

2025-2026

UNDERGRADUATE

CALENDAR



CONCORDIA

2025-2026 Undergraduate Calendar

General Information

[About the Calendar](#)

[About the University](#)

University Regulations and Services

[Section 11 Academic Calendar](#)

[Section 12 Administration and Governance](#)

[Section 13 Admission Regulations](#)

[Section 14 Alternative Entry](#)

[Section 15 Tuition and Fees](#)

[Section 16 Academic Information: Definitions and Regulations](#)

[Section 17 University Secretariat](#)

[Section 18 Services for Students](#)

[Section 19 International Students](#)

[Section 20 Student Associations and Alumni Relations](#)

[Section 21 Centre for Continuing Education](#)

[Section 23 Teacher Training and Teacher Certification](#)

[Section 24 Institute for Co-operative Education](#)

[Section 25 Convocation Awards](#)

[Section 26 University Skills](#)

[Section 27 Academic Advising](#)

Faculties

[Section 31 Faculty of Arts and Science](#)

[Section 61 John Molson School of Business](#)

[Section 71 Gina Cody School of Engineering and Computer Science](#)

[Section 81 Faculty of Fine Arts](#)

Section 100 Librarians

[Section 100 Librarians](#)

Section 200 Scholarships, Bursaries, and Awards

Section 200 Scholarships, Bursaries, and Awards

Section 300 Graduate Programs

Section 300 Graduate Programs

About the Calendar

Official University Document

The Undergraduate Calendar is an official University document. It defines academic programs and the regulations that pertain to them. The University Senate reserves the right to modify the academic programs and regulations at its discretion after the posting date of the Calendar. In addition, the University reserves the right to modify the posted scale of tuition and other student fees and to limit the number of students who enrol in any program or course at any time before the beginning of an academic term. Moreover, the information contained in the Undergraduate Calendar or any other University document related to academic programs, deadlines, and regulations is subject to verification and correction by the Office of the Registrar and the School of Graduate Studies.

Not all courses listed in this Calendar are offered this year. Students are advised to consult the Undergraduate Class Schedule for a timetable of courses offered.

Please note that the Undergraduate Calendar is available solely online and constitutes the official Undergraduate Calendar of the University. The most recent version of the Calendar is the only version currently in effect. Students are responsible for ensuring that graduation requirements are met, in accordance with the requirements set out in the Calendar corresponding to the year of admission, except for Engineering programs. Students in the Engineering programs are required to graduate having met the substantial equivalent of the curriculum in force in the winter term prior to degree conferral. Archived Calendars may be consulted using the "Archived Calendars" link.

This Calendar is intended to assist readers to understand the academic and administrative structure and policies and procedures of the University, and to describe the academic programs offered. The material has been submitted by academic units and administrative departments. Every effort has been made to ensure that all general information and course references are accurate as of the date of posting, but these are subject to possible verification and correction. By the act of registration each student becomes bound by the policies and regulations of Concordia University, including the Faculty in which the student is registered. Students are responsible for familiarizing themselves with the general information, rules and regulations contained in the Calendar, and with the specific information, rules and regulations of the Faculty or Faculties in which they are registered or enrolled or seek registration or enrolment, as well as the specific requirements of each degree or certificate sought. It is the student's responsibility to ensure that the courses chosen are appropriate to the program requirements.

Concordia University disclaims all responsibility and liability for loss or damage suffered or incurred by any student or other party as a result of delays in or termination of its services, courses, or classes by reason of force majeure, including fire, flood, riots, war, strikes, lock-outs, damage to University property, financial exigency and/or other events beyond the reasonable control of the University. Concordia University disclaims any and all liability for damages arising as a result of errors, interruptions or disruptions to operations or connected with its operations or its campuses, arising out of computer failure or non-compliance of its computing systems.

Publication Information

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Loyola Campus

7141 Sherbrooke St. W.

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Web Address

concordia.ca

Communication of Information to Provincial Ministère de l'Éducation du Québec (MEQ)

Under the terms of an agreement between Concordia University and the provincial Ministère de l'Éducation du Québec (MEQ), approved by the Quebec Access to Information Commission, Concordia University is required to transmit to the Ministry some or all of the following information concerning its students: the student's permanent code, complete name, date of birth, gender, father's complete name, mother's complete name and place of birth. This information is being transmitted, at the Ministry's request, in order to provide the Ministry with the tools to properly calculate funding for Concordia University, for planning purposes and to ensure the proper management of public funds.

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About the University

Concordia University

Established in 1974 with the merger of Loyola College and Sir George Williams University, Concordia University offers more than 200 graduate and undergraduate programs in four Faculties (Arts and Science, John Molson School of Business, Gina Cody School of Engineering and Computer Science, and Fine Arts) and a School of Graduate Studies. At the undergraduate level, the University offers BA, BAdmin, BComm, BCompSc, BEd, BEng, BFA, BScAT and BSc degrees, as well as certificate programs.

For graduate programs, please see concordia.ca/academics/graduate/calendar/current.

For more information about the University, its history and its founding institutions, please see concordia.ca/about.

The University also has a Centre for Continuing Education which offers a variety of non-credit educational programs. For more information about the Centre for Continuing Education, please see concordia.ca/cce.

Concordia University is one of the largest urban universities in Canada. It has two campuses — one in downtown Montreal (Sir George Williams), the other in a residential setting in the city's west end (Loyola).

Mission, Vision and Values

Mission

Concordia University is welcoming, engaged, and committed to innovation and excellence in education, research, creative activity and community partnerships. It dares to be different and draws on its diversity to transform the individual, strengthen society and enrich the world.

Vision

Concordia's vision is to rank among Canada's top five comprehensive universities within the next decade, and to be a first choice for students and faculty locally, across Canada, and internationally in a wide variety of defined areas of research and study.

Values

Concordia's core values stem from those long prized by its founding institutions. Concordia has adopted the motto of the city of Montreal, *Concordia salus*, which speaks to well-being through harmony. The union of two very different institutions of higher education has led to an exceptionally successful synthesis of compatible and timely values.

Excellence

Concordia values the curiosity and engagement of its faculty, staff, and students. Curiosity about the world around us, respectful engagement with those who inhabit it, and strong determination to improve it lead to productive exploration of current understandings, a rich spectrum of creative activity and practice, and the creation and dissemination of new knowledge.

Opportunity

Concordia values the openness and respect necessary to provide opportunities to a highly diverse student and faculty population. Diversity at Concordia is interpreted broadly: for example, in addition to embracing diversity in ethnicity, gender, language, and accessibility, Concordia provides students with different and original ways of exploring their interests. Enabling faculty, staff and students to make a progressive impact on their world in ways that respect and engage the uniqueness of each individual is a hallmark of Concordia.

Quality of Life

Concordia values a secure and respectful learning environment and workplace. Concordia is committed to promoting a healthy, safe and sustainable campus and to enhancing the quality of life of the community in which we live.

Gender Neutral Degree Nomenclature

Students may choose to graduate with degree titles that are gender neutral and refer to the diplomas themselves (Baccalaureate, Magisteriate, and Doctorate) or with the traditional nomenclature (Bachelor, Master, and Doctor).

Graduates who have previously been awarded a Concordia degree with the traditional nomenclature may request that their degree be re-issued in the gender neutral nomenclature.

Section II Academic Calendar

Academic Calendar

Undergraduate Academic Dates

Regular Session and Summer Session

The undergraduate academic dates for the current and previous academic years are available on the Concordia website. Academic dates are published on three different web pages:

Regular and summer session academic dates are published on the "Academic dates – Undergraduate" web page at:

concordia.ca/students/undergraduate/undergraduate-academic-dates

Registration start dates, as well as non-standard summer session courses and academic dates, are published on the "Term Dates and Deadlines (Undergraduate & Graduate)" web page at:

concordia.ca/students/registration/term-dates-deadlines

Financial deadlines are published on the "Tuition & fees" web page at:

concordia.ca/students/financial/tuition-fees

The Academic Calendar is subject to change.

Section 12 Administration and Governance

Administration and Governance

Note

The following information was updated as of January 15, 2025.

Board of Governors

concordia.ca/about/administration-governance/board-senate/governors/list

Senate

concordia.ca/about/administration-governance/board-senate/senate/list

Council of the Faculty of Arts and Science

concordia.ca/artscli/about/leadership/faculty-council

Council of the John Molson School of Business

concordia.ca/jmsb/about/leadership/faculty-council

Council of the Gina Cody School of Engineering and Computer Science

concordia.ca/ginacody/about/leadership/faculty-council

Council of the Faculty of Fine Arts

concordia.ca/finearts/about/faculty-council

Council of the School of Graduate Studies

concordia.ca/gradstudies/about/governance/csgs

Concordia Council on Student Life

concordia.ca/offices/ccsl/about-the-council

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Section 13 Admission Regulations

Admission Regulations

Section 13.1 Admission to Concordia University

Section 13.2 Definitions

Section 13.3 Admission Requirements

Section 13.4 Language Proficiency

Section 13.5 Applying for Admission

Section 13.6 Special Admissions

Section 13.7 Required Documents

Section 13.8 Selection Process and Notification

Section 13.1 Admission to Concordia University

Location

Sir George Williams Campus
FB BUILDING
concordia.ca/offices/registrar

Admission

The University gives fair consideration to all applicants and informs them of its decisions and the basis for such decisions within a reasonable period of time. Concordia has a long tradition of service to adult and part-time students. Basic information on admission requirements and procedures is included in this Calendar. More detailed information can be found on the Concordia website.

In keeping with general principles accepted by Quebec universities, admission to Concordia University is open to qualified applicants in the program of their choice. In programs with limited enrolments, not all qualified applicants can be accepted. In such cases, the University accepts those with the strongest qualifications and demonstrable potential. Qualified applicants not admitted to their preferred program are automatically considered for their second-choice program.

Applicants must submit an application through the Concordia website: concordia.ca.

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

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

Email: application.centre@concordia.ca

Section 13.2 Definitions

The Academic Year

The academic year begins with a summer session (May to August) followed by a regular session (September to April). The summer session includes all courses offered between the beginning of May and the end of August. The regular session is divided into a fall term (September to December) and a winter term (January to April), each 15 weeks long. Terms include an examination period, during which any final examination must be held. The [Section 11 Academic Calendar](#) lists precise dates for the beginning and end of classes and examination periods.

Exemption

A student may be exempted from a Concordia course based on previous study. An exemption from a course has no credit value towards a degree or certificate. Exemptions from required courses may be granted in cases where students have already covered the work at another institution with an appropriate level of performance. Any such courses may be replaced with courses chosen in consultation with their advisors if it is a required course for their program. Students who complete a course for which an exemption has been granted will not be permitted to retain the credits unless they have been granted prior approval from the Faculty and/or departmental advisor.

Sequence of Courses

Prerequisite

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

Co-requisite

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

Residence Requirement

This refers to the minimum number of credits which must be taken at Concordia University to obtain a degree or certificate awarded by the University.

Transfer Credits

Transfer credits are credits for courses taken at another institution (or in another Concordia program) which may be applied towards a Concordia degree or certificate.

Student Type

Extended Credit Program Students

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

Independent Students

Students not seeking a degree or certificate.

Mature Students

Undergraduate students who do not meet regular academic admission requirements and have been admitted on the basis of their age, experience, and academic potential.

Bridging Students

Undergraduate students who do not meet regular academic admission requirements and have been admitted to a bridging program on the basis of their age, experience, and academic potential.

Undergraduate Students

Students registered in an undergraduate degree or certificate program, whether on a full-time or part-time basis. See [Section 16.1.2 Credit System](#) for a definition of full-time and part-time study.

Microprogram Students

Students registered in an undergraduate microprogram, usually a coherent program of 9-15 credits made up of regular undergraduate courses, completed within one or two academic terms.

Visiting Students

Undergraduate students from other universities who have written approval from their home university to take courses at Concordia University, or students currently registered in certain certificate programs sponsored by external associations (e.g. programs related to the [John Molson School of Business](#)).

Section 13.3 Admission Requirements

Admission Requirements

[Section 13.3.1 Applicants from Quebec Institutions](#)

[Section 13.3.2 Applicants from Other Canadian Provinces](#)

[Section 13.3.3 Transfers from Other Universities](#)

[Section 13.3.4 Transfers from Other Post-Secondary Institutions](#)

[Section 13.3.5 Transfer Credits and Exemptions](#)

[Section 13.3.6 Applicants from Outside Canada](#)

[Section 13.3.7 Former Concordia Students](#)

Section 13.3.1 Applicants from Quebec Institutions

Applicants from Quebec Institutions

Quebec applicants must have successfully completed a two-year pre-university program in a Cegep and qualify for a Diploma of Collegial Studies (DEC) or the equivalent. Applicants who have completed a three-year professional program in a Cegep or have obtained another credential which makes them eligible for admission are also eligible for consideration.

Cegep records of applicants must include the successfully completed prerequisites of the Concordia degree program for which they are applying. These programs and admission requirements “profiles” are listed in:

- The programs and admission requirements listed under each Faculty section,
- The Concordia website.

Students admitted to a particular program at the University and who subsequently wish to change to another program may have to complete specific prerequisites in addition to their regular program requirements.

Section 13.3.2 Applicants from Other Canadian Provinces

Applicants from Other Canadian Provinces

When applying to a Faculty program, graduates of secondary schools in Canadian provinces and territories other than Quebec are considered for admission to the Extended Credit Program (ECP) at Concordia. The ECP requires completion of 30 credits in addition to the regular requirements. The duration of a degree program is normally four years. The BEng, BA (Early Childhood and Elementary Education), BEd (TESL), BSc in Athletic Therapy, and BFA (Specialization in Art Education) will generally require five years of full-time study to complete.

The ECP requirements are not applicable to students applying for admission to certificates, microprograms or the Kaié:ri Nikawerá:ke Indigenous Bridging Program.

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

Students admitted to a particular program at the University and who subsequently wish to change to another program may have to complete specific prerequisites in addition to their regular program requirements.

Section 13.3.3 Transfers from Other Universities

Transfers from Other Universities

Each transfer application is considered on its merits. The number of transfer credits granted depends on the character, quality, and quantity of the work completed at an accredited institution. In allowing transfer credits, some special conditions apply:

1. Students will not be given credit for courses taken in another university during the same academic term in which they have registered for courses at Concordia University, unless special permission has been obtained in advance from this University. Further detailed information is available in [Section 16.1.6 Studies at Other Universities](#) of this Calendar.
2. To earn an undergraduate degree, students must meet the University Residence Requirements as outlined in [Section 16.2.2 Residence Requirements](#) of this Calendar.
3. Students transferring to Concordia after having failed to achieve a satisfactory record at any university must take a minimum of 60 credits at Concordia.

Section 13.3.4 Transfers from Other Post-Secondary Institutions

Transfers from Other Post-Secondary Institutions

Each transfer application is considered on its merits provided the studies were academic in nature and done at an accredited institution. Credits from certain junior colleges, community colleges, or colleges of applied arts and technology outside Quebec maybe considered for transfer credits.

Section 13.3.5 Transfer Credits and Exemptions

Transfer Credits and Exemptions

Transfer credits are credits for courses taken at another institution (or in another Concordia program) which may be transferred towards a Concordia degree or certificate. The respective Faculty assesses all requests for transfer credits. Concordia courses transferred from an incomplete degree, or certificate program, microprogram, the Kaié:ri Nikawerá:ke Indigenous Bridging Program, or from independent studies will have the credits transferred as well as the corresponding grade, provided a grade of C- or better has been achieved. Concordia courses transferred from a completed degree or certificate, microprogram or Kaié:ri Nikawerá:ke Indigenous Bridging Program will have some credits transferred but will not include the corresponding grades. Courses from another institution with a grade of C- or better (or equivalent) may have the credits transferred, if deemed appropriate, but will not include the corresponding grades.

An exemption from a course has no credit value towards a degree or certificate. Exemptions from required courses may be granted in cases where students have already covered the work at another institution, with an appropriate level of performance. Any such courses may be replaced with courses chosen in consultation with their advisors if it is a required course for their program. Students cannot retain credits for a repeated course or a course in which any exemption has been granted, unless they have been granted prior approval from the Faculty and/or departmental advisor.

Credit/No Credit Notation (CR/NC)

If students request a degree transfer or a modification to their program concentration by adding a new minor, major, specialization or honours program, and a course previously taken as a CR/NC elective becomes a required course for the new program concentration, the CR notation will be converted to a letter grade. Only courses with a grade of D- or better may be converted from a CR notation to a letter grade and all conversions must be approved by an academic advisor. The reversal of the CR notation to a letter grade is permanent. Courses with a grade of NC will not be converted to a letter grade. If a course that receives an NC notation is a required course for the new program concentration, students must repeat the course to receive a letter grade. See [Credit/No Credit \(CR/NC\) Grading Basis](#) under [Section 16.1.11 Grading System](#).

Section 13.3.6 Applicants from Outside Canada

Applicants from Outside Canada

In general, candidates who have completed the level of education required for admission to university in their home country and have achieved grades meeting the minimum requirements for entry are eligible to apply for admission. Further information regarding international admission requirements is available in [Section 19 International Students](#).

Section 13.3.7 Former Concordia Students

Former Concordia Students

Former Concordia students who have been absent from Concordia may be required to submit a new application for admission. Students are advised to contact Enrolment Services for information on the correct procedure. Students may have to resubmit proof of legal status in Canada and Quebec resident status after an absence of more than 12 months (see [Section 13.7 Required Documents](#)). Normally,

- Students who, during their absence from Concordia, attended another institution and attempted **at least** 12 credits, must submit a new application and make arrangements to have an official transcript sent to the Admissions Application Centre. Transfer credits will be assessed as part of the admissions process. If **fewer than** 12 credits have been attempted or if attendance at another institution was based exclusively on a letter of prior approval from the Faculty Student Request Committee, a new application would normally not be required.
- Students who **officially** withdrew from Concordia University and who wish to return to study must submit a new application. If they have attended another institution during their absence, they must also make arrangements to have an official transcript sent to the Admissions Application Centre.
- Students in the Faculty of Arts and Science who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.
- Students in the John Molson School of Business who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.
- Students in the Gina Cody School of Engineering and Computer Science who have been absent from their program for six consecutive terms or more will be withdrawn from their program and must submit a new application for admission through the Concordia website.

- Students in the Faculty of Fine Arts who have been absent from their program for nine consecutive terms or more will be withdrawn from their program and must meet with an academic advisor before reinstatement into the program.

The respective Faculty assesses all requests for transfer credits. Further detailed information is available in [Section 13.3.3 Transfers from Other Universities](#), [Section 16.1.6 Studies at Other Universities](#), and [Section 16.2.2 Residence Requirements](#) of this Calendar.

Section 13.4 Language Proficiency

Language Proficiency

While the language of instruction at Concordia is English, most assignments and examinations may be submitted in French. Students whose first language is not English must demonstrate language proficiency prior to their admission to Concordia. They will ordinarily be exempt from pre-admission English tests if they have completed any of the following criteria:

- The last four years of high school studies in Quebec and the DES (Secondary V);
- Both Secondary V and the Diploma of Collegial Studies (DEC) in Quebec;
- The Diploma of Collegial Studies (DEC) at an English Cegep in Quebec;
- A minimum of three full years of study in an institution where the sole language of instruction is English;
- Four full years of study in Canada in French at the secondary-school level immediately prior to graduating;
- The course Group 1 English (Language A: Literature, Language A: Language & Literature, or Literature & Performance) (Higher or Standard level) in the International Baccalaureate (IB);
- The European Baccalaureat English as language 1 or language 2;
- The American, Australian or British Option internationale du baccalauréat (OIB) of the French Baccalauréat or the baccalauréat français international (BFI);
- GCE/GCSE/IGSCE/O-level English Language, English as a Second Language or First Language English with a grade of "C" or better.

If none of these criteria fits, a student whose first language is other than English must write a pre-admission English test. Proof of proficiency in English must be provided by achieving the appropriate score on one of the following:

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

For information on the minimum scores required please consult the Concordia website.

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

Section 13.5 Applying for Admission

Applying for Admission

Section 13.5.1 Application fee

Section 13.5.2 Deadlines

Students should submit an application through the Concordia website at concordia.ca. Students are encouraged to apply for admission as early as possible to allow sufficient time for the evaluation of their application. This is especially true for applicants from outside Canada. Supporting documents must be submitted at the time of application or as soon afterwards as they become available.

Applicants must state their full academic history on their application for admission or risk cancellation of their admission or registration. No transfer credit will be awarded retroactively for former studies not disclosed in the application.

Section 13.5.1 Application fee

Application fee

There is an application fee required with every application, payable to Concordia University by certified cheque, money order, MasterCard, Visa, American Express or debit card (Interac). Applicants from outside Canada may pay this fee by international money order or draft drawn on a Canadian bank in Canadian funds.

This application fee is not refundable under any circumstances, nor can it be used towards tuition. It is not transferable to a session other than that for which the student is applying.

