic Recreation, Specialization (BA)*

BIOL 200<sup>3</sup> or 201<sup>3</sup> or 202<sup>3</sup>

*Mathematics (BA)*

MATH 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>

*NOTE: Students may need one or more of MATH 200<sup>3</sup> and MATH 201<sup>3</sup>.*

*NOTE: Students not having MATH 202<sup>3</sup> or the equivalent must include it in their 18 credits.*

*Psychology (BA)*

PSYC 200<sup>6</sup>; BIOL 201<sup>3</sup> or 202<sup>3</sup>; 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 205<sup>3</sup>, 206<sup>3</sup>
- 9 credits in Mathematics: MATH 202<sup>3</sup>, 203<sup>3</sup>, 205<sup>3\*</sup>
- 8 credits in Physics: PHYS 204<sup>3</sup>, 205<sup>3</sup>, 224<sup>1</sup>, 225<sup>1</sup>

Additional requirements for programs in the following departments:

- Biology and Psychology: BIOL 201<sup>3</sup>, PHYS 206<sup>3</sup>, 226<sup>1</sup>
- Chemistry: PHYS 206<sup>3</sup>, 226<sup>1</sup> and BIOL 201<sup>3</sup>
- Biochemistry: PHYS 206<sup>3</sup>, 226<sup>1</sup> and BIOL 201<sup>3</sup>
- Environmental Geography: PHYS 206<sup>3</sup>, 226<sup>1</sup> and BIOL 201<sup>3</sup>
- Environmental Science: PHYS 206<sup>3</sup>, 226<sup>1</sup>, MATH 204<sup>3</sup> and BIOL 201<sup>3</sup>
- Exercise Science: PHYS 206<sup>3</sup>, 226<sup>1</sup> and BIOL 201<sup>3</sup>
- Mathematics: MATH 204<sup>3</sup>, PHYS 206<sup>3</sup>, 226<sup>1</sup>
- Physics: PHYS 206<sup>3</sup>, 226<sup>1</sup> and MATH 204<sup>3</sup>

*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 201<sup>3</sup>, or the equivalent, must take it in place of one of their elective courses. Some students may also need MATH 200<sup>3</sup>.*

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## 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 208<sup>3</sup>, 209<sup>3</sup>
- 6 credits in ECON 201<sup>3</sup>, 203<sup>3</sup>
- 3 credits in DESC 200<sup>3</sup>
- 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 200<sup>3</sup> and MATH 206<sup>3</sup>.*

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

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## 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 205<sup>3</sup>
- MATH 202<sup>3</sup>, 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>
- PHYS 204<sup>3</sup>, 205<sup>3</sup>

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 §71.20.2 when selecting these courses.

*NOTE: In all programs, students may need one or more of MATH 200<sup>3</sup> and MATH 201<sup>3</sup>.*

*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 202<sup>3</sup>, 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>
  - PHYS 204<sup>3</sup>, 205<sup>3</sup>
  - CHEM 205<sup>3</sup>
  - and six credits chosen from courses in the Humanities or Social Sciences in Section 71.20.2

- b) Computation Arts Option:  
MATH 202<sup>3</sup>, 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>  
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 202<sup>3</sup>, 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>  
and six credits chosen from courses in the Humanities or Social Sciences in Section 71.20.2

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 200<sup>3</sup> and MATH 201<sup>3</sup>.*

*NOTE: Some students may require courses in English as a Second Language, as determined by language proficiency testing.*

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#### **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.

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#### **14.2.5 School of Extended Learning**

Mature Entry students wishing to pursue a Complementary University Credit (CUC) certificate offered by the School of Extended Learning may be required to complete additional courses (English proficiency, mathematics, computer literacy) in order to satisfy admission requirements. Students will be evaluated on these skills during the admission process and will be advised of any additional course requirements in their letter of admission. These courses will be chosen with the approval of the Student Transition Centre advisors.

Applicants seeking entry to a CUC certificate will be expected to demonstrate that they have some experience that is relevant to the field they are studying.

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### **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.)

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# Tuition and Fees

## Section 15

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# 15

## TUITION AND FEES

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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 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 at [concordia.ca/admissions/tuition-and-fees](http://concordia.ca/admissions/tuition-and-fees).

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# Academic Information: Definitions and Regulations

## 16.1 GENERAL INFORMATION

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- 16.3.13 Repetition of Courses

## Section 16

*Associate Vice-President, Student and Enrolment Services*  
BRADLEY TUCKER

*Interim University Registrar*  
STEPHANIE SARIK

*Associate Registrar*  
ILZE KRAULIS

*Director, Student Recruitment*  
MATT STIEGEMEYER

*Director, Admissions and Services to Students*  
SOPHIE FONTAINE

*Manager, Government Reporting and Statistics*  
MARIE-CLAIRE NEWMAN

*Manager – Birks Student Service Centre*  
LORRAINE TOSCANO

*Manager – Course Registration, Examinations and Academic Scheduling*  
LINDA HULL

*Manager – Administration*  
TANYA POLETTI

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### 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 publication 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 ID card to access certain services.

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#### 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.

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## 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:

|   | <b>Full-Time*</b>  | <b>Part-Time</b>     |
|---|--------------------|----------------------|
| 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 §18.6.1. 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.

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## 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, BA (Early Childhood and Elementary Education), BEd (TESL), BSc (Exercise Science/Athletic Therapy), and BFA (Specialization in Art Education) require 60 credits, normally the last 60, at Concordia.
2. At least 50 per cent 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 per cent 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.

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#### 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 advising and registration information in the offer of admission letter.
- New Independent students can obtain registration information at the School of Extended Learning and in the online Independent Students Information Guide at [registrar.concordia.ca/indepen/register.html](http://registrar.concordia.ca/indepen/register.html).
- New Visiting students can obtain registration information in the online Registration Guide at [registrar.concordia.ca/webguide](http://registrar.concordia.ca/webguide).
- Returning students in good standing can obtain registration information at [myconcordia.ca](http://myconcordia.ca).

Most students will be able to register for all their courses online at [myconcordia.ca](http://myconcordia.ca).

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#### 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.

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#### 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, and who do not complete assigned work, tests or exams, 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 (DNE or DISC) from a course or courses must do so online at [myconcordia.ca](http://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 by the appropriate deadline (see §11 Academic Calendar) online at [myconcordia.ca](http://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. W.  
Montreal, Quebec H3G 1M8

Students should be sure to legibly print their full name and include their Concordia student ID 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 ID number and signature.

Correspondence for course withdrawal must be received by the deadline dates (see §11 Academic Calendar).

#### 4. Withdrawal Deadlines

Withdrawal deadlines are published in the Undergraduate Class Schedule ([registrar.concordia.ca/webguide/termdates.html](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:

- [tuitionandfees.concordia.ca](http://tuitionandfees.concordia.ca) → Tuition Fees & Financial Regulations
- [myconcordia.ca](http://myconcordia.ca) → MyConcordia Menu → Financial → Tuition and Fees → C. Tuition Refunds

#### 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 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 School of Extended Learning who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an advisor in the Student Transition Centre before reinstatement into the program.

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### 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 Dean or delegate of the student's Faculty, and the Registrar. Students must apply via a web-based application at [crepuq.qc.ca](http://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: [registrar.concordia.ca](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. Concordia Student Exchange Program and Internships Abroad

To promote international education, Concordia International offers students the opportunity to spend up to one academic year studying abroad on exchange at one of Concordia's partner institutions throughout the world. While participating in an exchange, students remain registered at Concordia University, pay their normal Concordia tuition fees, and are eligible for Concordia awards and financial aid. Students are also responsible for paying all incidental fees, such as but not limited to: health and travel insurance, living expenses, fees for any required international travel documents to study in their host country, and transportation costs to and from the host institution. The application deadlines are **February 1** for summer, fall, winter and academic year placements and **June 15** for final winter placements. Students applying for the winter are strongly encouraged to apply by February 1 as spots at certain partner institutions may be limited after this date. A limited number of exchange spots for summer may be available at select host institutions. Please check with Concordia International before applying for summer.

To be eligible to participate in an academic exchange, undergraduate students must meet the following conditions:

- have successfully completed a minimum of 24 undergraduate Concordia credits toward their degree by the time the exchange program begins;
- be in good academic standing and have a good academic record;
- have their Faculty's permission to transfer a preliminary selection of courses from their host institution to their Concordia degree requirements.

In addition to academic exchange programs, Concordia International also offers students opportunities to participate in several internship programs abroad. Please visit Concordia International's website for current opportunities: [international.concordia.ca](http://international.concordia.ca).

#### **MESRST Bursary for Study Outside Quebec / Programme de bourses pour de courts séjours d'études universitaires à l'extérieure du Québec**

This bursary is a provincially funded program for Quebec resident students registered in a program leading to a bachelor's, master's, or PhD degree who would like to complete part of their degree program outside the province. The amount of the bursary varies according to the region and duration of study as follows:

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

*Eligibility:* Undergraduate students must have completed at least 24 Concordia credits toward their degree by the time their program

begins; be enrolled full-time while receiving the bursary; be in good academic standing; be a Quebec resident according to the MESRST; and their program abroad must last for at least two months. Funding will be provided for a maximum of eight months. For application information and instructions, students should contact Concordia International at 2080 Mackay/Annex X (SGW Campus); 514-848-2424, ext. 4986; [studyaway@concordia.ca](mailto:studyaway@concordia.ca).

### 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 Undergraduate Student Affairs Office;
  - for students registered in courses offered by the School of Extended Learning (SEL) — to the SEL's Welcome Centre;
  - 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:

|                                     |                              |
|-------------------------------------|------------------------------|
| <i>A request with respect to a:</i> | <i>must be submitted by:</i> |
| Summer-term (1) course              | November 1                   |
| Fall-term (2) course                | March 1                      |
| Fall/winter (3) course              | August 1                     |
| Winter-term (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 School of Extended Learning Student Request Committee shall be composed of:
  - no fewer than two faculty members appointed by the Council of the School of Extended Learning;
  - one representative appointed by the Registrar;
  - one student appointed by the School Council;
  - the Director of the Student Transition Centre (or designate) who shall chair the School of Extended Learning 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, School of Extended Learning 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 or School of Extended Learning 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 and the Council of the School of Extended Learning for a total of five representatives (two-year term, one time renewable [maximum four years]);
  - 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 or School of Extended Learning Student Request or Independent Student Request Committee.
8. The decisions of the University Retroactive Withdrawal Committee are final.

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### 16.1.9 Graduation

Degree and certificate candidates who expect to complete requirements in a particular year must apply to the Office of the Registrar before July 15 for fall graduation and before January 15 for spring graduation. Students must complete the graduation application online by accessing the Concordia website: [myconcordia.ca](http://myconcordia.ca) → MyConcordia Menu → Student Services → Graduation Application. The graduation fee is payable whether or not a student attends convocation.

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### 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, [myconcordia.ca](http://myconcordia.ca), at no charge.

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### 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 undergraduate and/or graduate 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 University Registrar.

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## 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 fulfill 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
  - 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.

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## 16.2.2 Degree Regulations

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

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

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## 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

1. *Faculty* – 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.
2. *School of Extended Learning (SEL)* – The Complementary University Credit (CUC) certificates offered by the School employ a competency-based learning approach. The course learning outcomes focus on the acquisition of specific skills that are immediately transferable to the professional work environment. SEL courses taken as part of the CUC certificate are not transferable to programs offered by a Faculty.

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## 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.)

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## 16.3 EVALUATION, GRADING SYSTEM, EXAMINATIONS, AND PERFORMANCE REQUIREMENTS

### 16.3.1 Evaluation

A university degree or certificate 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 in the winter and summer terms, 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. For the fall term, all final grades for all courses are *required* to be submitted three days after the commencement of the winter term. 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 [myconcordia.ca](http://myconcordia.ca).

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

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### 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.

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

Passing courses required to fulfill 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 |
| Faculty of Fine Arts                        | Section 81 |
| School of Extended Learning                 | Section 21 |

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### 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.

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### 16.3.5 Administrative Notations "CUC," "DEF," "DISC," "DNE," "DNW," "EREM," "INC," "MED," "PEND," "REPT," "RPT," "TREM," "WRKT"

1. Complementary University Credits "CUC" are credits earned as part of a Complementary University Credit certificate. These credits are not considered as program credits earned in any other degree or Faculty certificate program or Independent studies.
2. Deferred "DEF" indicates that a student has been unable to write a final examination due to unforeseeable circumstances beyond the student's control. 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.
11. Report "RPT" indicates report work completed by a student in a co-operative education program. These credits are not considered as program credits earned.
12. Transfer Credit Received, Credits Removed "TREM" 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.
13. Work Term "WRKT" indicates work completed by a student during a co-operative education work term. These credits are not considered as program credits earned.

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### 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 \$20. 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.

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### 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.

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### 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 due to unforeseeable circumstances beyond his or her control 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: Unforeseeable and/or extraordinary circumstances may include, but are not limited to, a serious illness or severe injury; a recent death in one’s immediate family; unexpectedly assuming responsibility of an immediate family member due to serious illness; severe emotional stress; fire. Personal travel is not an acceptable reason to be granted a “DEF” notation. In the case of work commitments or religious observations, see §16.3.10.1.4.
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, Faculty, or the School of Extended Learning**, 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 must be accompanied by a Concordia medical certificate 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.  
Please note that in the case of absence due to short-term medical situations, the student must visit his or her medical practitioner **on or before** the date of the missed exam. Additionally, by submitting the Concordia medical certificate, the student authorizes the University to verify its legitimacy. Tampering, altering, or modifying the Concordia medical certificate in any way could lead to charges brought against the student under the Code of Rights and Responsibilities and/or the Academic Code of Conduct.
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 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. Requests for deferred examinations can be made in a maximum of three (3) exam sessions during a student's undergraduate or Independent studies at Concordia. Requests which exceed this number will be submitted to the University Examinations Committee for consideration. Refer to numbers 3, 4, and 5 of this section for information on the application process and deadlines.

