STUDENT ACADEMIC SERVICES
UNDERGRADUATE ADVISING GUIDE
ARTSANDSCIENCE.CONCORDIA.CA
## FALL (2182), FALL/WINTER (2183) AND WINTER TERMS (2184) 2018 – 2019

All dates are applicable to Undergraduate and Graduate Courses

<table>
<thead>
<tr>
<th>TERM</th>
<th>TERM DATES (Excluding make-up day)</th>
<th>FINAL EXAMINATION DATES</th>
<th>REGISTRATION</th>
<th>DROPPING A COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL (SESSION 13W)</td>
<td>Sept. 4 – Dec. 3</td>
<td>Dec. 5 – 19</td>
<td>September 17**</td>
<td>September 17</td>
</tr>
<tr>
<td>FALL/WINTER (SESSION 26W)</td>
<td>Sept. 4 – April 13</td>
<td>April 16 – May 5</td>
<td>September 17**</td>
<td>September 17</td>
</tr>
<tr>
<td>WINTER (SESSION 13W)</td>
<td>Jan. 7 – April 13</td>
<td>April 16 – May 5</td>
<td>January 21***</td>
<td>January 21</td>
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</table>

** a $75 late registration fee will be charged for registration of Fall (2182) or Fall/Winter (2183) courses made beginning September 4 or Winter (2184) courses made beginning January 7 if not already registered for any Fall (2182) or Winter (2184) courses.

** Due to increase of activity on the system and the speed of your internet connection, we recommend you do not wait until the last hour to withdraw from your course(s). All transactions must be completed and confirmed before 12 a.m. in order to meet the deadlines.

** The DNE deadline date (dropping a course without having to pay for it) for Fall (2182) and Fall/Winter (2183) courses is September 17. For Winter (2184) courses the DNE deadline date is January 21. Students who drop their courses after the DNE date will receive a DISC notation on their record and be responsible for full payment of the tuition and other associated fees.

### WHAT’S IN THE GUIDE?

- Most Frequently Asked Questions (FAQ) by Students
- Explanation of Academic Terms and Regulations
- Language Placement Tests
- General Education Requirement
- Arts and Science Students Academic Performance Regulations
- How to Calculate a Grade Point Average (GPA)
- Academic Integrity at Concordia University
- Important Academic Deadlines
- Graduation Check List
- Academic Assistance
- Campus Maps

For up-to-date information please visit: [concordia.ca/students/registration/term-dates-deadlines.html](http://concordia.ca/students/registration/term-dates-deadlines.html)
**MOST FREQUENTLY ASKED QUESTIONS (FAQ) BY STUDENTS**

1. **Who do I ask if I have a question?**
   Department advisors (Mathematics, History, etc.) can answer your questions concerning your program of study, general Faculty regulations and policies. For more detailed information on Faculty and degree requirements, contact Student Academic Services, L-AD-202; 848-2424 ext. 2104, to meet with an Academic Counsellor for assistance.

2. **Why is the Undergraduate Calendar my academic guide?**
   The undergraduate Calendar contains all the relevant academic information (regulations, policies, pre-requisites, course, program, and graduation requirements) that a student needs to know. Sections 11 – 25 refer to general information and regulations. Section 16 offers academic information (definitions and regulations). Section 31 provides information specific to the Faculty of Arts and Science.

3. **Where can I get help with non-academic issues?**
   The team offers many service areas to assist you, depending on your need(s). The Birks Student Service Centre is the best place to start if you're not sure where to go. The team there will help you find answers and quickly connect you to the university resources that suit your needs. Student services staff are also ready to help you keep fit and stay healthy, find a personal counselor, manage your budget and connect you with groups and clubs that suit your interests.

4. **What is a GPA?**
   GPA is an acronym for Grade point Average. We have two GPA's at Concordia university. One is the last annual GPA. It represents your academic performance for the past academic year that covers the summer session and continues to the end of the winter term. Students need a last annual GPA of 2.00 or higher to move ahead in their degree. The second one is the cumulative GPA. It represents your academic performance since entry into the university. Students need a last annual and cumulative GPA of at least 2.00 in order to graduate. For the calculation of the GPAs see Section 16.3.11 of the current university Calendar.

