DEPARTMENT
OF
POLITICAL SCIENCE
ORIENTATION

Undergraduate Program Resource
&
Guide for New Students

2015/2016
Dear Political Science Students:

*We in the Department of Political Science are dedicated to making your higher education a higher experience.*

Congratulations on your acceptance to Concordia University and welcome to the Department of Political Science. If you are here to *make a difference*, then you have found the right place to start.

You are commencing a journey that will influence your future in so many ways. Beginning with your studies in the classroom, you will encounter new political ideas and theories, and contemplate their meanings. Your world view will take shape in the context of how political life is organized and how it influences everything, especially how we govern our affairs locally, nationally, and internationally. This educational engagement necessarily creates your critical mind.

This knowledge is acquired over time. It is during that time that you will bond with your peers and create study and work groups; honing your soft skills. Your dedicated professors will teach you about the many intellectual debates and philosophical traditions and will be available to discuss your ideas and any problems you are having with the material during office hours. It is in these experiences that you will discover the future that reflects your interests.

An undergraduate degree in Political Science has offered our graduates many choices. They can immediately start their career, pursue graduate studies, or study law. Students have gone on to professional careers in International Business, Public Service, NGOs, and Journalism; to name a few.

In the corridors, and during club and association activities, you will also create new relationships that will help guide your choices and your success.

I hope to see you in the hallways and in the classroom.

Marlene Sokolon, Ph.D.
Chair
Department of Political Science
The Department of Political Science offers the following programs of study:

42 BA MAJOR IN POLITICAL SCIENCE

15 POLI 203\(^3\), 204\(^3\), 205\(^3\), 206\(^3\), 207\(^3\)
27 Chosen from at least three of the five groups (see pages 4-6) in Political Science at the 300 or 400 level with at least six credits at the 400 level.

60 HONOURS IN POLITICAL SCIENCE - Option A

15 POLI 203\(^3\), 204\(^3\), 205\(^3\), 206\(^3\), 207\(^3\)
6 Chosen from POLI 364\(^3\), 371\(^3\), 373\(^3\), 384\(^3\)
3 Chosen from POLI 393\(^3\) or 372\(^6\)*
33 Chosen from at least three of the five groups (see pages 4-6) in Political Science at the 300 or 400 level with a minimum of 12 credits at the 400 level
3 POLI 496\(^3\) (Honours Seminar)
*Students who opt to take POLI 372\(^6\) are given three credits towards the 33 credit requirement in the Political Theory Group.

60 HONOURS IN POLITICAL SCIENCE - Option B (Thesis)

15 POLI 203\(^3\), 204\(^3\), 205\(^3\), 206\(^3\), 207\(^3\)
6 Chosen from POLI 364\(^3\), 371\(^3\), 373\(^3\), 384\(^3\)
3 Chosen from POLI 393\(^3\) or 372\(^6\)*
3 POLI 396\(^3\) (Honours Tutorial)
24 Chosen from at least three of the five groups (see pages 4-6) in Political Science at the 300 or 400 level with a minimum of nine credits at the 400 level
6 POLI 495\(^6\) (Honours Thesis)
3 POLI 496\(^3\) (Honours Seminar)
*Students who opt to take POLI 372\(^6\) are given three credits towards the 33 credit requirement in the Political Theory Group.

Note: If you have not been directly admitted to Honours you may apply after completion of 30 credits. The minimum GPA requirement for entry into the Honours program is currently 3.5. Students who have met this criterion may apply to the Honours program by contacting the Honours Advisor. The application deadlines are May 15 for the fall semester, and November 15 for the winter semester.
Within your degree, you can focus on a topic of interest by taking a “Minor” in another department. Students that have a Major in another department might be interested in the Minors offered from the Political Science program:

**24 MINOR IN POLITICAL SCIENCE**

12 POLI 203<sup>3</sup>, 204<sup>3</sup>, 205<sup>3</sup>, 206<sup>3</sup>
12 Chosen from any of the five groups (see pages 4-6) in Political Science. A minimum of nine credits must be taken at the 300 or 400 level.

**24 MINOR IN HUMAN RIGHTS STUDIES**

6 PHIL 241<sup>3</sup>; POLI 214<sup>3</sup>
18 Chosen from ENGL 369<sup>3</sup>, 380<sup>3</sup>, 382, 383<sup>3</sup>, 387<sup>3</sup>; FPST 321<sup>3</sup>; HIST 315<sup>3</sup>, 359<sup>3</sup>, 477<sup>3</sup>; HIST 360<sup>3</sup> or SOCI 367<sup>3</sup>; JOUR 442<sup>3</sup>; PHIL 232<sup>3</sup>, 342<sup>3</sup>, 343<sup>3</sup>, 345<sup>3</sup>; POLI 301<sup>3</sup>, 388<sup>3</sup>; RELI 310<sup>3</sup>, 312<sup>3</sup>; SOCI 380<sup>3</sup> or ANTH 380<sup>3</sup>; THEO 343<sup>3</sup>

*A student with a Major in Political Science can have a Minor in Human Rights (but not a Minor in Political Science).*

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1. **What is a Minor? What options do I have?**

As a Major in Political Science you can add a Minor in an area of interest of your choosing. The credits that you are required to take as Electives are the credits that will go towards your Minor (see page 7 for more information about your Electives). You must meet the program requirements from the Department that offers the Minor in order to apply. Please see each department website for details. Most departments require students to complete their first year of study, or 24 credits, and have an acceptable GPA before they can apply to a Minor.

