

STUDENT ACADEMIC SERVICES

UNDERGRADUATE ACADEMIC ADVISING GUIDE





concordia.ca/artsci

Université Concordia University

FACULTY OF
ARTS AND SCIENCE


LOYOLA
CONCORDIA

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FREQUENTLY ASKED QUESTIONS (FAQ)

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

   Term dates and deadlines are on the webpage.

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

   Department advisors can answer your questions regarding your program of study and 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 students need 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 services to assist you, depending on your needs. The *Birks Student Service Centre* is the best place to start if you are unsure where to go. The team there will help you find answers and 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 to graduate.

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

   Students are admitted to either a bachelor's degree (BA, BEd or BSc - 90, 108 or 120 credits) or a Certificate (30 credits). If admitted to a degree, you must meet your degree requirements (General Education, and the 15 credit Breadth requirement, 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 should review their academic requirements report.





7. What are elective courses?

You must successfully complete a minimum of 15 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. A list of elective courses, open to all students, is on our website. You can also 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. Read more information on the General Education rule

8. How can I meet other students?

The university offers opportunities to socialize and become acquainted with your fellow students. The *Office of Student Life & Engagement* 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 on Instagram, or on *Facebook*.

9. How do I find time to do everything?

Time management and organization are essential! Keep an agenda/your calendar with you. Make sure you get at least 2 hours of study time for every hour of class time. Do not forget relaxation and recreation, since studying requires your full concentration and being alert is a problem when you are tired. If you need a refresher in time management skills, the *Student Success Centre* offers workshops, at the beginning of both the Fall and Winter terms. Remember, you cannot do absolutely everything, so you will have to prioritize your activities and responsibilities.







EXPLANATION OF ACADEMIC TERMS AND REGULATIONS

Core Course

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 in the fall and winter terms. 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

Students admitted **before** 2026, to be eligible to graduate, must successfully complete a minimum of 24 credits outside the single discipline defined by the four-letter course prefix of your program.

Breadth Requirement

Students admitted **after** 2026, to be eligible to graduate, must successfully complete a minimum of 15 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.

Extended Credit Program (ECP)

ECP is for students from 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 courses are courses taken outside of your core program (Major, Minor, etc.). They can come from another department or Faculty.

External Credit

Earning credits from another school. Students must have prior permission to transfer external credits to Concordia University. This can be requested by the Student Request process, INTU or through CSEP. Without prior permission, we do not transfer credits. Student Academic Services gives final permission.

Mature Entry Program (MEP)

MEP 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, and lack the normal academic requirements for admission. 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.

Credit Overload

The maximum number of credits is 15 per fall and winter terms (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.
- Complete a *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 twice. To be eligible to repeat a course for a third time, the student must:

- Be in acceptable standing (GPA of a 2.00 or higher)
- Complete a *Student Request* that includes the term and section of the course Students receive credit once for a successfully completed course.

Repeating a course in the same academic year (summer, fall or winter) will impact both the assessment and cumulative GPAs. Repeating a course is 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 complete the last 45 credits of your degree at Concordia University.

Student Requests

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 from 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 may be required to or 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. Email the department to make an appointment to take the ConCEPT 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

A graduation candidate must satisfy the Arts and Science General Education Requirement by successfully completing 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.

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

DISCIPLINARY SECTORS			
	HUMANITIES	• Classics, Modern Languages and Linguistics • Communication Studies • English • Études françaises • History	• Journalism • Liberal Arts College • Philosophy • School of Irish Studies • Theological Studies
	SOCIAL SCIENCE	• Applied Human Sciences • Economics • Education • Geography, Planning and Environment • Loyola College for Diversity & Sustainability • Political Science	• Religions and Cultures • School of Community and Public Affairs • Sociology and Anthropology • Simone de Beauvoir Institute
	SCIENCE	• Biology • Chemistry/Biochemistry • Exercise Science • Mathematics and Statistics	• Physics • Psychology • Science College



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

Your assessment GPA is 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

Your assessment GPA is between 1.50- 1.99. Although you may continue in your studies; to register, or update your registration, you must first follow the instructions in your assessment letter (certain programs or students 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

Your assessment GPA is between 0.00-1.49 or if you obtain two consecutive conditional standing assessments. Students in failed standing will receive an assessment letter via email. Failed students cannot write supplemental examinations.