## 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, Faculty, or the School of Extended Learning**, 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 and the School of Extended Learning 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, Faculty, or the School of Extended Learning**, 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.

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### 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 or, in the case of a course offered by the School of Extended Learning, the Director of the Student Transition Centre, 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 website at [tuitionandfees.concordia.ca](http://tuitionandfees.concordia.ca) 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.

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### **16.3.10 Examinations**

Students must present identification in order to write any examination. Acceptable identification is: Concordia student ID 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 and MB lobby (SGW Campus) and CC 214 (LOY Campus); on kiosks throughout the campuses; or through the Concordia website at [myconcordia.ca](http://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 documented 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 needs 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 [myconcordia.ca](http://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. Also see §16.3.10.III.3.
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 ID 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

**The University Examinations Committee is comprised of one faculty member from each Faculty, a student representative, the Director of Health Services, and a representative from the Office of the Registrar.**

### 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) 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.
- d) An examination cannot normally be deferred a second time. A student who is prevented from writing the deferred exam due to extraordinary circumstances may apply to the University Examinations Committee for a retroactive "DISC" in the course. The Committee's decisions are final.
- e) When a deferred examination has been written and evaluated, the grade 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.
- f) 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).
- g) 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) When a student does not write a replacement examination, no further examination, replacement or supplemental, will be scheduled. However, students who were prevented from writing the replacement examination due to extraordinary circumstances will be able to apply to the University Examinations Committee. If the Committee approves such a request, the student will be granted a retroactive "DISC." The Committee's decisions are final.
- d) When a replacement examination is not written, the "MED" notation (e.g. "MED/DNW") will appear permanently on the student record and transcript.
- e) When a replacement examination has been written and evaluated, the grade 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.
- f) 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).
- g) 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) When a student does not write a supplemental examination, no further examination, replacement or supplemental, will be scheduled. However, students who were prevented from writing the supplemental examination due to extraordinary circumstances will be able to apply to the University Examinations Committee.
- f) The University Examinations Committee is comprised of one faculty member from each Faculty, a student representative, a representative from the Office of the Provost, and a representative from the Office of the Registrar. The Committee's decisions are final.
- g) 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, Supplemental, and Alternate Examination Periods

Deferred, replacement, supplemental, and alternate 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 term before graduation, a deferred examination would be made available during the final examination period of that term.
- b) Faculties of Arts and Science, Fine Arts, and the School of Extended Learning: Deferred examinations for courses in these Faculties are written during the next regular examination period **provided** the course is given in the next term **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, and the School of Extended Learning: 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. Alternate Examinations

- a) When an academic department requests that students from all sections of a particular course be examined at the same date and time, this is known as a "common" exam.
- b) Because the scheduling of these "common" exams may conflict with the scheduling of other exams, an "alternate" exam can be made available. This "alternate" exam is a second exam covering the same material and is usually scheduled for the first Sunday immediately following the regular exam date.
- c) Courses with only one section will rarely have an "alternate" available to resolve conflicts.

- 4. In certain documented circumstances, a student who will not be in the Montreal area during the deferred, replacement, supplemental, or alternate 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/School</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               |
| School of Extended Learning                 | 21.1.2                      | 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. (This calculation normally excludes the grades for any transfer credits awarded.)

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.

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

$\Sigma$  = sum of

Example:

| <u>Course</u> | <u>Grade Achieved</u>   | <u>Credit Value</u> |   | <u>Grade Points*</u>        | <u>Weighted Grade Points</u> |
|---------------|-------------------------|---------------------|---|-----------------------------|------------------------------|
| 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, and the courses for which "transfer credit" with an accompanying grade 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.

The cumulative GPA is used as the basis to determine eligibility for high academic achievement (§16.3.12).

**c) Final Graduation Grade Point Average**

This is a cumulative GPA of all courses applicable to the new degree program being completed. In the case of transfer students, all courses taken at Concordia and transferred with the corresponding grades into the program being completed will be included in calculating the final graduation GPA. 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 final graduation GPA.

A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the final 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**

Assessment of academic standing is noted on the student record and transcript.

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**16.3.12 High Academic Achievement**

A degree "With Distinction" or "With Great Distinction" will be awarded to students who obtain final graduation grade point averages (GGPA) of at least 3.40 or 4.00 respectively.

The final graduation grade point average is calculated based on courses taken in the program being completed, including Concordia courses transferred into this program with their corresponding grades, as determined by guidelines of the Office of the Registrar. In the case of external transfer students, all courses taken at Concordia will be included in calculating the final graduation GPA.

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**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 final 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 final 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



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# 17.10

## ACADEMIC INTEGRITY AND THE ACADEMIC CODE OF CONDUCT

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### 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)

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### 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: [provost.concordia.ca/academicintegrity](http://provost.concordia.ca/academicintegrity).

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

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### 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:
- plagiarism — the presentation of the work of another person, in whatever form, as one's own or without proper acknowledgement;
  - 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;
  - unauthorized collaboration between students;
  - tearing or mutilating an examination booklet, inserting pages into a booklet or taking a booklet from the examination room;
  - 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;
  - 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;
  - 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;
  - the use of another person's examination during an examination;
  - communication with anyone other than an invigilator during an examination or the obtention of any non-authorized assistance during an examination;
  - personation — assuming the identity of another person or having another person assume one's own identity;
  - 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;
  - 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:
  - 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;

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:
  - a. identification of the student concerned;
  - b. a statement of the facts and findings;
  - c. a statement of the course of action taken;
  - d. 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 students(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 Final 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**

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### **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, Institutional 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

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Director and Senior Advisor, Rights and Responsibilities  
LOUISE J. SHILLER

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### Location

Sir George Williams Campus  
Office of Rights and Responsibilities  
GM Building, Room: 1120  
514-848-2424, ext. 8659  
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## CODE OF RIGHTS AND RESPONSIBILITIES

### Section I: Statement of Principles

#### The Code of Rights and Responsibilities

1. The Code of Rights and Responsibilities ("the Code") has, as its grounding principles, the values of civility, equity, respect, non-discrimination and an appreciation of diversity as manifested within Concordia University ("the University") and within society-at-large.

#### Rights Promoted and Protected by the Code

2. All Members of the University, as defined in Section III of the Code, may reasonably expect to pursue their work, studies and other activities related to University life in a safe and civil environment. As such, neither the University nor any of its Members shall condone any conduct which adversely affects the University or any of its Members.
3. All Members have the 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 and University policies and procedures.

#### Academic Freedom

4. The Code is not to be applied in such a way as to detract from the right of Members to engage in the frank discussion of potentially controversial matters, such as race, sex, sexual orientation, gender identity, politics or religion. Furthermore, the 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. The Code also recognizes the right to teach, within the bounds of the course calendar description and requirements of competence, and to conduct research and to engage in creative activity according to one's best judgment.

#### Responsibilities

5. All Members are expected to refrain from violating the Code and those who have supervisory authority over others bear a particular responsibility to act in a timely and effective manner when they become aware of any alleged violation of the Code.

#### Complaints Subject to a Range of Responses

6. In keeping with its desire to settle conflicts in an effective and constructive manner, the University and its Members shall endeavour to seek an appropriate response to any alleged violations of the Code, ranging from the use of informal methods of conflict resolution to formal procedures for adjudicating complaints. Every attempt shall be made to use remedies and sanctions that restore harmony, collegiality and cooperation between Members.

#### Fairness and Consistency

7. Complaints made under the Code shall be adjudicated in a manner that is consistent with the principles of natural justice and fair for all parties, 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 to be made untainted by bias.

#### Management Rights

8. The 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 Members in accordance with collective or employee agreements and University policies and procedures.

#### Union Rights

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

## Recourse at Law

10. The Code does not detract from the right of Members to seek recourse at law.

## Code Does Not Supersede Other Policies or Agreements

11. Nothing in the Code shall replace or supersede any complaint, grievance or appeal procedure set out in any collective or employee agreement to which the University is a party, the Academic Code of Conduct, the University Calendars or other University policies or procedures.

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## Section II: Mandate and Functions of the Office of Rights and Responsibilities and the Advisor

12. The mandate of the Office of Rights and Responsibilities (“the Office”) is to assist Members in resolving incidents involving an alleged violation of the Code in an effective and constructive manner. Such assistance is available both to Members who believe that they have been subjected to conduct that violates the Code and to those with supervisory authority who are called upon to respond to incidents of such conduct. The operations of the Office are directed by the Advisor on Rights and Responsibilities (“the Advisor”).
13. The Advisor shall actively promote, through education and direct intervention, the values outlined in article 1 while carrying out all duties described in the Code. The Advisor shall be impartial in the exercise of his/her duties, shall respect the confidentiality of all who seek assistance from the Office, and shall do so in a non-judgmental manner. The Administration of the University shall respect the independence of the Office as it carries out its duties.
14. The Advisor shall advise, assist and support Members who are experiencing behavioural problems from another Member, as described in the Offences section of the Code, and shall endeavour to seek an appropriate response to any alleged violation. Responses may range from the use of informal dispute resolution methods to formal procedures for adjudicating complaints.
15. The Advisor may, when warranted, make recommendations to University authorities regarding situations within a unit, department, faculty, or the University as a whole, which have the general effect of violating the rights of Members to pursue his/her work, study and other activities related to University life in a safe and civil manner in keeping with the values espoused by the University and outlined in the Code.
16. The Advisor shall submit an annual report to the Vice-President, Institutional Relations and Secretary-General by November 1 of each year covering the previous academic year. The report shall detail the activities of the Office, including statistics on all complaints received, and make recommendations, as necessary, with regard to either the Code or the operations of the Office. The report shall be published in the University’s newspaper and shall be submitted, for information purposes, to the Senate and Board of Governors.
17. If a Member considers that the Advisor has failed to follow the procedures outlined in the Code with respect to any matter to which the Member has been a party, he/she may submit a written complaint, detailing the alleged procedural failure, to the Vice-President, Institutional Relations and Secretary-General. The written complaint shall be investigated and the Member shall be informed of the results of the investigation, normally within fifteen (15) Days of the receipt of the complaint.
18. The Advisor shall be appointed by and shall report to the Vice-President, Institutional Relations and Secretary-General upon the recommendation of an advisory committee, composed of representatives of the University constituencies, including at least one (1) undergraduate and one (1) graduate student, struck for this purpose.
19. 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 Vice-President, Institutional Relations and Secretary-General shall appoint an appraisal committee, composed of representatives of the University constituencies, including at least one (1) undergraduate and one (1) graduate student, which shall:
  - a) review the operations of the Office;
  - b) make recommendations with respect to the Office;
  - c) make a recommendation with respect to the renewal of the Advisor.This review shall include, but shall not be limited to, consultations with the University community as well as an external appraisal.

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## Section III: Definitions

20. For the purposes of the Code:

“Authority” means the individual to whom a complaint must be submitted under the terms of a Respondent’s collective or employee agreement or relevant University policy.

“Days” means working days, which excludes weekends, holidays and other days during which the University is closed.

“Expulsion” or “to Expel” means the termination of all of the Member’s rights and privileges as a Student at the University, including the right to enter and be on University property. Expulsion shall be recorded on the Member’s transcript as follows: “Required to withdraw. May request to be considered for readmission after five (5) years from the date of expulsion pursuant to the Code of Rights and Responsibilities.” The Student may submit a written request to the Provost and Vice-President, Academic Affairs to be considered for readmission after a period of five (5) years from the date of the expulsion.

“Investigator” refers to a person, external to the University, chosen to conduct an investigation into a complaint of harassment made against a non-Student Member, in accordance with article 108 of the Code.

“Member” means faculty members, employees, administrative and support staff, postdoctoral fellows, members of the administration, students (as defined below) and all other students, interns, stagiaires or researchers including but not limited to exchange students, visiting students, interns or researchers.

“Student” means:

- any person registered in any academic program on a full-time or part-time basis
- any person admitted as an independent student, during the semester in which the person is registered in at least one course as well as the semester immediately following
- any person registered in a non-credit course for the duration of the course only
- any person registered as an Auditor in a credit or non-credit course for the duration of the course only
- any person registered as a student at another university who has written approval from his/her home university to take courses at the University for the semester during which the person is registered in at least one course at the University.

A person ceases to be a Student:

- upon graduation; or
- three consecutive semesters after he/she was last registered in at least one (1) course; or
- at the end of the semester during which such person is declared in failed standing and is no longer entitled to register in any course at the University.

“Suspension” or “to Suspend” means the withdrawal of such University privileges of a Student as are specified by the 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 premises, in which case the Student may only come upon University premises 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. The maximum length of a Suspension shall be two (2) years, after which the Student may resume his/her studies at the next possible term, providing that all imposed conditions (if any) have been fulfilled.

#### **Ambiguities**

21. Wherever there is doubt or ambiguity regarding any provision of the 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 the Code shall be adopted. Except for those terms specifically defined in this Code, the terms used shall have their usual meanings.

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### **Section IV: Jurisdiction**

22. Complaints with respect to a violation of the Code may be made by Members in relation to the conduct of other Members where the Member complaining (“the Complainant”) is directly affected by the conduct in question. As well, the University, through its Disciplinary Officers, may make a complaint on its own behalf against a Member in relation to conduct against another Member or non-Member. 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.

#### **Complaints against Former Students**

23. In cases involving a Student’s conduct, the person need only have been a Student at the time of the alleged violation of the Code. If any proceedings under the Code cannot be initiated or completed because a Student has graduated or ceases to be a Student in accordance with the definition contained in Section III of the Code, the proceedings shall continue if the person registers again or, in the case of a person who has graduated, if the alleged offence, if proven, would impugn the validity of the degree conferred.
24. If a complaint has been upheld against a Student who later graduates or ceases to be a Student in accordance with the definition contained in Section III of the Code, prior to the fulfillment of the sanction imposed, a notation shall be made on his/her academic record only indicating the sanction under the Code and that he/she cannot pursue further studies at the University until such time as the sanction imposed has been fulfilled or until he/she has made suitable arrangements with the Dean of Students to fulfill the sanction.

