



STUDENT ACADEMIC SERVICES

# UNDERGRADUATE ACADEMIC ADVISING GUIDE



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



FACULTY OF  
ARTS AND SCIENCE



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## MOST FREQUENTLY ASKED QUESTIONS (FAQ)

### 1. How can I get the most up-to-date registration information?

Information can be found at on the University's registration [page](#).

### 2. Who do I speak to about academic concerns?

**Department advisors** (each department has one!) can answer your questions regarding your program of study and general questions about regulations and policies. For more detailed information on degree requirements, you can contact **Student Academic Services**, to meet with an **Advisor** for assistance.

### 3. Where can I find important academic information at Concordia University?

The **Undergraduate Calendar** contains all the relevant academic information (regulations, policies, pre-requisites, course descriptions, 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.

### 4. Where can I get help with non-academic issues?

The University 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 unsure where to go. The team there will help you find answers and quickly connect you to the university resource(s) that meets your needs. Other **Student Service** areas 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.

### 5. What is a GPA?

GPA is an acronym for Grade Point Average. We have two GPAs at Concordia University. One is the assessment GPA. It represents your academic performance during the academic year covering the summer, fall and winter terms if you have attempted 12 credits. Students need an assessment GPA of 2.00 or higher to continue taking courses in their degree. The second one is the cumulative GPA. It represents your academic performance over your whole course of study within your degree. Students need an assessment and cumulative GPA of at least 2.00 in order to graduate. *See calculation of the GPA.*

### 6. How do I know what courses I have to take?

Students are admitted to either a Bachelor degree (BA, BEd or BSc - 90, 108 or 120 credits) or a Certificate (30, 48 or 60 credits). If admitted to a degree, you must meet your degree requirements (General Education, 24 credit rule, etc.), as well as, your program of study requirements (Honours - 60-72 credits, Specialization - 60-66 credits, Major - 36-45 credits or Minor - 24-30 credits). Students also take elective courses to complete the remaining credits to earn their degree. Your **department advisor** is available to review this with you. Students can also review the academic requirements report. Steps to do this can be found at <https://www.concordia.ca/students/your-sis/view-academic-requirements-report.html>



## 7. What are elective courses?

As an Arts and Science student, you must successfully complete a minimum of 24 credits outside the single discipline defined by the four-letter course prefix of your program. Elective courses allow you to study in other disciplines to broaden your knowledge. You can replace elective courses with a second Major, a Minor, or a thematic **Elective group**. You can satisfy your degree's General Education requirement with your electives. Depending on the sector that your program of study falls in, you will take elective courses from either one or both of the other sectors. More information on the General Education rule can be found [here](#).

## 8. How can I meet other students?

Concordia University, as well as the Faculty of Arts and Science, offers many opportunities to socialize and become acquainted with your fellow students. The **Dean of Students Office** is the place to go to find out about student clubs and organizations. The **Concordia Student Union** is another great resource. In addition, most departments have **Undergraduate Student Associations** that 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](https://facebook.com/ConcordiaUniversity)**.

## 9. How do I find time to do everything?

Time management and being organized is essential! 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. 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 study.

### Credit Loads

Full year courses (fall through winter) are normally 6-credits. One-term courses are normally 3 credits.

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 outside the single discipline defined by the four-letter course prefix of your program.

### DISC

DISC notation, or discontinue, is an academic withdrawal from a course, or courses. This academic withdrawal has no impact in the calculation of the GPA. Students remain financially responsible for the discontinued course(s).

### DNE

DNE notation, or Did Not Enter, is an official withdrawal from a course by the appropriate deadline. Students receive a full refund of all tuition and administrative fees.

### ECP

ECP, or Extended Credit Program, is for students from high school outside Quebec. These students must complete an additional 30 credits to the regular 90-credit degree. In some cases, specific courses satisfy the additional 30 credits.

### Elective Course

Elective course are course taken outside of your core program (Major, Minor, etc.). They can come from another department or Faculty.

### External Credit

Earning credits at another school. Students must have prior permission to transfer external credits to Concordia University.

This can be done via several ways: the Student Request process, INTU or through the CSEP. Without prior permission, we do not transfer credits. Student Academic Services gives final permission. For more information, please go [here](#).