**Examples of minors in the Faculty of Arts and Science:** Anthropology, History, Law and Society, Religion, Languages, Professional Writing, Women’s Studies, etc. For more listings, visit: [http://artsandscience.concordia.ca/programs/undergraduateminor/index.php](http://artsandscience.concordia.ca/programs/undergraduateminor/index.php)
Every Political Science course at Concordia University falls into one of five groups: International Politics, Comparative Politics, Canadian and Québec Politics, Public Policy and Administration, and Political Theory.

Group 1: International Politics (International Relations)
Poli 213 Contemporary Issues in Global Politics (3 credits)
Poli 214 Human Rights: An Overview (3 credits)
Poli 215 Global Politics (3 credits)
Poli 216 Introduction to the United Nations (3 credits)
Poli 301 Social Movements and Protest Politics (3 credits)
Poli 302 International Security (3 credits)
Poli 304 Theories of Foreign Policy Making (3 credits)
Poli 305 International Political Economy (3 credits)
Poli 311 International Public Law (3 credits)
Poli 312 Special Topics in International Politics (3 credits)
Poli 315 International Organizations (3 credits)
Poli 318 Introduction to Strategic Studies (3 credits)
Poli 329 American Foreign Policy (3 credits)
Poli 332 Theories of International Relations (3 credits)
Poli 342 Asia and Power Politics (3 credits)
Poli 388 Human Rights and International Justice (3 credits)
Poli 391 Middle East and Global Conflict (3 credits)
Poli 394 Globalization and Sustainable Development (3 credits)
Poli 400 Advanced Seminar in International Relations Theory (3 credits)
Poli 402 Advanced International Political Economy (3 credits)
Poli 403 Global Ecopolitical Analysis (3 credits)
Poli 404 International Institutions (3 credits)
Poli 419 Strategic Studies (3 credits)
Poli 421 Transnational Politics (3 credits)
Poli 422 Canadian Foreign Policy (3 credits)
Poli 423 Peace Studies and Global Governance (3 credits)
Poli 486 Advanced Seminar in International Relations (3 credits)

Group 2: Comparative Politics
Poli 214 Human Rights: An Overview (3 credits)
Poli 217 Comparing Democracies (3 credits)
Poli 301 Social Movements and Protest Politics (3 credits)
Poli 310 Politics of the U.S. (3 credits)
Poli 313 Special Topics in Comparative Politics (3 credits)
Poli 319 European Politics and Government (3 credits)
Poli 323 Politics of Eastern Europe (3 credits)
Poli 327 Comparative Democratization (3 credits)
Poli 328 Public Policy and the Politics of Equality (3 credits)
POLI 331 Comparative Party Systems (3 credits)
POLI 333 Politics of Russia (3 credits)
POLI 335 Politics of China (3 credits)
POLI 336 Politics of South Asia (3 credits)
POLI 337 Politics of Japan (3 credits)
POLI 342 Asia and Power Politics (3 credits)
POLI 352 Comparative Urban Politics and Government (3 credits)
POLI 366 Politics of Africa (3 credits)
POLI 375 Nationalism: Origins, Operation, and Significance (3 credits)
POLI 379 Politics of Latin America (3 credits)
POLI 395 Politics of the Middle East (3 credits)
POLI 405 Comparative Electoral Systems (3 credits)
POLI 406 Comparative Federalism and Political Integration (3 credits)
POLI 431 State-Society Relations in China (3 credits)
POLI 432 Comparative Public Administration and Bureaucracy (3 credits)
POLI 481 Issues in Western European Politics (3 credits)
POLI 483 State and Society in Latin America (3 credits)
POLI 484 Post-Communist Democracies (3 credits)
POLI 485 Issues in Development and Democracy (3 credits)
POLI 487 Advanced Seminar in Comparative Politics (3 credits)

Group 3: Canadian and Quebec Politics
POLI 309 Women and Politics in Canada (3 credits)
POLI 314 Special Topics in Canadian and Quebec Politics (3 credits)
POLI 324 Parliament and the Charter (3 credits)
POLI 334 Political Participation in Canada (3 credits)
POLI 339 Quebec Politics and Society/La vie politique québécoise (3 credits)
POLI 340 Canadian Political Culture (3 credits)
POLI 341 Provincial and Territorial Politics (3 credits)
POLI 350 Canadian and Quebec Law (6 credits)
POLI 351 Canadian Federalism (3 credits)
POLI 356 Canadian Political Parties (3 credits)
POLI 363 Issues in Canadian Public Policy (3 credits)
POLI 365 Canadian Public Administration (3 credits)
POLI 367 Quebec Public Administration (3 credits)
POLI 393 Advanced Empirical Research Methods (3 credits)
POLI 407 Parliamentary Bills of Rights (3 credits)
POLI 408 Public Opinion and Public Policy (3 credits)
POLI 409 Canada: State Society Relations (3 credits)
POLI 428 Constitutional Politics in Canada (3 credits)
POLI 429 Political Socialization in Canadian and Comparative Perspective (3 credits)
POLI 488 Advanced Seminar in Canadian and Quebec Politics (3 credits)