Section 13.5.2 Deadlines

Deadlines

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

March 1 and November 1 are the application deadline dates normally set for the fall and winter terms respectively. However, candidates are encouraged to submit their applications well before the start of term to allow sufficient time for evaluation and notification. Candidates applying from outside of Canada should submit their applications by February 1 for September entry and September 1 for January entry. Application deadlines for microprograms may vary, and students should consult the relevant Faculty section on the Concordia website for specific dates.

Section 13.6 Special Admissions

Special Admissions

[Section 13.6.1 Mature Students](#)

[Section 13.6.2 Visiting Students](#)

[Section 13.6.3 Independent Students](#)

[Section 13.6.4 Senior Students](#)

[Section 13.6.5 Bridging Students](#)

Section 13.6.1 Mature Students

Mature Students

Mature students are undergraduates who have not met the regular academic admission requirements (e.g. completion of a DEC or equivalent), but have been admitted on the basis of age, experience, and academic potential. Mature students may study full-time or part-time.

Information on Mature Entry is contained under [Mature Entry](#) in [Section 14 Alternative Entry](#).

Section 13.6.2 Visiting Students

Visiting Students

Visiting students are undergraduate students from other universities who have written approval from their home university to take courses at Concordia University, or they are students currently registered in certain certificate programs sponsored by external associations. The granting of such status in no way guarantees a student a place in a course.

1. Students from other Quebec universities who wish to take courses at Concordia must complete a web-based Inter-University Exchange Authorization form at bci-qc.ca/en/students/aehe. Additional information is available in [Section 16.1.6 Studies at Other Universities](#).
2. Undergraduate students from other universities outside the province of Quebec who wish to take courses at Concordia must submit a letter of permission from the registrar of their home university and Canadian citizenship/permanent residency documents or Quebec Acceptance Certificate (CAQ) and Study Permit. Visiting students who are Canadians or permanent residents may be eligible to pay Quebec rates of tuition upon submission of proof of Quebec residency in accordance with government criteria (see [Section 13.7 Required Documents](#)).
3. Students who wish to register in certificate programs sponsored by external associations must submit proof of membership in the association and citizenship documents. Visiting students who are Canadians or permanent residents may be eligible to pay Quebec rates of tuition upon submission of proof of Quebec residency in accordance with government criteria (see [Section 13.7 Required Documents](#)).

Section 13.6.3 Independent Students

Independent Students

Concordia University allows individuals to register as Independent students — students who can take individual courses but are not registered in a degree program — if they satisfy the admission requirements.

Canadian citizens and permanent residents can qualify for admission by providing proof of being over 21 years of age as of May 15 for the summer session, September 15 for the fall term or January 15 for the winter term OR providing proof of meeting the minimum academic requirements for entry to the University. International students must be academically eligible for University entrance.

Independent students may register for a maximum of 18 credits a year, equally divided between fall and winter terms; their Independent status in no way guarantees them a place in a given course. International Independent students are required to register for a minimum of 12 credits each fall and winter term according to Immigration Quebec rules.

Independent students are admitted through Enrolment Services and will subsequently receive academic advising through the respective Faculty. Students who wish to enter a degree or certificate must submit a formal application. Credits acquired as an Independent student may be applied towards the degree or certificate if applicable. A maximum of 30 credits earned in the Independent status may be transferred towards a degree.

Section 13.6.4 Senior Students

Senior Students

Concordia University is committed to lifelong learning and community service. Seniors at Concordia either take credit courses in a program or as Independent students. They can also choose to audit courses on a non-credit basis through the Senior Non-Credit Program.

Students aged 55 and over who wish to attend undergraduate courses primarily in the Faculty of Arts and Science for personal interest rather than for credit, may register to audit courses. Though not required to write class assignments or final examinations, they participate in every other aspect of the courses. Senior Audit students pay significantly reduced fees. For more information, visit the Senior Non-Credit Program office web page at concordia.ca/lifelong-learning/seniors.

If seniors wish to pursue an undergraduate program or take courses as Independent students for credit, they must submit a formal application and pay regular tuition fees. Some assistance through the William Schiff Scholarship is possible for those 55 or over. Applications and information may be obtained at the Financial Aid and Awards Office.

Section 13.6.5 Bridging Students

Bridging Students

Bridging students are undergraduates who have not met the regular academic admission requirements (e.g. completion of a DEC or equivalent), but have been admitted to a bridging program on the basis of age, experience, and academic potential. These students follow the course sequence of the bridging program to which they are admitted, and are not initially enrolled directly in a degree program. Upon successful completion of the bridging program requirements the student may be admitted to a related degree program. Please see "[9. Bridging Program](#)" under [Section 16.2.4 Concentration Requirements](#) for the definition of a bridging program.

Section 13.7 Required Documents

Required Documents

[Section 13.7.1 All Applicants](#)

[Section 13.7.2 Permanent Code](#)

Proof of Canadian Citizenship or Permanent Residency

In order to benefit from a tuition reduction, applicants must provide documentary proof of their status in Canada by the prescribed deadlines:

Fall term: December 1

Winter term: April 1

Summer term: August 1

Tuition reductions are applicable as of the term in which the appropriate documents are submitted. Applicants who have been accepted by the University and who have not provided this proof of status will automatically be charged International tuition fees. To provide proof of Canadian citizen/permanent resident status, applicants must submit a copy of one of the following documents to their Student Centre:

- Canadian Birth Certificate;
- Quebec Birth Certificate issued by the Quebec Directeur de l'état civil with the mention "Certified" or "certifié conforme";
- Canadian Citizenship Card/Certificate (both sides);
- Permanent Resident Card (both sides) or a validated Confirmation of Permanent Resident Status document;
- Certificate of Indian Status Card (both sides).

The following documents are not acceptable:

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

In case of a discrepancy in information provided, the University reserves the right to ask students to provide additional documentation to verify their legal name. Please note that retroactive adjustments are not possible once the deadline has passed for a specific term.

Proof of Quebec Residency (Applicable to Canadian Citizens and Permanent Residents)

In order to benefit from the Quebec student tuition rate, students must ensure that the appropriate steps are taken with the University so as to demonstrate their status by the prescribed deadlines:

Fall term: December 1

Winter term: April 1

Summer term: August 1

Tuition reductions are applicable as of the term in which the appropriate documents are submitted. Students who have not provided such evidence are automatically charged non-Quebec resident fees. Retroactive adjustments are not possible in the event that a deadline is missed.

The University will attempt to establish Quebec residency status for applicants from Quebec Cegeps by importing Quebec resident status data electronically from government files based on their “permanent code.” Students are responsible for ensuring that their Quebec resident status has been established by verifying their tuition charges. Students may contact quebec.residency@concordia.ca for confirmation of residency status.

If, upon acceptance to a University program, proof of Quebec residency has not been established, students must apply for Quebec residency via the Student Hub: Log into concordia.ca/students > Personal Information (drop down menu) > Quebec Residency Application and submit the required documentation by the deadline for the term in question. Details can be found at concordia.ca/students/financial/tuition-fees/rates/quebec-residency. Quebec resident status cannot be granted retroactively.

Section 13.7.1 All Applicants

Academic Documents

Applicants must submit all secondary and post - secondary academic records. In order for their admission to be finalized, they must ensure that an **official** transcript is forwarded directly to the Admissions Application Centre by all of the institutions which they have attended.

With their application, students currently enrolled at an institution must include results from all previous terms together with a list of courses in progress. They must arrange for an **official** transcript with the results of the final semester to be forwarded as soon as possible once they have been admitted. All documents must be originals or appropriately certified copies. Uncertified copies are not acceptable. Transcripts in a language other than English or French must be accompanied by a certified translation. If the transcript does not detail the subjects and the grades, a certified statement of these from an authorized official of the institution should also be included.

The above procedure whereby institutions send official transcripts directly to Concordia University is the normal method for receipt of official transcripts. However, in order to accelerate the review of their file, students may submit official transcripts in **sealed envelopes** subject to the following procedures: applicants are to request each previous educational institution to provide them with a copy of their official transcript, sealed in an envelope which bears the name and address of the school, the institutional logo (if applicable), a notice on the envelope stating that it contains official transcripts, and a signature/signature stamp/explanatory label placed across the seal of the envelope.

NOTE: All required documents received by Concordia University become the property of the University. Official documents and/or transcripts will not be returned to the applicant and will be destroyed after three years.

Section 13.7.2 Permanent Code

Permanent Code

The Ministère de l'Éducation du Québec (MEQ) requires all registered students to have a “permanent code” (a unique identifying number) which is assigned by the Ministry. Students who already have a permanent code must enter it on their application form.

For students who have attended or are currently attending Cegep in Quebec, Concordia University will automatically obtain the required Cegep record electronically by using their permanent code.

Section 13.8 Selection Process and Notification

Selection Process and Notification

[Section 13.8.1 Conditional Admission](#)

[Section 13.8.2 Confirmation Fee](#)

[Section 13.8.3 Registration](#)

Section 13.8.1 Conditional Admission

Conditional Admission

Applicants seeking admission to undergraduate programs may be granted conditional admission on the basis of available academic records, including interim results for the current year. Final admission is contingent upon a student's successfully completing all the academic admission requirements and meeting all conditions as stated in the conditional offer of admission issued by the University.

Section 13.8.2 Confirmation Fee

Confirmation Fee

Applicants who have been granted admission or conditional admission are required to submit a confirmation deposit to confirm their intention to attend the University. This non-refundable confirmation deposit is applied towards tuition fees.

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

Section 13.8.3 Registration

Registration

Complete information regarding registration is available in the Student Hub: concordia.ca/students

Section 14 Alternative Entry

Mature Entry

Kaié:ri Nikawerá:ke Indigenous Bridging Program

Mature Entry

Concordia University has a long history of making education accessible to adults with varying academic backgrounds. Through Mature Entry and Bridging Programs, those lacking the regular pre-university requirements can still earn university degrees and certificates.

Section 14.1 Admission as a Mature Student

Section 14.2 Program Requirements

Section 14.2.1 Faculty of Arts and Science

Section 14.2.2 John Molson School of Business

Section 14.2.3 Gina Cody School of Engineering and Computer Science

Section 14.2.4 Faculty of Fine Arts

Section 14.3 Assistance

Section 14.1 Admission as a Mature Student

Conditions for Admission

At Concordia, the term “Mature Entrants” is used to designate students aged 21 and over who have not completed the normal academic admission requirements. The designation does not apply to adult applicants whose academic background qualifies them for regular admission.

Students apply for admission to particular programs within one of the four Faculties of the University. In every respect, with the exception of the 18-credit requirement, Mature Entrants at Concordia are treated as regular undergraduates and are expected to meet the same standards before graduating.

The admission of applicants for Mature Entry is subject to the following conditions:

1. Applicants must have reached the age of 21 by August 1 for the September term, December 1 for the January term, or April 1 for the May term in any given year;
2. Although not meeting the normal academic requirements for admission (Québec Diplôme d’études collégiales or the equivalent), applicants must satisfy the University that they have the potential to undertake undergraduate courses;
3. Applicants must have been out of school — that is not engaged in full-time study — for at least 24 months since attaining the age of 18. Applicants who have been out of school for only 12 months are also admissible provided that they have had no unfavourable academic record in the previous 24 months;
4. Applicants must be Canadian citizens or permanent residents (landed immigrants). Applicants must submit proof of citizenship and age, together with school records and any material which may indicate ability to pursue university studies. Applicants are expected to arrange for official transcripts of all their previous studies to be sent directly to Concordia; ([Section 13 Admission Regulations](#) provides general information on how to apply for admission.)
5. Students who have the Québec Diplôme d’études collégiales or the equivalent are not eligible for Mature Entry. Students who pursued a secondary school curriculum that normally permits entry to the Extended Credit Program (ECP) may be considered for admission on the basis of maturity, but will be required to complete the ECP program.

6. In all programs, some students may require courses in English as a Second Language, as determined by language proficiency testing. See [Section 13.4 Language Proficiency](#) of this Calendar regarding language proficiency testing.

Section 14.2 Program Requirements

Program Requirements

Normally, Mature Entrants without any Diplôme d'études collégiales (DEC) or equivalent must complete at least 18 additional credits of preparatory or complementary courses. These additional credits are intended to help them to prepare for their subsequent studies. Students with a partial DEC or equivalent may be awarded transfer credits for some of the additional 18 credits.

When selecting courses to fulfill the additional credit requirements, Mature students are required to consult with advisors in the respective Faculty. When selecting program courses, all students are required to consult with their program advisor. Students in the Gina Cody School of Engineering and Computer Science are required to consult only with their Faculty program advisors.

The MEP requirements are not applicable to students applying for admission to microprograms.

Section 14.2.1 Faculty of Arts and Science

Faculty of Arts and Science

For most BA programs, there are no specific program prerequisites. Therefore, within the initial 18 credits, students are encouraged to take courses which will broaden their educational background or help them develop study skills.

Consultation with the departmental advisor is encouraged in the choice of the 18 additional credits required for the degree.

Arts

The programs listed below have specific prerequisites which will take up some or all of the initial 18 credits.

BA Major in Economics

MATH 203 or MATH 209

Note: Students may need one or more of MATH 200 and MATH 206.

BA Specialization in Early Childhood and Elementary Education or BEd Specialization in Teaching English as a Second Language

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

BA Specialization in Therapeutic Recreation

BIOL 200 or BIOL 201 or BIOL 202

BA programs in the Department of Mathematics and Statistics

MATH 203, MATH 204, MATH 205

Note: Students may need one or more of MATH 200 and MATH 201.

BA Major in Psychology

PSYC 205; BIOL 201 or BIOL 202; three credits in Mathematics (in preparation for statistics) chosen in consultation with their departmental advisor.

Science

For those Mature Entry students pursuing a degree in Science, the following courses must be included within their 108-credit requirement:

3 credits in Biology: **BIOL 201**

6 credits in Chemistry: **CHEM 205, CHEM 206**

6 credits in Mathematics: **MATH 203, MATH 205**

12 credits in Physics: **PHYS 204, PHYS 205, PHYS 206, PHYS 224, PHYS 225, PHYS 226**

Additional requirements for programs of concentration in:

Systems and Information Biology; Mathematics; and Physics: 3 credits in **MATH 204**

Psychology: 3 credits in **PSYC 205**

Note: Students must consult with their departmental advisor to determine the appropriate sequence of the above credits in the BSc degree.

Note: Students not having **MATH 201**, or the equivalent, must take it in place of one of their elective courses. Some students may also need **MATH 200**.

Section 14.2.2 John Molson School of Business**Mature Entry — the 108-credit program**

In addition to the 90-credit program, Mature Entry students will be required to complete the following 18 credits outside the offerings of the John Molson School of Business. Those credits are:

6 credits in **MATH 208, MATH 209**

6 credits in **ECON 201, ECON 203**

6 additional elective credits

Note: These elective credits must be selected from outside the offerings of the John Molson School of Business.

Note: Students may need one or more of [MATH 200](#) and [MATH 206](#).

Requirements for programs are listed with the program descriptions in [Section 61 John Molson School of Business](#) of this Calendar.

Section 14.2.3 Gina Cody School of Engineering and Computer Science

Engineering

Mature Entrants to the BEng degree, which requires the completion of a minimum of 120 credits, are also required to complete all outstanding required prerequisites in addition to their program. Prerequisite courses are as follows:

[CHEM 205](#)

[MATH 203](#), [MATH 204](#), [MATH 205](#)

[PHYS 204](#), [PHYS 205](#)

6 credits chosen from Natural Science courses listed below:

[BIOL 201](#), [BIOL 202](#), [BIOL 206](#), [BIOL 261](#), [BIOL 266](#), [CHEM 206](#), [CHEM 217](#), [CHEM 221](#), [GEOL 206](#), [GEOL 208](#), [PHYS 206](#), [PHYS 252](#), [PHYS 260](#), [PHYS 273](#), [PHYS 284](#), [PHYS 367](#), [PHYS 385](#), [PHYS 443](#), [PHYS 445](#)

6 credits of courses chosen from the following list:

[General Education Humanities and Social Sciences Electives](#)

English as a Second Language Courses and courses that focus on the acquisition of a language may not be used to meet this requirement.

Students should refer to [Section 71.110 Complementary Studies for Engineering and Computer Science Students](#) when selecting these courses.

Note: In all programs, students may need one or more of [MATH 200](#) and [MATH 201](#).

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

Computer Science

Mature Entry students accepted to the [Bachelor of/Baccalaureate in Computer Science \(BCompSc\)](#) must include in their degree program (minimum 108 credits) the following courses, depending upon their chosen program:

a) [BCompSc Joint Major in Computation Arts and Computer Science](#):

[MATH 203](#), [MATH 204](#), [MATH 205](#)

and six credits chosen in consultation with an academic advisor from the [Department of Design and Computation Arts](#) and three elective credits may be chosen as follows.

- [General Education Humanities and Social Sciences Electives](#) found in [Section 71.110 Complementary Studies for Engineering and Computer Science Students](#)
- [Engineering and Natural Science Group: Software Engineering](#)

- Courses not included in the above lists may be taken with prior approval of the undergraduate program director.

b) Bachelor of/Baccalaureate in Computer Science (BCompSc) and BCompSc Joint Major in Data Science:

MATH 203, MATH 204, MATH 205

and six credits chosen from courses in the General Education Humanities and Social Sciences Electives list as noted in Section 71.110 Complementary Studies for Engineering and Computer Science Students (note that English as a Second Language (ESL) Courses and courses that focus on the acquisition of a language may not be used to meet this requirement).

and three elective credits may be chosen as follows:

- General Education Humanities and Social Sciences Electives found in Section 71.110 Complementary Studies for Engineering and Computer Science Students.
- Engineering and Natural Science Group: Software Engineering
- Courses not included in the above lists may be taken with prior approval of the undergraduate program director.

c) BCompSc in Health and Life Sciences:

BIOL 201

CHEM 205, CHEM 206

MATH 203, MATH 204, MATH 205

PHYS 204, PHYS 205, PHYS 206, PHYS 224, PHYS 225, PHYS 226

Depending on the number of free electives in their program, Mature Entry Computer Science students may use up to a maximum of 24 credits of prerequisites (including the above courses) within the 108-credit program.

A maximum of six credits of prerequisites may be used within the regular 90-credit program.

Note: In all programs, students may need one or more of MATH 200 and MATH 201.

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

Section 14.2.4 Faculty of Fine Arts

Faculty of Fine Arts

Mature Entry students wishing to pursue a degree program in the Faculty of Fine Arts must take 18 additional credits appropriate for entry into their ultimate area of concentration. These credits will be chosen with the approval of the Faculty advisors.

Section 14.3 Assistance

Assistance

Mature students accepted into the University must inform themselves of the specific requirements of their program and should meet with their program advisors in the Faculties or in the Kaié:ri Nikawerá:ke Indigenous Bridging Program.

Kaié:ri Nikawerá:ke Indigenous Bridging Program

[Section 14.4 Program Description](#)

[Section 14.5 Admission as a Kaié:ri Nikawerá:ke Indigenous Bridging Program Student](#)

[Section 14.6 Program Requirements](#)

Section 14.4 Program Description

Kaié:ri Nikawerá:ke Indigenous Bridging Program

(Pronounced: Gaa-Yay-Ree Knee-Gaa-Way-Raa-Geh)

Concordia University is proud to offer the Kaié:ri Nikawerá:ke Indigenous Bridging Program for members of the Indigenous community, specifically First Nations, Métis and Inuit peoples whose communities are located in Canada. Kaié:ri Nikawerá:ke is a Kanienkéha term that translates to “the Four Winds” or “the Four Directions” which represent renewal, change, and a shift in the natural world.

This program is offered to prospective Indigenous students who wish to acquire the prerequisites needed for their desired undergraduate program, and to gain important skills and insight before they undertake university studies. Eligible Indigenous students who may not meet the normal admission requirements can access the undergraduate program of their choice at Concordia University through this bridging pathway.

Kaié:ri Nikawerá:ke Indigenous Bridging Program offers students a culturally safe space as they transition to university life and complete the prerequisite courses for the program of their choice. During their time in Kaié:ri Nikawerá:ke Indigenous Bridging Program, students will receive ongoing support as they build their capacity for academic success through targeted courses in academic writing, study skills and time management, and attend seminar courses that foster a strong sense of community.

Section 14.5 Admission as a Kaié:ri Nikawerá:ke Indigenous Bridging Program Student

Admission Requirements

At Concordia, the term “Bridging Student” is used to designate students who have not completed the normal academic admission requirements, and who are eligible for entry to a non-degree bridging program. Applicants whose academic background qualifies them for regular admission are not eligible for the Kaié:ri Nikawerá:ke Indigenous Bridging Program.

Students apply for admission to programs within one of the four Faculties of the University, indicating their intention to be considered for and pursue the Kaié:ri Nikawerá:ke Indigenous Bridging Program.

The admission of applicants for the Kaié:ri Nikawerá:ke Indigenous Bridging Program is subject to the following conditions:

1. Applicants must be members of the First Nations, Métis and Inuit peoples whose communities are located in Canada. Applicants must submit proof of Indigenous identity, citizenship, and age.
2. Although not meeting the normal academic requirements for admission, applicants must satisfy the University that they have the potential to undertake undergraduate courses.