## MEP

The MEP, or Mature Entry Program, is for persons 21 years of age or over, who are Canadian Citizens or Permanent Residents, who have been out of school for at least 24 months. These students must successfully complete an additional 18 credits to the regular 90-credit degree. In some cases, specific courses satisfy the additional 18 credits.

## Overload

Normally, the maximum number of credits is 15 per term (12 in the summer). For various reasons, students may wish to attempt more in a particular term. To be eligible for a credit overload, students must be:

- Full-time students, with at least 24 Concordia credits completed on their transcript, and a Cumulative GPA of 3.00 or above
- Apply, via **Student Request**, for a 3 credit overload to a maximum of 18 credits in either the fall or winter terms or 15 in the summer term.

## Course Repeat

Students can repeat a course once. To be eligible to repeat a course a second time, the student must:

- Be in acceptable standing (GPA of a 2.00 or higher)
- Apply, via **Student Request** that includes the term and section of the course

Students only receive credit once for a successfully completed courses.

Repeating a course in the same academic year (summer, fall or winter) will effect both the assessment and cumulative GPA.

Repeating a course in a subsequent academic year only affects the cumulative GPA.

The grade for the latest attempt at the course is the one used in the GPA calculation.

## Residence Requirement

You must complete a minimum of 50% of your core courses, and your degree, at Concordia University. You must also complete the last 45 credits of your degree at Concordia University.

## Student Request

Students may request exceptions to academic regulations. To ask for an exception to a rule, students do this via the **Student Request** process. In some cases, an Advisor may forward your request to the Student Request Committee (SRC). Students receive decisions via email. Decisions of the SRC are final.





## 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 first take a placement test. This should be taken several weeks before you register for courses. Please 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)

We offer many levels of English composition courses, from basic writing skills to advanced composition. Students must take a placement test before registering for a composition course for the first time. To register for this course you must either have the prerequisite listed or write a 45-minute *Placement Test*.

### FRENCH LANGUAGE

If you are not a student in the Département d' Études françaises, but wish to take a French course, you must take a placement **test** first. Verify your acceptance letter or transcript for any exemptions or credits you may have from your previous academic background.

### MODERN LANGUAGES - (German, Hebrew, Italian, Mandarin Chinese, Modern Arabic, Russian, Spanish)

If you do not have any exemptions or transfer credits for the language of interest, you must take a placement **test** first.





# 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 in any other Faculty in the University. The General Education Requirement is a part of your degree to provide breadth to your program of study.

A graduation candidate 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 Gina Cody School of Engineering and Computer Science, the Faculty of Fine Arts or the John Molson School of Business.

If you are in a combined program (Major/Minor), and one of your programs is in a sector different from one of your programs of study, you satisfy the General Education requirement.

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

<b>DISCIPLINARY SECTORS</b>	<b>HUMANITIES</b>	<ul style="list-style-type: none"> <li>• Classics, Modern Languages and Linguistics</li> <li>• Communication Studies</li> <li>• English</li> <li>• Études françaises</li> <li>• History</li> </ul>	<ul style="list-style-type: none"> <li>• Journalism</li> <li>• Liberal Arts College</li> <li>• Philosophy</li> <li>• School of Irish Studies</li> <li>• Theological Studies</li> </ul>
	<b>SOCIAL SCIENCE</b>	<ul style="list-style-type: none"> <li>• Applied Human Sciences</li> <li>• Economics</li> <li>• Education</li> <li>• Geography, Planning and Environment</li> <li>• Loyola College for Diversity &amp; Sustainability</li> <li>• Political Science</li> </ul>	<ul style="list-style-type: none"> <li>• Religions and Cultures</li> <li>• School of Community and Public Affairs</li> <li>• Sociology and Anthropology</li> <li>• Simone de Beauvoir Institute</li> </ul>
	<b>SCIENCE</b>	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry/Biochemistry</li> <li>• Exercise Science</li> <li>• Mathematics and Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Physics</li> <li>• Psychology</li> <li>• Science College</li> </ul>



## ACADEMIC PERFORMANCE REGULATIONS

Students are assessed, once a year, at the end of May, if they attempt at least 12 credits over the summer, fall and winter terms.