Group 4: Public Policy and Administration
POLI 212 Politics and Economy (3 credits)
POLI 316 Special Topics in Public Policy and Administration (3 credits)
POLI 320 Development of Western Legal Systems (3 credits)
POLI 327 Comparative Democratization (3 credits)
POLI 328 Public Policy and the Politics of Equality (3 credits)
POLI 349 Political and Social Theory and the City (3 credits)
POLI 352 Comparative Urban Politics and Government (3 credits)
POLI 353 Principles of Public Policy (3 credits)
POLI 361 Advocacy Groups and Public Policy (3 credits)
POLI 362 Policy Analysis and Program Evaluation (3 credits)
POLI 363 Issues in Canadian Public Policy (3 credits)
POLI 365 Canadian Public Administration (3 credits)
POLI 367 Quebec Public Administration (3 credits)
POLI 393 Advanced Empirical Research Methods (3 credits)
POLI 410 Environmental Policy in the Developing World (3 credits)
POLI 411 Gender and Public Policy (3 credits)
POLI 412 Comparative Social Policy (3 credits)
POLI 413 Theories and Practices of Governance (3 credits)
POLI 432 Comparative Public Administration and Bureaucracy (3 credits)
POLI 463 Government and Business in Canada (3 credits)
POLI 489 Advanced Seminar in Public Policy and Administration (3 credits)

Group 5: Political Theory (Political Philosophy)
POLI 306 Classical Political Thought (3 credits)
POLI 317 Special Topics in Political Theory (3 credits)
POLI 345 Contemporary Political Philosophy (3 credits)
POLI 349 Political and Social Theory and the City (3 credits)
POLI 364 Hellenistic, Roman, Medieval Political Philosophy (3 credits)
POLI 368 Media, Technology and Politics (3 credits)
POLI 371 Early Modern Political Philosophy (3 credits)
POLI 372 Political Science and Scientific Method (6 credits)
POLI 373 Late Modern Political Philosophy (3 credits)
POLI 384 Principles of Political Theory (3 credits)
POLI 386 Contemporary Liberalism and Its Critics (3 credits)
POLI 389 Religion and Politics (3 credits)
POLI 401 American Political Thought (3 credits)
POLI 414 Authors of Political Imagination (3 credits)
POLI 415 Modern Political Theory and Religion (3 credits)
POLI 416 Ancient Political Texts (3 credits)
POLI 417 Governance (3 credits)
POLI 418 Machiavelli (3 credits)
POLI 425 Foundations of Liberalism (3 credits)
POLI 426 Nietzsche (3 credits)
POLI 427 Political Thought of the Enlightenment (3 credits)
POLI 430 Scientism, Ideology and Liberalism (3 credits)
POLI 433 Critics of Modernity (3 credits)
POLI 490 Advanced Seminar in Political Theory (3 credits)
2. How many credits do I need to graduate? Which courses do I take?

This depends on the length of the program you have been admitted to.
To find how many credits (90, 108, 120, etc.) you need: Go to your MyConcordia Portal and click on your Unofficial Transcript/Student Record page. The number of credits you are required to complete will be indicated in the box at the top under “Minimum Credits Required”. For more information about your credit allotment, you can contact the Faculty of Arts and Science: http://artsandscience.concordia.ca/

Which courses do I take?

If you are in a 90-credit program:
42/90 credits = *Political Science course requirements
48/90 credits = *ELECTIVE requirements (can be inside and outside the Political Science program)

If you are in a 108-credit program:
42/108 credits = *Political Science course requirements
66/108 credits = *ELECTIVE requirements (can be inside and outside the Political Science program)

If you are in a 120-credit program:
42/120 credits = *Political Science course requirements
78/120 credits = *ELECTIVE requirements (can be inside and outside the Political Science program)

*More details regarding Political Science course and Elective requirements on pages 9-12

NOTE: At the point of Graduation, you must ensure that you have taken a total of 54 credits within the Faculty of Arts and Science at Concordia University.

3. How long will it take to finish my degree?

Students are permitted to take 30 credits a year (September to April); 15 credits (5 courses - 3 credits each) in the fall semester (September to December) and another 15 credits (5 courses - 3 credits each) in the winter semester (January to April). Your degree could be completed in three years in a 90 credit program. Some new students may opt to take less than the maximum number of courses (e.g. 4 per semester - total of 24 credits), until they become more comfortable with the university system. The remaining credits may be made up during the summer session of which there are three sessions - May-August; May-June; and June-August.
4. What if the course requirements for my degree change?