#### **Contractors, their Employees and Visitors**

25. 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 to conduct themselves in a manner consistent with the Code. Violations of the Code by such persons may be dealt with, where applicable, as potential breaches of contract and, in addition, 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 University premises in violation of the Code, they may consult the Advisor for advice.

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## Section V: Offences Prohibited Under the Code

26. The primary purpose of the Code is to promote and protect the values of civility, equity, respect, non-discrimination, and an appreciation of diversity as manifested within the University and to support Members who have experienced, or are experiencing, conduct that violates these fundamental values.
27. No Member who seeks the services of, files a complaint with, or cooperates in any manner with the Advisor, shall be subject to any reprisals for so doing. The procedure set out in the relevant University policy or collective or employee agreement shall be followed in cases of alleged reprisals.
28. The following offences represent the core behaviours the Code wishes to address and are prohibited under this Code:
- a) Harassment  
“Harassment” means:
    - i. all forms of repeated or ongoing unwelcome, vexatious conduct, including but not limited to, sexual harassment, psychological harassment or harassment based on a ground prohibited by law directed towards a Member or a group of Members; and
    - ii. which may or may not be based upon 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; and
    - iii. when such conduct has the effect or purpose of unreasonably interfering with a Member’s right to pursue his/her work, study or other activities related to University life in a safe and civil manner or of creating an intimidating or hostile environment for such activities.A single serious incidence of such behaviour may constitute harassment if it has the same consequences and if it produces a lasting harmful effect on the Member.
  - b) Sexual Harassment  
Sexual harassment means a form of harassment which involves 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 innuendoes or taunting about a Member’s body or appearance when:
    - i. submission to such conduct is made, whether explicitly or implicitly, a term or condition of the Member’s employment or educational progress; or
    - ii. submission to or rejection of such conduct is used as the basis for an employment or academic decision affecting that Member; or
    - iii. such conduct has the effect or purpose of unreasonably interfering with a Member’s right to pursue his/her work, study or other activities related to University life in a safe and civil manner or of creating an intimidating or hostile environment for such activities.A single serious incidence of such behaviour may constitute harassment if it has the same consequences and if it produces a lasting harmful effect on the Member.
  - c) Psychological Harassment  
“Psychological harassment” is a specific type of harassment formally recognized in the law and means vexatious behaviour in the form of repeated conduct, written or verbal comments, actions or gestures against a Member which:
    - i. are hostile or unwanted; and
    - ii. affect the Member’s dignity or psychological or physical integrity; and
    - iii. have the effect or purpose of unreasonably interfering with a Member’s right to pursue his/her work, study or other activities related to University life in a safe and civil manner or of creating an intimidating or hostile environment for such activities.A single serious incidence of such behaviour may constitute psychological harassment if it has the same consequences and if it produces a lasting harmful effect on the Member.
  - d) Discrimination  
“Discrimination” means:
    - i. treatment which has the effect or purpose of imposing burdens, barriers, obligations or disadvantages on a Member or group of Members; and
    - ii. for which there is no bona fide and reasonable justification; and
    - iii. 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.
  - e) Communication of Discriminatory Matter  
It is an offense for a Member to engage in 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.
  - f) Threatening or Violent Conduct  
“Threatening or violent conduct” means:
    - i. assaulting another Member; or
    - ii. 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

- iii. 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.
29. The following offences represent conduct injurious to Members, or to the University as a whole, and are prohibited under the Code:
- a) "Offences against property" means willfully or recklessly taking, having unauthorized possession of, damaging or destroying any property belonging:
    - i. to the University; or
    - ii. 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;
  - b) Knowingly furnishing false information, knowingly making a false accusation or knowingly reporting a false emergency to any University Official or Office;
  - c) Maliciously activating fire alarms;
  - d) Bomb threats;
  - e) Theft or abuse of computing facilities or computer time, including but not limited to: logging into or attempting to log into a server or account without authorized access; accessing data or taking any action to obtain, copy, use, misuse, read or change data, information or services not intended for the Member or the Member's use; unauthorized transfer of a file; use of another individual's account or password; use of computing facilities to interfere with the work of another individual or computing system; attempting to probe, scan or test the vulnerability of a system or network; tampering, hacking, modifying or otherwise corrupting or breaching security or authentication measures; transmitting materials that contain malware such as viruses, Trojan horse software, keyboard loggers; or engage in conduct that could damage, disrupt or otherwise impair or interfere with the functionality or the operation of computing facilities or computer;
  - f) Unauthorized entry into any University property;
  - g) Obstruction or disruption of teaching, research, administration, study, student disciplinary procedures or other University activity. Notwithstanding the preceding, Members are free to engage in peaceful and orderly protest, demonstration, and picketing that do not disrupt the functions of the University.  
For example, peaceful picketing or other activity in any public space that does not impede access nor interfere with the activities in a class or meeting is an acceptable expression of dissent and shall not be considered an infraction of this article.
  - h) Camping or lodging on University property other than in authorized facilities;
  - i) Forging or, without authority, knowingly altering, using, receiving or possessing University supplies or documents (including without limitation, records, keys, electronic devices or identifications);
  - j) 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;
  - k) Unlawful manufacture, distribution, possession, use, sale or the attempted manufacture, distribution, or sale of controlled substances;
  - l) Possession, use, threatened use, storage, or manufacture of explosives, firebombs, or other destructive devices;
  - m) Possession, use, threatened use, or manufacture of firearms, ammunition, dangerous chemicals or other weapons, except as expressly authorized by law or University regulations;
  - n) Unauthorized use or duplication of the University's name, trademarks, logos or seals; and
  - o) Any other action that is not specifically described in this Section but which is an offence described in any federal, provincial or municipal law or regulation, which occurs in the University context.

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## Section VI: Informal Resolution of Complaints

### Consultation with the Advisor

- 30. The Advisor shall be impartial in the exercise of his/her functions and shall respect the confidentiality of all parties.
- 31. Members who believe that they have been subjected to conduct that violates the Code may consult the Advisor. The primary goal of the consultation is to assist the Complainant in making an informed choice as to the most appropriate method of resolution.
- 32. Normally, a complaint should be filed with the Advisor within three (3) months of the alleged violation. This period may be extended at the discretion of the Advisor when, in his/her opinion, there are serious and compelling reasons to grant the extension. If the person against whom the complaint is made ("the Respondent") is a member of a union or employee association, the Advisor shall inform the Complainant of any delays regarding disciplinary procedures which may be prescribed in the Respondent's collective or employee agreement.
- 33. 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:
  - a) it is not within the jurisdiction of the Code, in which case the Advisor shall, if appropriate, re-direct the Complainant to the relevant channels for redress; or
  - b) it is trivial, frivolous, vexatious or made in bad faith; or
  - c) it is being dealt with, or has already been dealt with, by another University officer, policy or procedure; or
  - d) it does not appear to be supported by sufficient evidence.
- 34. 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, by submitting a request in writing to the Secretary of the Hearing Panel who will provide a copy of the request to the Advisor. A Hearing Panel shall be convened as soon as possible after receipt of the

notification and normally within ten (10) Days. Once a hearing date is fixed by the Secretary, the Complainant and the Advisor shall each 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 the Complainant and the Advisor of the names of the panellists no later than five (5) Days before the hearing. The provisions of Section VII 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.

35. If the Advisor does not make a determination under article 33, the Complainant shall decide upon one of the following courses of action:
  - a) to proceed with informal conflict resolution; or
  - b) to proceed with a formal process under Section VII or Section VIII; or
  - c) to take no further action; or
  - d) to pursue any other course of action available at law, under a collective or employee agreement or under any other University policies or procedures.

#### **Procedures for Informal Resolution**

36. If the Complainant opts to proceed with informal conflict resolution, he/she may authorize the Advisor to take steps to attempt an informal resolution. 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.
37. Where the situation lends itself to structured mediation and both parties agree, the Advisor may personally act as mediator, or may assist the parties in obtaining the services of another Member who is qualified to perform this function.
38. Any informal agreement reached between the parties through informal conflict resolution is entirely voluntary. Neither the Advisor nor any other mediator has the authority to impose conditions or sanctions upon either party.
39. 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 he/she determines that no useful purpose will be achieved by continuing.
40. Normally, attempts at informal resolution shall not last longer than three (3) months.

#### **Referral to the Dean of Students**

41. 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 36, the Advisor may, with the agreement of the Complainant, refer the matter to the Dean of Students for disposition.
42. The Advisor shall forward the details of the matter, in writing, to the Dean of Students, who shall meet with the Respondent.
43. 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.
44. 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.

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## **Section VII: Procedures for Adjudicating Formal Complaints Against Students**

### **Formal Complaints**

45. 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 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.

### **The Secretary**

46. A Secretary of the Hearing and Appeal Panels, who shall form part of the Office of Student Tribunals, shall be designated by the Vice-President, Institutional Relations and Secretary-General. The Office of Student Tribunals shall be responsible for the administrative functioning of the Hearing Panels and shall maintain the confidential files and recordings of proceedings of the Hearing and Appeal Panels.

### **Structure of Hearing Panels**

47. 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.
48. In all other cases, the Secretary shall select a Hearing Panel composed of:
  - a) one (1) non-voting chair; and
  - b) two (2) undergraduate or graduate students drawn from the Student Tribunal Pool;
  - c) one (1) faculty member drawn from the Faculty Tribunal Pool if the complainant is a faculty member; 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 22), a member of the senior administration or the Security Department, the member shall be drawn from the Faculty Tribunal Pool.

### **Initiating a Formal Complaint**

49. 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 and no reference may be made to the fact that informal conflict resolution was attempted.
50. In the event that a formal complaint proceeds, the following provisions shall apply.
51. 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 relevant provision(s) of the Code;
  - b) the procedures which shall be followed by a Hearing Panel;
  - c) the right of the Complainant and the Respondent to consult any person in the preparation of his/her case, and to be accompanied or represented before a Hearing Panel by any Member. If the Complainant is a Student, he/she also has the option of obtaining a student advocate through the services of Advocacy and Support Services or a student advocacy service offered by a student association; and
  - d) the right of appeal.
52. Upon receipt of the written complaint, the Advisor shall immediately notify the Respondent. The Respondent shall be provided with a copy of the Code, a copy of the complaint together with the information detailed in article 51b), c) and d).
53. 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.
54. A Hearing Panel shall be convened as soon as possible after receipt of the notification by the Secretary and normally within twenty (20) Days.
55. Once a hearing date is fixed by the Secretary, the Complainant shall submit any additional documentation substantiating his/her 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.
56. 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.
57. The Respondent shall deposit with the Secretary whatever documentation he/she wishes to present at the hearing and the list of witnesses who shall testify on his/her 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.
58. 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.
59. 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.

### **The Hearing**

60. 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 recording kept as part of the permanent record of proceedings for a period of not less than five (5) years.
61. 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 made by majority vote. The deliberations of the Hearing Panel shall only be attended by the Chair, the Secretary and the panellists.
62. The hearing shall be closed and confidential unless both parties have consented in writing to the attendance of other Members.
63. If the Respondent fails, without reasonable excuse, to attend the hearing, the hearing may proceed in his/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 his/her 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 is appealable as if it were a first hearing.
64. 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 his/her 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.



## Sanctions

65. The Hearing Panel may impose one or more of the following sanctions:
  - a) a written reprimand;
  - b) conditions (the Hearing Panel does not, however, have the authority to bar a student from any academic activity);
  - c) payment as compensation for damage or loss of property or to otherwise rectify a situation which the Respondent created or helped to create;
  - d) specified community service at the University of up to ten (10) hours per week for a specified period of time not exceeding a total number of sixty (60) hours;
  - e) a fine not exceeding \$500 when the Hearing Panel deems that other sanctions are not appropriate or practical;
  - f) subject to confirmation by the President, a recommendation of Suspension;
  - g) subject to confirmation by the President, a recommendation of Expulsion.
66. All monetary sanctions shall be payable within twenty (20) Days of the date of transmission of the Hearing Panel's decision. The execution of any non-monetary sanction imposed by the Hearing Panel shall not be suspended by an appeal.
67. 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.
68. 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 article 66 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 him/her to an interview and inform the Respondent of his/her right to be accompanied by a student advocate from Advocacy and Support Services or from a student advocacy service offered by a student association or any other Member. During the interview, the Respondent 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/her explanation.
69. Following the interview, the Dean of Students may recommend to the President that the Respondent:
  - a) not be permitted to reregister until such time as he/she has fully complied with the sanction(s) imposed;
  - b) be Suspended, or given an additional Suspension if the original sanction was a Suspension;
  - c) be Expelled if the Respondent has failed to respect the sanction imposed more than twice;
  - d) have his/her diploma withheld until such time as he/she has fully complied with the sanction(s) imposed.
70. If the Respondent fails, without reasonable excuse, to attend the interview, 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.

## Appeals

71. 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.
72. 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 during the hearing process; or
  - c) the decision of the Hearing Panel is patently unreasonable.
73. The request for authorization to appeal shall state in clear and precise terms the grounds on which the appeal is based. Upon receipt of the request for authorization to appeal, the Secretary shall provide the other party with a copy.
74. In his/her request for authorization to appeal, an appealing party ("the Appellant") subject to a sanction may ask the Appeals Panel to suspend the execution of the sanction until a final decision has been rendered by the Appeals Panel.
75. The other party ("Respondent on Appeal") shall submit a concise written reply to the Appellant's request for authorization to appeal and the grounds invoked within five (5) Days of his/her receipt. This statement shall identify the Respondent on Appeal's position on each ground of appeal.
76. All parties to the appeal shall have access to the audiotape recordings for the purpose of preparing their statements.
77. An Appeals Panel shall be convened as soon as possible after receipt of the request by the Secretary and normally within fifteen (15) Days.
78. The Secretary shall select an Appeals Panel composed of:
  - a) one (1) non-voting chair;
  - b) two (2) graduate or undergraduate students drawn from 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.
79. Notwithstanding article 78 above, if the original Complainant (whether the Appellant or not) 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 Appellant is the University (as per article 22), 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.
80. In no case shall a member of the Appeals Panel also have been a member of the Hearing Panel which conducted the original hearing.
81. The Appeals Panel shall decide whether an appeal shall be heard, having regard to the circumstances of each case.
82. 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.