5. **What is the General Education Requirement?**
   The General Education requirement is a requirement for all students in Arts and Science that allows a student to add breadth to their degree by taking courses in Faculty sectors outside of their own (the faculty has three sectors: Science, Social Sciences and the Humanities). Students choose courses from outside of their program of study according to the regulations in Section 31.004 of the university Calendar.

6. **Do I have to take elective courses?**
   As an Arts and Science student you are required to successfully complete a minimum of 24 credits outside of your department or single discipline (Graduation requirements in Section 31.003, degree requirements, of the current university calendar). Note: You can replace electives credits with a second Major, a Minor, or a thematic Elective group. General Education courses are included in these 24 elective credits. You may also search online at concordia.ca/artsci/academics/degree-program-requirements.html#general-education.

7. **How can I meet other students?**
   For starters, turn to the left, right, front or behind you in class and introduce yourself. Concordia university, as well as the Faculty of Arts and Science, offers many opportunities to socialize and get acquainted with your fellow students. The Dean of Students office (AD-121, Administration Bldg. – Loyola Campus and H-637, Hall Bldg. – SGW Campus) is the place to go to find out about student clubs and organizations. The Concordia Student Union (H-711, Hall Building) is another great resource. In addition, most departments have undergraduate Student Associations who organize student activities. Look out for posters, flyers and e-mails announcing various student events. If you are not already following us, join us on Facebook at facebook.com/ConcordiaUniversity or you may also search online at concordia.ca/artsci/student-life/associations.html.

8. **How do I find time to do everything?**
   Time management. Keep an agenda/planner with you at all times. Make sure you get at least 2 hours of study time for every hour of class time. Of course, don’t forget relaxation and recreation, since studying requires your full concentration and being alert is a problem when you’re tired. If you need a refresher in time management skills, the Student Success Centre offers many workshops, at the beginning of both the Fall and Winter terms (SGW-H-440; 848-2424 ext. 3921 or Loyola-AD-103; 848-2424 ext. 3555). Remember, you can’t do absolutely everything, so you will have to prioritize your activities and responsibilities.
EXPLANATION OF ACADEMIC TERMS AND REGULATIONS

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

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

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

DISC
DISC, or discontinue, is an academic withdrawal and has no impact in the calculation of your GPA. Students remain financially responsible for the discontinued course(s).

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

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

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

External Credit
If you want to take a course at another university, you must apply in advance through your department. Final permission is given by Student Academic Services. Depending on where the courses are taken, normally a maximum of 12 credits is permitted. Without prior permission, no credits will be transferred. You may also search online at concordia.ca/artsci/students/transfer-credits.html.

F
A grade of F means that you have failed the course. You may write a supplemental examination if you are eligible.

FNS
A grade of FNS means that you failed the course, and no supplemental examination is available for the course.

Honours Regulations
Students seeking admission to an Honours program must meet the following conditions:

1. New students are eligible to apply for entry into Honours programs at the time of their admission. CEGEP applicants must have a minimum CRC score of 28.000 and high school applicants must have a minimum average of 85% (a higher average/GPA may be required for certain competitive programs).

2. Current students must have a minimum cumulative GPA of 3.30 to be eligible to apply into an Honours program. All students must maintain a minimum cumulative GPA of 3.30, as well as a minimum annual GPA of 3.30 within the Honours program. Some programs have additional requirements for entry. Check with your departmental advisor.

3. The Honours Committee considers applications from potential Honours students and exceptions to the Honours regulations. If you want to apply to an Honours program you may do so through the Honours advisor of your department.

MEP
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.

Overload
Full-time students with at least 24 credits completed on their transcript and a Cumulative GPA of 3.00 or above may, with the permission of their Department Advisor, register for one extra 3-credit course per term. A maximum of 15 credits is allowed in the Summer session and 18 credits per term are allowed in the Fall/Winter sessions.

Repetition of Courses
If you repeat a course that you have previously passed you will only receive credit for one attempt. The grade from the most recent attempt will be used in the calculation of the annual and cumulative GPA.