If the courses you are required to take in the Minor, Major, or Honours program ever change, you MUST follow the course requirements from the Calendar that relates to the year that you entered into the Political Science program. The official date of entry is located at the top of your Unofficial Transcript, available from your MyConcordia Portal: https://www.myconcordia.ca/
5. What are my Political Science Course Requirements?

You are required to take 42 credits in Political Science. They are distributed as follows: (Honours students have different requirements, see page 2 of this guide for details.)

15/42 credits are your Introductory Core Program
POLI 203 Introduction to Comparative Politics (3 credits)
*POLI 204 Introduction to Canadian Politics (3 credits)
POLI 205 Introduction to International Relations (3 credits)
POLI 206 Introduction to Western Political Theory (3 credits)
POLI 207 Introduction to Political Science Research (3 credits)

*Please note POLI 204 Online (EC or OL) may NOT be taken for course credit

27/42 credits are chosen from the list of courses offered at the 300 or 400 level and must touch upon 3 of the 5 groups (see page 10), 6 credits of which must be seminar courses (400 level)

21 credits 300 level 6 credits 400 level

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<th>Course</th>
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<td>7</td>
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6. What does it mean to take 300 and 400 level courses in 3 of the 5 groups?

Every political science course at Concordia University falls into one of five groups: International Politics, Comparative Politics, Canadian and Québec Politics, Public Policy and Administration, and Political Theory. Within the 27 credits you will take at the 300 and 400 level, you must touch upon at least 3 of the 5 groups in order to graduate. For example, this student has taken the required 27 credits at the 300 and 400 level and has touched upon 3 of the 5 groups*:

**Group 1: International Politics (International Relations)**
- POLI 332 Theories of International Relations (3 credits)
- POLI 388 Human Rights and International Justice (3 credits)
- POLI 394 Globalization and Sustainable Development (3 credits)
- POLI 422 Canadian Foreign Policy (3 credits)
- POLI 403 Global Ecopolitical Analysis (3 credits)

**Group 2: Comparative Politics**
- POLI 393 Advanced Empirical Research Methods (3 credits)
- POLI 310 Politics of the U.S. (3 credits)

**Group 3: Canadian and Quebec Politics**
- POLI 351 Canadian Federalism (3 credits)
- POLI 356 Canadian Political Parties (3 credits)

**Group 4: Public Policy and Administration**
Nil/

**Group 5: Political Theory (Political Philosophy)**
Nil/

*Students may touch upon more than three of the five groups if they choose. For listing of all courses and their Group designations refer pages 4-5-6 of this guide or see the online list in the Undergraduate Calendar at [http://registrar.concordia.ca/calendar/](http://registrar.concordia.ca/calendar/)
7. What are my Elective Course Requirements?

Electives are the courses that you are free to choose in addition to the 42 credits you are allotted for your Political Science course requirements.

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

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

24 of your total elective credits must be taken outside of the Department of Political Science, 6 credits of which must meet the General Education Requirement (see page 12).

1. __________________ (General Education) 2.____________________ (General Education)
3. __________________ 4.____________________
5. __________________ 6.____________________
7. __________________ 8.____________________

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

1. __________________ 2. __________________ 3. __________________ 4. __________________
5. __________________ 6. __________________ 7. __________________ 8. __________________ /
90-credit program end

9. __________________ 10. __________________ 11. __________________ 12. __________________

13. __________________ 14. __________________ / 108-credit program end

15. __________________ 16. __________________ 17. __________________ 18. __________________ /
120-credit program end

NOTE: Students must take 54 credits within the Faculty of Arts and Science at Concordia University.
8. What is the General Education Requirement?

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

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

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

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

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

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

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

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

ESL courses or introductory English-language courses are not considered as substitutions for this requirement.
9. What should my course schedule look like in my first year? (September entry)

### FIRST YEAR - MAJOR IN POLITICAL SCIENCE

#### 1st YEAR

<table>
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<tr>
<th>FALL SEMESTER - /2</th>
<th>WINTER SEMESTER- /4</th>
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<tbody>
<tr>
<td>(Up to 5 courses)</td>
<td>(Up to 5 courses)</td>
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<tr>
<th>3 core courses chosen from:</th>
<th>2 core courses chosen from:</th>
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<tr>
<td>POLI 203 Intro Comparative Politics</td>
<td>POLI 203 Intro Comparative Politics</td>
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<tr>
<td>POLI 204 Intro Canadian Politics (not Online – EC or OL)</td>
<td>POLI 204 Intro Canadian Politics (not Online – EC or OL)</td>
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<tr>
<td>POLI 205 Intro International Relations</td>
<td>POLI 205 Intro International Relations</td>
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<td>POLI 206 Intro Western Political Theory</td>
<td>POLI 206 Intro Western Political Theory</td>
</tr>
<tr>
<td>POLI 207 Intro Political Science Research</td>
<td>POLI 207 Intro Political Science Research</td>
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</table>

+ Up to 2 electives or other introductory level Political Science courses.

Students can invert the order of these choices

### SECOND AND THIRD YEAR - MAJOR IN POLITICAL SCIENCE

Course selection can be made in consultation with an academic advisor prior to registration. Students enrolled in a double major must meet with the academic advisors from both departments.