83. The Appeals Panel shall render its decision with respect to the request for authorization in writing, with brief reasons supporting its decision.
84. 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.
85. During the hearing of the appeal, the Appellant and the Respondent on Appeal shall be allowed to make oral representations but shall not be 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.
86. 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.
87. The decision of the Appeals Panel shall be signed, dated and reasoned and shall be sent to both parties and the Advisor.
88. The decision of the Appeals Panel shall be final.
89. In extraordinary circumstances where he/she determines that a Hearing Panel or Appeals Panel has acted outside of its jurisdiction as provided for in the Code, the Vice-President, Institutional Relations and Secretary-General may set aside a Hearing Panel or Appeals Panel decision and order that a new Hearing Panel or Appeals Panel, as the case may be, re-hear the matter.

#### **Files of Formal Complaints against Students**

90. 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.

### **Section VIII: Procedures for Responding to Formal Complaints Made Against Faculty, Administrative or Support Staff Members or Members of the Administration**

#### **General Rules**

91. The application of the present Section to a Respondent who is unionized or a member of an employee association is subject to the provisions of his/her collective or employee agreement and to the provisions of articles 9, 10 and 11 of the Code.
92. In all cases governed by the present Section, the Advisor shall invite the Complainant to consider an informal resolution and shall advise him/her of their right to consult their respective union or association.
93. The Advisor shall terminate any attempt at informal resolution or formal resolution should either party initiate a process such as, but not limited to, a grievance or other formal internal procedure, or any external procedure such as a complaint or action before a commission, board or tribunal.
94. The absence or non-availability of the Complainant is a factor in the decision of the Advisor and/or the University official empowered to continue any procedures set out in the Code but is not decisive.

#### **Informal resolution**

95. A Member who has a concern regarding the behaviour of a faculty, administrative or support staff member, or a member of the administration is strongly encouraged to consult the Advisor and seek a remedy through one or more of the informal dispute resolution procedures described in articles Section VI of the Code.
96. In order to facilitate the informal resolution of the complaint, a Member who belongs to a collective or employee association may agree to suspend any applicable delays provided that all parties (the Member, the University, the union and/or the association) have so agreed in writing.
97. A Member who chooses not to advise his/her union or employee association of the matter should consult the Advisor concerning the possible consequences of such a decision.
98. Attempts at informal resolution facilitated by the Advisor does not constitute a formal University proceeding. Until a formal process is undertaken, no notification shall be deemed to have been made to the University of any complaint or procedure involving a Member.

#### **Initiating a Formal Complaint against a Faculty, Administrative or Support Staff Member or against a Member of the Administration**

99. To the extent permitted by the Respondent's collective or employee agreement and relevant University policies and with the agreement of the Respondent's union or employee association on a case by case basis, the following procedure shall be considered the formal investigation under the Respondent's collective or employee agreement.
100. A Member who wishes to file a formal complaint against faculty, administrative or support staff members or against members of the administration shall contact the Advisor.
101. The Advisor shall provide the Complainant with a copy of the Code and shall inform him/her 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/her complaint, and to be accompanied or represented by any Member during the process of resolution. If the Complainant is a Student, he/she may opt to be accompanied by a student advocate from Advocacy and Support Services or a student advocacy service offered by a student association. If the Complainant is a member of a union or an employee association, he/she may opt to be accompanied by a union or association representative.

102. If the Respondent is a member of a union or association, the Advisor shall inform the Complainant of any delays regarding the imposition of a disciplinary measure which may be set out in the Respondent's collective or employee agreement. The Advisor shall, in particular, advise the Complainant of the delay of ninety (90) Days since the last incident in matters of psychological harassment complaints, as set out in the Quebec Labour Standards Act.
103. Upon receiving a formal complaint, the Advisor shall transmit the complaint to the Authority to whom the complaint must be submitted under the terms of the Respondent's collective or employee agreement and the relevant University policy, with a copy to the Respondent's union or association along with all the relevant information and documentation.
104. In an egregious case, in which the safety or well-being of a Member, or of a group of Members, or of the University as a whole, is at risk, the Authority may take such temporary measures permitted under the collective or employee agreement, relevant University policy and the law, as he/she deems necessary.

#### **Powers and Duties of the Authority**

105. The Authority shall inform the Respondent of his/her right to consult any person in the preparation of his/her case, and to be accompanied or represented by any Member during the process of resolution. If the Respondent is a member of a union or an employee association, he/she may be accompanied by a union or association representative.
106. 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 or employee agreement or University policy, which may apply.
107. 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, the whole subject to the applicable legislation;
  - c) meet any individual who might, in his/her opinion, provide information relevant to the complaint;
  - d) consult any University officer (representatives of the Department of Human Resources, the Office of the General Counsel, etc.) or outside counsellors as may be required;
  - e) refer the matter to be investigated internally or externally.

#### **Harassment Complaints**

108. The formal investigation of a complaint of harassment, including psychological harassment, may be submitted, with the agreement of the parties (including the Respondent's union or association), to an internal assessor as provided for in the relevant collective or employee agreements, University policies or externally to one of the Investigators ("the Investigator") chosen from an Investigator Pool agreed to by the University and the unions and employee association.
109. All information, whether in writing or in any other form, obtained by the Authority and/or the Investigator in the performance of his/her duties in relation to any complaint and harassment shall be strictly confidential except as provided for by law.
110. In cases where an Investigator is used, he/she must complete his/her mandate within a reasonable delay and in all cases within forty (40) Days from the appointment of the Investigator, unless the parties have agreed otherwise in writing. Upon the completion of his/her investigation, the Investigator shall send the written report to the Authority and to the Advisor. A summary of the report, prepared by the Investigator without any mention of nominative information shall be provided to the Respondent and his/her union or association.
111. Upon the completion of the investigation, the Authority may dismiss the complaint, impose or recommend the imposition of a disciplinary measure or take any other action permitted by the relevant collective or employee agreement or University policy.
112. When the matter has been decided by the Authority, the Authority shall notify the Complainant and the Advisor of the general substance of the decision and any action that was taken as a result of the complaint.
113. When the decision or remedial action taken by the Authority is not a disciplinary action as defined by the relevant collective or employee agreement or University Policy, as the case may be, the Authority or the Associate Vice-President, Human Resources, as appropriate, shall monitor compliance. Once satisfied that compliance has been effected, the Authority shall so inform the Complainant and the Advisor.
114. If disciplinary action is taken and subsequently overturned by a higher authority or by the grievance and arbitration procedures, the Complainant and Advisor shall be notified.

#### **Files of Formal Complaints against Faculty, Administrative and Support Staff Members or Members of the Administration**

115. 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 IX: Urgent Situations**

### **Reporting and Responding to Urgent Situations**

116. Members 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 a case, the Advisor shall be guided by the *Protocol on the Coordination of Urgent Cases of Threatening or Violent Conduct* ("the Protocol") (see [concordia.ca/vpirsg/documents/policies/BD-3\\_Protocol.pdf](http://concordia.ca/vpirsg/documents/policies/BD-3_Protocol.pdf)).
117. Members shall immediately 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, consult experts as necessary, and make recommendations as to any further action appropriate in the circumstances.
118. Any Member who is called to a Team meeting under the Protocol shall respond promptly.

### **Disciplinary Officers**

119. For the purposes of the Code, the following individuals are hereby constituted as "Disciplinary Officers" and 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 Vice-Presidents;
  - c) the Academic Deans including the Dean of the School of Extended Learning.

### **Temporary Exclusion of a Student by a Disciplinary Officer**

120. A Disciplinary Officer may require any Student to immediately leave and remain away from the University premises or a part thereof, for a period not exceeding two (2) Days, if to his/her personal knowledge or based upon reliable information, the Disciplinary Officer has reasonable grounds to believe that the Student's continued presence at the University:
- a) is detrimental to any Member's pursuit of his/her work, studies and other activities related to University life in a safe and civil environment; or
  - b) constitutes an immediate threat to the safety or security of others.
121. No Student shall be barred from taking any examination or submitting any academic assignment as a result of this Section but the Disciplinary Officer may make special arrangements as to the time and place for the completion and/or submission of any academic assignment or writing of any exam.
122. 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 Section.
123. Any temporary exclusion ordered under this Section shall not be deemed to be in lieu of other proceedings under the Code if the conduct for which exclusion is ordered also constitutes an offence under articles 28 and 29 of the Code.

### **Suspension of a Student by the President**

124. The 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; or
  - 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.
125. In such a case, the President shall provide the Student with a written suspension notice with a copy to the Registrar, the Secretary, the Dean of Students, the relevant Academic Dean(s), the Advisor, and the Security Department. The President shall inform the Student of his/her right to consult a student advocate from Advocacy and Support Services or a student advocacy service offered by a student association and shall also provide the Student with a copy of any supporting information and a copy of the Code.
126. In such a case, the President shall immediately lay a complaint against the Student under Section V of the Code. The regular delays of the Code shall not apply and a hearing into the complaint shall be held within ten (10) Days of the suspension order. The President may designate another Member to represent him/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 Student's inability to attend the hearing as outlined below, the suspension order shall be lifted until such time as the Hearing Panel may re-impose the suspension.
127. Should the suspended Student be unable to attend the hearing within the prescribed delay, he/she shall notify the Secretary as soon as he/she is able to attend a hearing. Upon such notification, the Secretary shall convene a hearing as soon as possible.
128. In the event that the Hearing Panel determines that the original complaint was unfounded, that decision shall not invalidate the 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 Suspension.
129. 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.

### **Temporary Exclusion of a Member of the Faculty or Administrative and Support Staff**

130. 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 or employee agreement or University Policy.
131. A Member against whom such action is taken may seek recourse through the grievance procedures of the relevant collective or employee agreement or the grievance procedures contained in University Policy, where they exist.

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## **Section X: Miscellaneous**

### **Confidential Nature of Files**

132. The Advisor shall maintain suitable records of complaints and their disposition which shall be accessible only to the staff of the Office of Rights and Responsibilities or as required by law. Such files shall be destroyed according to a retention schedule determined in accordance with provincial legislation.

**Delays**

133. 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 the Code shall apply.

**Notices**

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

**Language**

135. 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.

**The Vice-President, Institutional Relations and Secretary-General**

136. The overall responsibility for the implementation and recommended amendments to the Code shall rest with the Vice-President, Institutional Relations and Secretary-General.

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# 17.40

## OMBUDS OFFICE

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*Ombudsperson*  
KRISTEN ROBILLARD

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### Location

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

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## TERMS OF REFERENCE OF THE OMBUDS OFFICE

### Scope

1. The Ombuds Office shall be independent of all existing administrative structures of the University.
2. For the purposes of these Terms of Reference:  
“Member” means faculty members, employees, administrative and support staff, postdoctoral fellows, members of the administration, students, student applicants, interns, academic visitors, stagiaires or researchers including but not limited to exchange students and visiting students.
3. The Ombudsperson shall provide an impartial and confidential service to Members who have been unable to resolve their concerns about the application of any policy, rule or procedure.
4. The Ombudsperson may not inquire into the application or interpretation of a collective or employee agreement nor into the alleged violation of the duty of fair representation against a certified union.
5. The Ombudsperson shall have no actual authority to impose remedies or sanctions, or to enforce any policy, rule or procedure. However, he/she may make any recommendations that he/she deems appropriate with regard to resolving complaints or improving policies, rules or procedures.

### Functions of the Ombuds Office

6. Specifically, the Ombudsperson shall:
  - a. actively promote these Terms of Reference and the services offered;
  - b. inform 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;
  - c. assist Members to resolve complaints informally and quickly;
  - d. at his/her discretion, conduct an independent and objective inquiry into complaints when normal channels of recourse have been exhausted;
  - e. at his/her discretion, conduct an independent and objective inquiry into the application of any policy, rule or procedure of the University;
  - f. explain decisions taken by University authorities when complaints are not substantiated;
  - g. at his/her discretion, recommend solutions to help resolve complaints;
  - h. bring to the attention of University authorities any policies, rules or procedures which appear unclear or inequitable or which might jeopardize the rights or freedoms of any Member. 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

7. In dealing with complaints, the Ombudsperson shall be concerned that all Members 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.

### Complaints

8. In dealing with complaints, the Ombudsperson shall act in an impartial fashion, acting neither as an advocate for the Member making a complaint (“the Applicant”) nor as a defender of the University but rather he/she shall seek to promote procedural fairness and a reasonable outcome. In so doing, he/she shall endeavour to maintain harmonious relations with all Members using tact, diplomacy and sensitivity.
9. The Ombudsperson shall have prompt access to such University records, reports or documents as are required to fulfill his/her functions. Requests for such access shall receive priority from all Members.

10. A complaint should be brought to the attention of the Ombudsperson within six (6) months of the Applicant becoming aware of the situation giving rise to the complaint. This period may be extended at the discretion of the Ombudsperson.
11. If the Ombudsperson decides to inquire into a matter, he/she shall make every effort to consult the relevant parties and give such parties the opportunity to reply, should they so wish.
12. Upon the conclusion of an inquiry, the Ombudsperson shall advise all parties to a complaint of his/her findings and any recommendations that he/she has formulated.
13. In addition, the Ombudsperson may bring his/her findings to the attention of the University authorities and make whatever recommendations he/she deems appropriate and to whomever within the University he/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, collective or employee agreement shall be followed.
14. The Ombudsperson may refuse to take up any case where he/she judges his/her intervention would be inappropriate and may withdraw from a case if continued involvement is ill-advised. In such cases, the Ombudsperson shall inform the Applicant as to the appropriate channel of redress, if applicable.
15. If the Ombudsperson refuses to take up a case or withdraws from a case, he/she shall, upon request, provide the Applicant with a written statement of the reason.
16. The Ombudsperson shall not inquire into any matter that is before a court of law or is pending at or before any administrative tribunal outside the University. In addition, upon being informed that a legal claim or that a notice of a potential legal claim has been received by the University, the Ombudsperson shall immediately withdraw from a case and shall cease any communication with the Applicant.
17. Under no circumstances shall the mere fact of bringing a complaint to the attention of the Ombudsperson constitute a formal notification, for legal purposes, to the University.
18. The Ombudsperson shall avoid involvement in cases where there may be a conflict of interest.