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. If you want to make a request you must see your departmental advisor to complete the appropriate form. 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 16.1.7 for further details on the Student Request Committee. You may also search online at concordia.ca/artsci/undergraduate/calendar/current/sec16/16.html.
LANGUAGE PLACEMENT TESTS

If you want to register for courses in English as a Second Language, English Composition, French Language, German, Hebrew, Italian, Spanish, Mandarin Chinese, Modern Arabic or Russian you must take the following steps:

ENGLISH AS A SECOND LANGUAGE - (ESL)
If English is not your first language and you want to take an ESL course, it is necessary to take a placement test before your registration day. Call the Teaching English as a Second Language Centre (TESL Centre) at 514-848-2424 ext. 2453 for an appointment to take the test.

ENGLISH COMPOSITION - (ENGL 206, 207, 208, 210, 212, 213, 396)
There are many levels of English composition courses available, from basic writing skills to advanced composition. All students are required to take a placement test before registering for a composition course for the first time. For further information on taking the test call 514-848-2424 ext. 2340.

FRENCH LANGUAGE
If you are not in a program in Études françaises, visit francais.concordia.ca/artsci/francais/etudiants/classement.html to take an online placement test to determine the level of elective French language course you are permitted to take for credit. Check your acceptance letter or transcript for any exemptions or credits you may have from your previous academic background. For information on where to obtain the course selection guide call 514-848-2424 ext. 7500.

MODERN LANGUAGES - (German, Hebrew, Italian, Mandarin Chinese, Modern Arabic, Russian, Spanish)
If you do not have any exemptions or transfer credits for the language, contact the Department of Classics, Modern Languages and Linguistics to determine the correct level for you at 514-848-2424 ext. 2310. For information on the Department's online language placement test for Arabic, Chinese, German, Italian or Spanish visit concordia.ca/artsci/cmll/programs/undergraduate/modern-languages/language-placement.html#guidelines.

GENERAL EDUCATION REQUIREMENT

An education for life requires the ability to read, write, speak, reason, compute, and listen effectively. This is true for all students, whether they are in the social sciences, humanities, natural sciences, or any other Faculty in the University. 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. Students may also draw from courses offered by the Faculty of Engineering and Computer Science, the Faculty of Fine Arts and the John Molson School of Business. Number of general education credits required:

• Number of general education credits required: 6

• Distribution Requirement: The Faculty of Arts and Science divides its departments and their respective programs into three disciplinary sectors as follows:

<table>
<thead>
<tr>
<th>DISCIPLINARY SECTORS</th>
<th>HUMANITIES</th>
<th>SOCIAL SCIENCE</th>
<th>SCIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCIENCE</td>
<td>Classics, Modern Languages and Linguistics</td>
<td>Applied Human Sciences</td>
<td>Biology</td>
</tr>
<tr>
<td></td>
<td>Communication Studies</td>
<td>Economics</td>
<td>Chemistry/Biochemistry</td>
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<tr>
<td></td>
<td>English</td>
<td>Education</td>
<td>Exercise Science</td>
</tr>
<tr>
<td></td>
<td>Études françaises</td>
<td>Geography, Planning and Environment</td>
<td>Mathematics and Statistics</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>Loyola College for Diversity &amp; Sustainability</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Media Studies</td>
<td>Political Science</td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>Media Studies</td>
<td>Political Science</td>
<td>Science College</td>
</tr>
</tbody>
</table>
How does the General Education Requirement Work?

You are in a Major in Biology?
So you have one concentration?
No problem.
You can take:
• 3 credits social science + 3 credits humanities OR
• 6 credits social science
• 6 credits humanities

You are in a Major in Theological Studies and a Major in History?
Two concentrations from the same disciplinary sector?
No problem.
You can take:
• 3 credits social science + 3 credits science OR
• 6 credits social science
• 6 credits science

You are in an Honours in Psychology and a Minor in Religion?
Two concentrations?
Two disciplinary sectors?
No problem.
You’ve satisfied the general education requirement!

Confused?
Contact your departmental or Faculty academic advisor

Bottom line: Students will not be permitted to graduate if all of their courses are drawn from one disciplinary sector only.

ARTS AND SCIENCE STUDENTS ACADEMIC PERFORMANCE REGULATIONS

Grade Point Average (GPA) Regulations
(See Academic Performance Regulations, sections 16.3.10 & 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 programs of study, following the advice of their academic departments.