### Grade Point Average (GPA) Regulations

#### Acceptable Standing

To be in acceptable standing, you must obtain an assessment GPA of at least 2.00 (C grade). 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 assessment GPA between 1.50- 1.99. Although you may continue in your studies, to register, or make changes to your registration, you must first follow the instructions in your assessment letter (some programs may have additional requirements). To return to acceptable standing, you must obtain an assessment GPA of at least 2.00 at your next assessment. If you obtain two consecutive conditional standings assessments, you will be in failed standing. Students in conditional standing cannot write supplemental examinations

#### Failed Standing

Failed standing results if your assessment 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. If you are in failed standing for the second time, you must withdraw from the University for several years. Failed students cannot write supplemental examinations.





### Readmission

First-time failed students, who wish to apply for readmission, should follow the instructions found in the Office of the Registrar assessment letter. Second-time failed students who wish to apply for readmission may do so after a period of several years by making an appointment with an Advisor at **Student Academic Services**, Faculty of Arts and Science.

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

### Graduation Requirements

In order to graduate, you must satisfy all course requirements in your program, and be in acceptable standing (assessment 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, and must register for additional courses.





## HOW TO CALCULATE A GRADE POINT AVERAGE (GPA)

Grades have point

A+ = 4.3	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7

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

Courses are assigned a specific number of credits:

eg. PSYC 200	=	6 credits
SOCI 203	=	3 credits
CHEM 331	=	2 credits
PHYS 225	=	1 credit

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. PSYC 200	A	$4.0 \times 6$ (credits) =	24.0
SOCI 203	B+	$3.3 \times 3$ (credits) =	9.9
CHEM 331	D-	$0.7 \times 2$ (credits) =	1.4
PHYS 225	F	$0.0 \times 1$ (credits) =	0.0
		12 (credits)	35.3
		$35.3 \div 12 =$	<u>2.94 (GPA)</u>





## 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 that 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](http://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 from where it came.
- 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!**



## IMPORTANT ACADEMIC DEADLINES

Each year the University publishes important **deadlines**: It is your responsibility to know them!

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





## GRADUATION CHECK LIST

### Department Requirements

- Complete core courses necessary for your program
- Follow the Calendar requirements for the year you began your Major, Specialization, Honours or Minor
- Any course substitution approved by Student Academic Services

### Faculty of Arts & Science Requirements

- Complete 24 credits outside the single discipline defined by the four-letter course prefix of your program.

Course

Credits

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

total 24 credits

- 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 assessment and cumulative Grade Point Average (GPA) must be 2.00 or above
- Apply to graduate

### Deadlines

January 15 for Spring Graduation/July 15 for Fall Graduation



## ADDITIONAL ASSISTANCE

### Department Advisors

Visit your department's webpage to meet with a **department advisor** for information on your academic program.

### Student Academic Services

To connect with an **Advisor** for additional 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. You can also email [students@concordia.ca](mailto:students@concordia.ca).

### 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.

### Career and Planning Services

Call 514-848-2424 extension 7345 for career advising and/or counselling.

### 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.

### Otsenhakta Student Center

Call 514-848-2424 extension 7327 (SGW) for help with academic matters for Indigenous students.





### Student Academic Services

[www.concordia.ca/artsci/students/sas.html](http://www.concordia.ca/artsci/students/sas.html)

### Birks Student Service Centre

[www.concordia.ca/students/birks.html](http://www.concordia.ca/students/birks.html)

### Counselling and Psychological Services

[www.concordia.ca/students/counselling.html](http://www.concordia.ca/students/counselling.html)

### Student Success Centre

[www.concordia.ca/students/success.html](http://www.concordia.ca/students/success.html)

### Access Centre for Students with Disabilities

[www.concordia.ca/students/accessibility.html](http://www.concordia.ca/students/accessibility.html)