3. Applicants must have been out of school — that is not engaged in full-time study — for at least 12 months since attaining the age of 18. Applicants who have been out of school for less than 12 months are also admissible provided that they have had no unfavourable academic record in the previous 12 months.

4. Applicants must submit school records and any material which may indicate ability to pursue university studies. [Section 13 Admission Regulations](#) provides general information on how to apply for admission.

5. Some students may require courses in English as a Second Language, as determined by language proficiency testing. See [Section 13.4 Language Proficiency](#) of this Calendar regarding language proficiency testing.

Section 14.6 Program Requirements

Program Requirements

Kaié:ri Nikawerá:ke Indigenous Bridging Program students must complete the requirements of the program prior to being admitted to the related undergraduate degree. The requirements may differ by Faculty and program. Refer to Calendar sections:

Faculty of Arts and Science: [Section 31.002 Programs and Admission Requirements](#)

John Molson School of Business: [Section 61.20 Admission Requirements](#)

Gina Cody School of Engineering and Computer Science: [Section 71.20.2 Alternative Entry Programs](#)

The course sequence is intended to help students prepare for their subsequent studies. When selecting courses, students admitted to the Kaié:ri Nikawerá:ke Indigenous Bridging Program are required to consult with the Bridging Program coordinator in the Student Success Centre.

Upon successful completion of the Kaié:ri Nikawerá:ke Indigenous Bridging Program, students who are no longer interested in the related undergraduate degree program may submit an application to other degree or certificate programs for which they are qualified.

Section 15 Tuition and Fees

Tuition and Fees

The University reserves the right to modify the published scale of tuition and other student fees without prior notice, at any time before the beginning of an academic term. The Tuition and Fees information and the authoritative document on tuition and other fees, and the University's financial regulations, is available on the Concordia University website at concordia.ca/students/financial/tuition-fees.

Section 16 Academic Information: Definitions and Regulations

Academic Information: Definitions and Regulations

[Section 16.1 General Information](#)

[Section 16.2 Curriculum Regulations](#)

[Section 16.3 Evaluation, Administrative Notations, Examinations, and Performance Requirements](#)

Section 16.1 General Information

[Section 16.1.1 Academic Year](#)

[Section 16.1.2 Credit System](#)

[Section 16.1.3 Registration for Courses](#)

[Section 16.1.4 Cancellation of Classes](#)

[Section 16.1.5 Withdrawal](#)

[Section 16.1.6 Studies at Other Universities](#)

[Section 16.1.7 Student Request Committees](#)

[Section 16.1.8 Graduation](#)

[Section 16.1.9 High Academic Achievement](#)

[Section 16.1.10 Student Record](#)

[Section 16.1.11 Grading System](#)

[Section 16.1.12 Official Transcripts of Credits](#)

Sir George Williams Campus

FB BUILDING

concordia.ca/offices/registrar

Official University Document

The Calendar is an official University document defining academic programs and the regulations that pertain to them. It is accurate as of its publication date. The University Senate reserves the right to modify the academic programs and regulations at its discretion after the publication date of the Calendar. In addition, the University reserves the right to modify the published scale of tuition and other student fees at any time before the beginning of an academic term. The most current information is available from the Office of the Registrar and, for graduate programs, from the School of Graduate Studies. Moreover, the information contained in the Calendar or any other University document related to academic programs and regulations is subject to verification and correction by the Office of the Registrar and the School of Graduate Studies.

The regulations contained in this section apply to all students at the undergraduate level, whether they are enrolled in degree, certificate, microprogram, bridging program, or Qualifying programs or registered as Visiting or Independent students, with the following exceptions:

- a) Degree, certificate, microprogram, bridging program, and Qualifying program requirements are determined by those in effect in the year of the student's admission. (See Section 16.2 Curriculum Regulations.)
- b) Regulations concerning residence requirements and academic performance are also governed by those in effect in the year of a student's admission.
- c) Determination of high academic achievement is governed by the most recent regulation in effect.

Regulations for graduate students can be found online at concordia.ca/academics/graduate/calendar/current.

Students who were admitted or readmitted prior to the current academic year should consult the appropriate Calendar and the Office of the Registrar or, for graduate programs, the School of Graduate Studies, for information on the regulations appropriate to the academic year in which the student was admitted or readmitted.

Specific written permission must be obtained from the appropriate authority for exemption from any academic regulation.

Students must have a valid ID card to access certain services.

Section 16.1.1 Academic Year

The academic year is defined by the calendar year in which it begins and the year in which it ends. It begins with a summer session (May to August) followed by a regular session (September to April).

Summer Session:

The summer session includes all courses offered between the beginning of May and the end of August.

Regular Session:

The regular session is divided into a fall term (September – December) and a winter term (January – April). Each term is 15 weeks long and includes a reading week break and an examination period, during which any final examination must be held. The [Section 11 Academic Calendar](#) lists precise dates for the beginning and end of classes, the reading week break and examination periods.

Section 16.1.2 Credit System

Student academic activity is measured according to the credit system. Each credit represents a minimum of 45 hours of academic activity, including lectures, tutorials, laboratories, studio or practice periods, examinations, and personal work.

I. Full- and Part-Time Status

A student's status is determined by the number of credits for which she or he is registered at the close of the tuition refund period, in the following way:

	Full-Time	Part-Time
Registration for both fall and winter terms	24 credits or more	Fewer than 24 credits
Registration for fall term only	12 credits or more	Fewer than 12 credits
Registration for winter term only	12 credits or more	Fewer than 12 credits
Registration for the summer session	12 credits	Fewer than 12 credits

Note: According to the rules established by the Government of Quebec, students receiving Quebec loans and bursaries must maintain registration of 12 credits or more **each term**. For further information, see the "Quebec loans & bursaries" web page at: concordia.ca/students/financial/loans/quebec. For Quebec residency purposes, full-time and part-time are defined on a per-term basis. Courses with DISC notation are included in the calculation. For further information, see [Proof of Quebec Residency \(Applicable to Canadian Citizens and Permanent Residents\)](#) under [Section 13.7 Required Documents](#).

II. Credit Loads

Regular Session — Full-Time Status

Full-time students normally take 30 credits in each regular session. They may register for a maximum of 15 credits in each of the fall and winter terms. Engineering programs may require more than 30 credits. For information on Engineering credit loads, see [Section 71 Gina Cody School of Engineering and Computer Science](#).

Regular Session — Part-Time Status

Part-time students in all Faculties may register for a maximum of nine credits in each of the fall and winter terms.

Regular Session — Independent Status

Independent students may normally register for a maximum of nine credits in each of the fall and winter terms.

Summer Session

Any student, other than one in the Institute for Co-operative Education ([Section 24 Institute for Co-operative Education](#)) or the Gina Cody School of Engineering and Computer Science ([Section 71 Gina Cody School of Engineering and Computer Science](#)), may register for a maximum of 12 credits during the summer session.

Section 16.1.3 Registration for Courses

Students select courses for each session (summer session and fall and winter terms in the regular session) prior to the start of classes.

- All newly admitted students will receive advising and registration information after accepting their offer of admission.
- New Independent students can obtain registration information in the Student Academic Services of the Faculty whose discipline interests them and online at concordia.ca/admissions/independent-students.
- New Visiting students can obtain registration information in the online Registration Guide at concordia.ca/students/registration.
- Returning students in good standing can obtain registration information in the Student Hub at concordia.ca/students.

Most students will be able to register for all their courses online. Log into concordia.ca/students > My CU Account > My Student Centre > Academics > Enroll.

Section 16.1.4 Cancellation of Classes

If no class cancellation notice is posted on the classroom door, classes are officially considered cancelled if an instructor is 15 minutes late for a 50-minute class, 20 minutes late for a 75-minute class, or 30 minutes late for longer classes.

Section 16.1.5 Withdrawal

I. The Student's Responsibilities

It is the student's responsibility to meet all deadlines and follow all necessary steps to withdraw from a course or courses, or from the University. Not attending classes or informing an instructor of intent to withdraw does not constitute withdrawal. Instructors are not required to provide students with any evaluation or feedback of their progress in a course before the withdrawal deadline. Students who do not properly withdraw before the published deadlines, and who do not complete assigned work, tests or exams, will receive failing grades.

2. Withdrawal from a Course or Courses

There are two different types of course withdrawal:

a) DNE (Did Not Enter)

The DNE withdrawal has no academic or financial impact on the student. The course from which the student officially withdraws prior to the DNE deadline will be removed from the student record and official transcript and no fees will be charged for that course. The DNE deadline is usually within the first two weeks of the fall and winter terms and within the first week of the summer session. For exact dates, please refer to point 4. Withdrawal Deadlines.

b) DISC (Discontinued)

The DISC withdrawal has both academic and financial impact on the student. For the course from which the student officially withdraws between the DNE and DISC deadlines, the DISC withdrawal notation remains on a student record and official transcript, but does not affect the student's GPA. Nevertheless, the student is financially responsible for the payment of all tuition and other fees pertaining to the course. The DISC deadline is usually after the ninth week of classes of the term for fall and winter terms and within the first five weeks for the summer session. For exact dates, please refer to point 4. Withdrawal Deadlines.

Students who wish to withdraw (DNE or DISC) from a course or courses must do so online via the Student Hub: Log into concordia.ca/students > My CU Account > My Student Centre > Academics > Enroll > Drop.

When dropping courses online, students must make sure to confirm the transaction and/or verify their registration record to make sure that the course was properly dropped.

3. Withdrawal from the University

Students who wish to withdraw from the University must:

a) Withdraw from their courses by the appropriate deadline (see [Section 11 Academic Calendar](#)) online via the Student Hub: Log into concordia.ca/students > My CU Account > My Student Centre > Academics > Enroll > Drop.

and

b) Notify the Office of the Registrar in writing, by:

i. Registered letter addressed to:

Office of the Registrar

Records Office

Room S-FB 900

1455 De Maisonneuve Blvd. W.

Montreal, Quebec H3G 1M8

The student's full name and Concordia student ID number must be clearly legible, and the letter must be signed by the student.

or

ii. A signed fax sent to 514-848-2621. The student's full name and Concordia student ID number must be clearly legible, and the fax must be signed by the student.

Withdrawal from the University does not withdraw a student from his or her courses. A student enrolled at the University who wishes to withdraw from it must also withdraw from his or her courses.

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

4. Withdrawal Deadlines

Withdrawal deadlines are published online at concordia.ca/students/financial/tuition-fees/refunds.

All financial regulations pertaining to course withdrawals, and refunds or financial credit for fees, are available online at concordia.ca/students/financial/tuition-fees/refunds.

Students can view additional financial information in the Student Hub: concordia.ca/students > My CU Account > My Student Centre > Finances.

5. Lapsed Program Status

Students enrolled in a degree or certificate program who have been absent from their program for six consecutive terms or more will be withdrawn from their program and have a lapsed notation entered on their student record. Students enrolled in a microprogram who have not registered for a course for four consecutive terms or more will be withdrawn from their program and have a lapsed notation entered on their student record.

Lapsed students in the Faculty of Arts and Science, the John Molson School of Business and the Faculty of Fine Arts must meet with the appropriate advisor in order to resume their program and be made aware of possible program modifications. In some cases, students will be required to submit a new application.

Lapsed students in the Gina Cody School of Engineering and Computer Science must submit a new application for admission through the Concordia website: concordia.ca.

Section 16.1.6 Studies at Other Universities

With the following exceptions, students who wish to take courses at other universities for transfer credit (for example, in the summer) must obtain permission **in advance** from their Faculty Student Request Committee. Students who study at other universities should familiarize themselves with Concordia's Residence Requirements (Section 16.2.2 Residence Requirements).

I. Interuniversity Registration within Quebec

The student must be authorized by his or her academic advisor, Associate Dean or delegate, and the University Registrar. General information can be found at the site of the Bureau de Coopération Interuniversitaire: bci-qc.ca/en/students/aehe. Specific instructions can be had by contacting the Student Academic Services in each Faculty.

2. Concordia Student Exchange Program and Internships Abroad

Authorization varies by Faculty. Specifics can be found at concordia.ca/students/exchanges/csep.

Section 16.1.7 Student Request Committees

1. Student Request Committees consider applications from students for exceptions to academic regulations or related matters, such as permission for course overloads, registration or withdrawals after the deadline, course substitutions, exceptions to residence requirements, permission to take courses at other universities, and exceptions to the rules governing the refund of tuition and other fees.

2. A student request shall be made on a Student Request form available online on the Course withdrawals web page: concordia.ca/students/registration/course-withdrawals. The completed request form, student statement, and all supporting documentation should be submitted as follows:

- Students registered in a Faculty of Arts and Science program must submit to the academic department housing the program in which they are registered;
- Students registered in a Gina Cody School of Engineering and Computer Science program must submit to the Faculty Student Academic Services Office;
- Students registered in a Faculty of Fine Arts program must submit to the Faculty Undergraduate Student Academic Services Office;
- Students registered in a John Molson School of Business program must submit to the Faculty Undergraduate Programs Office;
- Independent students must submit to the Office of the Registrar.

Requests for refunds of fees will not be considered unless the student has officially withdrawn from the course(s) in question (DISC).

Requests based on medical grounds must be supported by a Student Request Medical Certificate duly completed by a registered medical practitioner. The Medical Certificate form is available online on the Course withdrawals web page: concordia.ca/students/registration/course-withdrawals.

3. A student request shall be made within a reasonable period of time from the circumstances giving rise to the request. Normally, the following guidelines apply:

A request with respect to a:	must be submitted by:
Summer-session course (session ending in 1)	November 1
Fall-term course (term ending in 2)	March 1
Fall/Winter course (term ending in 3)	August 1
Winter-term course (term ending in 4)	August 1

In determining whether the period of time elapsed is reasonable, all of the circumstances of the case shall be evaluated.

4. Each Faculty shall have a Student Request Committee composed of:

- no fewer than three faculty members appointed by the Faculty Council;
- one representative appointed by the University Registrar;
- one student appointed by the Faculty Council;
- the Associate Dean (or delegate) who shall chair the Student Request Committee.

The Independent Student Request Committee shall be composed of:

- one representative appointed by each Faculty Council for a total of four representatives;
- one student appointed by the Concordia Student Union;
- one representative appointed by the University Registrar who shall chair the Independent Student Request Committee.

5. A Student Request Committee may delegate the responsibility for handling certain kinds of requests to designated individuals other than the chair of the committee (e.g. academic advisors, faculty advisors, student affairs coordinators). Where a decision is made by a delegated individual, the student may appeal that decision to the Student Request Committee, as a whole, based on new evidence or other serious grounds, by sending an appeal request in writing, to the Chair of the Student Request Committee within ten (10) working days of receiving a decision made by a delegated individual. Such decisions must be clearly indicated as having been made by delegation.

6. In all cases, the delegated individual and/or the Student Request Committee shall render a reasoned written decision, based on the complete and documented written request, within thirty (30) working days of receiving the request. Decisions of the Student Request Committee are final. In cases where the student has requested a full or partial refund of tuition and fees (late DNE, or late DISC with partial refund, respectively), and where the Student Request Committee supports the request, the SRC will forward its reasoned recommendation along with the complete dossier to the University Retroactive Withdrawal Committee, which will render the final decision.

The University Retroactive Withdrawal Committee shall be chaired by the University Registrar and composed of:

- one (1) representative appointed by each Faculty Council for a total of four (4) representatives (two-year term, renewable);
- the Director of Health Services or delegate;
- the manager of the Student Accounts Office or delegate;
- one (1) student appointed by the Concordia Student Union.

7. The University Retroactive Withdrawal Committee shall render a reasoned written decision, based on the complete and documented written request, within thirty (30) working days of receiving a recommendation from the Faculty Student Request or Independent Student Request Committee.

8. The decisions of the University Retroactive Withdrawal Committee are final.

Section 16.1.8 Graduation

Degree and certificate candidates who expect to complete requirements in a particular year must apply to the Office of the Registrar before July 15 for fall graduation and before January 15 for spring graduation. Students must complete the graduation application online via the Student Hub: concordia.ca/students > My CU Account > My Student Centre > Academics (drop down menu) > Apply for Graduation. The graduation fee is payable whether or not a student attends convocation. Students enrolled in microprograms are not required to submit an application for graduation, but will graduate following completion of their program requirements.

Section 16.I.9 High Academic Achievement

A degree “With Distinction” will be awarded to students who obtain a final graduation grade point average (FGGPA: see [Section 16.3.10 Academic Performance II.c Final Graduation Grade Point Average](#)) of at least 3.40 and below 4.00.

A degree “With Great Distinction” will be awarded to students who obtain a final graduation grade point average (FGGPA) of 4.00 or greater.

Section 16.I.10 Student Record

The student record is a comprehensive report of a student’s academic history at the University. It is a complete academic record and includes all courses followed at Concordia. It is available to the student and to authorized University staff and faculty. Students may obtain a copy of their student record from the Birks Student Service Centre during normal operating hours or by written request.

A processing fee must accompany the request. (See the Tuition and Fees website at concordia.ca/students/financial/tuition-fees for the current fee.) Students may also access their student record through the Student Hub: concordia.ca/students > My CU Account > My Student Centre > Academics (drop down menu) > Transcript: View Unofficial, at no charge.

Section 16.I.11 Grading System

At the end of each course, the instructor will submit a letter grade for every student registered. Using the grade point equivalents listed below, grade point averages (GPA) are calculated for the evaluation of academic achievement, honours standing, prizes, and academic standing.

<i>Grade</i>	<i>Grade Points</i>	
A+	4.30	Outstanding
A	4.00	
A-	3.70	
B+	3.30	Very Good
B	3.00	
B-	2.70	

	C+	2.30	Satisfactory
	C	2.00	
	C-	1.70	
	D+	1.30	Marginal Pass
	D	1.00	
	D-	0.70	
	F, FNS	0	Poor - Failure
	R	0	Very Poor - Failure
Grade Not Reported	(NR)	0	
Credit	CR		Equivalent to "D-" or better; not calculated in AGPA, CGPA or FFGPA. See details under <u>Credit/No Credit (CR/NC) Grading Basis</u> .
No Credit	NC, NCS, NCR		Equivalent to "F"; not calculated in AGPA, CGPA or FFGPA. See details under <u>Credit/No Credit (CR/NC) Grading Basis</u> .

Just passing courses required to fulfill curriculum requirements is not sufficient to qualify a student to graduate. There is also an academic performance requirement (grade point average) in most degree and certificate programs. See the pertinent section of each Faculty's entry in the Calendar for complete details:

- [Section 31 Faculty of Arts and Science](#)
- [Section 61 John Molson School of Business](#)
- [Section 71 Gina Cody School of Engineering and Computer Science](#)
- [Section 81 Faculty of Fine Arts](#)

Credit/No Credit (CR/NC) Grading Basis

The Credit/No Credit (CR/NC) grading policy supports interdisciplinary exploration by encouraging curiosity and by allowing students to pursue learning in unfamiliar areas. The policy facilitates a well-rounded education by allowing students freedom to experiment and by encouraging them to take risks when selecting an elective outside their chosen program of study, without fear of decreasing their GPAs.

Students taking a course on a CR/NC basis are not identified individually to the instructor teaching that course. They will be assessed in the same way as all other students in the course (will have the same assignments and tests and will be evaluated with the same expectations). The result is adjusted to a "CR" or "NC" by the Office of the Registrar based on the

final grade submitted by the instructor. Students must achieve a grade of D- or higher in order to be awarded the CR notation. Students who do not achieve a passing grade will receive an NC notation on their transcript, indicating that no credit is awarded. The CR and NC notations do not have any impact on the student's AGPA, CGPA or FGGPA.

Eligibility Criteria

Students may attempt a maximum of one course per year of full-time academic study (defined as 30 credits of completed coursework) with a CR/NC notation, up to a maximum of 12 credits attempted within their degree. Students may only use the CR/NC grading basis for out-of-program elective courses that are outside of their main discipline. Exceptions apply to students enrolled in a BEng or BCompSc degree, as well any programs listed under "Exceptions." Please refer to the detailed criteria outlined below.

Out-of-program elective courses are defined as courses that count towards satisfying the degree requirements but that do not count towards satisfying the requirements for the student's chosen program(s) of concentration, including major, minor, specialization and honours programs. Students are permitted to apply the CR/NC courses towards satisfying the requirements for one of the Interdisciplinary Elective Groups.

Students are responsible for ensuring that the courses selected for the CR/NC grading basis meet the eligibility criteria listed below.

Students considering pursuing graduate or professional school should be cautious in using the CR/NC grading basis. All prerequisite courses for a graduate program should be taken for a letter grade.

Please refer to the Credit/No Credit web page for details on how to submit a request.

The following eligibility criteria apply, according to the student's primary program of study:

BA, BEd, and BSc

Students enrolled in a BA, BEd, or BSc degree may only select out-of-program elective courses outside of their disciplinary sector for the CR/NC grading basis. The disciplinary sectors comprising the Faculty of Arts and Science are Humanities, Social Science, and Science. For details related to the disciplinary sectors, see Section 31.004 General Education. Exceptions apply to the Specialization in Early Childhood and Elementary Education, and Specialization in Teaching English as a Second Language. Please see details under "Exceptions" below.