Readmission

The annual assessment letter will detail the steps students must take to be re-admitted on academic probation. Students who are in failed standing may take time away from the university before deciding to return to their studies.

Students on academic probation 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

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 a point value

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 (O) 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 X 6 (credits) =	24.0
	SOCI 203	B+	3.3 X 3 (credits) =	9.9
	CHEM 331	D-	0.7 X 2 (credits) =	1.4
	PHYS 225	F	0.0 X 1 (credits) =	0.0
			12 (credits)	35.3
			35.3 ÷ 12 =	2.94 (GPA)





ACADEMIC INTEGRITY AT CONCORDIA UNIVERSITY

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

Learn all about Academic Integrity at Concordia:

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/devices in an exam, such as cheat sheets.
- Have electronic communication devices 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 begin your Major, Specialization, Honours, or Minor
- Any course substitution approved by Student Academic Services

Faculty of Arts & Science Requirements

- Check the Undergraduate Calendar from your year of admission to confirm your graduation requirements.
- Complete the General Education requirement.
- Complete any deficiencies. These are listed in your Offer of Admission and in your academic requirements report.

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

Connect with an *Advisor* for additional information on academic regulations or academic problems.

Birks Student Service Centre

For general information and help with administrative and financial matters. You can email students@concordia.ca or call 514-848-2424 extension 2668 (SGW).

Counselling and Psychological Services

To find out about their services call 514-848-2424 extension 3555 (SGW)

Student Success Centre

Connect with a Concordia student mentor, call 514-848-2424 extension 7369 (SGW) or 5901 (LOY).