Conditional Standing
You are in conditional standing when you obtain an annual GPA between 1.50-1.99. Although you may continue in your studies, in order to be able to register, you must first meet with your departmental advisor (some programs may have additional requirements). To return to acceptable standing you must obtain an annual GPA of at least 2.00 in your next assessment. If you obtain two consecutive conditional standings, you will be in failed standing. Students in conditional standing are not allowed to write supplemental examinations.

Failed Standing
Failed standing results if your GPA falls between 0.00-1.49 or if you obtain two consecutive conditional standings. 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 will need to apply for readmission when you are ready to return. If you have extenuating circumstances, you may apply for immediate readmission by following the deadlines and guidelines in the instruction letter you have received from the Office of the Registrar and by visiting concordia.ca/artsci/students/readmission.html for details. If you are in failed standing for the second time, you must withdraw from the University for a period of three years. Failed students may not write supplemental examinations.
Readmission

First time failed students in Arts and Science who wish to apply for readmission should follow the instructions found in their letter from the Office of the Registrar AND should apply to Student Academic Services, Faculty of Arts and Science. Please visit concordia.ca/artsci/students/readmission.html for the readmission form and explanatory details. Second time failed students in Arts and Science who wish to apply for readmission may do so after a period of three years by making an appointment with Student Academic Services, Faculty of Arts and Science.

If re-admitted, failed students are placed on academic probation, and must obtain an annual GPA of at least 2.00 (C) at their next assessment. Other conditions are determined at the time of re-admission.

Graduation Requirements for Degree Students

In order to graduate, you must satisfy all course requirements in your program, and be in acceptable standing (Annual and cumulative GPA must be 2.00 or above.). If you do not obtain acceptable standing, but are in conditional standing (Annual GPA of 1.50-1.99), you will not be able to graduate, but must register for additional courses.

HOW TO CALCULATE A GRADE POINT AVERAGE (GPA)

Grades have point values:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
</tbody>
</table>

Failed grades have a zero (0) point value, F, FNS, R, NR.

Courses are assigned a specific number of credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>PSYC 200</td>
<td>6</td>
</tr>
<tr>
<td>SOCI 203</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 331</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 225</td>
<td>1</td>
</tr>
</tbody>
</table>

1. Multiply the point value by the credits for the course. The product of this multiplication will be the weighted grade points.

2. Divide the total weighted grade points by the total number of credits to obtain the GPA, (Grade Point Average).

eg.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Points</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 200</td>
<td>A</td>
<td>4.0</td>
<td>6</td>
</tr>
<tr>
<td>SOCI 203</td>
<td>B+</td>
<td>3.3</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 331</td>
<td>D-</td>
<td>0.7</td>
<td>2</td>
</tr>
<tr>
<td>PHYS 225</td>
<td>F</td>
<td>0.0</td>
<td>1</td>
</tr>
</tbody>
</table>

\[
\text{Total weighted grade points} = 4.0 \times 6 + 3.3 \times 3 + 0.7 \times 2 + 0.0 \times 1 = 35.3
\]

\[
\text{Total number of credits} = 12
\]

\[
\text{GPA} = \frac{35.3}{12} = 2.94 \text{ (GPA)}
\]
ACADEMIC INTEGRITY AT CONCORDIA UNIVERSITY

Concordia University is committed to ensuring that both students and faculty are honest in their academic endeavours. Like many universities, Concordia has an Academic Code of Conduct which specifies what academic integrity means for students and what can happen if you are not honest in the presentation of your work.

To learn all about Academic Integrity at Concordia, visit www.concordia.ca/students/academic-integrity.html. Simply put, the Academic Code of Conduct says that:

IT IS NOT OK TO:
• Copy from ANYWHERE without saying where it came from.
• Use someone else’s direct words without using quotation marks and a reference.
• Let students copy your work and then submit it as their own.
• Hand in the same assignment in more than one class.
• Have unauthorized material in an exam, such as cheat sheets, crib notes.
• Copy from someone else’s exam.
• Communicate with another student during an exam by talking or using some form of signals.
• Add or remove pages from an examination booklet or take the booklet out of an exam room.
• Get hold of, or steal, an exam or the answers or questions for an assignment.
• Write a test or exam for someone else or have someone write for you.
• Hand in false documents such as medical notes, transcripts or records.
• Falsify data or research results.