#### **Confidentiality and Protection from Reprisals**

19. 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.
20. Should an Applicant decide to withdraw an application in order to protect his/her anonymity, the Ombudsperson shall respect this decision.
21. The Ombudsperson shall respect the confidentiality of any confidential information or materials to which he/she has access.
22. Should the Ombudsperson consider that the response to his/her recommendation has been unsatisfactory, he/she shall be entitled to make the recommendation public, provided always that, subject to Article 19, the confidentiality of the Applicant is respected.
23. Notwithstanding articles 19-22, confidentiality rights are subject to disclosure required by law and specifically situations outlined in the *Policy on the Emergency Release of Personal Information (VPERSG-5)*.
24. No Member who seeks the services of, files a complaint with, or cooperates in any manner with the Ombudsperson, shall be subject to any reprisals for so doing. The procedure set out in the relevant University policy or collective or employee agreement shall be followed in cases of alleged reprisals.

#### **Files**

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

#### **Appointment of Ombudsperson**

26. The Ombudsperson shall be appointed by the Board of Governors ("the Board") upon the recommendation of a representative advisory committee struck for this purpose by the Board. The Committee shall be composed of representatives of the University constituencies, including at least one (1) undergraduate and one (1) graduate student and shall be chaired by Vice-President, Institutional Relations and Secretary-General.
27. The Vice-President, Institutional Relations and Secretary-General shall act as the link between the Board and the Ombudsperson for administrative purposes.
28. 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 Board shall appoint an appraisal committee, chaired by the Vice-President, Institutional Relations and Secretary-General, and composed of representatives of the University constituencies, including at least one (1) undergraduate and one (1) graduate student which shall:
  - a. review the operations of the Office;
  - b. make recommendations with respect to the Office;
  - c. make a recommendation with respect to the renewal of the Ombudsperson.
 This review shall include, but shall not be limited to, consultations with the University community as well as an external appraisal.
29. The Ombudsperson shall submit an annual report to the Board by November 1 of each year covering the previous academic year. The report shall detail activities of the Ombuds Office, including statistics on the concerns and complaints received, and shall make recommendations, as necessary. The Vice-President, Institutional Relations and Secretary-General shall ensure that the appropriate University authorities consider and respond to the recommendations contained in the report.
30. The annual report shall be published in the University's newspaper and submitted, for information purposes, to the Senate.

**Complaints Relating to the Operations of the Ombuds Office**

31. If a Member considers that the 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/she may submit a written complaint, detailing the alleged violation, to the Vice-President, Institutional Relations and Secretary-General. The Vice-President, Institutional Relations and Secretary-General shall investigate the complaint and inform the Member of the results of the investigation.
  32. If the Member is not satisfied with the response of the Vice-President, Institutional Relations and Secretary-General, he/she may request, in writing, within fifteen (15) working days of receiving the response, that the Appeals Committee of the Board review the complaint against the Ombudsperson.
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# Student Life and Student Services

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## Section 18

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# 18

## STUDENT LIFE AND STUDENT SERVICES

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*Associate Vice-President, Student and Enrolment Services*  
BRADLEY TUCKER

*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*  
STEPHANIE SARIK

*Director of Advocacy and Support Services*  
BRIGITTE ST-LAURENT

*Dean of Students*  
ANDREW WOODALL

*Director of Recreation and Athletics*  
KATIE SHEAHAN

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### 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, assist in the development of agency, 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

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#### 18.1.2 Concordia Council on Student Life (CCSL)

The Council is the highest non-academic advisory committee in the University making recommendations regarding the quality of student life. The Council derives its authority from the University Board of Governors, and reports to the Board through the President. 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 10 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.

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### 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 exists to support and promote all aspects of para-academic life on campus. It 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. The Dean of Students supports student engagement in various ways, including the LIVE Centre, Alternative Spring Break, leadership development, the co-curricular record, and access to special funding for projects. It also oversees awards for engagement in the Concordia community.

[deanofstudents.concordia.ca](http://deanofstudents.concordia.ca)

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### **18.2.1 Social, Political and Cultural Activities**

A wide variety of social, political, and cultural events is presented regularly by various student organizations and departments. There is a students' cafeteria and lounge facilities on each campus, and there is a student pub on the Sir George Williams Campus.

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### **18.2.2 Concordia University Student Parent Centre (CUSP)**

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

*Sir George Williams Campus*  
TD Building, Room: 24  
514-848-2424, ext. 2431  
[cusp.concordia.ca](http://cusp.concordia.ca)

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### **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

[chaplaincy.concordia.ca](http://chaplaincy.concordia.ca)

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### **18.2.4 Leadership, Initiative and Volunteer Engagement (LIVE) Centre**

The LIVE Centre (SGW-H 608) seeks to connect Concordia students with volunteer opportunities on campus, in Montreal and abroad. The Centre offers workshops on a variety of volunteerism-based topics, provides coaching for students to discover their volunteering interests, and works with students to develop leadership opportunities through strategic volunteering.

At the LIVE Centre students are encouraged to:

- Meet with community organizations recruiting volunteers on campus
- Participate in group volunteering events
- Connect with other students and organize their own volunteer initiative

Find out more at: [volunteer.concordia.ca](http://volunteer.concordia.ca)

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## **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 Aboriginal Student Resource Centre, International Students Office, Access Centre for Students with Disabilities, and the Student Advocate Program is available to help students achieve their highest potential.

*Sir George Williams Campus*  
Hall Building, Room: H 645  
514-848-2424, ext. 3536

[supportservices.concordia.ca](http://supportservices.concordia.ca)

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### 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, 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 Access Centre for Students with Disabilities (ACSD) 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 must contact the office prior to the beginning of classes.

#### Special Accommodations for Examinations

Students requiring special accommodation for examinations must contact the ACSD at the beginning of each term. 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.

*The Policy on Accessibility for Students with Disabilities is available at [concordia.ca/vpirsg/documents/policies/VPS-14.pdf](http://concordia.ca/vpirsg/documents/policies/VPS-14.pdf).*

*Sir George Williams Campus  
Hall Building, Room: H 580  
514-848-2424, ext. 3525*

[supportservices.concordia.ca/disabilities](http://supportservices.concordia.ca/disabilities)

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### 18.3.2 International Students Office

The International Students Office is responsible for providing special programs and services to International students.

Services include:

- Information on 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 Information Bulletin
- Short-term emergency loans

**It is essential that International students bring their immigration documents and/or passport (see §19.2 for further details) to the International Students Office as soon as possible.**

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*

[supportservices.concordia.ca/iso](http://supportservices.concordia.ca/iso)

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### 18.3.3 Aboriginal Resource Centre

The Aboriginal Resource Centre offers support services and resources to First Nations, Métis, and Inuit students at Concordia. The Centre is a welcoming space where Aboriginal 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 Aboriginal students at Concordia to continue with their program and achieve their highest potential. The Centre also seeks to increase awareness of Aboriginal cultures among the Concordia community. The Centre has an Elder-in-Residence and a documentation centre that all Concordia students, faculty, and staff can consult. Aboriginal students may access the Centre's programs and services, including a lounge, a computer lab, and photocopy services.

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

[supportservices.concordia.ca/nativecentre](http://supportservices.concordia.ca/nativecentre)

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### 18.3.4 Student Advocate Program

The Student Advocate Program offers support services to 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.

*Sir George Williams Campus*  
Hall Building, Room: H 645  
514-848-2424, ext. 3992/3536

[supportservices.concordia.ca/studentadvocateprogram](http://supportservices.concordia.ca/studentadvocateprogram)

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## 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 provides services to undergraduate students through individual appointments, groups, and workshops. Students benefit from Counselling and Psychological Services, Student Learning Services, Career Services (CAPS), Services for New Students, the Student Success Centre, and the Concordia LIVE Centre. All services are provided by professional staff and are available on both campuses. Confidentiality is assured.

*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

Annex EN, Room: 109  
514-848-2424, ext. 7345

[cdev.concordia.ca](http://cdev.concordia.ca)

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### 18.4.1 Student Success Centre

The Student Success Centre (SGW-H 481 and LOY-AD 101) offers a wide range of programs and services designed to support student success. No appointment is necessary.

- Student success mentors (upper-year Concordia students) offer personalized support, guidance, and information about university life and services, 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.

Online resources at [studentsuccess.concordia.ca](http://studentsuccess.concordia.ca)

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### 18.4.2 Student Success Resource Centre and Career Resource Centre

The Student Success Resource Centre on the Loyola Campus (AD 103-5) ) and the Career Resource Centre on the Sir George Williams Campus (H 440-1) provide 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 and the application process
  - 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 [newstudent.concordia.ca](http://newstudent.concordia.ca)

#### 18.4.4 Counselling and Psychological Services

Counselling and Psychological Services is staffed by licensed psychologists and counsellors who provide support for students by helping them develop coping strategies to manage and overcome a variety of personal and emotional issues. Counselling and Psychological Services offers assistance to students in crisis. These confidential services include:

- 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 career testing to clarify career and educational goals
- Psychological Testing and Assessment:
  - learn more about oneself through psychological testing
  - screen for ADD/ADHD and learning disabilities
- Educational Counselling
- Other Counselling Services:
  - Consultation
  - Group counselling and psycho-educational workshops
  - Outreach and information sharing

**Confidentiality is assured.**

Online resources at [counselling.concordia.ca](http://counselling.concordia.ca)

#### 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 on both campuses 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-based tutoring is offered by peer math assistants who help individual students succeed in basic math and accounting courses and deal with math anxiety.
- EXAMCRAM, free review sessions for basic math courses, are organized during fall and winter final exam periods.
- Drop-in help for basic science courses is offered at the Loyola Campus.
- 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 conversation skills.
- Strategic Learning (SL) sessions, facilitated by trained student leaders, are offered for certain difficult courses. Study groups, led by students with a strong background in the material, are organized for students in basic Economics and Physics courses.

Online resources at [learning.concordia.ca](http://learning.concordia.ca)

#### 18.4.6 Career and Placement Services (CAPS)

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 resumé and cover letter, prepare for job interviews, and develop a networking strategy

- attend job-search, interview skills and resumé writing workshops
  - research employers and labour-market trends
  - access the CAPS Job Bank
  - Access print and electronic sources through the Career Resource Centre (CRC)
- Online resources at [caps.concordia.ca](http://caps.concordia.ca)
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## 18.5 HEALTH SERVICES

Health Services is an on-campus clinic and health promotion centre. The staff, which includes nurses, physicians, consulting psychiatrists, psychologist, service assistants, and health promotion specialists, 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.

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### 18.5.1 Services

Health Services offers a wide variety of services including:

#### Clinical Services

- Booked appointments with physicians and nurses for check-ups, non-urgent or chronic issues
- Urgent care for unexpected illness and injury
- Sexual health: STI assessment and treatment, contraception
- Preventive medical care, including immunizations and annual physicals

#### Health Promotion

- Individualized health behaviour change counselling for smoking cessation, healthy eating, physical activity, body image education, stress management and sleep habits

#### Mental Health

- Psychiatry, assessment and 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.

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**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.

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### 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 ID 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.

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### 18.5.3 Health Promotion

Health Services offers programs and activities in health education, health promotion, and informed health care consumerism. The health promotion specialists, along with other Health Services staff, bring health promotion information to students through outreach events on 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. Health Services offers discount prices on condoms and latex gloves.



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## 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.

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## 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.

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## 18.5.6 Location and Hours of Operation

### *Loyola Campus*

7141 Sherbrooke St. W., Room: AD 131 (Opening as of January 2013)

Tel.: 514-848-2424, ext. 3575

Fax: 514-848-4533

### *Office Hours:*

Monday to Friday: 9 AM to 5 PM

Closed for lunch between 11:30 AM and 1 PM

### *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 5 PM

*\*Both offices are wheelchair accessible.*

Website: [health.concordia.ca](http://health.concordia.ca)

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## 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 comprised of two four-storey dormitory-style co-ed residences that house 249 first-year full-time undergraduate students. Single and double rooms are available with communal washrooms and kitchenette/lounges on each floor.

**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/lounges.

#### **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. Centrally located on each floor are communal washrooms and kitchenette/lounges.

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. 7360 or 3641, or through their website at [dineoncampus.ca/concordia](http://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. Exact dates may vary based on the academic calendar.

A first come, first served 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 student portal once an acceptance is issued by the University.

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. W., GN I-103  
Montreal, Quebec H3G 1M8

## OFF-CAMPUS HOUSING

A computerized housing list is made available through the Concordia Student Union (CSU) at [hojo.csu.qc.ca](http://hojo.csu.qc.ca).

## 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](http://www.afe.gouv.qc.ca/index.asp) a minimum of eight 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 formal calculation 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. In addition, the Government Loan and Bursary programs serve as a supplement to a student's own resources. Therefore, a student should not expect that all of his/her expenses will be covered through government aid.

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) resident of Quebec for one year (the last 12 consecutive months) before pursuing 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 Government of Quebec sets the following maximum cumulative debt loads. Please be advised that the maximum cumulative debt load is unrelated to students' eligibility periods; in other words, students might not be eligible for any assistance if they have accumulated a maximum debt load even if they have not used all their 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](http://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 resided 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) 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.

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## 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.

More information about the provincial loans application can be found at: [concordia.ca/admissions/financial-aid-and-awards](http://concordia.ca/admissions/financial-aid-and-awards).

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## 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'Enseignement supérieur, de la Recherche, de la Science et de la Technologie, and La Direction des affaires étudiantes et de la coopération internationale du Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie. 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. (Up to 20 hours per week for a 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 Program Student Information Booklet* at: [faao.concordia.ca/main/workstudy](http://faao.concordia.ca/main/workstudy).