BComm and BAdmin

Students enrolled in a BComm or BAdmin degree may only select courses outside of JMSB for the CR/NC grading basis.

BCompSc and BEng

Students may attempt a maximum of one course within their BEng or BCompSc degree to receive a CR/NC notation. This maximum applies to all students, including those who entered their degree through the Mature Entry Program or Extended Credit Program.

BCompSc students may only use the CR/NC courses towards satisfying the General Electives: BCompSc requirement listed in Section 71.70.2 Degree Requirements (BCompSc) or a program technical elective.

BEng students may only use the CR/NC grading basis to satisfy the General Education Humanities and Social Sciences Electives listed in Section 71.110 Complementary Studies for Engineering and Computer Science Students or a program technical elective.

BFA

Students enrolled in a BFA degree may only select out-of-program elective courses outside of the Faculty of Fine Arts for the CR/NC grading basis. Exceptions apply to the Specialization in Art Education – Visual Arts. Please see details under "Exceptions" below.

Transfer Credits

If students request a degree transfer or a modification to their program concentration by adding a new minor, major, specialization or honours program, and a course previously taken as a CR/NC elective becomes a required course for the new program concentration, the CR notation will be converted to a letter grade. Only courses with a grade of D- or better may be converted from a CR notation to a letter grade and all conversions must be approved by an academic advisor. The reversal of the CR notation to a letter grade is permanent. Courses with a grade of NC will not be converted to a letter grade. If a course that receives an NC notation is a required course for the new program concentration, students must repeat the course to receive a letter grade.

Exceptions

Exceptions apply to the following programs:

1) BA Specialization in Early Childhood and Elementary Education

Students may use CR/NC courses towards satisfying the in-program General Education Elective course requirements under Group C: Specialization in Early Childhood and Elementary Education, provided that the courses fall outside of the students' disciplinary sector.

2) BEd Specialization in Teaching English as a Second Language

Students may use CR/NC courses towards satisfying the 24 credits of in-program electives chosen from a list approved by the Department, provided that the courses fall outside of the students' disciplinary sector.

3) BFA Specialization in Art Education – Visual Arts

Students may use CR/NC courses towards satisfying the six credits of in-program free electives, provided that the courses are taken outside of the Faculty of Fine Arts.

Exclusions

Mature Entry Program and Extended Credit Program

Students may not select the CR/NC grading basis for any of the specific courses defined within the their Mature Entry or Extended Credit Program requirements. Students may only select the CR/NC grading basis towards satisfying the elective courses included in the requirements for the Mature Entry or Extended Credit Program that they are admitted to.

Non-Degree Programs

Students enrolled in Certificate programs, Microprograms and the Kaié:ri Nikawerá:ke Indigenous Bridging Program are not eligible for the CR/NC notation.

Independent Students, Visiting Students and Exchange Students

Independent students, visiting students and exchange students are not eligible to select CR/NC for any courses taken at Concordia.

Graduate Students

Graduate students are not eligible for the CR/NC notation.

Excluded Courses for All Students

Students may not choose the CR/NC notation for the following categories of courses:

- 1) Courses which satisfy the student's major, minor, specialization or honours requirements;
- 2) courses identified as "deficiencies";
- 3) courses that are required for admission as a degree transfer student;
- 4) Kaié:ri Nikawerá:ke Indigenous Bridging Seminar Courses
- 5) Indigenous Land-Based Education Courses;
- 6) Complementary University Credit (CUC) Courses;
- 7) Humanities+ Courses;
- 8) Career Fundamentals Courses and Work-Integrated Learning and Reflective Learning Courses;
- 9) internship and fieldwork courses;
- 10) independent study courses and thesis courses;
- 11) courses marked on pass/fail basis;
- 12) English as a Second Language Courses;
- 13) courses taken as part of the Inter-university (INTU) transfer process;
- 14) Actuarial Mathematics accreditation courses: ACCO 230; ECON 201; ECON 203; FINA 395;
- 15) courses required as part of a sanction imposed under the Academic Code of Conduct.

Deadlines

Students must request to have a course graded on a CR/NC basis no later than one calendar week before the DNE deadline. Please see Section 11 Academic Calendar for details regarding academic deadlines and the Credit/No Credit web page for details on how to submit a request.

This request is subject to approval by an advisor. If a request is rejected after the official DNE deadline, the standard grading basis applies.

Students who elect to complete a course on a CR/NC basis may request to revert to taking the course on a graded basis up until the DISC deadline. No further changes to the grading mode can be made after these deadlines.

Students are responsible for ensuring that the courses they select meet the Eligibility Criteria.

Students considering pursuing graduate or professional school should be cautious in using the CR/NC grading basis. All prerequisite courses for a graduate program should be taken for a letter grade.

Repeating CR/NC Courses

Students are permitted to repeat a completed course graded as "CR" or "NC" if they wish to receive a letter grade for the course, and the deadline to reverse the CR/NC notation has passed. See [Section 16.2.6 Repetition of Courses](#) for further details pertaining to repeated courses.

Section 16.1.12 Official Transcripts of Credits

An official transcript of credits (hereafter "official transcript") is a version of the student record intended for the use of external institutions, organizations, and employers. It is a complete academic record and includes all undergraduate and/or graduate courses followed at Concordia. It is accompanied by an explanation of its terminology and is sent directly to the addressee at the written request of the student, provided there is no outstanding balance owing to the University. An official transcript is printed on security paper, and is signed and sealed by the University Registrar.

Details on how to request an official transcript may be found at [concordia.ca/students/records/transcripts/request-official-transcripts](#).

Section 16.2 Curriculum Regulations

[Section 16.2.1 Modifications to Academic Programs and Regulations](#)

[Section 16.2.2 Residence Requirements](#)

[Section 16.2.3 Degree Regulations](#)

[Section 16.2.4 Concentration Requirements](#)

[Section 16.2.5 Writing Skills Requirements](#)

[Section 16.2.6 Repetition of Courses](#)

Section 16.2.1 Modifications to Academic Programs and Regulations

With the exception of the following conditions, the curriculum requirements in effect at the time students are admitted or readmitted to a program (e.g. BA, BFA, Certificate in Business Studies) and/or concentration (e.g. major, specialization), are the requirements that apply to them until they complete their program.

1. The University reserves the right to modify academic program requirements in the light of (a) changing trends in academic and professional fields, and (b) the availability of resources. In the exceptional event that a program is substantially altered by the University Senate, the University recognizes its responsibility to offer suitable transition arrangements for students. The new program requirements should become effective for all students no later than five years after the effective date of change for newly admitted students.
2. When a program is discontinued, the University recognizes its responsibility to offer courses in the program while phasing it out according to a schedule appropriate to the needs of the affected students. Students will be informed of the schedule when the decision is made to phase the program out.
When students in a discontinued program have not been registered for three years, it may not be possible to enable them to complete that program. They may, however, transfer into another program in the University for which they meet the admission requirements.
3. Where students acquire credit towards a degree or certificate in a discontinuous manner and over a protracted time, the University reserves the right, at any time, to require them to take further credits or fulfill additional requirements to obtain that degree, certificate, or micropackage.
4. Modifications to the academic regulations in [Section 16.1 General Information](#) and [Section 16.3 Evaluation, Administrative Notations, Examinations, and Performance Requirements](#) become effective for all students on a given date regardless of the student's date of admission to a program, with the following exceptions:
 - o [Section 16.1.9 High Academic Achievement](#)
 - o [Section 16.2.2 Residence Requirements](#)
 - o [Section 16.3.10 Academic Performance](#)Modifications to these three regulations apply only to students admitted or readmitted to a program on or after the effective date of such modifications.
5. In the event a student is readmitted after failing an academic year, the University reserves the right to require the student to take additional credits or to repeat certain courses. The student is also subject to changes in academic regulations or program requirements in effect at the time of the student's readmission.

6. Notwithstanding the above, all students in Engineering programs are required to meet the Canadian Engineering Accreditation Board (CEAB) standards. Students are required to graduate having met the substantial equivalent of the curriculum in force in the winter term prior to degree conferral. It is the student's responsibility to ensure that their course selection meets the program requirements for their graduation. For further information, see [Section 71.10.7 Curriculum Requirements and Course Sequences](#).

Section 16.2.2 Residence Requirements

Residence requirements define the number of credits that students working towards a Concordia University degree must take at the University itself.

1. Of the total number of credits required for an undergraduate degree, students must take a minimum of 45 credits, normally the last 45, at Concordia University. The BEng, [BA Specialization in Early Childhood and Elementary Education](#), [BEd Specialization in Teaching English as a Second Language](#), [Athletic Therapy \(BScAT\)](#), and [BFA Specialization in Art Education – Visual Arts](#) require 60 credits, normally the last 60, at Concordia.
2. At least 50 per cent of the credits for honours, specializations, majors, minors, certificates or other concentrations must be taken at Concordia. The BComm and BAdmin programs also require that at least 50 per cent of the core courses be taken at Concordia. In the case of microprograms, 100% of the credits must be taken at Concordia.
3. Concordia University students who wish to include courses taken at another university within their residence requirements must obtain permission **in advance** from their Faculty Student Request Committee. Those wishing to engage in interuniversity exchanges in Quebec or student exchange programs must obtain authorization to cross-register from his or her academic advisor, the appropriate Associate Dean or delegate of the student's Faculty, and the University Registrar. For participation in the Concordia Student Exchange Program, the student must comply with the specific Faculty requirements outlined at [concordia.ca/students/exchanges/csep](#).
4. Students who already have an undergraduate degree may undertake a second undergraduate degree, subject to the conditions below. Before registering, such students should consider whether their purpose might be better served by enrolling in a graduate degree, diploma, or certificate program. To obtain a second undergraduate degree, students must:
 - a) Apply and register in a program with a higher concentration than a minor, and
 - b) Complete at least two-thirds of the credits normally required for the second degree in courses other than those credited to the first degree - for example, a minimum of 60 credits must be complete when the normal requirement is 90 credits, and
 - c) Complete at least 36 credits in the new field of concentration.
5. An exception to 4b) above, is the [BEd Specialization in Teaching English as a Second Language](#), for which students must complete at least half of the 120 credits required for the second degree in courses other than those credited to the first degree.
6. Any student who is accepted at Concordia University after failing or compiling an unsatisfactory record at another university, will generally be required to complete at least 60 credits at Concordia.

Section 16.2.3 Degree Regulations

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

- [Section 31 Faculty of Arts and Science](#)

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

Section 16.2.4 Concentration Requirements

Every undergraduate program requires a cohesive sequence of courses. To graduate in a degree program, a student must complete one of the following concentrations: honours, specialization, major. Under certain conditions, a student may be eligible to obtain a baccalaureate degree through the accumulation of certificates. In the Gina Cody School of Engineering and Computer Science, concentrations are referred to as programs. Most of these programs have options, where students take a number of related courses in a chosen area. Honours is a highly concentrated program with a required performance level; the specialization and the major require varying degrees of concentration, normally without a performance requirement. An honours, specialization, or major can be combined with a minor. In some circumstances, a double major is also possible.

I. Honours Programs

The University offers programs leading to an honours degree in certain disciplines. The honours program consists of 60 or more credits in a discipline, with superior performance required to enter and remain in the program. In their first year, students may register in honours program courses, but their acceptance as honours **students** will depend on their performance. Students who do not meet requirements for honours standing may proceed in either a specialization or a major program.

There are minimum academic standards for honours programs. The honours student must:

1. meet general degree requirements and the specific requirements for an honours program.
2. maintain a grade point average (GPA) of 3.00 in all honours courses; the minimum acceptable grade in any honours course is "C."
3. have a minimum GPA of 2.70 for honours courses taken each year. For part-time students this is calculated in 18-credit blocks.
4. have a GPA of no less than 2.00 in non-honours courses.

Honours students who do not meet these standards will be withdrawn from the honours program and will proceed in the major or specialization program. Reinstatement in the honours program is possible only with the permission of the Faculty Honours Committee.

The programs and particular Faculty regulations are listed in the Faculty sections under "Honours Programs."

2. Specialization Programs

A specialization is a sequence of courses totalling 60 or more credits. In a few cases it includes a performance requirement. In addition to courses in a particular discipline, the specialization may include courses in other closely related fields.

3. Major Programs

A major is a sequence of courses totalling 36 or more credits, except in the John Molson School of Business where the major consists of at least 24 credits in a particular discipline in addition to the required 48-credit JMSB Core. The major may include certain courses in other closely related fields.

4. Minor Programs

A minor is a sequence of courses totalling 24 or more credits, except in the John Molson School of Business where the minor consists of at least 12 credits in the chosen discipline in addition to the required 48-credit JMSB Core.

5. Combined Programs

An honours, specialization, or major program may be combined with a minor. In some circumstances, a major program may also be combined with another major program.

6. Certificate Programs

An undergraduate certificate is a coherent program, usually of 30 credits, made up of regular undergraduate courses. Courses taken as part of a certificate program are normally applicable to the appropriate undergraduate degree. There is no guarantee that a certificate program can be completed in one academic year.

7. Microprograms

An undergraduate microprogram is a coherent program, usually of 9-15 credits, made up of regular undergraduate courses. A microprogram is normally completed within one or two academic terms.

8. Baccalaureate by Accumulation

Under certain conditions, a student may earn a baccalaureate degree through the accumulation of a minimum of three certificates in eligible disciplines. The Faculties and Schools under which the baccalaureate degree is offered shall determine criteria for specific certificate programs eligible for application towards the degree.

Students must satisfy the following conditions in order to qualify for a Baccalaureate by Accumulation:

1. A declaration of intention to complete a Baccalaureate by Accumulation must be submitted at the time of admission to the third certificate.
2. A minimum of 90 credits must be obtained through the accumulation of a minimum of three certificates in order to qualify for the degree. Students admitted to the Extended Credit Program (ECP) and the Mature Entry Program (MEP) are required to take additional credits. See Section 14 Alternative Entry of the Calendar for regulations pertaining to the Mature Entry Program (MEP). See Section 13.3.2 Applicants from Other Canadian Provinces of the Calendar for regulations pertaining to the Extended Credit Program (ECP).
3. The credits obtained for any course may not be used to satisfy the requirements of more than one program of study, including certificate, minor, major, specialization, and honours programs.
4. Under certain conditions, where admission requirements permit, students may apply a certificate completed at an institution other than Concordia towards the Baccalaureate by Accumulation. The following conditions must be met:
 - a) At least 50 per cent of the credits for the Baccalaureate by Accumulation must be taken at Concordia.
 - b) The final certificate must be completed at Concordia.
5. Students who already have a baccalaureate degree and wish to pursue a second degree through the Baccalaureate by Accumulation program are subject to the conditions below. Before registering, such students should consider

whether their purpose might be better served by enrolling in a graduate degree, diploma, or certificate program. To obtain a second undergraduate degree, students must:

- a) Apply, register and successfully complete two additional certificates (a minimum of 60 credits total) eligible to be applied towards a Baccalaureate by Accumulation.
- b) At least two thirds of the credits applied towards the second degree must be in courses other than those credited to the first degree — for example, a minimum of 60 credits must be completed when the normal requirement is 90 credits.

Students who already have a Baccalaureate by Accumulation who wish to undertake a second Baccalaureate degree through the traditional structure are subject to the Residence Requirements outlined in Section 16.2.2 Residence Requirements.

6. Only specific certificates may be deemed as eligible for application towards a Baccalaureate by Accumulation by the granting Faculty or School. All baccalaureate degrees are subject to the admission and graduation criteria established by the Faculties and Schools under which they are offered.
7. All candidates must satisfy the admission criteria for each certificate; admission into one certificate does not guarantee admission into other certificates. The specific admission requirements are listed on the Concordia website.
8. Students are eligible for graduation only once they have satisfied all of the above criteria. Eligibility for graduation is normally assessed following the successful completion of a minimum of three certificates deemed eligible for application towards a Baccalaureate by Accumulation by the granting Faculty or School.

9. Bridging Program

An undergraduate bridging program is a coherent program, usually of 18-30 credits, that may be made up of both academic undergraduate and university skills courses. A bridging program is designed for students who are required to upgrade their academic background and acquire the prerequisites necessary to gain entry to an undergraduate degree program. Courses taken as part of a bridging program are normally applicable to a specific undergraduate degree. A bridging program does not lead to the awarding of a credential.

10. Integrated Path

An integrated path from a bachelor's degree to a master's degree allows undergraduate students to start master's-level coursework while still completing their undergraduate studies. This enables undergraduate students who are interested in pursuing a graduate degree to earn credit towards their undergraduate degree and accelerate the completion of their graduate program if they choose to continue.

Under certain conditions, students may declare their intention to pursue an available integrated path during their undergraduate studies. Graduate courses that are successfully completed will be credited towards the program requirements of the bachelor's degree, and may be credited at the master's level if the students are admitted to a graduate program that includes these courses, and if the students have obtained a minimum grade of B.

Please see the Integrated Path website for more information about submission processes: concordia.ca/integratedpath.

Students must satisfy the following conditions in order to qualify for an integrated path:

1. Submit a declaration of intention to pursue graduate studies through an integrated path.
2. Be in acceptable academic standing.

3. Have a minimum of 60 credits completed at the undergraduate level, with relevant courses completed in the discipline.
4. Have a minimum cumulative grade point average (CGPA) of 3.0/4.3.

The Departments under which the integrated path is offered may determine additional eligibility criteria.

The following conditions apply to undergraduate students who enrol in graduate-level courses during their undergraduate program:

1. A maximum of 16 credits of graduate-level courses may be attempted while in an undergraduate degree program.
2. Normally, students pursuing an integrated path can enrol in a maximum of two graduate-level courses per term.
3. Each graduate-level course is subject to the evaluation and grading system defined in the [Graduate Calendar](#).
4. Undergraduate students are not permitted to write supplemental examinations for graduate-level courses.
5. The grade obtained in the graduate-level course will contribute to the cumulative grade point average (CGPA), final graduation grade point average (FGGPA), term grade point average (TGPA), and assessment grade point average (AGPA) of the undergraduate program, and will be considered when assessing academic performance. See [Section 16.3.10 Academic Performance](#) for complete details.

Undergraduate students who pursue an integrated path are required to submit an application for a graduate-level program and are subject to the established graduate admission criteria at the time of application. Pursuing an integrated path during an undergraduate program does not guarantee admission to a graduate program.

Section 16.2.5 Writing Skills Requirements

Students admitted into the Gina Cody School of Engineering and Computer Science must meet a writing skills requirement. (See [Section 71.20.7 Writing Skills Requirement](#).)

Section 16.2.6 Repetition of Courses

1. Students may repeat a failed course or a course awarded an "NC" notation only once. Nevertheless, a student who fails a required course twice may appeal to the appropriate Student Request Committee for permission to take the course a third time. If permission is not granted, the student may not be allowed to continue in the University towards that program and/or degree.
2. Students who have received a failing grade for a course may not request the CR/NC grading basis if they repeat the course.
3. Students who have received a passing grade or a "CR" notation for a course may repeat the course for personal reasons (e.g. to meet an external requirement) only once. The student record and official transcript will include all grades, but grades with the "REPT" notation will carry no credit value.
4. Students who want or need to repeat a course that is a prerequisite to other courses must do so before taking any following course in the sequence. If a specific letter grade is required to progress to more advanced courses, students are responsible for verifying the prerequisite requirements before requesting the CR/NC grading basis.
5. The grade corresponding to the latest attempt of the course will be used for calculating the cumulative grade point average (CGPA: see Section [Section 16.3.10 Academic Performance II.b Cumulative Grade Point Average](#)) and the final graduation grade point average (FGGPA: see [Section 16.3.10 Academic Performance II.c Final Graduation Grade Point Average](#)).

6. In the case of courses taken more than once in the same assessment period, only the grade corresponding to the latest attempt of the course will be used in the calculation of the assessment grade point average (AGPA: see Section 16.3.10 Academic Performance II.a Assessment Grade Point Average).
7. A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the AGPA, the CGPA, and the FGGPA whether or not the course has been repeated.

Section 16.3 Evaluation, Administrative Notations, Examinations, and Performance Requirements

Section 16.3.1 Evaluation

Section 16.3.2 Language of Instruction and Examination

Section 16.3.3 Failing Grades and Administrative Notations

Section 16.3.4 Administrative Notations

Section 16.3.5 Late Completion of Courses with “INC” Notations — Procedures and Regulations

Section 16.3.6 In Progress “IP” Notations — Procedures and Regulations — Faculty of Arts and Science

Section 16.3.7 Examinations

Section 16.3.8 Deferred “DEF,” Medical “MED” Notations and Supplemental Examinations — Procedures and Regulations

Section 16.3.9 Academic Re-evaluation

Section 16.3.10 Academic Performance

Section 16.3.1 Evaluation

A university degree or certificate attests that its holder has attained a measurable level of achievement as established by a recognized system of evaluation. Thus the performance of each student in each course must be evaluated by the instructor or instructors responsible for the course.