OR TO:
• Have unauthorized material in an exam, such as cheat sheets, crib notes.
• Have a cell phone, iPod, BlackBerry or any other electronic communication device in your possession during an exam or test.

YOU DON’T HAVE TO BE CAUGHT USING THEM – JUST HAVING THEM WILL GET YOU INTO TROUBLE!

For a complete description of the Academic Code of Conduct refer to the Graduate and Undergraduate Calendars or visit www.concordia.ca/about/policies/theme.html#studentlife

BUT IF YOU DO ANY OF THIS:
• The professor will file an incident report.
• You will be asked to come to an interview with the Associate Dean/Code Administrator.
• A decision will be made to uphold or dismiss the charge.
• If the charge is upheld, one or more of the following sanctions will be given:
  • A letter of reprimand
  • Resubmit the assignment
  • A grade of “0” in the assignment or exam
  • A failing grade in the course with no right to a supplemental exam
  • Requirement to take up to an additional 24 credits
  • A charge of academic misconduct will appear on your student record.

If you believe the charge was incorrectly upheld, you have the right to request a hearing before an Academic Hearing Panel composed of three professors and two students. This is not an appeal but is a complete rehearing of the case. The Academic Hearing Panel has the authority to recommend the same sanctions as the Associate Dean/Code Administrator, as well as:
• Suspension of up to 2 years (six academic terms)
• Expulsion from the University (subject to final approval by the Provost of the University.)
IMPORTANT ACADEMIC DEADLINES

Deadline dates are published each year in the front of the Concordia Undergraduate Calendar (Section 11) for:

- Last Day to register for courses
- 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 a re-evaluation of a grade
- Applying for replacement and supplemental exams
- Applying to graduate
- Applying for a DEF/MED notation

For information, call the Office of the Registrar, 514-848-2668 or http://www.concordia.ca/events/academic-dates.html.

GRADUATION CHECK LIST

Department Requirements
- Complete courses necessary for your program
- Follow the Calendar requirements for the year you entered your Major, Specialization, Honours or Minor
- Any course substitution in your program requires written permission from Student Academic Services upon the recommendation of your departmental advisor
- Keep written permission for course substitutions

Faculty of Arts & Science Requirements
- Complete 24 credits from outside your department or single discipline

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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- Complete the General Education requirement
- Complete any deficiencies. These are listed in your Offer of Admission and on your student record

University Requirements
- Both the last annual and cumulative Grade Point Average (GPA) must be 2.00 or above
- Apply to graduate

https://www.concordia.ca/content/dam/concordia/docs/your-sis/SIS-Apply-to-Graduate.pdf

Deadlines
- January 15 for Spring Graduation
- July 15 for Fall Graduation
ACADEMIC ASSISTANCE

Department Academic Advisors
Call your Department to make an appointment with an academic advisor for advising on your academic program. Visit concordia.ca/artsci/students/department-advisors.html for a complete listing of advisors.

Student Academic Services
Call 514-848-2424 extension 2104 to make an appointment with an Academic Counsellor for information on academic regulations or academic problems.

Birks Student Service Centre
Call 514-848-2424 extension 2668 (SGW) for general information and help with administrative and financial matters.

Counselling and Psychological Services
Call 514-848-2424 extension 3555 (SGW) to find out about their services.

Student Success Centre
Call 514-848-2424 extension 7369 (SGW) or 5901 (LOY) to connect with a Concordia student mentor.

Access Centre for Students with Disabilities
Call 514-848-2424 extension 3525 (SGW) for help with academic matters for disabled students. TDD service is available for hearing impaired persons.

Aboriginal Student Resource Centre
Call 514-848-2424 extension 7327 (SGW) for help with academic matters for Indigenous students.
Student Academic Services
is located on the Loyola Campus.
We can be reached at:
The Administration Building
7141 Sherbrooke St. W.
AD-202
Montreal, Quebec H4B 1R6
Tel: 514-848-2424 ext. 2104
Fax: 514-848-3092
sas.fas@concordia.ca
The Student Academic Services Office
is open daily (Mon-Fri) from 9 a.m. to 5 p.m.

Revised Fall 2018