### Tuition Deferrals

Students who are blocked from registering for an upcoming term because of an overdue student account balance may apply for a tuition deferral which would provide them the ability to register for courses.

*Eligibility for a tuition deferral is based upon the following conditions:*

- The student has received confirmation of funding from a government student aid program that is disbursed by the University's Financial Aid and Awards Office.

- The amount of upcoming government student aid must be greater than the overdue amount in the student's account balance (i.e. fall student aid disbursement is \$3,000 and the outstanding student account balance is \$2,500).
- The student must plan to register as a full-time student, according to his/her government's definition of full-time.
- The student must have a plan on how he/she will be able to enter his/her next term of study without requiring an additional tuition deferral.
- There may be further requirements or conditions if a student has received a tuition deferral in a previous term.

If students receive approval for a tuition deferral, they will still be responsible for late fees and interest on their outstanding loan balance. The purpose of applying for a tuition deferral is to allow students participating in a government loan/bursary program the opportunity to register for the upcoming term.

Students must meet with a financial aid advisor to apply for a tuition deferral.

#### **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 [fao.concordia.ca](http://fao.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.

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## 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.

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## 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 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 through the U.S. Department of Education (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. In order to be eligible, undergraduate students must be enrolled in a minimum of 6 (on-campus) credits per term.

Upon acceptance to Concordia, students requesting U.S. government aid must complete a Free Application for Federal Student Aid form (FAFSA) online at [fafsa.ed.gov](http://fafsa.ed.gov). For the FAFSA form, Concordia's school code is 00836500.

The result of the FAFSA is the Student Aid Report (SAR), which is the result of a financial needs test, and it 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 advisor will assess a student's need and determine the loan amounts that may be borrowed from the U.S. Department of Education. This assessment is called the Cost of Attendance and is based on the current-year tuition fees, books, and living expenses.

For further information about requesting student loan aid from the U.S. Department of Education, please 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 International tuition fees. 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 co-operative 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.

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## 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. The new Stinger Dome is a facility that opens annually in November and is available for use through the month of April. Flag football, soccer, rugby, ultimate and a golf practice range are just some of the activities that can be found there.

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. It is conveniently located at the metro level of the EV pavilion — adjacent to the tunnels to the John Molson School of Business and the tunnel connecting to the Hall and Library buildings.

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 [stingers.ca](http://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 [athletics.concordia.ca/campus](http://athletics.concordia.ca/campus).

*Loyola Campus*

7200 Sherbrooke St. W., Room: PA 104  
514-848-2424, ext. 3858  
Fax: 514-848-8637

*Stinger Dome*

7200 Sherbrooke St. W.  
514-848-2424, ext. 8860  
[stingerdome@concordia.ca](mailto:stingerdome@concordia.ca)

*Sir George Williams Campus*

1515 St. Catherine St. W., Room: EV S2.202  
514-848-2424, ext. 3860  
Fax: 514-848-3441

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# International Students

## **19.1 ADMISSION REQUIREMENTS**

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## Section 19



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# 19

## INTERNATIONAL STUDENTS

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In this section, International students will find relevant information on admission requirements, immigration regulations, tuition fees, scholarships and bursaries, the health insurance plan, as well as regulations on working in Canada.

The International Students Office (ISO) is a member of Advocacy and Support Services, Student and Enrolment Services, and has developed support services to promote the adjustment of International students to life and study in Canada. For additional information on these services, see §18.3.2.

Upon arrival at Concordia University, new International students must attend an Immigration Information Session organized by the International Students Office. Students should also 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 and §19.2.3 for further details) to the International Students Office (Hall Building, Room: H 653) as soon as possible.**

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.

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### 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.

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), BSc (Exercise Science/Athletic Therapy), and BFA (Specialization in Art Education), the program requires four to five years.

#### Advanced Level and Advanced Subsidiary Examinations

The minimum admission requirements are two A-level examinations plus three appropriate GCSE/IGCSE examinations.

An average grade of "D" or better in Advanced-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. 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-level examinations but who have high grades in at least five appropriate GCSE subjects plus one full year of formal schooling beyond the GCSE 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), BSc (Exercise Science/Athletic Therapy), and 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), BSc (Exercise Science/Athletic Therapy), and BFA (Specialization in Art Education), the program requires four to five years. A General Education Diploma (GED) is not recognized as meeting the requirements for admission to a degree program.

Applicants are required to have a better-than-average school record. 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 appropriate 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 awarded transfer credits.

#### 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 BA (Early Childhood and Elementary Education), BEd (TESL), BSc (Exercise Science/Athletic Therapy), 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 the BEng, BA [Early Childhood and Elementary Education], BEd [TESL], BSc [Exercise Science/Athletic Therapy], and 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 can be found by visiting the University's website: [www.concordia.ca](http://www.concordia.ca).

### Transfers from Post-Secondary Institutions

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

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## 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.

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## 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 (see §19.2.2). Citizens of a number of countries must have a visa to enter Canada. Students should verify with the Canadian immigration authorities in their country to check if they need a Temporary Resident Visa (TRV or Entry Visa) to enter Canada.

For students studying for more than six months, immigration documents are required to study at Concordia University. The CAQ is issued by the Ministère de l'Immigration et des Communautés culturelles (Quebec immigration authorities), and the Study Permit by federal visa departments including Canadian consulates, embassies or high commissions abroad.

As it may take several months to obtain the CAQ and Study Permit, it is strongly recommended that the application process be started **immediately** upon receipt of the letter of admission from 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: [supportservices.concordia.ca/iso](http://supportservices.concordia.ca/iso). **Students who do not receive their documents in time for the beginning of the term must consider deferring.**

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. **Concordia University cannot assume financial responsibility for students who do not have adequate funds.** For more information, please see the CAQ and Study Permit applications as well as the *ISO Pre-Departure Guide* for more information.

Processing fees will be charged by both the Ministère de l'Immigration et des Communautés culturelles (Quebec immigration authorities) and Citizenship and Immigration Canada for the issuance of a Quebec Acceptance Certificate and a Study Permit. If students are under **18 years of age**, both the Ministère de l'Immigration et des Communautés culturelles (Quebec) and Citizenship and Immigration Canada require that the student provide legal proof of guardianship here in Canada. The University may act as legal guardian only to students residing on campus within the University residence. Contact the ISO for more information.

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### 19.2.2 Studying for Six Months or Less

#### Studying Without a CAQ and a Study Permit in a Program of Study of Six Months or Less

Regulation 188(1) of the Immigration and Refugee Protection Regulations reads as follows:

*A foreign national may study in Canada without a study permit:*

*c) if the duration of their course or program of studies is six months or less and will be completed within the period for their stay authorized upon entry into Canada.*

This regulation may be of particular interest to foreign nationals who are coming to Canada for a short period of time, such as exchange and Visiting students (with an offer of admission for one term only). It is understood, however, that this regulation only applies to a course or a program of study of a duration that **will not** exceed a six-month period.

Despite regulation 188(1), foreign nationals may still apply for a *CAQ* and a *Study Permit* if they wish to get these documents.

There are certain advantages in having a *CAQ* and a *Study Permit* for studying in Canada, such as:

- **Working on campus:** Only students holding a *Study Permit* are authorized to work on the campus of the institution where they are registered as full-time students.
- **Intent to pursue another program:** If a student is considering pursuing another course or program of study after the six-month period.

Citizens of a number of countries must have a visa to enter Canada. Students should:

- verify with the Canadian immigration authorities in their country to check if they need a Temporary Resident Visa (TRV or Entry Visa) to enter Canada.

Be sure to travel with the letter of admission from Concordia. Upon arrival in Canada, a Canada Customs officer may ask for this letter as a proof of enrolment in a program of study of six months or less.

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### 19.2.3 Immigration Documentation Required

**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. W., Hall Building, Room 653, when they first register at Concordia and thereafter every time they renew their immigration documents.**

**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 issuance and expiry, name and date of birth, and the stamp made by Canadian authorities on their most recent entry into Canada.**

**Failure to comply with these regulations could result in the cancellation of the student's registration.**

These directives are in accordance with the funding regulations of the Ministère de de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie 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 term at Concordia.**

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

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## 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 \$18,220 to \$21,688 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 the Tuition and Fees website at [concordia.ca/admissions/tuition-and-fees](http://concordia.ca/admissions/tuition-and-fees) for information concerning the payment of tuition and fees.

### 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 E., 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 co-operation 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 Government of Quebec. 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, Burkina Faso, Cameroon, China, Colombia (ICETEX), Congo (Brazzaville), Democratic Republic of the Congo, Egypt, Gabon, Germany (Bavaria, DAAD), Guinea, Haiti, India, Israel, Italy, Ivory Coast, Korea, Lebanon, Luxembourg, Madagascar, Mali, Mauritania, Mauritius, Mexico (CONACYT, SEP, SRE), Morocco, Niger, Peru, Rwanda, Senegal, Spain (Catalonia), Togo, Tunisia, 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.

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## 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 [faao.concordia.ca](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 Direct Loan from the U.S. Department of Education.

Upon acceptance to Concordia, U.S. students seeking assistance (financial aid) must complete a Free Application to Federal Student Aid form (FAFSA) online at [fafsa.ed.gov](http://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 International Entrance Scholarship

The John Molson School of Business International Entrance Scholarship is intended to encourage and reward newly admitted full time International students in the John Molson School of Business, in the form of partial assistance with their tuition and fees. The scholarship may be renewed on the basis of continuing full-time enrolment and a minimum last annual GPA of 3.30. This merit-based award is part of the Undergraduate Entrance Scholarship Program. No application is necessary; candidates are selected by the University in the fall term every year.

### 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: [www.mels.gouv.qc.ca/sections/publications/publications/Ens\\_Sup/Affaires\\_universitaires\\_collegiales/Ens\\_et\\_recherche\\_universitaires/Ens\\_et\\_recherche\\_universitairesPaysEtQuotas2010.pdf](http://www.mels.gouv.qc.ca/sections/publications/publications/Ens_Sup/Affaires_universitaires_collegiales/Ens_et_recherche_universitaires/Ens_et_recherche_universitairesPaysEtQuotas2010.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 Ave. W., Suite 1550, Ottawa, Ontario, Canada, K1P 5Z9; telephone: 613-237-4820; website: [cbie.ca](http://cbie.ca); email: [info@cbie.ca](mailto:info@cbie.ca).

### Emergency Loans

Funds are available at the International Students Office and at the Financial Aid and Awards 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.

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## 19.5 INTERNATIONAL STUDENT HEALTH AND ACCIDENT INSURANCE

Immigration Quebec services and the Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie 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 when International students register for courses.

Check the International Students Office website at [supportservices.concordia.ca/iso](http://supportservices.concordia.ca/iso) for the cost for single coverage. Family and couple coverage are also available upon request. **Coverage is from August 15 until August 14 of the following year. Students who register in January pay a pro-rated premium for the eight-month period ending August 14 of the same year.**

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* (RAMQ). Please note that students who are eligible for RAMQ coverage are **not** covered by the Concordia Health Insurance Plan for International Students regardless of when students submit the documents to the University.
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 group 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. Please note that individual health insurance plans are not accepted.
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 Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie and must be in the Concordia student's 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.

### OPTING-OUT DEADLINES

**For all students beginning their insurance coverage in the fall term (August/September):**

- First deadline: October 31  
*Full refund*
- Second deadline: December 21  
*Partial refund*  
*(administrative fee: \$100)*
- Final deadline: May 1  
*Partial refund*  
*(administrative fee: \$200)*

No refund will be approved after this final deadline.

**For all students beginning their insurance coverage in the winter term (January):**

First deadline: February 28

*Full refund*

Final deadline: May 1

*Partial refund*

*(administrative fee: \$100)*

No refund will be approved after this final deadline.

**For all students beginning their insurance coverage in the summer term (May):**

Final deadline: 30 days following the start of their first summer course

*Full refund*

No refund will be approved after this final deadline.

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## **19.6 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: [cic.gc.ca/English/study/work-coop.asp](http://cic.gc.ca/English/study/work-coop.asp) or visit the International Students Office.

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# **Student Associations and Alumni Relations**

**20.1 UNDERGRADUATE STUDENTS**

**20.2 GRADUATE STUDENTS**

**20.3 ALUMNI RELATIONS**

**Section 20**



## 20.1 UNDERGRADUATE STUDENTS

The **Concordia Student Union (CSU)** represents all 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 all issues pertaining to student life including 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 or resolution of conflicts.

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

There are over 150 student 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 Concordia Volunteer Abroad Program. Each has its own program of activities funded by student fees. In addition, there are a number of independent groups on campus that provide a variety of ways for students to engage in campus and community life.

Amongst these independent groups are student media including the television station *CUTV*, the radio station *CJLO*, and two student newspapers, *The Link* and *The Concordian*. These media outlets operate independently of the student associations. 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, SC 115. CSU's telephone number is 514-848-2424, ext. 7474; email: [office@csu.qc.ca](mailto:office@csu.qc.ca); website: [csu.qc.ca](http://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 St.; telephone: 514-848-2424, ext. 7900; email: [gsa@alcor.concordia.ca](mailto:gsa@alcor.concordia.ca); website: [gsa.concordia.ca](http://gsa.concordia.ca).

## 20.3 ALUMNI RELATIONS

Concordia now boasts 180,000 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." Graduates and attendees (who have completed 30 credits) of Concordia and 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. Other services include the Online Mentor Program which matches students with Concordia alumni who dispense both professional and practical advice about the job market based on their personal experiences, the award-winning Dinner for Eight program, and the Job Shadowing program which provides students the opportunity to visit professionals at their place of work.