*Political Science majors, minors or honours students MAY NOT TAKE POLI 204 Online (Lec. EC or OL) for credit.

*Any 200 level Political Science courses beyond the five core courses will not count towards the major program, but can be counted as electives.

  - If you cannot get into any core POLI courses for a particular semester, you MAY take all ELECTIVE courses.
  - Five courses, especially in your first semester, can be a lot.
10. BEFORE YOU REGISTER...

✓ Remember, POLI 204 Online (EC or OL) cannot be taken for Core course credit
✓ If you start in September, you MUST register for Fall and Winter at the same time
✓ Register on your MyConcordia Portal as soon as possible!
✓ It’s okay to take ALL elective courses if your core courses are unavailable
✓ Be tenacious with registration. There WILL be courses, but you have to keep trying!

11. How DO I REGISTER? The path to get started...

Registration is done on-line. Go to the Concordia University main page and from the menu bar open the ‘Student hub’. Select ‘An undergraduate student’ (inside the purple box). In Useful Links, select ‘Course registration’ and this will bring you to the instructions on “How to register”. Once there, systematically go through all 9 steps and follow all of the instructions carefully. “How to” guides (in PDF format) are available for you to print; go to the bottom of the page, in “Course Registration”.

**All new students are required to complete an Academic Integrity Quiz before they can proceed to register.**
12. These are the terms that may appear on your letter of acceptance. What do they mean?

Glossary of Terms

DEFICIENCIES: A deficiency is a required course that you are lacking for admission to your program. Courses marked with an "A" or "B" indicates that you must choose one of the two courses shown. Deficiencies should be completed as early in your studies as possible. In the case of Engineering and Computer Science students, deficiencies must be completed before registering for the program courses.

EXEMPTIONS: An exemption is awarded upon successful completion of certain courses and the attainment, when indicated, of a minimum grade. An exemption is not counted as credit towards a degree and therefore does not reduce program length. An exemption permits a student to register in an advanced course for which the exempted course is a prerequisite. Exemptions given for a program-required course must be replaced by another course in the department in consultation with a departmental advisor. Courses for which you have been awarded an exemption may not be taken for credit.

EXTENDED CREDIT PROGRAM (ECP): Students from varied educational structures, such as graduates of secondary schools from outside the province of Quebec, may be considered for admission to the ECP. All students admitted to the ECP are required to take a minimum of 30 credits in addition to regular degree program requirements. This ensures that the same length of time is taken to complete a program at Concordia as it would at any other university outside Quebec, approximately four years of full-time study. For more information on the ECP within specific Faculties, please refer to the appropriate Faculty section in the online Undergraduate Calendar.

MATURE ENTRY PROGRAM (MEP): Canadians and permanent residents who are 21 years of age or older and who lack required pre-university schooling may still be considered for admission to the MEP. The MEP requires the successful completion of a minimum of 18 additional credits. Course selection must meet certain admission requirements. In addition to any advising requirements for your program, it is recommended that you make an appointment with an advisor in the Student Transition Centre to learn more about these additional credits. You can book an appointment by calling 514-848-2472 (ext. 3896) or by emailing stc@concordia.ca.

TRANSFER CREDIT: Transfer credits are courses that are normally applied towards your degree and so reduce the length of your program. You may earn transfer credits from another post-secondary educational institution by changing degrees within Concordia. Please refer to the "Important Admission Information" section of your Offer of Admission for more details.

For a more comprehensive list of acronyms and university vocabulary, please visit: concordia.ca/programs-and-courses/undergraduate-programs/glossary-of-terms/
13. Explanation of Academic Terms

Some information retrieved from “Undergraduate Academic Advising Guide 2013-2014”:

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

Credit Loads
6-credit courses are normally taught over the Fall and Winter terms.
3-credit courses are normally taught over one term.
Full-time students normally take 12-15 credits per term.
Part-time students take 9 or less credits per term.
The maximum credit load for the summer session is 12 credits (excluding Co-op students).

24-Credit Rule
Before you are eligible to graduate, you must successfully complete a minimum of 24 credits of electives outside of your department or single discipline. To graduate, you must have a CGPA of 2.00 or better.

DNE
DNE, or Did Not Enter, means you officially withdrew from a course within the deadline. Check your current Undergraduate Calendar or Undergraduate Class Schedule and Registration Guide (found via the quick links on Concordia University’s main page) for the exact list of deadlines. There is a full refund.

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

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

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

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

F & FNS
A grade of F or FNS means that you have failed the course.
The MEP, or Mature Entry Program, is designed for persons 21 years of age or over, who are Canadian Citizens or Permanent Residents, and who have been out of school for at least 24 months. They are required to successfully complete an additional 18 credits to the regular 90-credit program. Some of the additional 18 credits may be specified.

Residence Requirement
A minimum of 50% of your core courses (and the last 45 credits of your degree) must be completed at Concordia University.

Student Request Committee
Students may make requests for exceptions to University and Faculty of Arts and Science academic regulations. Student Academic Services considers the merits of each request. Certain requests may be presented to the Student Request Committee. All students are informed of decisions by mail. Decisions of the committee are final. See the current Undergraduate Calendar, Section 16.1.8 for further details on the Student Request Committee.