Final grades are determined by students' performance on one or more of the following:

1. assigned work, term papers, projects, etc.
2. class participation which, in certain disciplines, may justify an attendance requirement
3. progress tests
4. laboratory tests and/or laboratory work
5. mid-term and/or final examinations
6. level of written expression.

The weight accorded to the various elements is at the discretion of the instructor or instructors responsible for the course.

At the beginning of a course the instructor will provide students with the evaluation scheme in writing. The scheme cannot be altered without appropriate notice.

To ensure informed decision-making, all students must be given the opportunity to receive feedback regarding their progress in a course prior to the DISC date. All students who have completed the coursework required to receive feedback from their instructor must receive feedback that is equivalent to 20 per cent of their final grade at least five calendar days prior to the DISC deadline stated in Section 16.1.5 Withdrawal. Cases where students are absent from class or fail to complete the required coursework shall be treated as an exception to this requirement. For courses that are delivered on a compressed schedule, the deadline shall be two calendar days.

For courses where it is difficult to achieve a numeric grade because coursework consists of a single piece of work and/or is based predominantly (or solely) on student presentations (e.g. supervised or independent study, honours thesis, capstone, inquiry, and experiential courses), or where the course is graded as either Pass or Fail:

- Clear and formative feedback must be provided five calendar days prior to the DISC date.

For courses that are delivered on a compressed schedule:

- The deadline for feedback shall be two calendar days.

Normally in the winter term and summer session, an instructor will submit final grades no later than seven calendar days after the scheduled final examination in a course or, where there is no final examination, seven calendar days after the last scheduled class in a course. All final grades for all courses are **required** to be submitted no later than seven calendar days after the University's last scheduled final examination. In the case of grades for potential graduates, instructors are **required** to submit final grades no later than three calendar days after the scheduled final examination in a course or, where there is no final examination, three calendar days after the last scheduled class in a course. For the fall term, all final grades for all courses are required to be submitted no later than 3 days after the university re-opens following the Holiday closure period. This deadline will not necessarily align with the start of winter term classes. There may be additional delays before grades are posted as approvals of the grades and processing time are necessary. Students may obtain their grades via the Student Hub: concordia.ca/students > My CU Account > My Student Centre > Academics (drop down menu) > Grades.

Final grades and grade changes are official only when they have been approved by the appropriate Faculty Dean or delegate.

The University reserves the right to make corrections at any time in case of error.

Section 16.3.2 Language of Instruction and Examination

While courses at Concordia University are normally taught in English, if students prefer, they may write assignments and examinations in either English or French. However, language and literature courses may require assignments and examinations to be written in the language being studied. Students who wish to write in French should ask at the beginning of a course whether their instructor can read French or whether someone else will evaluate their work. If the work must be read by another person, extra correction time may be required.

Section 16.3.3 Failing Grades and Administrative Notations

Failing Grades “F,” “FNS,” “R,” and “NR” notations

1. “F” indicates failure in a course in which a supplemental examination is available.
2. “FNS” indicates failure in a course in which no supplemental examination is available.
3. In a course graded “R,” a student is not permitted to write a supplemental examination, apply for a “MED” or “DEF” notation, or complete work late.
4. “NR” stands for not reported and indicates that a student appears to have withdrawn from a course unofficially. It is assigned by the instructor when no material is available to evaluate and the instructor has been unable to submit a grade. “NR” carries a grade point value of zero and counts as a failure.
In a course with an “NR,” a student is not permitted to apply for a “MED” or “DEF” notation, write deferred or supplemental examinations, or complete work late.

5. "NC" stands for no credit and indicates failure in a course. "NC" is not calculated in the AGPA, CGPA or FFGPA. See details under [Credit/No Credit \(CR/NC\) Grading Basis](#).
6. "NCS" stands for no credit and indicates failure in a course in which no supplemental examination is available. "NCS" is not calculated in the AGPA, CGPA or FFGPA. See details under [Credit/No Credit \(CR/NC\) Grading Basis](#).
7. "NCR" stands for no credit and indicates failure. In a course graded "NCR," a student is not permitted to write a supplemental examination, apply for a "MED" or "DEF" notation, or complete work late.

Section 16.3.4 Administrative Notations

"APEL," "CODE," "CUC," "DEF," "DISC," "DNE," "DNS," "DNW," "EREM," "EX," "EXCL," "EXTR," "INC," "INIS," "INIT," "LATE," "MED," "PEND," "PEX," "PTR," "REPT," "REV," "RPT," "SRCR," "SREP," "SUPP," "TRC," "TREM," "VALD," "WRKT"

1. "APEL" stands for Appeal. It indicates that the grade obtained is under appeal.
2. "CODE" stands for Academic Code of Conduct Decision, and it is a repetition code that appears only on the student record. It indicates that the grade obtained as a result of a penalty for academic misconduct is included in the calculation of the GPAs whether or not the course has been repeated.
3. "CUC" stands for Complementary University Credits and indicates credits earned as part of a Complementary University Credit certificate or individual study skills courses. These credits are not considered as program credits earned in any other degree or Faculty certificate program or Independent studies.
4. "DEF" stands for Deferred and indicates that a student has been unable to write a final examination due to unforeseeable circumstances beyond the student's control. A "DEF" notation carries no grade point value. For information on how to apply for "DEF" notations and the regulations that govern them, see [Section 16.3.8 Deferred "DEF," Medical "MED" Notations and Supplemental Examinations — Procedures and Regulations](#).
5. "DISC" stands for Discontinued and indicates that a student has properly withdrawn from a course after the end of the course-change period. The notation appears permanently on the student record and official transcript. It carries no grade point value and does not count in assessments of academic standing, but does count towards a student's status (i.e. full- and part-time).
6. "DNE" stands for Did Not Enter and is a temporary notation indicating that a student has officially withdrawn from a course by the deadline for withdrawal with tuition refund. The course and "DNE" notation are subsequently removed from the student record.
7. "DNS" stands for Did Not Submit and indicates that a student has not submitted the final assigned work for a course, such as term papers or projects. The notation is used only in combination with a letter grade (such as "F/DNS," "B/DNS").
8. "DNW" stands for Did Not Write and indicates that a student has not written the final examination for a course. The notation is used only in combination with a letter grade (such as "F/DNW," "B/DNW"). A student in good standing may write a supplemental examination (if available) in a course with a "DNW" unless the grade is "R/DNW," "NR/DNW," "FNS/DNW" or "NCS/DNW." For information on how to apply for supplemental examinations and the regulations that govern them, see [Section 16.3.8 Deferred "DEF," Medical "MED" Notations and Supplemental Examinations — Procedures and Regulations](#).
9. "EREM" stands for Exemption Received Credit Removed and indicates that the credit earned for this course is not retained because it is a repetition of a course for which the student has already received exemption.

10. "EX" stands for Exemption and indicates an exemption awarded for a course completed at another institution (no credit value).
11. "EXCL" stands for Exclude and indicates that the grade is excluded from the GPA calculation when a course has been assigned a failing grade and that course is subsequently repeated and assigned a passing grade.
12. "EXTR" stands for Extra Credits and indicates that the grade is excluded from the GPA calculation but may be used in a future program.
13. "INC" stands for Incomplete and indicates that a student has not completed required course work, such as a term paper, assignment, or laboratory and that the instructor has agreed to accept the work after the due date. The notation is used only in combination with a letter grade (such as "F/INC," "C/INC") and is assigned on the basis that the missing work is weighted as zero. When appropriate, "DNW" and "INC" can be used simultaneously (e.g. "F/INC/DNW"). For information on how to apply to complete courses with an "INC" notation, and the regulations that govern late completion, see [Section 16.3.5 Late Completion of Courses with "INC" Notations — Procedures and Regulations](#).
14. "INIS" stands for Initial Attempt and indicates the initial attempt of a course for which the student has written a supplemental exam.
15. "INIT" stands for Initial Attempt and indicates the initial attempt of a course that was subsequently repeated.
16. "LATE" stands for Late Completion Grade Obtained and indicates the final grade that replaces the grade attached to the initial enrolment. Only the final grade is included in the GPA. (Used from 1977-92.)
17. "MED" stands for Medical and indicates that a student has been unable to write a final examination or complete other assignments due to a long-term medical situation. A "MED" notation carries no grade point value. For information on how to apply for "MED" notations and the regulations that govern them, see [Section 16.3.8 Deferred "DEF," Medical "MED" Notations and Supplemental Examinations — Procedures and Regulations](#).
18. "PEND" stands for Pending, is assigned by the University Registrar, and indicates that the grade is not available at this time.
19. "PEX" stands for Potential Exemption and indicates a potential exemption for a course still in progress at another institution (no credit value).
20. "PTR" stands for Potential Transfer Credits and indicates a potential transfer credit for a course still in progress at another institution.
21. "REPT" stands for Repeat and indicates that the credit earned for this course is not retained because it is a repetition of a course or of similar course material for which the credit has already been earned.
22. "REV" stands for Under Review. It indicates that the grade obtained is under review.
23. "RPT" stands for Report and indicates report work completed by a student in a co-operative education program. These credits are not considered as program credits earned.
24. "SRCR" stands for Special Course Permission and indicates that special permission was given to take the same course more than twice where no credits were earned in previous attempts.
25. "SREP" stands for Special Course Repetition and indicates that special permission was given to take the same course more than twice where credits are earned at the initial or second attempt.

26. "SUPP" stands for Supplemental and indicates that supplemental examination credits and grade obtained are retained and included in the cumulative GPA and assessment GPA.
27. "TREM" stands for Transfer Credit Received, Credits Removed and indicates that the credit earned for this course is not retained because it is a repetition of a course for which transfer credit has already been awarded.
28. "TRC" stands for Transfer Credits and indicates transfer credit awarded for a course completed at another institution.
29. "VALD" stands for Valid and identifies a new course with the same course name and number as other courses previously enrolled in. It is not considered as a repetition.
30. "WRKT" stands for Work Term and indicates work completed by a student during a co-operative education work term. These credits are not considered as program credits earned.

Section 16.3.5 Late Completion of Courses with "INC" Notations — Procedures and Regulations

1. The deadlines for completion of course assignments are given to students on the first day of class. The "INC" notation is assigned when an instructor has agreed that a student may complete work after the deadline.
2. A student with an "R" or "NCR" grade or "NR" notation in a course may not apply for late completion in that course.
3. Students must apply for late completion of a course. Applications for Late Completion are available at the Birks Student Service Centre. For each course a processing fee applies. (See the Tuition and Fees website at concordia.ca/students/financial/tuition-fees for the current fee.) Completed applications must be returned to the Birks Student Service Centre by:
February 1: Fall-term courses
May 15: Winter-term and fall/winter courses
September 1: Summer-session courses
4. The completed work must be submitted by:
February 15: Fall-term courses
May 30: Winter-term and fall/winter courses
September 15: Summer-session courses
5. It is the responsibility of the instructor to submit a final grade within five days of these dates.

Section 16.3.6 In Progress "IP" Notations — Procedures and Regulations — Faculty of Arts and Science

1. The IP notation is assigned when an instructor has agreed that the work of a student in a course may be submitted past the time for reporting grades. At the undergraduate level the IP notation is applicable **only** to the completion of an honours thesis, internship or fieldwork outside of the University, or directed study or research. Students should refer to [Section 31.003.3 In Progress "IP" Notations](#) for a list of applicable courses within the Faculty of Arts and Science. In all cases, the assignment of this notation is due to third party involvement in course work, where it is beyond the control of the instructor and/or the student for the student to complete the work within the required deadline.
2. The completed work must be submitted by:
April 1: Fall-term courses

August 1: Winter-term and fall/winter courses

December 1: Summer-session courses

3. It is the responsibility of the instructor to submit a final grade within 10 days of these dates.

4. If the completed work is not submitted by the stated deadline, the IP notation will be changed to a letter grade.

Section 16.3.7 Examinations

Students must present identification in order to write any examination. Acceptable identification is: Concordia student ID card or Medicare card or driver's licence that bears the photo and signature of the student. Unless expressly permitted by the instructor, the possession of electronic communication devices is prohibited during examinations.

I. Final Examinations

1. Section 11 Academic Calendar lists the official examination periods.

2. Examination schedules are available to students through the Concordia website on the Student Hub.

3. Because special arrangements cannot be made in the event of personal time conflicts (including personal travel plans), students should not make commitments for the examination periods until after the final schedule is posted. Nonetheless, in certain documented circumstances, a student who will not be in the Montreal area during the official final examination period can request to write his/her examination at another university or college.

A student who needs to write at an external institution must submit a "Request to Write a Concordia University Exam at an External Institution" available from the Birks Student Service Centre. The completed request should be submitted to the Birks Student Service Centre within the following deadlines:

- November 15: for December final examination period
- April 1: for April-May final examination period
- June 1: for June final examination period
- August 1: for August final and replacement/supplemental examination period.

The request must be accompanied by a per-course processing fee. (See the Tuition and Fees website at concordia.ca/students/financial/tuition-fees/rates/undergraduate)

Among the factors considered in the review of the request is the suitability of the testing location, testing conditions, and time constraints. The institution chosen must be an accredited university or college and the proctor/invigilator must be an employee of that institution and must agree to administer the exam(s) at the exact same date and time as scheduled at Concordia University and time differences must be taken into account.

The student is responsible for any fees that may be charged by the external institution.

4. An examination "conflict" is defined as two examinations scheduled at the exact same day and time or three examinations scheduled in consecutive time blocks (9:00-12:00, 14:00-17:00, 19:00-22:00; 14:00-17:00, 19:00-22:00, 9:00-12:00; 19:00-22:00, 9:00-12:00, 14:00-17:00). Two examinations in one day or three examinations in 24 hours are not considered a "conflict." When a "conflict" exists, students are informed on the My Student Centre (View My Exam Schedule page) and are provided with a deadline by which they must advise how they intend to resolve the "conflict." If a course has an "alternate" examination, there will be an "Alternate Available" date(s) displayed. Please be aware that the

“Alternate Available” date(s) shown is intended for students who have a “conflict” in their examination schedule. Students who do not have an examination “conflict,” as defined above, are obliged to write their examination on the date that is indicated in the “Exam Date” column.

Students who cannot write an examination due to work commitments or religious observations may also request permission to write an “alternate” by reporting their conflict and providing the appropriate documentation in support of their request. Further information is available by contacting the Registration and Examinations Office. Also see [Section 16.3.7 Examinations III.3 Alternate Examinations](#).

5. No student will be admitted to the exam room if his/her name does not appear on the roster of students assigned to write in that room.

6. No candidate will be permitted to enter an examination room after the first third of the examination has elapsed, or to leave before the first third of the examination has elapsed:

- 3 hour examination: no entry after first 60 minutes has elapsed; no exit before first 60 minutes has elapsed
- 2.5 hour examination: no entry after first 50 minutes has elapsed; no exit before first 50 minutes has elapsed
- 2 hour examination: no entry after first 40 minutes has elapsed; no exit before first 40 minutes has elapsed
- 1.5 hour examination: no entry after first 30 minutes has elapsed; no exit before first 30 minutes has elapsed
- 1 hour examination: no entry after first 20 minutes has elapsed; no exit before first 20 minutes has elapsed

7. Students will be assigned to a specific desk/seat location.

8. Student ID cards will be collected at the time of “signing-in” and will be returned when “signing-out.”

9. Students may not leave the exam room during the last 15 minutes.

10. **If during the course of an examination a student becomes ill, the student should report at once to the invigilator, hand in the unfinished paper and request that the examination be cancelled. Before leaving the University, the student must also visit the Temporary Examinations Office location in order that a report of the situation may be filed.**

11. If a student completes an examination, even though he/she is ill or faced with other personal problems or situations, the subsequent grade obtained in the course must stand. Petitions on the grounds of illness **will not be considered**.

12. In the fall and winter terms, no tests or examinations are permitted in the final week of classes other than in the official examination period, and in accordance with the final examination schedule created by the Examinations Office. Any exceptions to the rule that no tests or examinations shall take place after the final week of classes must be approved in advance by the appropriate Faculty Council. Other forms of assessment such as presentations, term papers, essays, projects, or other types of assignments do not fall into the category of tests or examinations and therefore need not follow this rule.

13. The final examination schedule shall be determined by the Examinations Office. No change in the final examination schedule shall be made by an instructor without explicit approval of the Examinations Office.

II. Deferred, Replacement and Supplemental Examinations – Regulations

I. Deferred Examinations

- a) A student who did not write a final examination and has been granted a “DEF” notation is permitted to write a deferred examination.
- b) A deferred examination counts for the same weight in the course evaluation scheme and covers the same course material as the original examination.
- c) When a student receiving the privilege of writing a deferred examination does not write the examination during the specified period, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade achieved by the student before the “DEF” notation was granted.
- d) An examination cannot normally be deferred a second time. A student who is prevented from writing the deferred exam due to extraordinary circumstances may apply to the University Examinations Committee for a retroactive “DISC” in the course.
- e) When a deferred examination has been written and evaluated, the grade is added to the student’s marks for other course work. The resulting final grade will replace the “DEF” notation on the student record and official transcript.
- f) A student who fails a course after writing a deferred examination may have one opportunity to write a supplemental examination during the next scheduled supplemental examination period provided the original grade was not “FNS” or “NCS” and all other criteria for writing a supplemental have been met (see Section 16.3.8 Deferred “DEF,” Medical “MED” Notations and Supplemental Examinations — Procedures and Regulations).
- g) A student cannot write a deferred examination in a course with a grade of “R,” “NR,” or “NCR,” or a “DISC” notation.

2. Replacement Examinations

- a) A student who did not write a final examination and has been granted a “MED” notation is permitted to write a replacement examination.
- b) A replacement examination counts for the same weight in the course evaluation scheme and covers the same course material as the original examination.
- c) When a student does not write a replacement examination, no further examination, replacement or supplemental, will be scheduled. However, students who were prevented from writing the replacement examination due to extraordinary circumstances will be able to apply to the University Examinations Committee. If the Committee approves such a request, the student will be granted a retroactive “DISC.”
- d) When a replacement examination is not written, the “MED” notation (e.g. “MED/DNW”) will appear permanently on the student record and official transcript.
- e) When a replacement examination has been written and evaluated, the grade is added to the student’s marks for other course work. The resulting final grade will replace the “MED” notation on the student record and official transcript.
- f) A student who fails a course after writing a replacement examination, may have one opportunity to write a supplemental examination during the next scheduled supplemental examination period provided the original grade was not “FNS” or “NCS” and all other criteria for writing a supplemental have been met (see Section 16.3.8 Deferred “DEF,” Medical “MED” Notations and Supplemental Examinations — Procedures and Regulations).
- g) A student cannot write a replacement examination in a course with a grade of “R,” “NR,” or “NCR.”

3. Supplemental Examinations

- a) A student who applies for and satisfies all the requirements is permitted to write a supplemental examination.

- b) Whether or not a supplemental examination is written, the original grade for the course ("F," "F/DNW") will remain permanently on the student record and official transcript.
- c) The grades from both attempts (first attempt and the supplemental examination) are included in calculating grade point averages and assessments of academic standing.
- d) A student who fails a supplemental examination is given a grade of "R." A student who does not write a supplemental examination is not assigned a second failing grade for the course.
- e) When a student does not write a supplemental examination, no further examination, replacement or supplemental, will be scheduled. However, students who were prevented from writing the supplemental examination because of extraordinary circumstances will be able to apply to the University Examinations Committee. If the Committee approves such a request, the student will be granted a retroactive "DISC."
- f) John Molson School of Business: There are no supplemental examinations available for courses offered in this School.
- g) Gina Cody School of Engineering and Computer Science: Students may apply to write a supplemental examination by submitting a Student Request form if they meet the conditions listed in Supplemental Examinations under Section 71.10.3 Academic Regulations.

4. University Examinations Committee

The University Examinations Committee reviews requests for exceptions to the regulations for deferred exams, medical notations, and supplemental exams. The Committee is comprised of one faculty member from each Faculty, a student representative, the Director of Health Services or delegate, and a representative from the Office of the Registrar. The University Examinations Committee may delegate the responsibility for handling certain kinds of requests to designated individuals (e.g. examinations coordinator). Students who wish to submit a deferral or medical notation application to the Committee can do so by informing an examinations coordinator. The Committee meets on an ad hoc basis. All decisions of the University Examinations Committee are final.

III. Deferred, Replacement, Supplemental, and Alternate Examination Periods

Deferred, replacement, supplemental, and alternate examinations are written at various times throughout the year.

I. Deferred/Replacement Examinations

- a) John Molson School of Business and Gina Cody School of Engineering and Computer Science: Deferred examinations for courses offered in these Faculties are written the next time the course is offered. For potential graduates in the Gina Cody School of Engineering and Computer Science, if there is no examination scheduled for the course in question in the term before graduation, a deferred examination would be made available during the final examination period of that term.
- b) Faculties of Arts and Science, and Fine Arts: Deferred examinations for courses in these Faculties are written during the next regular examination period provided the course is given in the next term and that a final examination is scheduled. If the course is not offered or there is no examination scheduled for the course in question in the subsequent examination cycle, the deferred examination would be scheduled during the next replacement examination period (February/March [mid-term break], August, October).