**Benefits and Services – Alumni:** With a complimentary Alumni ID card, alumni gain access to Concordia libraries, career and placement services, and discounts on tuition fees at the School of Extended Learning. Alumni are also eligible for discounts at preferred hotels, Budget Rent-A-Car, Via Rail, the Centaur Theatre, the VA Art Supply Store, the downtown YMCA, Nautilus Plus, and Campus Recreation. Alumni receive the quarterly *Concordia University Magazine* and Accent, the monthly alumni e-newsletter. 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 discounts at Groupe Gabriel on car purchases and service appointments. 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 Email Forwarding for Life or re-connect with lost friends and classmates through the Find-a-Friend Program.

**Choose Concordians:** This unique career-service program encourages Concordia alumni to support their alma mater by hiring fellow Concordians. It also creates a link between employers, on-campus recruiters and Concordia's career centres in order to boost the employment rate and internship opportunities for Concordia graduates and students.

#### **Alumni Chapters**

**Worldwide Chapters:** The CUAA is committed to developing and supporting a worldwide network of alumni chapters. There are active alumni groups in Beijing, Boston, Calgary, California, Dubai, Edmonton, Hong Kong, India, Japan, Jordan, London, Mexico, Mississauga, Netherlands, New York, North Carolina, Ottawa, Texas, Toronto, Shanghai, Vancouver, Washington, D.C., Washington State, and Winnipeg.

**Montreal Chapters:** 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 departments of Journalism and Communication Studies, the Teaching English as a Second Language (TESL) program, and the Educational Technology program in the Faculty of Arts and Science. Affinity-based chapters include those for Varsity Athletes, and members of the Garnet Key Society.

For the latest information on alumni chapters, benefits, and events, visit [alumni.concordia.ca](http://alumni.concordia.ca) or contact Advancement and Alumni Relations, 1250 Guy St., Room FB 520, 514-848-2424, ext. 4856, fax: 514-848-2826, or email: [alumni@concordia.ca](mailto:alumni@concordia.ca).

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# School of Extended Learning

21.1 SCHOOL OF EXTENDED LEARNING CREDITS AND CERTIFICATES

21.2 STUDENT TRANSITION CENTRE

21.3 CENTRE FOR CONTINUING EDUCATION

21.4 UNIVERSITY OF THE STREETS CAFÉ

## Section 21

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### Location

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

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### 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 and the Centre for Continuing Education.

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## 21.1 SCHOOL OF EXTENDED LEARNING CREDITS AND CERTIFICATES

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### Complementary University Credits

Complementary University Credits are additional to the Faculty degree and certificate requirements stipulated in the University Undergraduate Calendar. They may be taken by any student wishing to do so. However, these credits are not assessed in any GPA calculation other than for those admitted into a Complementary University Credit certificate and are not transferable to any degree or Faculty certificate.

*NOTE: SEL 149 Skills for Success in University Study (4 credits) is not transferable to any degree or certificate.*

The primary function of Complementary University Credits is to provide a range of programming which is complementary to programs offered by the Schools and Faculties.

Complementary University Credits are offered together with a range of student-centred services in an integrated model that includes advising, skills development, and prescriptive monitoring. These services support the application and transfer of acquired competencies to students, whether to improve employability, continue to prepare for a university education, and/or to facilitate personal or professional development.

### Complementary University Credit Certificates

The School of Extended Learning offers several 30-credit certificates leading to a Concordia University Complementary University Credit certificate. The certificates are aimed at the market of active practitioners seeking qualifications and skills development related to career enhancement. They function independently of certificates, diplomas, and degrees offered by the Faculties.

### Courses for Elective Credit

The School of Extended Learning also offers courses for elective credit. These courses can be used as electives for any degree program unless otherwise stated in the course description or in the degree requirements of the respective program as described in the Undergraduate Calendar. These courses are designated by the SELC course code and are described in this section under the heading School of Extended Learning Credit Courses.

### Admission Requirements

Applicants must meet the minimum entry requirements to the University. (The most up-to-date information can be found at [concordia.ca/admissions/undergraduate/admission-requirements](http://concordia.ca/admissions/undergraduate/admission-requirements).)

Applicants may be admitted as a Mature Entrant. For detailed information on this category, please refer to [concordia.ca/admissions/undergraduate/admission-requirements/mature-entry](http://concordia.ca/admissions/undergraduate/admission-requirements/mature-entry).

The term "Mature Entrant" refers to those applicants who have not completed the normal academic admission requirements, as well as satisfying other criteria of age, immigration status, experience and potential, that are outlined on the link previously listed. Students will be expected to remain in acceptable academic standing by maintaining an annual GPA of at least 2.00. The School of Extended Learning will conduct the annual academic assessment for Complementary University Credit certificate students. The rules and regulations contained in §13 and §16 apply to all students admitted in Complementary University Credit certificates. Please note that provisions stated in §16.2.3 (6) **do not** apply to Complementary University Credit certificates.

All applicants are provided with a learning and study skills assessment (online). Additional courses may be required (such as English proficiency, mathematics or computer literacy) in order to satisfy admission requirements. Students will be evaluated on these skills during the admission process and will be advised of any additional requirements in their admission letter.

### **Required Academic Standing for Successful Completion**

A cumulative grade point average of 2.00 or higher is required to be awarded the certificate.

### **Complementary University Credit Certificate in Business Practices**

The Complementary University Credit Certificate in Business Practices is an introductory program designed for (i) current and aspiring entrepreneurs who need a foundational basis of best business practices and concepts, (ii) individuals employed in industry who wish to broaden their current knowledge of business, and (iii) students planning for a career in business.

*NOTE: The Complementary University Credits earned in this certificate cannot be transferred to any degree or Faculty certificate program including those within the John Molson School of Business.*

#### **30 Complementary University Credit Certificate in Business Practices**

24 SEL 151, 152, 153, 154, 155, 157, 161, 162

6 Chosen in consultation with an advisor within the School of Extended Learning

### **Complementary University Credit Certificate in Marketing Practices**

The Complementary University Credit Certificate in Marketing Practices provides both aspiring and current marketing professionals and entrepreneurs an opportunity to explore up-to-date changes in marketing theory and practice, while at the same time examining the foundational, analytical, and conceptual tools that are common to all businesses.

*NOTE: The Complementary University Credits earned in this certificate cannot be transferred to any degree or Faculty certificate program including those within the John Molson School of Business.*

#### **30 Complementary University Credit Certificate in Marketing Practices**

24 SEL 151, 153, 157, 167, 168, 169, 177, 178

6 Chosen in consultation with an advisor within the School of Extended Learning

### **Complementary University Credit Certificate in Human Resources Practices**

The Complementary University Credit Certificate in Human Resources Practices offers both current and aspiring human resource professionals an opportunity to enhance their career development by focusing on best and latest industry practices, as well as the requisite conceptual, analytical, and theoretical tools. Human resource managers and specialists face continuous challenges as organizations rapidly adapt to technological and economic evolution.

*NOTE: The Complementary University Credits earned in this certificate cannot be transferred to any degree or Faculty certificate program including those within the John Molson School of Business.*

#### **30 Complementary University Credit Certificate in Human Resources Practices**

24 SEL 151, 154, 155, 156, 164, 165, 166, 174

6 Chosen in consultation with an advisor within the School of Extended Learning

### **Complementary University Credit Certificate in Entrepreneurship**

The Complementary University Credit Certificate in Entrepreneurship offers current and aspiring entrepreneurs developmental skills related to the start-up, management, marketing, and ultimate growth of their respective business concepts.

*NOTE: The Complementary University Credits earned in this certificate cannot be transferred to any degree or Faculty certificate program including those within the John Molson School of Business.*

#### **30 Complementary University Credit Certificate in Entrepreneurship**

24 SEL 150, 152, 157, 160, 161, 167, 170, 180

6 Chosen in consultation with an advisor within the School of Extended Learning

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## **Complementary University Credit Courses**

### **SEL 149 Skills for Success in University Study (4 credits)**

This course is designed as an introduction to the critical elements needed for academic success at the university level. The elements are general study skills, information literacy, writing skills and motivation. Specific topics include time management, organizing content, working on group projects, formats of scholarly communication, proper citation formats, and evaluating and using information effectively. This course assists students in developing skills specific to their chosen area of study. It is evaluated on a pass/fail basis.

*NOTE: Complementary University Credit courses are not transferable to any degree or certificate program. While this course may be required for certain students, it may be taken by any student wishing to do so.*

### **SEL 150 Entrepreneurship: The Fundamentals (3 credits)**

This course provides an overview of starting and managing a new business. The course focuses on concept development, the uncontrollables that can impact the nascent concept and an introduction to the specific business functions and strategies related

to marketing, finance, accounting, management and human resources.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 151 Business Practices: The Fundamentals** (3 credits)

This course provides an introductory overview of the business organization, focusing on both internal issues such as the structure of business, its principal functions and activities, and social and ethical concerns, as well as external issues, such as the economic, technological, and competitive landscapes and how these influence decision-making.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 152 Business Practices: Financial Accounting** (3 credits)

This course develops a foundational understanding of basic accounting principles and statements, considering the role of accounting information as it relates to decision-making. Students develop competencies in journal entry processing and in the preparation and interpretation of income statements, balance sheets, and statements of changes in owners' equity.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 153 Business Practices: Statistics** (3 credits)

This course focuses on applications for quantitative analysis of data that can be employed in support of managerial decision-making. Focal points of the course include displaying and describing categorical and quantitative data, randomness and probability, sampling distributions, and hypothesis testing.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 154 Human Resources Practices: The Fundamentals** (3 credits)

This course examines the theory and practical application of personnel management. Topics to be discussed include recruitment, staff selection, orientation and training, wage and salary administration, and benefits management.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 155 Human Resources Practices: Group Dynamics** (3 credits)

This course explores and analyzes behavioural characteristics within organizations. Competencies are developed in identifying work group and intergroup behaviour, and in developing strategies designed to maximize organizational effectiveness.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 156 Human Resources Practices: Cross-Cultural Management** (3 credits)

This course provides tools which are necessary to (a) understand the many cultural dimensions that face business managers, (b) manage a diverse work environment, (c) integrate within a foreign work setting, (d) communicate with foreign business partners and associates effectively and with sensitivity, and (e) successfully navigate culture shock and the related stress upon returning home.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 157 Marketing Practices: The Fundamentals** (3 credits)

This course introduces the basic concepts of marketing by focusing on the components of the marketing mix, market segmentation, and positioning. Competencies are built by examining the changing business environments, both external and internal, and developing an understanding of relevant target markets employing rapidly evolving distribution and promotional techniques.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 160 Entrepreneurship: Management of a New Business** (3 credits)

Prerequisite: SEL 150. This course introduces students to basic entrepreneurship skills. Students learn how to recognize and approach opportunity, and to assess feasibility and potential of the idea. They assemble the necessary business and financial resources to launch, organize, manage, and grow a new business profitably, respond to obstacles and change, and employ harvesting, replication and exit strategies. The course also explores the dynamics of family business, buying into a going concern and franchise opportunities.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 161 Business Practices: The Law** (3 credits)

Prerequisite: SEL 151. This course focuses on the general and emerging legal principles that apply to business in Quebec and Canada. Competencies are developed in identifying and analyzing those legal issues that are pertinent to day-to-day business transactions and relationships.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 162 Business Practices: Finance** (3 credits)

Prerequisite: SEL 152. This course focuses on the environment of financial management, the valuation of financial assets, long-term investment decisions, capital structure, dividend policy, and working capital management. The fundamental issue examined is how to best allocate financial resources while respecting budget constraints.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 164 Human Resources Practices: Recruitment and Selection** (3 credits)

Prerequisite: SEL 154. This course focuses on methods of locating qualified candidates, employing appropriate recruitment channels, and improving the overall efficacy of the recruitment process. Competencies are built by examining such aspects as an aging workforce, increased competition for available labour, dynamic environmental conditions, and the demand for qualified candidates exceeding supply. Further understanding is developed because the selection of an inappropriate candidate to fill a position is both a costly and time-consuming proposition.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 165 Human Resources Practices: The Law** (3 credits)

Prerequisite: SEL 154. This course provides an opportunity for the student to acquire knowledge of and skills in the applicability of relevant and emerging legislation to the Canadian and Quebec work setting. Aspects such as a non-discriminatory work environment, providing a safe and secure workplace, protecting privacy, and ensuring general compliance with legislation that pertains to the workplace are examined.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 166 Human Resources Practices: Organizational Health and Safety** (3 credits)

Prerequisite: SEL 154. This course examines challenges in the management of occupational health and safety. It focuses on relevant organizational issues, such as enforcement of current and emerging legislation, protecting workers from ergonomic hazards, complying with the latest Workplace Hazardous Materials Information System (WHMIS) standards, and managing health and safety issues from the perspective of Total Quality Management (TQM) and global competitiveness.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 167 Marketing Practices: Research** (3 credits)

Prerequisite: SEL 157. This course develops the ability to create a research design, develop an effective questionnaire or sampling instrument, and determine the appropriate sampling technique for different research scenarios. The course demonstrates that research must be performed to ascertain the value, accessibility, and general merits of the market(s) contemplated.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 168 Marketing Practices: Advertising** (3 credits)

Prerequisite: SEL 157. This course focuses on the nature of services provided by advertising agencies, as well as those services that can be performed "in-house." The course investigates the needs of the user of these services, the needs of the provider, and the needs of society in economic, ethical, and legal terms. A strategic focus permeates this course, emphasizing the communication process and the role of advertising, how advertising integrates with other marketing strategy elements, and how to employ both the classic and emerging tools associated with communicating an organization's message.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 169 Marketing Practices: Global Strategies** (3 credits)

Prerequisite: SEL 157. This course examines globalization and its impact on decision-making from a strategic marketing perspective. To this end, the course addresses the global marketing environment, the manner in which organizations approach global markets, and the global marketing mix.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 170 Entrepreneurship: Strategies and Practice** (3 credits)

Prerequisite: SEL 160. This course focuses on the development of strategies for entrepreneurial ventures, building on concepts covered in previous courses. Strong emphasis is placed on tactical application. Case studies and live company analyses are employed liberally, examining successful business practices for both new companies and recent start-ups.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 174 Human Resources Practices: Remuneration and Benefits** (3 credits)

Prerequisite: SEL 164. This course focuses on developing competence in both the designing and building of strategic compensation plans that are tailored to meet the specific challenges faced by individual organizations. Issues such as an aging workforce, the



rising costs of labour, competition for talented workers, and legislation related to wage and salary levels are examined within the context of effective compensation plans.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 177     *Marketing Practices: The Consumer*** (3 credits)

Prerequisite: SEL 167. The focal point of this course is consumer decision-making. Borrowing from psychology, sociology, and anthropology, the course examines how and why consumers buy. Through the study of, among other things, the cultural, social, and attitudinal factors and their influence on consumer decision-making, current and aspiring marketing professionals gain insight on how to more effectively reach their intended market.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 178     *Marketing Practices: Strategies and Practice*** (3 credits)

Prerequisite: SEL 168. This is the capstone course of the Marketing Practices Certificate, dedicated to the student with the foundational knowledge of marketing. The course focuses on cutting-edge strategy development and marketing planning, building on concepts already addressed in previous courses. Strong emphasis is placed on hands-on, tactical application. Case studies and live company analyses are employed liberally.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**SEL 180     *Entrepreneurship: Creating a Business Plan*** (3 credits)

Prerequisite: SEL 170. In this course, students develop a written business plan for an existing or proposed new business, ultimately proposing the completed plan to an expert panel. It is expected that the student has a new business concept in mind at the start of the course, as this concept forms the basis of the business plan and the work to be completed throughout the term.