14. Why is it important to know how to read my student record?

It is vital to your academic career to ensure that you preserve your Grade Point Average (GPA). If you are experiencing extraneous life circumstances, review your Student Record, look up the code definitions, and find out what measures you can take to rectify any grades that you have been allotted. See an Academic Advisor at any time to discuss your options.
Every student must maintain a minimum grade point average (GPA) of 2.0 ("C" average) in order to remain in good academic standing at the University. Failure to maintain a 2.0 GPA could lead to academic jeopardy. Your transcript and GPA are extremely delicate and you are responsible for ensuring that it is maintained. A bad semester can permanently affect your academic career.

Grade Point Average (GPA) Regulations
(See Academic Performance Regulations, sections 16.3.11 & 31.003.1 of the Concordia Undergraduate Calendar)

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

Conditional Standing
You are in conditional standing when you obtain an annual GPA of less than 2.00, but at least 1.50. A student is not permitted to obtain two consecutive conditional standing assessments. Students on conditional standing may not write supplemental exams. If placed on conditional standing you must follow the instructions in the e-mail sent to you regarding your academic standing.

Failed standing
Failed standing results from your GPA if it is less than 1.50, or if you obtain conditional standing in two consecutive periods of assessment.

What Happens if I Fall into Failed Standing?
If you are in failed standing for the first time, you are withdrawn from the University for a period of at least one year and must apply for readmission when you are ready to return. If you have extenuating circumstances, you may apply for immediate readmission by following the guidelines and deadlines in the instruction letter you have received from the Office of the Registrar and by visiting artsandscience.concordia.ca/currentstudents/degereerequirementsandprocedures/readmission for the readmission form and explanatory details. If you are in failed standing for the second time you must withdraw from the University for a period of three years. Second time failed students who wish to reapply for readmission may do so after a period of three years by applying to Student Academic Services, Faculty of Arts and Science. Failed students may not write supplemental exams. If re-admitted, failed students are placed on academic probation, and must obtain an annual GPA of at least 2.00 (C).
16. Going through a tough semester? Grades not what you want them to be?

A bad semester is like bad credit: It’s hard to fix. Take action so that you don’t end up being the student that says: “I wish I would have known what to do back then!”

If you have personal challenges during the semester:

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

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

There are two WITHDRAWAL DEADLINES:

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

17. BE AWARE OF IMPORTANT UNIVERSITY DEADLINES!

Retrieved from “Undergraduate Academic Advising Guide 2013-2014”

Deadline dates are published each year in the front of the Concordia Undergraduate Calendar (Section 11) and listed on your MyConcordia portal for:
- Withdrawing from a course with a tuition refund (DNE)
- Withdrawing from a course – no refund (DISC)
- Applying to complete work for a course after the course has finished (INC)
- Applying for re-evaluation of a grade
- Applying for replacement and supplemental exams
- Applying to graduate
- Applying for a DEF/MED notation
- Last day to register for courses

*Please consult your MyConcordia portal for dates. It is the student’s responsibility to be aware of all changes to deadlines.*
# 18. Concordia Services are Here to Help You!

Retrieved from Concordia’s “Guide to First Year – 2013 2014”
http://www.concordia.ca/content/dam/concordia/docs/GuideFirstYear.pdf