Career and Planning Services

For career advising and/or counselling call 514-848-2424 extension 7345

Access Centre for Students with Disabilities

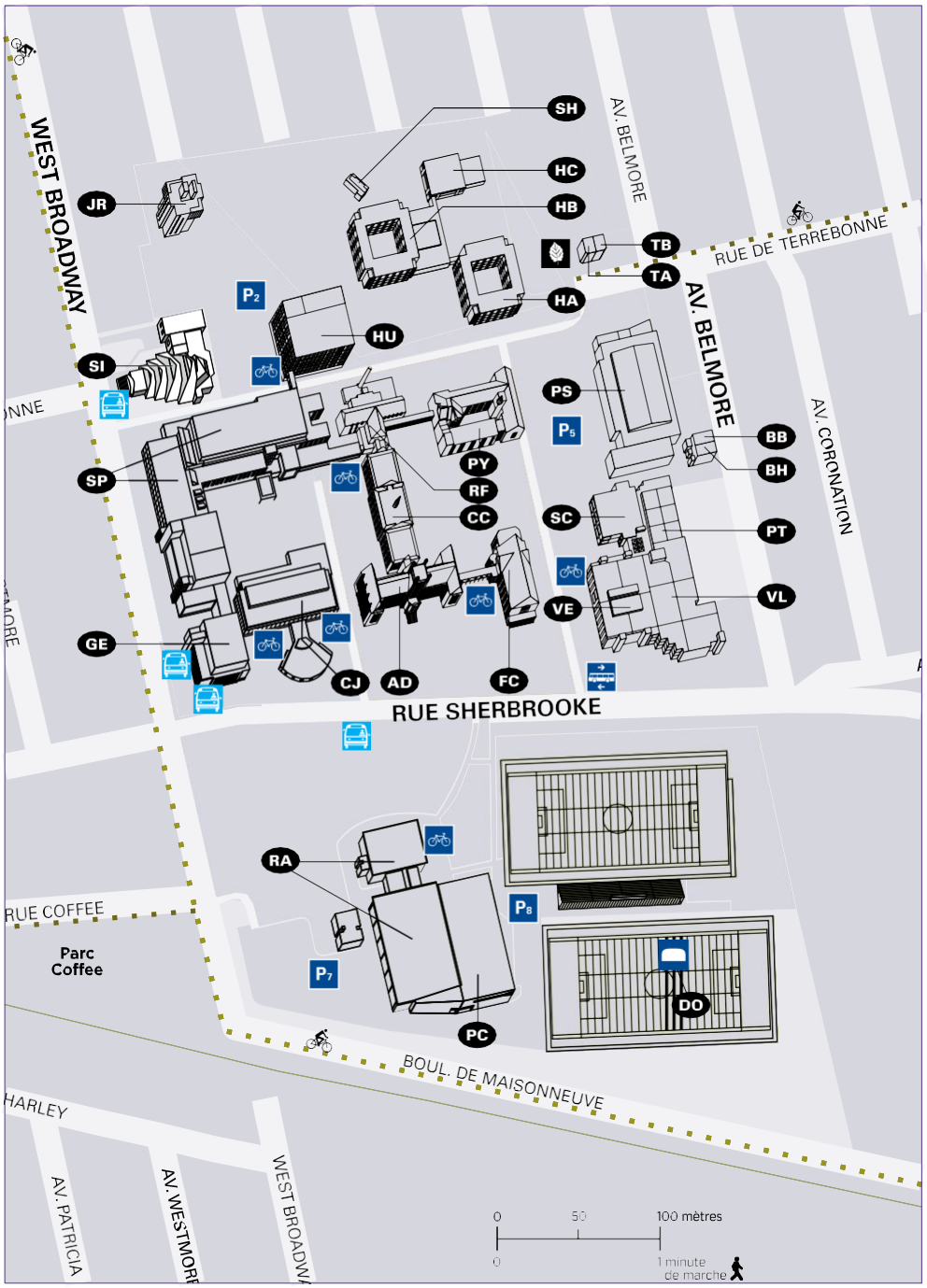
For help with academic matters for students with disabilities, call 514-848-2424 extension 3525 (SGW). TDD service is available for hearing impaired persons.







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 F.C. 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 ands 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



SIR GEORGE WILLIAMS CAMPUS



B 2160 Bishop
CI 2149 Mackay
CL 1665 St. Catherine W.
D 2140 Bishop
EN 2070 Mackay
ER 2155 Guy
EV Engineering, Computer Science and Visual Arts Integrated Complex / 1515 St. Catherine W
FA 2060 Mackay
FB Faubourg Tower / 1250 Guy
FG 1616 St.Catherine W.
GA 1211 - 1215 St-Mathieu
GM Guy-De Maisonneuve Building / 1550 De Maisonneuve W.
GN Grey nNuns Building / 1185 St. Mathieu
GS 1538 Sherbrokke
H Henry F. Hall Building / 1455 De Maisonneuve W.
K 2150 Bishop
LB J.W. McConnell Building / Library Building 1400 De Maisonneuve W.
LD 1424 Bishop
LS Learning Square / 1535 De Maisonneuve W.
M 2135 Mackay
MB John Molson Building / 1450 Guy
MI 2130 Bishop
MU 2170 Bishop
P 2020 Mackay
PR 2100 Mackay
Q 2010 Mackay
R 2050 Mackay
RR 2040 Mackay
S 2145 Mackay
SB 1590 Docteur Penfield
T 2030 Mackay
TD Toronto-Dominion Building / 1410 Guy
V 2110 Mackay
VA Visual Arts Building / 1395 René-Lévesque W.
X 2080 Mackay
Z 2090 Mackay





Université Concordia University

Student Academic Services is located on the Loyola Campus

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

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