*NOTE: Complementary University Credit courses may be taken by any student wishing to do so but are not transferable to any degree or Faculty certificate program.*

**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.*

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## School of Extended Learning Credit Courses

**SELC 294     *Orientation to International Community Service*** (3 credits)

Students prepare for service learning in an international context through reflection on key elements related to international cooperation, approaches to community development and citizen engagement. An experiential learning approach is applied, focusing on self-reflection and applied learning.

*NOTE: Students registered in Applied Human Science programs may not take this course for credit.*

*NOTE: Students who have received credit for SEL 195 or for this topic under a SEL 198 number may not take this course for credit.*

**SELC 295     *Introduction to Experiential Learning*** (3 credits)

This course introduces students to the theories of the experiential learning process; participatory action research methods and application; community engagement approaches; and to the development of the specialized skill sets required for specific learning activities.

*NOTE: Students registered in Applied Human Science programs may not take this course for credit.*

*NOTE: Students who have received credit for SEL 195 or for this topic under a SEL 198 number may not take this course for credit.*

**SELC 296     *Service Learning Practicum*** (3 credits)

Prerequisite: SEL 195 or 198A or SELC 295. Based on the knowledge and skills acquired in the introduction course and the learning goals identified, this supervised practicum is designed to assist students in acquiring experiential, on-site learning in community settings. Regular in-class seminar sessions provide opportunities for students to monitor and share their progress and learning.

*NOTE: Students registered in Applied Human Science programs may not take this course for credit.*

*NOTE: Students who have received credit for SEL 196 or for this topic under a SEL 198 number may not take this course for credit.*

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## 21.2 STUDENT TRANSITION CENTRE

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*Director*  
DAVID GOBBY

*Advisors*  
BRIGEEN BADOUR  
STEVE CLARK  
NELLY TRAKAS

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

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### Location

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

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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.

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## 21.3 CENTRE FOR CONTINUING EDUCATION

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*Director*  
T.B.A.

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

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

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

*Administrator, Curriculum Development*  
BRENDA GRANT  
514-848-2424, ext. 4312

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

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### Location

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

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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 ([concordia.ca/conted](http://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

|   | Diploma | Certificate | Full-time | Part-time |
|---|---------|-------------|-----------|-----------|
| <b>Computer Aided Design CAD/MCAD</b>                     | ✓       |             |           | ✓         |
| <b>Digital Photographic Imaging</b>                       | ✓       |             |           | ✓         |
| <b>Graphic Applications in Desktop Publishing</b>         | ✓       |             | ✓         | ✓         |
| Graphic Design  |         | ✓           |           | ✓         |
| Page Layout   |         | ✓           |           | ✓         |
| Photoshop   |         | ✓           |           | ✓         |
| Web Publications  |         | ✓           |           | ✓         |
| <b>Java EE Programming and Application Development</b>    | ✓       |             |           | ✓         |
| <b>Journalism</b>   | ✓       |             |           | ✓         |
| Creative Writing  |         | ✓           |           | ✓         |
| Journalism Fundamentals                                   |         | ✓           |           | ✓         |
| Specialized Journalism Topics                             |         | ✓           |           | ✓         |
| <b>Photography</b>  | ✓       |             |           | ✓         |
| <b>Public Relations</b>                                   | ✓       |             | ✓         | ✓         |
| Public Relations Business Practices                       |         | ✓           |           | ✓         |
| Public Relations Digital Presentation                     |         | ✓           |           | ✓         |
| Public Relations Fundamentals                             |         | ✓           |           | ✓         |
| <b>Visual Studio.NET Enterprise Solutions Development</b> | ✓       |             |           | ✓         |
| <b>Website Creation and Design</b>                        | ✓       |             | ✓         | ✓         |
| Website Design Basics                                     |         | ✓           |           | ✓         |
| Web Visibility and Interface Design                       |         | ✓           |           | ✓         |
| Wordpress and Javascript                                  |         | ✓           |           | ✓         |
| <b>Web Programming</b>                                    | ✓       |             |           | ✓         |
| Programming Fundamentals                                  |         | ✓           |           | ✓         |
| Web Development   |         | ✓           |           | ✓         |
| PHP and MySQL Web Applications                            |         | ✓           |           | ✓         |

#### PROGRAMS AND COURSES OFFERED BY THE LANGUAGE INSTITUTE

|   | Number of levels | Course hours per level | Full-time | Part-time |
|---|------------------|------------------------|-----------|-----------|
| English Intensive Program                           | 8                | 260                    | ✓         |           |
| English Conversation Program                        | 6                | 40                     |           | ✓         |
| English Writing Workshop Program                    | 5                | 40                     |           | ✓         |
| English Proficiency Test Preparation (TOEFL, IELTS) |                  | 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.

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## 21.4 UNIVERSITY OF THE STREETS CAFÉ

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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: [univcafe.concordia.ca](http://univcafe.concordia.ca).

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# 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

*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. W.  
Room S-GM 806  
Montreal, Quebec H3G 1M8  
514-848-2424, ext. 8725

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## 23.1 INTRODUCTION

The Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie (MESRST) 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 a MESRST-approved test of English language proficiency. The MESRST recognizes Concordia University as a centre for teacher training. Concordia offers three MESRST-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.

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## 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 MESRST-approved programs.

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## 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: [doe.concordia.ca](http://doe.concordia.ca). Prior to graduation, forms to apply for teacher certification are available from the Office of the Registrar.

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## 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).

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## 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'Enseignement supérieur, de la Recherche, de la Science et de la Technologie  
1035, rue de la Chevrotière, 28<sup>e</sup> étage  
Québec (Québec) G1R 5A5  
Telephone: 418-643-2948 Fax: 418-643-2149

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# **Institute for Co-operative Education**

## **Section 24**

*Director*

GERRY HUGHES

*Associate Director*

CHEN F. HUANG

*Program Directors*CIPRIAN ALECSANDRU, *Associate Professor and Co-op Program Director, Building, Civil and Environmental Engineering*ELAINE CHEASLEY PATERSON, *Assistant Professor and Co-op Program Director, Art History*PATRICE GAILLARDETZ, *Associate Professor and Co-op Program Director, Mathematics and Statistics*HENRY HONG, *Associate Professor and Co-op Program Director, Mechanical and Industrial Engineering*ARVIND JAIN, *Professor and Co-op Program Director, International Business*MARCUS LAWRENCE, *Professor and Co-op Program Director, Chemistry and Biochemistry*JASON LEWIS, *Associate Professor and Co-op Program Director, Computation Arts*JAY MANNADIAR, *Senior Lecturer and Co-op Program Director, Finance*DANIÈLE MARCOUX, *Chargée d'enseignement and Co-op Program Director, Translation*MUSTAFA K. MEHMET ALI, *Professor and Co-op Program Director, Electrical and Computer Engineering*SUSHIL K. MISRA, *Professor and Co-op Program Director, Physics*CHRISTOPHER MOORE, *Assistant Professor and Co-op Program Director, Design*OLGA ORMANDJIEVA, *Associate Professor and Co-op Program Director, Computer Science and Software Engineering*TARA RAMSARAN, *Lecturer and Co-op Program Director, Accountancy*MICHAEL SAMPSON, *Associate Professor and Co-op Program Director, Economics*BARBARA SHAPIRO, *Senior Lecturer and Co-op Program Director, Human Resource Management*HAROLD J. SIMPKINS, *Senior Lecturer and Co-op Program Director, Marketing*RAUL VALVERDE, *Lecturer and Co-op Program Director, Business Technology Management (formerly Management Information Systems) and Supply Chain Operations Management*

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, Business Technology Management (formerly Management Information Systems), Finance, Human Resource Management, International Business, 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 resumé 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 resumé 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 cumulative 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 annual GPA of 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 analyze, 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 concurrently with 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 concurrently with 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 concurrently with 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 concurrently with 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.

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**UNDERGRADUATE PROGRAMS****Co-op programs offered in the Faculty of Arts and Science:****Chemistry and Biochemistry Co-op**

Program Director: Dr. Marcus Lawrence, 514-848-2424, ext. 3374

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. Michael Sampson, 514-848-2424, ext. 3939

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. Patrice Gaillardetz, 514-848-2424, ext. 3249

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: Dr. Danièle Marcoux, 514-848-2424, ext. 7894

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: Tara Ramsaran, 514-848-2424, ext. 2756

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.

##### **Business Technology Management (formerly Management Information Systems) Co-op**

Program Director: Dr. Raul Valverde, 514-848-2424, ext. 2968

The Business Technology Management co-operative program is available to students who are enrolled in the BComm program and are majoring in Business Technology 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.

##### **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. Arvind Jain, 514-848-2424, ext. 2939

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.

##### **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. Raul Valverde, 514-848-2424, ext. 2968

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: Dr. Ciprian Alecsandru, 514-848-2424, ext. 8769

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. Mustafa K. Mehmet Ali, 514-848-2424, ext. 8896

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. Henry Hong, 514-848-2424, ext. 3154

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. Olga Ormandjieva, 514-848-2424, ext. 7810

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. Olga Ormandjieva, 514-848-2424, ext. 7810

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. Elaine Cheasley Paterson, 514-848-2424, ext. 4605

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: Christopher Moore, 514-848-2424, ext. 4256

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.

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## 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

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Work Term 1   |
| <b>Year 2</b> | Term 3      | Work Term 2   | Term 4        |
| <b>Year 3</b> | Work Term 3 | Term 5        | Work Term 4   |
| <b>Year 4</b> | Term 6      | Graduate      |               |

Economics

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Work Term 1   |
| <b>Year 2</b> | Term 3      | Work Term 2   | Term 4        |
| <b>Year 3</b> | Work Term 3 | Term 5        | Term 6        |
| <b>Year 4</b> | Graduate    |               |               |

Translation

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Term 3        |
| <b>Year 2</b> | Work Term 1 | Term 4        | Work Term 2   |
| <b>Year 3</b> | Term 5      | Work Term 3   | Term 6        |
| <b>Year 4</b> | Graduate    |               |               |

### JOHN MOLSON SCHOOL OF BUSINESS

#### Bachelor of Commerce (Co-operative)

Accountancy, Business Technology Management (formerly Management Information Systems), Finance, Human Resource Management, International Business, Marketing, Supply Chain Operations Management

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Term 3        |
| <b>Year 2</b> | Work Term 1 | Term 4        | Work Term 2   |
| <b>Year 3</b> | Term 5      | Work Term 3   | Term 6        |
| <b>Year 4</b> | Graduate    |               |               |

### FACULTY OF ENGINEERING AND COMPUTER SCIENCE

#### Bachelor of Engineering (Co-operative)

All Engineering programs except Software

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Term 3        |
| <b>Year 2</b> | Work Term 1 | Term 4        | Term 5        |
| <b>Year 3</b> | Term 6      | Work Term 2   | Work Term 3   |
| <b>Year 4</b> | Term 7      | Term 8        | Graduate      |

Software Engineering

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Term 3        |
| <b>Year 2</b> | Work Term 1 | Term 4        | Work Term 2   |
| <b>Year 3</b> | Term 5      | Term 6        | Work Term 3   |
| <b>Year 4</b> | Term 7      | Term 8        | Graduate      |



## Bachelor of Computer Science (Co-operative)

All Computer Science programs

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Work Term 1   |
| <b>Year 2</b> | Term 3      | Work Term 2   | Term 4        |
| <b>Year 3</b> | Work Term 3 | Term 5        | Term 6        |
| <b>Year 4</b> | 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)

|               | <b>Fall</b> | <b>Winter</b> | <b>Summer</b> |
|---------------|-------------|---------------|---------------|
| <b>Year 1</b> | Term 1      | Term 2        | Work Term 1   |
| <b>Year 2</b> | Term 3      | Work Term 2   | Term 4        |
| <b>Year 3</b> | Work Term 3 | Term 5        | Term 6        |
| <b>Year 4</b> | 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) 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]) concurrently with 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.

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## CONTACTS AT THE INSTITUTE

### *Director*

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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

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# 25

## CONVOCATION MEDALS AND PRIZES

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### 25.1 GOVERNOR GENERAL'S AWARD

*The Governor General's Silver Medal:* Conferred by his Excellency, the Governor General of Canada, and awarded to the highest ranking undergraduate student graduating from Concordia University.

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### 25.2 UNIVERSITY AWARDS

The final graduation GPA is used as the basis to determine the highest ranking student.

*The Rytza 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 Commerce Medal:* 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.

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### 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 GPA calculated using only courses which are part of the degree will be used to determine the prizewinner.

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#### 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

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### 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

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### 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

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### 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

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## 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.

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