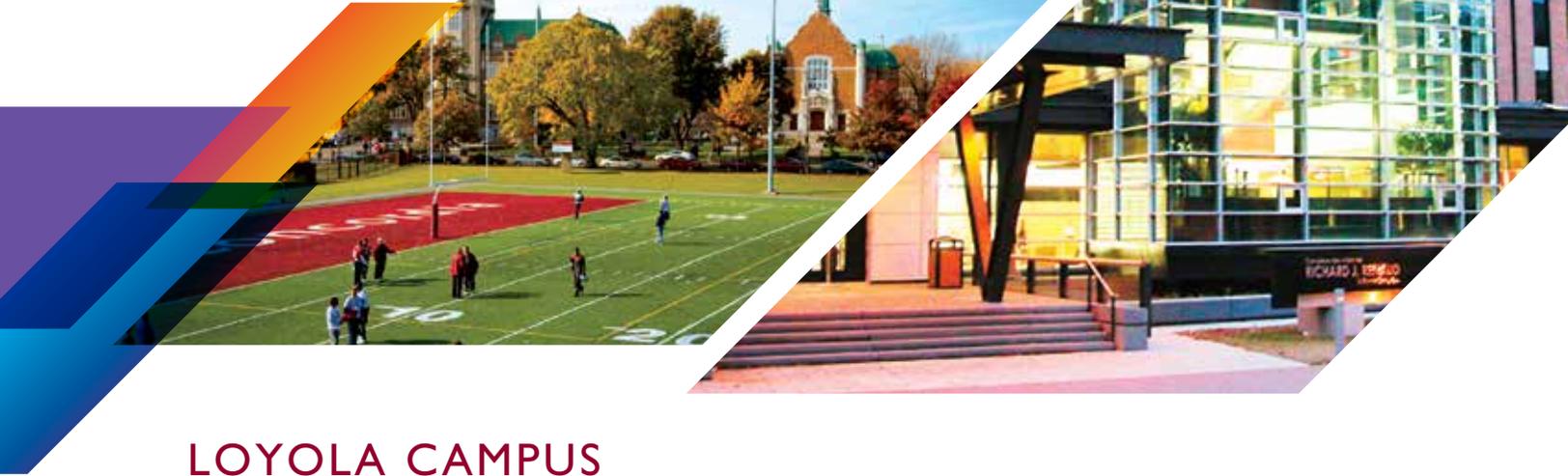
### Otsenhakta Student Center

[www.concordia.ca/students/aboriginal.html](http://www.concordia.ca/students/aboriginal.html)

### Career and Planning Services

[www.concordia.ca/students/success/career-planning.html](http://www.concordia.ca/students/success/career-planning.html)



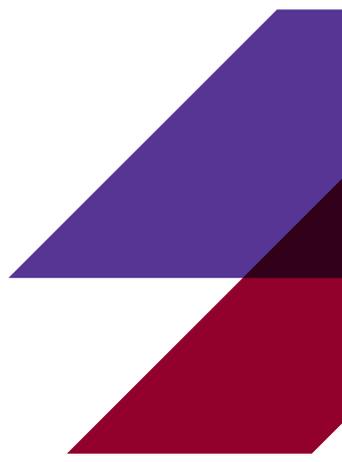


# LOYOLA CAMPUS



- AD Administration Building
- BB Les P'tit Profs Daycare
- BH Les P'tit Profs Daycare
- CC Central Building
- CJ Communication Studies and Journalism Building
- DO Stinger Dome
- FC FC. Smith Building
- GE Centre for Structural and Functional Genomics
- HA Hingston Hall, wing A
- HB Hingston Hall, wing B
- HC Hingston Hall, wing C
- HU Applied Science Hub
- JR Jesuit Residence
- PB 7200 Sherbrooke W.
- PC PERFORM Centre
- PS Physical Services Building
- PT Oscar Peterson Concert Hall
- PY Psychology Building
- RA Recreation and Athletics Complex
- RF Loyola Jesuit Hall and Conference Centre
- SC Student Centre
- SH Solar House
- SI Saint-Ignatius of Loyola Church
- SP Richard J. Renaud Science Complex
- TA Terrebonne Building
- TB Terrebonne Building
- VE Vanier Extension
- VL Vanier Library Building





Student Academic Services is located on the Loyola Campus

We are reachable at:

AD-202

7141 Sherbrooke St. W.

Montreal, Quebec H4B 1R6 Tel: 514-848-2424 ext. 2104

Fax: 514-848-3092

[sas.fas@concordia.ca](mailto:sas.fas@concordia.ca)

The Student Academic Services Office is open daily (Mon-Fri) from 9 a.m. to 5 p.m.

Revised winter 2022