2. Supplemental Examinations

- a) John Molson School of Business: There are no supplemental examinations available for courses offered in this School.

- b) Gina Cody School of Engineering and Computer Science: Supplemental examinations for fall courses (term ending in 2) are normally written in February/March. For winter courses (term ending in 4), supplemental examinations are normally written in August, and for summer-session courses (session ending in 1), supplemental examinations are normally written in October.
- c) Faculties of Arts and Science, and Fine Arts: Supplemental examinations for fall/winter courses (terms ending in 2, 3, or 4) are normally written in late August. For summer-session courses (session ending in 1) supplemental examinations are usually written in October. Graduating students may write supplemental examinations in February/March for fall courses (term ending in 2) only.

3. Alternate Examinations

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

4. Request to Write at Another University or College

In certain documented circumstances, a student who will not be in the Montreal area during the deferred, replacement, supplemental, or alternate examination period can request to write his/her examination at another university or college. For information on writing examinations at an external institution, see [Section 16.3.7 Examinations](#).

Section 16.3.8 Deferred "DEF," Medical "MED" Notations and Supplemental Examinations — Procedures and Regulations

I. Deferred "DEF" Notations

1. A student who has missed a final examination due to unforeseeable circumstances beyond his or her control can apply to have his or her original grade replaced by a temporary "DEF" notation. The original grade assigned must include a "DNW" notation.

Note: Unforeseeable and/or extraordinary circumstances may include, but are not limited to, a serious illness or severe injury; a recent death in one's immediate family; unexpectedly assuming responsibility of an immediate family member due to serious illness; severe emotional stress; fire. Personal travel is not an acceptable reason to be granted a "DEF" notation. In the case of work commitments or religious observations, see [Section 16.3.7 Examinations I.4 Final Examinations](#).

2. A "DEF" notation cannot be assigned in a course with an "R," "NR," or "NCR" grade, or a "DISC" notation.
3. Applications for a "DEF" notation can be submitted online using the online application form that is accessible from the Exams Office website. Paper-based application forms are also available at the Birks Student Service Centre and must be submitted to the Birks Student Service Centre, not to the instructor, department or faculty, by January 15 for fall courses (term ending in 2), May 10 for fall/winter and winter courses (terms ending in 3 and 4) or August 31 for summer courses (session ending in 1). All applications must be submitted along with a statement explaining the situation and the reasons for the request. Should additional information be required, a member of the Exams Office

may be in contact with a student and may request a medical certificate, or if the reasons are not medical, other appropriate documents. By submitting any documents and explanations regarding the application, the student authorizes the University to verify the legitimacy of the information provided.

4. A per-course processing fee will be applied to the students' account for each "DEF" notation application. (See the Tuition and Fees website at concordia.ca/admissions/tuition-fees/how-fees-are-billed/undergraduate/fees for the current fee).
5. The Registration and Examinations Office is entitled to ask the student to provide additional information.
6. When the Registration and Examinations Office approves the awarding of the "DEF" notation, it will temporarily replace the student's original grade for the course or courses concerned. The student is then entitled to write a deferred examination. For information about deferred examinations, see Section 16.3.7 Examinations II Deferred, Replacement and Supplemental Examinations – Regulations.
7. When the deferred examination has been completed and evaluated, a new grade will replace the "DEF" notation.
8. When a student receiving the privilege of writing a deferred examination does not write the examination during the specified period, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade achieved by the student before the "DEF" notation was granted.
9. **Requests for deferred examinations can be made in a maximum of three (3) exam sessions during a student's undergraduate or Independent studies at Concordia.** Requests that exceed this number will be submitted to the University Examinations Committee for consideration. Refer to numbers 3, 4, and 5 of this section for information on the application process and deadlines.

II. Medical "MED" Notations

1. A student who has missed a final examination and/or been unable to complete course assignments due to a long-term medical situation can apply to have his or her original grade replaced by a "MED" notation. The original grade must include the "DNW" notation for a missed final examination; "DNS" notation for assignments not completed; "DNW/DNS" when both elements are missing.
2. A "MED" notation cannot be assigned in a course with an "R," "NR," or "NCR" grade, or a "DISC" notation.
3. Application forms for a "MED" notation can be submitted online using the online application form that is accessible from the Exams Office website. Paper-based application forms are also available at the Birks Student Service Centre and must be submitted to the Birks Student Service Centre, not to the instructor, department, or Faculty, by January 15 for fall courses (term ending in 2), May 10 for fall/winter and winter courses (terms ending in 3 and 4) or August 31 for summer courses (session ending in 1). The application should be accompanied by a medical certificate on a physician's original letterhead indicating that a long - term medical situation prohibited the student from being able to complete the final examination on the day or days in question. If the required documentation is not available before the application deadline, the student should submit the request form and provide the supporting material as soon as possible.
4. A per-course processing fee will be applied to the student's account for each "MED" notation application. (See the Tuition and Fees website at concordia.ca/students/financial/tuition-fees.)
5. The Registration and Examinations Office is entitled to ask the student to provide additional medical information.

6. When the Registration and Examinations Office approves the acceptance of a medical certificate, the notation "MED" will replace the student's original grade for the course or courses concerned. For information about "MED" replacement examinations, see [Section 16.3.7 Examinations II Deferred, Replacement and Supplemental Examinations – Regulations](#).
7. When the replacement examination or missing work has been completed and evaluated, a new grade will replace the "MED" notation. If the student does not write a replacement examination or complete the missing work, the "MED" notation will appear permanently on his or her student record and official transcript. "MED" notations carry no grade point value. Courses with "MED" notations are not included in assessments of academic standing.
8. The University reserves the right to refer a student to a physician appointed by the University for a recommendation when the student repeatedly submits medical certificates.

III. Supplemental Examinations — Regulations

1. This section applies to Faculties with the exception of the Gina Cody School of Engineering and Computer Science. For the Gina Cody School of Engineering and Computer Science, please refer to Supplemental Examinations under [Section 71.10.3 Academic Regulations](#).
2. Each Faculty determines the courses it offers where a supplemental examination is available.
3. A student must be in acceptable standing in order to write a supplemental examination.
4. A student is permitted to write only one supplemental examination for a course, whether or not the course is being repeated.
5. A student who has received a passing grade for a course may not write a supplemental examination for that course.
6. A student who has received an "NR," "R," or "NCR" grade may not write a supplemental examination for that course.
7. Applications to write supplemental examinations can be submitted online using the online application form that is accessible from the Exams Office website. Paper-based application forms are also available at the Birks Student Service Centre and must be submitted to the Birks Student Service Centre, not to the instructor, department, or Faculty, by June 15 for fall/winter courses (terms ending in 2, 3 and 4), September 16 for summer courses (session ending in 1) or February 1 for graduating students (fall-term courses [term ending in 2] only).
8. A per-course processing fee will be applied to the student's account for the supplemental examination application. (See the Tuition and Fees website at concordia.ca/admissions/tuition-fees/how-fees-are-billed/undergraduate/fees for the current fee.) The supplemental fee is refundable only if the student is denied permission to write the supplemental examination.

Section 16.3.9 Academic Re-evaluation

I. General

Concordia University affirms the right of students to request the re-evaluation of course work, which includes tests, examinations, essays and other work that has contributed to the grading of a course. It is assumed that initiating a formal re-evaluation ("a re-evaluation request") is a last recourse, taken when prior and sincere attempts to resolve problems and disagreements informally and directly have failed.

The academic re-evaluation procedures are found at:

https://www.concordia.ca/content/dam/common/docs/policies/official-policies/Academic_Re-eval_Procedures.pdf 

Section 16.3.10 Academic Performance

I. Performance Regulations

Students are required to maintain an acceptable standard of scholarship. Each student's academic standing is assessed at the end of every year on the basis of an assessment grade point average (AGPA) as defined below.

The specific regulations applicable to students registered in each Faculty can be found in the following sections of the Calendar:

Faculty/School	See Calendar Section	System Used
Faculty of Arts and Science	<u>Section 31.003.1 Academic Performance Regulations</u>	AGPA
John Molson School of Business	<u>Section 61.22.1 Academic Performance Regulations</u>	AGPA
Gina Cody School of Engineering and Computer Science	<u>Section 71.10.3 Academic Regulations</u>	AGPA
Faculty of Fine Arts	<u>Section 81.20.4 Academic Performance Requirements</u>	AGPA

These regulations may be modified in the case of students transferring either between Faculties or from another university.

II. Weighted Grade Point Average

All grade point averages are weighted and are calculated independently from one another. A weighted grade point average is calculated as follows:

First, for each course attempted, the number of credits for the course is multiplied by the grade points obtained for the course, as specified in Section [Section 16.1.11 Grading System](#). Then, the sum of the grade points for all courses is divided by the total credits attempted.

Weighted Grade Point Average = S (course credits X grade points) \div S (credits attempted)

S = sum of

Example:

Course	Grade Achieved	Credit Value	Grade Points*		Weighted Grade Points
1	D	3.00	X 1.00	=	3.00
2	C+	3.00	X 2.30	=	6.90

3	B	2.00	X 3.00	=	6.00
4	A-	6.00	X 3.70	=	22.00
5	F	3.00	X 0.00	=	0.00
Total Credits Attempted		17.00	Total Weighted Grade Points		38.10

Weighted Grade Point Average = $38.10 \div 17.00 = 2.24$

* As detailed in [Section 16.1.11 Grading System](#)

a) Assessment Grade Point Average (AGPA)

An assessment grade point average (AGPA) for each student is calculated at the end of each academic year (including the summer session, fall and winter terms), provided that the student has attempted a minimum of 12 credits. If the student has attempted fewer than 12 credits, these credits will be included in the assessment for the following academic year.

When a student transfers from one degree or certificate to another degree or certificate, the AGPA is calculated only for courses recorded in the current degree or certificate. (This calculation normally excludes the grades for any transfer credits awarded.) Special regulations for graduating students may be specified in each Faculty's regulations.

Grades for supplemental and replacement examinations and for late completion of courses with "INC" or "MED" notations are included in the assessment period in which they are recorded.

In the case of courses taken more than once in the same assessment period, only the grade corresponding to the latest attempt of the course will be used in the calculation of the AGPA.

In the Gina Cody School of Engineering and Computer Science, prerequisite courses required for admission to a program will not be counted unless they are specifically listed on the student's acceptance letter.

Students pursuing a micropackage are excluded from the AGPA assessment.

A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the AGPA whether or not the course has been repeated.

b) Cumulative Grade Point Average

The cumulative grade point average (CGPA) is the running total of the GPA since a student was admitted to the most recent degree (or certificate) program. It includes the same courses as were included in the calculation of the AGPA, and the courses for which "transfer credit" with an accompanying grade has been awarded in the most recent degree or certificate. In the case of repeated courses, only the grade corresponding to the latest attempt of the course will be used in the calculation of the CGPA.

A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the CGPA whether or not the course has been repeated.

The CGPA is used as the basis to determine eligibility for high academic achievement ([Section 16.1.9 High Academic Achievement](#)).

c) Final Graduation Grade Point Average (FGGPA)

The final graduation grade point average (FGGPA) is a CGPA of all courses applicable to the degree program being completed. In the case of transfer students, all courses taken at Concordia and transferred with the corresponding grades into the program being completed will be included in calculating the FGGPA. This FGGPA is calculated and recorded on the student record and official transcript only when a student graduates.

In the case of repeated courses, only the grade corresponding to the latest attempt of the course will be used in the calculation of the FGGPA.

A grade obtained as the result of a penalty for academic misconduct will remain in the calculation of the FGGPA whether or not the course has been repeated.

The FGGPA is used as the basis to determine eligibility for high academic achievement (see [Section 16.1.9 High Academic Achievement](#)).

d) Term Grade Point Average (TGPA)

The term grade point average (TGPA) is the grade point average of all courses taken during the term to which it refers and appears on the student record and official transcript. It is for reference only and is used primarily for advising. The TGPA is dynamic, meaning that grade changes and repeated courses will modify historical TGPAAs. The TGPA is not used in the calculation of any other GPA.

III. Qualifying Programs and Visiting Programs

Students registered in Qualifying programs or as Visiting students are subject to the regulations of the Faculty in which they are registered.

IV. Independent Students

1. Independent students are subject to the same grade point average requirements as students registered in programs offered by the Faculty of Arts and Science. (See [Section 31.003.1 Academic Performance Regulations](#).)
2. Independent students who are classified as failed may not reregister without permission of the University Registrar.

V. Regulations for Failed Students and Students in Conditional Standing

1. Failed students or students in conditional standing are not eligible to write supplemental examinations.
2. Undergraduate students who are classified as failed may not reregister as Independent students.

VI. Recording of Failed and Conditional Standing

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

Section 17 University Secretariat

[Section 17.10 Academic Integrity and the Academic Code of Conduct](#)

[Section 17.20 Rights and Responsibilities](#)

[Section 17.30 Ombuds Office](#)

Section 17.10 Academic Integrity and the Academic Code of Conduct

Academic Integrity and the Academic Code of Conduct

Section 17.10.1 Academic Integrity

Academic integrity is key to academic success at Concordia University. More specifically, the integrity of University academic life and of the degrees, diplomas and certificates the University confers is dependent upon the honesty and soundness of the instructor-student learning relationship and, in particular, that of the evaluation process. Therefore, for their part, all students are expected to be honest in all of their academic endeavours and relationships with the University.

Section 17.10.2 Understanding and Upholding Academic Integrity

Concordia University has several resources available to students to better understand and uphold academic integrity.

Academic Integrity

Concordia's web page on academic integrity includes links to understanding plagiarism, academic offences, understanding unauthorized collaboration and the disciplinary process:

concordia.ca/conduct/academic-integrity

Behavioural Integrity

Please see the following link for information about Concordia's resources for behavioural integrity:

concordia.ca/conduct/behavioural-integrity

Sexual Violence

Please see the following link for information about Concordia's resources for sexual violence:

concordia.ca/conduct/sexual-violence

Academic Code of Conduct

The definitions, procedures, and sanctions related to charges of academic offences are outlined in the Academic Code of Conduct, available on the Academic Integrity website:

concordia.ca/conduct/academic-integrity

Section 17.20 Rights and Responsibilities

Rights and Responsibilities

Location

Sir George Williams Campus

GM BUILDING

concordia.ca/conduct/behavioural-integrity/rights-responsibilities

Code of Rights and Responsibilities

The Code of Rights and Responsibilities [concordia.ca/about/policies/spotlight/code-of-rights-and-responsibilities-bd-3] sets the standards of conduct for all members of the Concordia community — staff, faculty and students, and applies to incidents that occur on campus, during an on- or off-campus university-sponsored activity or event, or during an activity or event that has a substantive link to the University. The Code also promotes equity, respect and diversity and seeks to address behaviours such as discrimination, violence, and harassment. The Code of Rights and Responsibilities states:

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

Rights Prompted and Protected by the Code

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

3. All Members have the freedom of conscience and religion; freedom of thought, belief, opinion and expression; freedom of peaceful assembly and freedom of association, the whole subject to the limits recognized by law and University policies and procedures:

concordia.ca/about/policies

Access the entire Code of Rights and Responsibilities at the following link for more information on the mandate and functions of the Office of Rights and Responsibilities:

concordia.ca/about/policies/spotlight/code-of-rights-and-responsibilities-bd-3

To consult with an advisor, visit the Office of Rights and Responsibilities web page at:

concordia.ca/conduct/behavioural-integrity/rights-responsibilities

Section 17.30 Ombuds Office

Ombuds Office

Location

Sir George Williams Campus
GM BUILDING
concordia.ca/offices/ombuds

The Ombuds Office's Role

The Ombuds Office's role is to assist in the informal resolution of concerns and complaints related to the application of university policies, rules and procedures. Also, the Office is responsible for promoting fairness in the University.

To access the Terms of Reference for more information on the mandate of the Ombuds office, or to consult with Concordia's Ombudsperson, see:

concordia.ca/offices/ombuds

Section 18 Services for Students

Services for Students

International Students Office (ISO)

concordia.ca/students/international

Recreation, Sports and Fitness

concordia.ca/campus-life/recreation

stingers.ca

Scholarships and Funding

concordia.ca/students/financial/scholarships-funding

concordia.ca/students/financial/loans

Student Housing

concordia.ca/students/housing

Student Services and Resources

concordia.ca/students/services

Section 19 International Students

International Students

Overview

In this section, International students will find relevant information on admission requirements, immigration regulations, tuition fees, scholarships and bursaries, the health insurance plan, as well as regulations on working in Canada. The International Students Office (ISO), Student and Enrolment Services, has developed support services to promote the adjustment of International students to life and study in Canada.

It is essential that International students submit their immigration documents by uploading them directly to the Student Hub at the following link:

concordia.ca/students/international/immigration/submitting-or-updating-your-immigration-documents

If unable to upload, these documents can be submitted either to the International Students Office or the Birks Student Service Centre.

Immigration Documentation Required

International students who will be studying in a program for six months or more are required to provide a copy of their immigration documents (usually a CAQ and Study Permit) to the University via the Student Hub when they first register at Concordia and thereafter every time they renew their immigration documents. See the following link:

concordia.ca/students/international/immigration/submitting-or-updating-your-immigration-documents

International students who will be studying for six months or less are required to submit copies of their passport pages showing the passport number, the dates of issuance and expiry, name and date of birth, and the stamp made by Canadian authorities on their most recent entry into Canada. Note that some students may still require a CAQ and/or Study Permit to be eligible for an international student fee exemption. See the following link:

concordia.ca/students/financial/tuition-fees/rates/international-fee-exemptions

These directives are in accordance with the funding regulations of the Ministère de l'Enseignement supérieur (MES) which requires that all International students registered at a university in Quebec have in their permanent file a copy of specific immigration documents proof of valid health insurance and, for persons studying six months or less, a copy of the appropriate passport pages. See the following link:

concordia.ca/students/international/immigration/submitting-or-updating-your-immigration-documents

International students are required to provide the appropriate documentation by the first day of their first term at Concordia and thereafter every time they renew their immigration documents. See the following link:

concordia.ca/students/international/immigration/submitting-or-updating-your-immigration-documents

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

Tuition and Other Fees for International Students

The University reserves the right to modify the published scale of tuition and other student fees without prior notice.

Please refer to the Tuition and Fees website at concordia.ca/students/financial/tuition-fees for information concerning the payment of tuition and fees.

Exemptions from Differential Fees

Certain International students may be eligible to pay the same fees as **Quebec residents or Canadian citizens**. Students who qualify for an exemption from the differential fees for International students, pay tuition and other fees at the same rate as the Canadian, Quebec resident student (including tuition and compulsory fees for 30 credits, and the International students health insurance fee).

Information can be found at: concordia.ca/students/financial/tuition-fees/rates/international-fee-exemptions

International Student Health and Accident Insurance

Immigration Quebec services and the Ministère de l'Enseignement supérieur (MES) require that all International students be covered by a health insurance plan while studying and living in Quebec. To this end, Concordia University has negotiated a **compulsory** health and accident insurance plan for its International students.

Check the International Students Office website at concordia.ca/offices/iso for more information.

Health insurance fees are charged automatically when International students register for courses.

Coverage is from September 1 until August 31 of the following year. Students who register in January pay a pro-rated premium for the eight-month period from January 1 until August 31 of the same year.

Only certain categories of International students are permitted to opt out of the Concordia Health Insurance Plan for International Students. Please note that Concordia University does not accept any other health insurance plan that the student might be carrying or maintaining while in Canada. For complete details about the categories of students who may be exempted from the Concordia Health Insurance Plan for International Students, visit: concordia.ca/students/international/health-insurance/exemptions.

Proof of above-mentioned insurance is required in order to process an exemption. It must be presented in English or French indicating the period and amount of coverage available in Canada. This information is required by the Ministère de l'Enseignement supérieur (MES) and must be in the Concordia student's file for audits and reports. Applications for exemptions are processed in person at the International Students Office (ISO). See concordia.ca/students/international/health-insurance/exemptions for more information. Applications must be processed at the beginning of every benefit year regardless of the expiration of the coverage. Students who do not apply for an exemption by the payment deadline will be charged for the Concordia Health Insurance Plan for International Students.

Adjustments or cancellations will be based on the date the ISO receives a copy of the above-mentioned supporting documentation. Insurance plans are based on a monthly rate from the first day of the month to the last day of the month. As such, and in order for the student to obtain the fullest refund, the request for adjustments or cancellations should be made prior to the first day of the month.

Retroactive adjustments will only be considered and provided where supporting documents can prove that health insurance coverage has been maintained continuously from the beginning of the required insurance period. Where the supporting documents do not indicate health insurance coverage, the monthly fee charged will not be refunded. If a student has filed an insurance claim, the student can only receive a retroactive refund for the period (months) following the claim. Refunds are provided in the form of credit to the student's university account.

Working as a Component of Degree Requirements

International students who are enrolled in internships, practicums, experiential learning, or courses that require a work component in order to complete the course or degree requirements may require a Co-op Work Permit. For further information, refer to concordia.ca/students/international/living-working/working-in-canada, or contact the International Students Office.