## Directory of Student Services and Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Student Resource Centre</td>
<td>All First Nations, Métis, and Inuit students are welcome.</td>
</tr>
<tr>
<td></td>
<td>- Academic support</td>
</tr>
<tr>
<td></td>
<td>- Guidance and support offered through an Elder</td>
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<td></td>
<td>- Traditional teachings</td>
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<tr>
<td></td>
<td>- Resource Center</td>
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<tr>
<td>Access Centre for Students with Disabilities (ACSD)</td>
<td>- Adapted textbooks and course materials</td>
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<tr>
<td></td>
<td>- Adaptive/assistive technology</td>
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<tr>
<td></td>
<td>- Consultation with professors</td>
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<td></td>
<td>- Liaison services</td>
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<tr>
<td></td>
<td>- Note-takers and readers</td>
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<tr>
<td>Career Resource Centre</td>
<td>- Workshops and career events</td>
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<tr>
<td></td>
<td>- Career and leadership resources</td>
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<tr>
<td></td>
<td>- Resumé and cover letter help</td>
</tr>
<tr>
<td></td>
<td>- Job search</td>
</tr>
<tr>
<td>Student Success Centre</td>
<td>- Student success mentors</td>
</tr>
<tr>
<td>SGW Campus: H 481, 514-848-2424, ext. 7369</td>
<td>- Workshops</td>
</tr>
<tr>
<td>Loyola Campus: AD 101, 514-848-2424, ext. 5901</td>
<td>- Writing assistance and learning resources</td>
</tr>
<tr>
<td></td>
<td>- Tutoring</td>
</tr>
<tr>
<td>Birks Student Service Centre</td>
<td>- Student ID cards</td>
</tr>
<tr>
<td>LB 185</td>
<td>- Transcripts and student records</td>
</tr>
<tr>
<td>514-848-2424, ext. 2668</td>
<td>- Distribution of forms for deferred/med grades, supplemental exams, degree</td>
</tr>
<tr>
<td>registrar.concordia.ca/ssc</td>
<td>transfers, re-admission, late completions, re-evaluations and appeals</td>
</tr>
<tr>
<td>Concordia Campus Security</td>
<td>- Campus security can be reached by phone, 24 hours a day.</td>
</tr>
<tr>
<td>514-848-3717 For emergencies, dial 3717 on any</td>
<td>- Lost and found</td>
</tr>
<tr>
<td>campus phone security.concordia.ca</td>
<td>- Walk safe escorts</td>
</tr>
<tr>
<td>Concordia Digital Store</td>
<td>For all your digital production and printing needs,</td>
</tr>
<tr>
<td>LB 115</td>
<td>including:</td>
</tr>
<tr>
<td>514-848-2424, ext. 3483</td>
<td>- Photocopies</td>
</tr>
<tr>
<td>digitalstore.concordia.ca</td>
<td>- Binding</td>
</tr>
<tr>
<td></td>
<td>- Digital and offset printing</td>
</tr>
<tr>
<td></td>
<td>- Specialty products (cards, signage, laminations, promotional materials)</td>
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<tr>
<td><strong>DIRECTORY OF STUDENT SERVICES AND RESOURCES</strong> (cont.)</td>
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<td>-------------------------------------------------------</td>
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<tr>
<td><strong>Concordia International</strong></td>
<td>- Student exchange programs (study abroad opportunities)</td>
</tr>
<tr>
<td>X Annex, X 105</td>
<td>- International internships</td>
</tr>
<tr>
<td>514-848-2424, ext. 4986</td>
<td>- International summer programs</td>
</tr>
<tr>
<td>international.concordia.ca</td>
<td></td>
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<tr>
<td><strong>Concordia Student Union (CSU)</strong></td>
<td>The CSU represents all undergraduate students at Concordia.</td>
</tr>
<tr>
<td>H 711</td>
<td>- Orientation (back to school!) and other ongoing student activities</td>
</tr>
<tr>
<td>514-848-2424, ext. 7474</td>
<td>- Book exchange</td>
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<tr>
<td>csu.concordia.ca</td>
<td>- CSU student groups</td>
</tr>
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<td></td>
<td>- CSU legal info clinic</td>
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<td></td>
<td>- Housing and job bank (HOJO)</td>
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<tr>
<td><strong>Counselling and Development</strong></td>
<td>- Educational Counselling</td>
</tr>
<tr>
<td>SGW Campus: H 440, 514-848-2424, ext. 3545</td>
<td>- Personal Psychological Issues</td>
</tr>
<tr>
<td>Loyola Campus: AD 103, 514-848-2424, ext. 3555</td>
<td>- Study Skills</td>
</tr>
<tr>
<td><a href="http://cdev.concordia.ca/">http://cdev.concordia.ca/</a></td>
<td></td>
</tr>
<tr>
<td><strong>Dean of Students Office</strong></td>
<td>- Co-Curricular Record</td>
</tr>
<tr>
<td>SGW Campus: H 637, 514-848-2424, ext. 3517</td>
<td>- Clubs and Associations</td>
</tr>
<tr>
<td>Loyola Campus: AD 121, 514-848-2424, ext. 4239</td>
<td>- Student support</td>
</tr>
<tr>
<td>deanofstudents.concordia.ca</td>
<td>- Volunteer opportunities and community service learning</td>
</tr>
<tr>
<td><strong>Concordia University Student Parents Centre</strong></td>
<td>Dedicated to offering support and services to assist student parents achieve their goals.</td>
</tr>
<tr>
<td>1410 Guy Street, Room 424 (2nd floor)</td>
<td>- Referrals and resources</td>
</tr>
<tr>
<td>514-848-2424, ext. 2431</td>
<td>- Safe and accessible space to congregate and study, with play area for children</td>
</tr>
<tr>
<td>cusp.concordia.ca</td>
<td>- Lounge with couches, microwave, computers and internet access</td>
</tr>
<tr>
<td><strong>Multi-Faith Chaplaincy</strong></td>
<td>A safe, welcoming community space that allows you to explore spirituality, faith, religion, values, meaning and ethics.</td>
</tr>
<tr>
<td>SGW Campus: Z Annex, Z 106, 514-848-2424, ext. 3593</td>
<td>- Interfaith Ambassador Program</td>
</tr>
<tr>
<td>Loyola Campus: AD 130, 514-848-2424, ext. 3588</td>
<td>- Lounge for studying, relaxing and hanging out</td>
</tr>
<tr>
<td>chaplaincy.concordia.ca</td>
<td>- Meditation rooms, chapel, and prayer rooms</td>
</tr>
<tr>
<td></td>
<td>- Spiritual guidance</td>
</tr>
<tr>
<td><strong>Financial Aid and Awards Office (FAAO)</strong></td>
<td>- Loans and bursaries</td>
</tr>
<tr>
<td>GM 220</td>
<td>- Short term advances/emergency loans</td>
</tr>
<tr>
<td>514-848-2424, ext. 3507</td>
<td>- Work-Study Program</td>
</tr>
<tr>
<td>faao.concordia.ca</td>
<td>- Tuition deferrals</td>
</tr>
<tr>
<td></td>
<td>- Bookstore line of credit</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>- Nurse clinic (by appointment and walk-in)</td>
</tr>
<tr>
<td>SGW Campus: GM 200, 514-848-2424, ext. 3565</td>
<td>- Physician clinic (by appointment and walk-in for urgent care)</td>
</tr>
<tr>
<td>Loyola Campus: AD 103-10, 514-848-2424, ext. 3575</td>
<td>- Health and wellness library</td>
</tr>
<tr>
<td>health.concordia.ca</td>
<td></td>
</tr>
</tbody>
</table>
| **Institute for Co-operative Education** | - Work-study opportunities  
- Co-op advisors  
- Co-op events and orientation |
| GM 430  
514-848-2424, ext. 3950  
co-op.concordia.ca |