Section 20 Student Associations and Alumni Relations

Student Associations and Alumni Relations

Student Groups

concordia.ca/students/life/all-groups

Alumni and Friends

concordia.ca/alumni-friends

Section 21 Centre for Continuing Education

Centre for Continuing Education

Location

Sir George Williams Campus

FB BUILDING

concordia.ca/cce

Centre for Continuing Education

As part of its commitment to the lifelong pursuit of education, Concordia University, through its Centre for Continuing Education, offers a variety of non-credit educational programs. These are designed to meet the practical needs and interests of people in the workplace, helping them to refine and improve their professional and personal skills.

Students may choose individual courses or a program series to earn diplomas or certificates in a particular area of specialization.

Acceptance to any of the Centre for Continuing Education's programs does not guarantee admission to, or credit towards, any of the University's degree programs.

For the most up-to-date Continuing Education programs, courses, workshops, and professional and customized development offerings, please go to concordia.ca/cce.

Section 23 Teacher Training and Teacher Certification

Teacher Training and Teacher Certification

Location

Sir George Williams Campus
EV BUILDING

Section 23.1 Introduction

Introduction

The Ministère de l'Éducation du Québec (MEQ) certifies teachers for the primary and secondary schools of the province, following completion of an approved 120-credit program. This certification is also subject to legislative provisions on judicial antecedents and satisfying the requirements of a MEQ-approved test of English language proficiency. The MEQ recognizes Concordia University as a centre for teacher training. Concordia offers three MEQ-approved programs that grant teaching licences (brevets d'enseignement). Because Concordia University has chosen not to organize its teacher training programs into a single Faculty, the programs are listed under different Faculties and departments. Students interested in pursuing teacher training and certification are asked to consult with the appropriate Faculties and academic departments for further information. These are:

Faculty of Arts and Science

Department of Education (See [Section 31.090 Department of Education](#) and [Section 31.090.1 Teaching English as a Second Language](#)).

- Bachelor of Arts (BA), [Specialization in Early Childhood and Elementary Education](#) (120 credits)
- Bachelor of Education (BEd), [Specialization in Teaching English as a Second Language](#) (120 credits)

Faculty of Fine Arts

Department of Art Education (See [Section 81.40 Department of Art Education](#)).

- Bachelor of Fine Arts (BFA), [Specialization in Art Education – Visual Arts](#) (120 credits)

Concordia offers other certificate and diploma programs. Please refer to the Undergraduate Calendar for certificate programs, and the School of Graduate Studies Calendar for diploma and graduate certificate programs.

Section 23.2 Eligibility/Admission Requirements

Eligibility/Admission Requirements

It is important to review the admissions regulations and residency requirements. See [Section 13.3 Admission Requirements](#) and [Section 16.2.2 Residence Requirements](#) for eligibility in the MEQ-approved programs.

Section 23.3 Application for Admission and Certification

Admission

Applicants apply online for admission. In addition, a separate department application form is required for the BA Specialization in Early Childhood and Elementary Education and for the BEd Specialization in Teaching English as a Second Language. These application forms should be downloaded from the Department of Education's website: concordia.ca/artsci/education.

Applicants for Art Education should consult [Section 81.40 Department of Art Education](#) and [Section 81.40.1 Admission to the Specialization, Major, and Minor in Art Education – Visual Arts](#).

Certification

Prior to graduation, forms to apply for teacher certification are available from the Office of the Registrar.

Section 23.4 Citizenship Requirements

Citizenship Requirements

Permanent teacher certification in Quebec is only available for Canadian citizens and students who have landed immigrant status or who hold an appropriate work permit in accordance with Immigration Law of Quebec (L.R.Q., I-0.2).

Section 23.5 Assistance

Assistance

Graduates of Concordia University with certification problems should contact:

education.gouv.qc.ca/index.php?id=6151&L=5

Section 24 Institute for Co-operative Education

Institute for Co-operative Education

Career Fundamentals Courses

Work-Integrated Learning and Reflective Learning Courses

Institute for Co-operative Education

Work-Integrated Learning Programs

The Co-operative Education and Work-Integrated Learning Philosophy

Advantages of Co-operative Education and Work-Integrated Learning

Admission to the Institute for Co-operative Education

Institute for Co-operative Education Fee

Institute for Co-operative Education Performance Requirements

Work Term

Undergraduate Co-op Programs

C.Edge (Career Edge) Option

Accelerated Career Experience Option

Location

Sir George Williams Campus

GM BUILDING

concordia.ca/academics/co-op

Work-Integrated Learning Programs

The University, through the Institute for Co-operative Education, offers a variety of structured co-operative education and work-integrated learning offerings in a number of departments across all faculties.

The Co-operative Education and Work-Integrated Learning Philosophy

Co-operative education and work-integrated learning are structured educational strategies that integrate academic studies with learning through program-relevant work experiences. They provide experiential learning experiences integrating theory and practice, giving students the opportunity to transfer knowledge and skills between work and classroom settings.

Advantages of Co-operative Education and Work-Integrated Learning

Integrating theory and practice in a structured and purposeful manner allows students to come to terms with the realities of professional practice in a way that allows for the development of self-confidence, self-reliance, and self-motivation. Co-operative education and work-integrated learning provide opportunities to gain practical experience in a chosen field. With the help of the Institute for Co-operative Education, students enhance their technical knowledge, soft skills, and interpersonal skills through practical experience and through participation in professional development sessions, workshops, and other activities.

The collaboration between employers, staff, and faculty is mutually beneficial, providing an opportunity for employers to contribute to, and influence, the educational process, and for the faculty to become aware of the latest developments in industry. In some cases, joint industry-university research projects result.

Admission to the Institute for Co-operative Education

Admission to the Institute for Co-operative Education is selective, primarily based on academic performance, and may include prerequisites as well as other factors such as extracurricular activities, communication skills, motivation, personality, and drive. Applicants must be legally eligible to work in Canada. International students are required to obtain a Canadian Work Permit.

Students applying to join the Institute for Co-operative Education should complete the appropriate section on the University Admission form. Please refer to concordia.ca/academics/co-op for program, application, and admission details.

The final decision to accept or reject an applicant rests with the Institute for Co-operative Education.

Institute for Co-operative Education Fee

Students should note that a fee exists to cover in part the administrative costs particular to membership at the Institute for Co-operative Education. For specific deadlines, visit concordia.ca/students/financial/tuition-fees/deadlines.

Institute for Co-operative Education Performance Requirements

Students who undertake their studies as members of the Institute for Co-operative Education, enroll as regular undergraduates and are subject to their program's academic regulations. Higher performance standards are often required to continue as members of the Institute for Co-operative Education.

Students registered in a co-op program are required to maintain a minimum cumulative GPA of 2.50. A faculty or department may require a higher GPA and may have additional requirements to continue in the co-op program. Please see the Institute for Co-operative Education website at concordia.ca/academics/co-op/internships/undergraduate.html#policies for all additional information pertaining to admission policies.

Students are advised to consult with the Institute Academic Director of their program for the specific requirements of their program or if they wish to apply to an Institute for Co-operative Education offering after their initial admission to Concordia.

The work term evaluation consists of two components:

1. student work term performance as evaluated by the Manager of the Institute for Co-operative Education or delegate, with input from the employer;
2. the work term report or presentation evaluated by faculty, the Manager of the Institute for Co-operative Education or delegate.

Each component is evaluated separately. Students must successfully complete all required components to pass the work term which is marked on a pass/fail basis.

A failing grade for the work term or failure to meet the Institute academic requirements will normally result in the dismissal of the student from the Institute for Co-operative Education.

A student may be exempted from any work term requirements if he or she submits medical and/or other evidence to support such exemption to the Manager of the Institute for Co-operative Education.

Co-op Work Terms

Undergraduate co-op students undertake three internships, also known as work terms. The work term is an essential part of the students' learning experience, allowing them to apply the knowledge from the classroom and to bring the lessons from the workplace back to their fellow students. Employers are required to remunerate students for their labour.

Program coordinators assess and support the work-term experience for both the students and employers, evaluate the relevance of the learning opportunities, assess the compatibility of student and employer and, if necessary, take corrective action. The student application and employer recruitment processes are managed by the Institute for Co-operative Education. Students undertake work terms across Canada and flexibility and openness to travel is highly advantageous. Students may also take on a work term internationally.

Students doing a work term through the Institute are enrolled in complementary credit and work-term courses for the semester in which their work term takes place. The work-term courses are designated as CWT 100, 200, 300, and 400 (Co-op Work Term I, II, III, and IV, respectively). A letter is added to the course code to identify the student's area of study. These work-term courses carry no degree-credit value and are used to indicate that the student is on a work term. Students are considered to have full-time status at the University during their work terms.

Students must begin and end their degree with an academic study term. It should be noted that the University does not guarantee every student an internship.

Undergraduate Co-op Programs

Please see the following Faculty sections of the Undergraduate Calendar for a list of co-op programs by Faculty, and Faculty-level requirements:

- [Section 31.515 Co-operative Education in the Faculty of Arts and Science](#)
- [Section 61.25 Co-operative Education in the John Molson School of Business](#)
- [Section 71.10.8 Co-operative Education in the Gina Cody School of Engineering and Computer Science](#)

For a complete list of current undergraduate co-op programs, sequence of work and study terms, and contact information, please refer to the website: concordia.ca/co-op

C.Edge (Career Edge) Option

Notes

Following the philosophy of co-operative education, the University, through the Institute for Co-operative Education, offers the C.Edge option to all undergraduate students in programs that offer it.

The work term for the C.Edge option runs for a minimum of 12 consecutive weeks. Work during this period is full-time, and students are paid by the employer at competitive rates. Following completion of the work term, students may be required to return to the University to complete the remaining courses for their undergraduate degree. It is not possible to guarantee that all students wishing to participate in a C.Edge option work term will be able to do so.

Admission Requirements

Students in all programs who have a minimum cumulative GPA of 2.50 are eligible to apply for the C.Edge option if their program offers it. Some departments may have a different requirement to be accepted into and remain in the option. Please check with the Institute Academic Director of the respective program for more details.

Work Terms

Students in C.Edge may complete one or two work terms. For each work term, students are registered in their work term courses. As with co-op, students are considered full-time students at the University during their work terms. For each work term, students must complete a work term report reviewed and graded by their Academic Director. Students must also complete a self-assessment and self-evaluation and ensure that their employer or supervisor completes a student assessment and evaluation. Work term courses are assigned no degree credits.

The evaluation of the work term consists of two components:

1. the student's work term performance as evaluated by their supervisor, their Program Coordinator or delegate, and overseen by the Manager of the Institute for Co-operative Education;
2. the work term report or presentation, as evaluated by the Academic Director and the Manager of the Institute for Co-operative Education or delegate.

Each component is evaluated separately. Students must successfully complete all required components to pass the work term which is marked on a pass/fail basis. A failing grade for the work term or failure to meet the academic requirements will normally result in the dismissal of the student from the Institute for Co-operative Education.

Reflective Learning Courses

All C.Edge students are enrolled in Reflective Learning Courses concurrently with their work term. They are each 3-credit extension courses connected to the work term and are above and beyond the credit requirements of the students' academic program. The credits earned from the Reflective Learning courses are not transferable, nor are they included in the assessment of full- or part-time status. They are graded on a pass/fail basis.

Fees

Students should note that a fee exists to cover in part the administrative costs particular to membership at the Institute for Co-operative Education. For specific deadlines, visit concordia.ca/students/financial/tuition-fees/deadlines.

Accelerated Career Experience Option

Notes

Following the philosophy of co-operative education, the University, through the Institute for Co-operative Education, offers Accelerated Career Experience to all undergraduate students in Faculties and programs that offer it.

The work term for the Accelerated Career Experience option runs for a minimum of 12 and a maximum of 16 consecutive months. Work during this period is full-time, and students are paid by the employer at competitive rates. Following completion of the 12- to 16-month work term, students return to the University to complete the remaining courses for their undergraduate degree. It is not possible to guarantee that all students wishing to participate in an Accelerated Career Experience work term will be able to do so.

Admission Requirements

Students in all programs who have a minimum cumulative GPA of 2.70 are eligible to apply for the Accelerated Career Experience option if their program offers it. Specific eligibility criteria and admission information can be found on the website concordia.ca/academics/co-op, and Faculty-level requirements in the Faculty sections of the Calendar:

- [Section 71.10.8 Co-operative Education in the Gina Cody School of Engineering and Computer Science](#)

- Section 61.25 Co-operative Education in the John Molson School of Business

Some employers may have additional requirements to apply to a position.

Work Terms

Students in the Accelerated Career Experience option may complete one 12- or 16-month work term. Students are registered in their work experience courses (ACCE 100, 200, 300, 400) and are considered to be full-time students during enrolment in these courses. For the 12- or 16-month work term, all students must complete a work term report reviewed and graded by their Academic Director. Students must also complete a self-assessment and self-evaluation and ensure that their employer or supervisor completes a student assessment and evaluation. Work term courses are assigned no degree credits.

The work-term evaluation consists of three components:

1. the student's work term performance as evaluated by their supervisor, their Program Coordinator or delegate, and overseen by the Manager of the Institute for Co-operative Education;
2. the work term report or presentation, as evaluated by the Academic Director and the Manager of the Institute for Co-operative Education or delegate;
3. the work term presentation component as evaluated by their employer or supervisor and a group representing the management or executive of the hosting organization or delegates.

Some employers may have additional requirements to evaluate the student on a work term.

Each component is evaluated separately. Students must successfully complete all required components to pass the work term which is marked on a pass/fail basis. A failing grade for the work term or failure to meet the academic requirements will normally result in the dismissal of the student from the Institute for Co-operative Education.

Fees

Students should note that a fee exists to cover in part the administrative costs particular to membership at the Institute for Co-operative Education. For specific deadlines, visit concordia.ca/students/financial/tuition-fees/deadlines.

Career Fundamentals Courses

CFUN 101 Institute for Co-operative Education Career Fundamentals (0 credits)

Prerequisite/Corequisite:

Enrolment in a program at the Institute for Co-operative Education is required.

Description:

This course comprises a series of asynchronous modules and synchronous workshops, each of which focuses on a different element of the internship/job application process using strengths-based strategies to set students up for internship success. Possible topics include job search, resumé, cover letter, and interview skills in addition to time and stress management, mental health literacy, learning agility, extracurricular activities, and projects. Additionally, the course includes training on how to navigate Compass (the online platform that helps students manage all activities related to the Institute for Co-operative Education). By the end of this course, students will be able to prepare the elements of an internship job application and apply strengths-based strategies to their internship job search.

CFUN 102 Vous êtes engagé! Institute for Co-operative Education Interview Preparation in French (0 credits)

Prerequisite/Corequisite:

Enrolment in a program at the Institute for Co-operative Education is required. Students must complete an assessment to determine their French proficiency prior to undertaking the course.

Description:

This course comprises a series of asynchronous modules and synchronous workshops, each of which focuses on a different component of the interview process in a French-speaking context. Possible topics include etiquette and introductions, scheduling interviews, phone interviews, interview questions, and ending an interview. By the end of this course, students will be able to navigate the interview process in a French context and improve their conversational skills to feel more confident in their ability to conduct an interview in French.

Work-Integrated Learning and Reflective Learning Courses

Course Notes

A core feature of co-operative education is integration: there must be integration between work and classroom learning. Numerous ways exist to foster such integration. Reflective discussion is one technique that can be used in integration sessions to encourage students to analyze, compare, and contrast their work-term experiences. Other reflective learning techniques include assignments, seminar presentations, and the keeping of logs, diaries, observation reports, and portfolios.

The CWT 101, 201, 301, and 401 Reflective Learning courses are 3-credit extension courses to the work terms. These courses are marked on a pass/fail basis. They are above and beyond the credit requirements of the student's program and are not transferable nor are they included in the full- or part-time assessment status.

CWT 101 Reflective Learning I (3 credits)

Description:

Students are enrolled in this course concurrently with their first work term. This is a forum for critically examining the workplace, for reflecting on personal work-term experiences, for building and testing hypotheses, for disciplined inquiry, and for setting goals. Activities provide opportunities for students to connect their work-term experiences to their related courses.

CWT 201 Reflective Learning II (3 credits)

Description:

Students are enrolled in this course concurrently with their second work term. Using one or more of the techniques listed in [CWT 101](#), this course expands on students' second work-term experiences in their related field of study to further develop their knowledge and work-related skills.

CWT 301 Reflective Learning III (3 credits)

Description:

Students are enrolled in this course concurrently with their third work term. Using one or more of the techniques listed in [CWT 101](#), this course expands on students' third work-term experiences in their related field of study to further develop their knowledge and work-related skills.

CWT 401 Reflective Learning IV (3 credits)

Description:

Students are enrolled in this course concurrently with their fourth work term. Using one or more of the techniques listed in [CWT 101](#), this course expands on students' fourth work-term experiences in their related field of study to further develop their knowledge and work-related skills.

Section 25 Convocation Awards

Convocation Awards

Convocation awards are presented each spring to graduates from both the fall and spring cohorts of each academic year. Winners of the awards are selected on a merit basis.

Convocation awards details and information are available on the convocation website at concordia.ca/graduation-convocation/about/awards-medals-nominations.

Section 26 University Skills

University Skills

Complementary University Credits (CUC)

Humanities+ Program

Humanities+ Courses

Kaié:ri Nikawerá:ke Indigenous Bridging Seminar Courses

Complementary University Credits (CUC)

Complementary University Credits are additional to the Faculty degree and certificate requirements stipulated in the University Undergraduate Calendar. These credits are not assessed in any GPA calculation and are not transferable to any degree or Faculty certificate.

Complementary University Credit (CUC) Courses

UNSS 200 Self-Management Strategies (1.5 credits)

Prerequisite/Corequisite:

Faculty recommendation is required.

Description:

Based on the principle of self-efficacy, this course is an introduction to self-management and self-assessment, exploring personal goal setting, time and stress management, mindfulness and motivation. Students gain an in-depth perspective of their individual strengths, develop strategies to deal with personal challenges, and enhance their motivation through exploring career directions. Each student works on an individual project designed to foster self-monitoring and self-reflection within the context of working towards success. A final portfolio compiled by each participant documents individual progress through the term.

Notes:

- This course does not count for credit in any University program.

UNSS 201 Successful Study Strategies (1.5 credits)

Prerequisite/Corequisite:

The following course must be completed previously: UNSS 200. Faculty recommendation is required.

Description:

This course focuses on enhancing each student's potential for academic success through developing strategies for active learning. Students explore techniques to enhance their understanding and retention of course material, including the principles of effective note-taking, active reading, preparing for exams and improving memory and concentration. Students are encouraged to apply these strategies in their other courses; for this reason, it is strongly recommended that this course be taken in conjunction with at least one other course. A final portfolio compiled by each participant demonstrates study strategies applied to discipline-specific coursework and reflects on the student's progress through the term. Successful completion of this pass/fail course depends on excellent attendance and timely completion of all assigned work.

Notes:

- This course does not count for credit in any University program.

Humanities+ Program

Program Requirements

The Humanities+ program prepares students for life after graduation with a unique skills development and work-integrated learning (WIL) experience.

Please see concordia.ca/provost/initiatives/fusion/humanities/students for more information.

Humanities+ (0 credits)

- SKIL 400 Career Readiness (0.00)
- SKIL 401 Digital Skills (0.00)
- SKIL 402 Professional Skills (0.00)
- SKIL 404 Work-Integrated Experience (0.00)

Note: Students who have received credit for ARTH 403, FTRA 422, FTRA 423, or HIST 486 may apply these courses to satisfy the SKIL 404 requirement of the Humanities+ program.

Humanities+ Courses

SKIL 400 Career Readiness (0 credits)

Description:

This course comprises a series of workshops and reflective activities that support students in their career exploration and in preparing for a career post-graduation. Possible topics include resumé and cover-letter writing, interviewing, networking, goal setting and lifelong learning. Students are also supported to identify and articulate their skills, strengths, values and career aspirations. By the end of this course, students will be able to apply newly acquired skills and awareness to seek and secure meaningful work and professional opportunities.

Notes:

- This course is marked on a pass/fail basis.
- This course is equivalent to SKIL 403. Students who have completed SKIL 403 may not enrol in this course.

SKIL 401 Digital Skills (0 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [SKIL 400](#).

Description:

This course comprises a series of workshops where students receive digital skills training relevant to the labour market and their professional interests and aspirations. Students are also supported in developing their self-directed learning skills by identifying and engaging in digital skill development activities relevant to their needs. Possible topics include Excel, digital design, coding and artificial intelligence (AI). By the end of this course, students will be able to apply newly acquired digital skills to specific professional activities.

Notes:

- This course is marked on a pass/fail basis.

SKIL 402 Professional Skills (0 credits)

Prerequisite/Corequisite:

The following course must be completed previously or concurrently: [SKIL 400](#).

Description:

This self-directed course supports students to select a series of skill development activities relevant to the labour market and their career interests and aspirations. Possible topics might include workplace communication, project

management, design thinking, and finances. By the end of this course, students will have acquired new skills that they can apply to specific professional activities.

Notes:

- This course is marked on a pass/fail basis.

SKIL 404 Work-Integrated Experience (0 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [SKIL 400](#).