| **International Students Office (ISO)** | - Immigration information  
- International student health insurance information  
- Information sessions and workshops |
| H 653  
514-848-2424, ext. 3515  
supportservices.concordia.ca/iso/ |

| **Libraries** | - Specialized collections (government information, maps, etc.)  
- Databases and E-journals  
- Reference and research assistance, consultation with librarians  
- Library and course-related workshops |
| SGW Campus: Webster Library Building, LB Building,  
514-848-2424, ext. 7777  
Loyola Campus: Vanier Building, VL Building, 514-848-2424, ext. 7766  
Library.concordia.ca |

| **Ombuds Office** | - Assists in the informal resolution of concerns and complaints related to existing University policies, rules and procedures |
| GM 1120  
514-848-2424, ext. 8658  
concordia.ca/services/concerns |

| **Recreation and Athletics** | - Personal training  
- Fitness, dance, and relaxation classes  
- Martial arts  
- Varsity and club teams  
- Intramural leagues |
| SGW Campus: EV S2.206, 514-848 2424, ext. 3860  
Loyola Campus: PA 104, 514-848 2424, ext. 3858  
athletics.concordia.ca |

| **Student Accounts** | - Help in understanding of student account balances  
- Payment plans  
- Receipts for payments received for personal or tax purposes |
| H 541  
514-848-2424, ext. 4900  
studentaccounts.concordia.ca |

| **Student Advocate Program** | - Assistance and guidance with issues related to Academic Code of Conduct and Code of Rights and Responsibilities. |
| H 645  
514-848-2424, ext. 3992/3536  
supportservices.concordia.ca/studentadvocateprogram |

| **Sustainable Concordia** | - Recycling services  
- Concordia Greenhouse  
- Workshop, speaker series and community events  
- Volunteer and internship opportunities |
| Z Annex, Z 204.1  
514-848-2424, ext. 5829  
sustainable.concordia.ca |
The Department of Political Science has zero tolerance for plagiarism.

1. **What is plagiarism?** The University defines plagiarism as “the presentation of the work of another person, in whatever form, as one’s own or without proper acknowledgement” (Concordia Undergraduate Calendar 2014-2015, p.57). Plagiarism is an academic offence governed by the Code of Conduct (Academic). To find out more about how to avoid plagiarism, see the Concordia University Student Learning Services guidelines at: http://cdev.concordia.ca/CnD/studentlearn/Help/handouts/WritingHO/AvoidingPlagiarism.html

2. Possible consequences include: 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.

3. See also “Resources on Avoiding Plagiarism” at: http://politicalscience.concordia.ca/undergraduate/plagiarism/

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

- Avoiding Plagiarism (Concordia University, Student Learning Services) http://cdev.concordia.ca/CnD/studentlearn/Help/handouts/WritingHO/AvoidingPlagiarism.html
- Plagiarism: What It Is and How to Avoid It (MIT) http://web.mit.edu/academicintegrity/plagiarism/what-is-common-knowledge.html
- How Not to Plagiarize (University of Toronto) http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize
20. Seek Assistance; See an Academic Advisor

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

**Undergraduate Program Director & Honours Advisor**

Dr. T. Smith  
Office: H 1225-29  
E-mail: polisci.UPD@concordia.ca

**Undergraduate Academic Advisors**

Dr. Richard Bisaillon  
Ms. Eve Pankovitch

*Please check the Political Science website for the latest advising schedule and then call for an appointment: 514-848-2424, ext. 2105.*

[http://www.concordia.ca/artsci/polisci/students/undergraduate.html#advising](http://www.concordia.ca/artsci/polisci/students/undergraduate.html#advising)

21. Where can you find more information about the department?

You can access the department website at [http://politicalscience.concordia.ca](http://politicalscience.concordia.ca)

This guide is accessible on the Political Science website:  
[http://politicalscience.concordia.ca/undergraduate/newstudentorientation/](http://politicalscience.concordia.ca/undergraduate/newstudentorientation/)

We wish you all the best in your academic career!