Description:

This course involves reflective and skill development activities that are combined with students' engagement in a work-integrated learning (WIL) activity (e.g. an internship). Students are expected to take the lead in finding their WIL activity, with support and guidance from the placement coordinator. The placement coordinator continues to support the student until the conclusion of the WIL activity. WIL activities may be drawn from all areas of possible employment, including the private sector, government and community service organizations.

Notes:

- This course is marked on a pass/fail basis.
- Students who have received credit for [ARTH 403](#), [FTRA 422](#), [FTRA 423](#), or [HIST 486](#) may apply these courses to satisfy the [SKIL 404](#) requirement of the [Humanities+](#) program.

Kaié:ri Nikawerá:ke Indigenous Bridging Seminar Courses

Notes

The Kaié:ri Nikawerá:ke Indigenous Bridging Program is offered to eligible Indigenous students, specifically First Nations, Métis and Inuit peoples whose communities are located in Canada, who do not meet the normal admission requirements. Students will acquire the prerequisite courses and skills in order to access and transition into the undergraduate program of their choice at Concordia University. The required seminar courses are listed below.

For the admissions criteria, please see the Kaié:ri Nikawerá:ke Indigenous Bridging Program under Section 14 Alternative Entry. Please refer to the Kaié:ri Nikawerá:ke Indigenous Bridging Program for more information:

concordia.ca/students/success/learning-support/indigenous-bridging-program

KNBP 200 Kaié:ri Nikawerá:ke Indigenous Bridging Seminar I (1.5 credits)

Prerequisite/Corequisite:

Enrolment in the Kaié:ri Nikawerá:ke Indigenous Bridging Program is required.

Description:

This seminar course provides a safe space and fosters a sense of community amongst students in the Kaié:ri Nikawerá:ke Indigenous Bridging Program. Students' needs are addressed by exploring themes that focus on their academic, cultural, and holistic well-being, such as school-life balance, meditation, and financial literacy. Students gain access to resources and develop the skills for long-term success during their time at Concordia University. The seminar offers experiential learning opportunities through various centres, including the Otsenhákta Student Centre. An Indigenous facilitator leads the seminar and mentors students.

Component(s):

Seminar

Notes:

- This course is assessed on a pass/fail basis.
- This course does not count for credit in any University program.

KNBP 201 Kaié:ri Nikawerá:ke Indigenous Bridging Seminar II (1.5 credits)

Prerequisite/Corequisite:

Enrolment in the Kaié:ri Nikawerá:ke Indigenous Bridging Program is required. The following course must be completed previously: KNBP 200. If prerequisites are not satisfied, permission of the program coordinator is required.

Description:

This seminar course continues to build community amongst students in the bridging program. The seminar addresses students' needs by further exploring themes introduced in [KNBP 200](#) focused on students' academic, cultural, and holistic well-being, such as self-care strategies, growth mindset, and connections to community. The seminar provides both in-class and experiential learning opportunities for students to continue developing skills for long-term success. An Indigenous facilitator leads the seminar and mentors students.

Component(s):

Seminar

Notes:

- This course is assessed on a pass/fail basis.
- This course does not count for credit in any University program.

Section 27 Academic Advising

Academic Advising

Concordia Academic Advising Mission

Academic advising at Concordia University is a collaborative effort between students, staff and faculty that empowers students to meet their academic goals and achieve their vision of success.

Concordia Academic Advising Outcomes

Academic Advisor Outcomes

- Uphold ethical, knowledgeable and informed advising practices that communicate care and respect
- Provide accurate, accessible and updated information about educational opportunities, academic requirements, policies and procedures
- Collaborate with students on the development and implementation of academic plans and educational experiences congruent with the student's interests and strengths, so that students can make informed decisions
- Foster relationships with, and refer students to, campus programs, offices, and personnel that facilitate educational and personal growth
- Support students in their pursuit of meaningful university experiences and progress toward achievement of individual academic goals
- Use current available technology to support and enhance their work with students
- Participate in ongoing professional development

Student Learning Outcomes

As a result of actively participating in academic advising, students can expect to:

- Assume responsibility for informing themselves of, and meeting, their academic program requirements
- Understand the university's academic policies and procedures in the Undergraduate Calendar
- Use university information, resources and services to assist them in setting academic goals
- Identify, articulate and implement their academic goals

Section 8I Faculty of Fine Arts

Faculty of Fine Arts

[Section 81.01 Faculty of Fine Arts](#)

[Section 81.10 Programs and Admission Requirements](#)

[Section 81.20 Degree Requirements](#)

[Section 81.30 Interdisciplinary Studies in Fine Arts](#)

[Section 81.40 Department of Art Education](#)

[Section 81.50 Department of Art History](#)

[Section 81.60 Mel Hoppenheim School of Cinema](#)

[Section 81.70 Department of Contemporary Dance](#)

[Section 81.80 Department of Creative Arts Therapies](#)

[Section 81.90 Department of Design and Computation Arts](#)

[Section 81.100 Department of Music](#)

[Section 81.110 Department of Studio Arts](#)

[Section 81.120 Department of Theatre](#)

Section 8I.01 Faculty of Fine Arts

Location

Sir George Williams Campus
EV BUILDING
concordia.ca/finearts

Objectives

The Faculty of Fine Arts is recognized internationally for its long-standing record of excellence in undergraduate education in the visual, performing, cinematic, design, and electronic arts. The Faculty strives to create an environment that reflects the openness and diversity of contemporary culture, with a strong commitment to integrating new technologies with traditional fine arts practices. Programs and courses in studio or academic disciplines situate students within both the pluralism of the university academic experience and an active urban arts milieu.

Section 81.10 Programs and Admission Requirements

General admission requirements are listed in [Admission Regulations](#). Specific requirements for admission to the various programs leading to the BFA degree are set out in the first column of the following listings. They refer to the table of Cegep profiles and other specific requirements defined below.

Profile Requirements

Profile	Requirements
0.00	Diploma of Collegial Studies (DEC — Diplôme d'études collégiales)
10.12	Mathematics 103, 105, <u>203</u>
A	Interview/Audition
G	Letter of intent
K	Submission of a portfolio of representative work

Programs offered

For information concerning any of the following programs, please consult the calendar section listed opposite each program.

Recommended Profile and Specific Requirements	Program	Calendar Section
Specializations:		
0.00, A,G	Acting for the Theatre	Section 81.120 Department of Theatre
0.00, G,K	Art Education – Visual Arts	Section 81.40 Department of Art Education
0.00, G,K	Film Production	Section 81.60 Mel Hoppenheim School of Cinema
0.00	Film Studies	Section 81.60 Mel Hoppenheim School of Cinema
0.00, A	Jazz Studies	Section 81.100 Department of Music
0.00, A	Music Performance	Section 81.100 Department of Music

0.00, A	Music Composition	<u>Section 81.100 Department of Music</u>
0.00, A,G	Performance Creation	<u>Section 81.120 Department of Theatre</u>
0.00, A,G,K	Scenography	<u>Section 81.120 Department of Theatre</u>

Majors:

0.00, G,K	Art Education – Visual Arts	<u>Section 81.40 Department of Art Education</u>
0.00	Art History	<u>Section 81.50 Department of Art History</u>
0.00	Art History and Film Studies	<u>Section 81.50 Department of Art History</u> , <u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00, G,K	Art History and Studio Art	<u>Section 81.50 Department of Art History</u>
0.00, G,K	Ceramics	<u>Section 81.110 Department of Studio Arts</u>
0.00, 10.12, G,K	Computation Arts	<u>Section 81.90 Department of Design and Computation Arts</u>
0.00, A	Contemporary Dance	<u>Section 81.70 Department of Contemporary Dance</u>
0.00, G,K	Design	<u>Section 81.90 Department of Design and Computation Arts</u>
0.00, G,K	Electroacoustic Studies	<u>Section 81.100 Department of Music</u>
0.00, G,K	Fibres and Material Practices	<u>Section 81.110 Department of Studio Arts</u>
0.00, G,K	Film Animation	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00, G,K	Film Production	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00	Film Studies	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00, G,K	Intermedia (Video, Performance and Electronic Arts)	<u>Section 81.110 Department of Studio Arts</u>

0.00, A	Music	<u>Section 81.100 Department of Music</u>
0.00, G,K	Painting and Drawing	<u>Section 81.110 Department of Studio Arts</u>
0.00, G,K	Photography	<u>Section 81.110 Department of Studio Arts</u>
0.00, G,K	Print Media	<u>Section 81.110 Department of Studio Arts</u>
0.00, G,K	Sculpture	<u>Section 81.110 Department of Studio Arts</u>
0.00, G,K	Studio Art	<u>Section 81.110 Department of Studio Arts</u>

Minors:

0.00, G,K	Art Education – Visual Arts	<u>Section 81.40 Department of Art Education</u>
0.00	Art History	<u>Section 81.50 Department of Art History</u>
0.00, G	Cinema	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00, G,K	Computation Arts	<u>Section 81.90 Department of Design and Computation Arts</u>
0.00, G,K	Electroacoustic Studies	<u>Section 81.100 Department of Music</u>
0.00, G,K	Film Animation	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00	Film Studies	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00, G,K	Game Design	<u>Section 81.90 Department of Design and Computation Arts</u>
0.00, Theory Test	Music	<u>Section 81.100 Department of Music</u>
0.00, G,K	Photography	<u>Section 81.100 Department of Music</u>
0.00, G,K	Print Media	<u>Section 81.100 Department of Music</u>
0.00	Theatre	<u>Section 81.120 Department of Theatre</u>

Microprograms:		
0.00, G	Fundamentals of Digital Filmmaking	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00, G	Screenwriting and Film Producing	<u>Section 81.60 Mel Hoppenheim School of Cinema</u>
0.00, G	Web Design and User Interface	<u>Section 81.90 Department of Design and Computation Arts</u>

Transfer Students

Applicants who have completed courses in other colleges or universities may be granted transfer credits towards their program at Concordia University. These transfer credits will normally be awarded as general credits and as such may not be equivalent to specific first-year courses at Concordia.

Applicants to a second undergraduate degree must complete a minimum of 60 credits, other than those credited towards the first degree, at least 36 of which must be taken in the new field of specialization (Section 16.2.2 Residence Requirements under [Section 16.2 Curriculum Regulations](#)). Students transferring credits towards a first degree must complete a minimum of 45 credits at Concordia (see [Section 16.2.2 Residence Requirements](#)).

Students must complete all program and degree requirements, as well as the Faculty of Fine Arts residence requirements (see [Section 81.20.2 Residence Requirements](#)).

Mature Entry

General admission requirements to the 108-credit program (Mature Entry) are listed in [Section 14 Alternative Entry](#) under [Mature Entry](#). Students admitted into the Faculty of Fine Arts through the Mature Entry plan are required to complete 18 credits in addition to the 90 credits normally required for the BFA degree.

Extended Credit Program

Definition of the Extended Credit Program (ECP) is listed in [Section 13.2 Definitions](#). Students admitted to an Extended Credit Program in Fine Arts are required to complete an additional 30 credits for the degree. Transfer credits awarded for Ontario Academic Courses (OACs) must be applied towards the ECP portion of a student's degree program.

Section 8I.20 Degree Requirements

Students preparing for the BFA degree require a minimum of 90 credits. Each credit represents, for the average student, a minimum of 45 hours of work spread across lectures, conferences, tutorials, studios, rehearsals or practice periods, tests, examinations, and personal work.

Section 8I.20.1 BFA Degree Requirements

BFA

1. A candidate for the BFA degree must have qualified for admission to, and successfully completed a program of concentration in the form of a specialization (see Section 16.2.4 Concentration Requirements under [Section 16.2 Curriculum Regulations](#)) or major (see Section 16.2.4) program in the [Faculty of Fine Arts](#). A selection is made upon entry, prior to registration. The requirement of selecting a program upon entry should not be thought of as being necessarily a final commitment. Students wishing to transfer out of one degree program must satisfy the admission requirements of the program they seek to enter. Program changes are, however, subject to limitations where certain programs are in great demand. Students should be aware that to effect certain transfers they may be required to complete more than the 90 credits normally required for the degree.
2. A candidate for graduation must satisfy the Fine Arts General Education requirement by successfully completing a minimum of six credits from course offerings outside the Fine Arts academic sectors (Visual Arts and Performing Arts). The non-Fine Arts academic sectors are defined as: Humanities, Social Sciences, Sciences, Business, Engineering and Computer Science. BFA students graduating with the Joint Major in Computation Arts and Computer Science program or the Specialization in Art Education – Visual Arts will be considered as having satisfied the General Education requirement. The courses FLIT 382; [COMS 301](#), [COMS 304](#), [COMS 416](#), [COMS 434](#) can only be applied within a student's degree as electives from the Visual Arts sector and therefore do not fulfill the General Education requirement. This list is subject to modification.
3. A candidate for graduation must have successfully completed the courses [FFAR 248](#) and [FFAR 249](#).
4. A candidate for graduation normally may apply no more than 54 credits in studio work towards the 90 credits required for the BFA degree.
5. The credits obtained for any course may not be used to satisfy the requirements of more than one program.
6. Students may take a maximum of six ESL credits towards a 90- or 108-credit degree, and a maximum of 12 credits towards the 120-credit degree.

Section 8I.20.2 Residence Requirements

Residence Requirements

Students are subject to the university residence requirement (see [Section 16.2.2 Residence Requirements](#) which states that of the 90 credits required for the BFA degree, a minimum of 45 credits must be taken at Concordia University).

Combining both residence requirements implies that the full-time student must enrol for a minimum of two years of study at Concordia University.

To fulfill the residence requirements for a BFA degree with a concentration in:

1. Ceramics, Fibres and Material Practices, Painting and Drawing, Print Media, Sculpture, or Studio Art: a minimum of 30 credits in Studio Art and six credits in Art History must be completed at Concordia.
2. Art Education – Visual Arts, Art History, Art History and Film Studies, Computation Arts, Design, Film Animation, Film Production, Film Studies, Photography, Contemporary Dance, or Intermedia (Video, Performance and Electronic

- Arts): at least half of the concentration requirements must be completed at Concordia.
3. Art History and Studio Art: at least half of the concentration requirements must be completed at Concordia, including a minimum of 15 credits in Art History and 15 credits in Studio Arts.
 4. Performance Creation, Acting for the Theatre, or Scenography: a minimum of 30 credits from the [Section 81.120 Department of Theatre](#) must be completed at Concordia.
 5. Music, Electroacoustic Studies, Jazz Studies, Music Performance, or Music Composition: a minimum of 30 credits required from the [Section 81.100 Department of Music](#) must be completed at Concordia.
 6. Minor programs: at least half of the required credits must be completed at Concordia.

Section 81.20.3 Course Load

The normal course load for students enrolled in the Faculty of Fine Arts is 30 credits per year for all full-time students, and a maximum of 18 credits per year for part-time students.

- i) Full-time students may not register for more than 18 credits of their maximum 30 credits in any studio area in any given academic year. Part-time students may not register for more than 12 credits.
- ii) Students may register for a maximum of six credits in which films are produced as a course requirement during any given academic year. See [Filmmaking Courses](#) under [Section 81.60 Mel Hoppenheim School of Cinema](#) for list of courses. Also, students are limited, during their degree program, to 18 credits in Film Production or 24 credits in Film Animation courses in which films are produced as a course requirement (see [Filmmaking Courses](#)).
- iii) Students may register for a maximum of six credits in Theatre Production in any given academic year, up to a maximum of 18 credits in all.
- iv) Students may register for a maximum of six credits in Music Private Study in any given academic year, up to a maximum of 12 credits in the [Major in Music](#) degree program, and 18 credits in a specialization in music degree program.
- v) Students may register for a maximum of nine credits in Independent Study courses in their degree program. In the case of disciplines not offering three-credit Independent Study courses, students may register for a maximum of two six-credit Independent Study courses in their degree program.

Section 81.20.4 Academic Performance Requirements

Academic Performance Requirements

The system used by the Faculty of Fine Arts to assess academic performance at the undergraduate level is based on the assessment grade point average (AGPA). See [Section 16.3.10 Academic Performance](#) for definition of AGPA.

Acceptable standing requires that a student obtain an AGPA of at least 2.00.

Note: Although a "C-" grade (1.70 grade points) is designated as satisfactory for an individual course in [Section 16.1.11 Grading System](#), an AGPA of 2.00 is required to remain in acceptable standing.

Conditional standing results when a student obtains an AGPA of less than 2.00, but at least 1.50. A student is not permitted to obtain two consecutive conditional standing assessments.

Students in conditional standing may not write supplemental examinations and will not be permitted to register for further study until their program has been approved by the appropriate advisor in their Faculty or department. They must obtain acceptable standing at the time of their next assessment.

Failed standing results when a student obtains an AGPA of less than 1.50, or conditional standing in two consecutive periods of assessment. Failed students may not write supplemental examinations. In order to continue in their program, failed students must apply for readmission through Student Academic Services. If readmitted, failed students will be placed on academic probation. In addition, there may be other conditions determined by the Faculty at the time of readmission. Decisions of the relevant authority in the Faculty are final. Failed students wishing to be admitted to another Faculty must apply through the Dean's Office of the Faculty to which they wish to be admitted. Credits achieved at another institution while on failed standing may not be transferred to a program at Concordia University. These credits, however, may be used to determine a student's potential for readmission. If 24 or more credits are successfully completed at another institution while on failed standing at Concordia, students will be required to submit a new application for program admission and not an application for readmission.

The Academic Performance Requirements for acceptable standing, conditional standing and failed standing do not apply to students enrolled in microprograms.

Graduation Requirements

Students must satisfy all course requirements, be in acceptable standing, and have a minimum final graduation GPA of 2.00. Potential graduates who fail to meet the requirements of acceptable standing, but meet the requirements of conditional standing, will have the following options:

- a) register for an additional 12 credits and, at the next assessment, meet the requirements for acceptable standing;
- or
- b) register for fewer than 12 additional credits. In this case, standing will be determined on the basis that these extra credits constitute an extension of the last assessment period.

For both option a) and option b), the additional courses taken must be selected in consultation with the student's department.

Graduation Requirements for Microprograms

Students will be considered eligible to graduate from a microprogram if they have passed all of the required courses.

Section 81.20.5 Lapsed Program

Lapsed Program

Students enrolled in a specialization or major program in the Faculty of Fine Arts who have been absent from their program for six consecutive terms or more will be withdrawn from their program and have a lapsed notation entered on their student record. Students enrolled in a microprogram who have been absent for four consecutive terms or more will be withdrawn from their program and have a lapsed notation entered on their student record.

Lapsed students must meet with the appropriate advisor in order to resume their program and be made aware of possible program modifications. In some cases, students might be required to submit a new application.

Section 8I.30 Interdisciplinary Studies in Fine Arts

[Other Related Programs](#)

[Interdisciplinary Fine Arts Courses](#)

Other Related Programs

The [Major in Interdisciplinary Studies in Sexuality](#) and the [Minor in Interdisciplinary Studies in Sexuality](#), offered jointly by the Faculty of Arts and Science and the Faculty of Fine Arts, draw their curriculum from a variety of disciplines. Their purpose is to investigate empirical, theoretical, and creative aspects of sexuality.

Please refer to [Section 31.560 Simone de Beauvoir Institute and Women's Studies](#) for details.

Interdisciplinary Fine Arts Courses

Fine Arts Foundational Year Course

The following courses are required for all Bachelor of/Baccalaureate in Fine Arts students. It is strongly recommended that students take these courses in their first year.

FFAR 248 Keywords: Engaging Across Disciplines in the Fine Arts (3 credits)

Description:

This core required course, aimed at first-year standing students with fewer than 30 credits completed in a Faculty of Fine Arts degree program, introduces key contemporary concepts, methods, and practices in the arts. Course content, assignments, and discussions work towards building experience in reflective and critical engagement, written and verbal communication skills. Students gain a familiarity with theory in the context of local and global artistic communities, multidisciplinary and interdisciplinary artistic practices. Throughout, students engage in composition exercises, build a sensory and critical vocabulary of the arts, and collaborate across disciplines to assemble a tool kit for future research and creation in the fine arts.

Component(s):

Lecture; Tutorial

Notes:

- This is a required course for all Bachelor of/Baccalaureate in Fine Arts students. It is strongly recommended that students complete FFAR 248 in their first year.
- Students who have received credit for FFAR 250 may not take this course for credit.

FFAR 249 Keywords: Working Across Disciplines in the Fine Arts (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: FFAR 248.

Description:

This core required course is aimed at first-year standing students with fewer than 30 credits completed in a Faculty of Fine Arts degree program. Building on the core skills acquired in FFAR 248, this course deepens interdisciplinary methods and practices in the fine arts by using keywords as central problems to explore contemporary concepts and create original work. The course is structured through lectures and tutorials in which activities and assignments focus on supporting a foundational understanding of research-creation work, and providing opportunities and tools to take risks, experiment, and collaborate beyond one's own discipline. Students complete the course with a research-creation project or research essay.

Component(s):

Lecture; Tutorial

Notes:

- This is a required course for all Bachelor of/Baccalaureate in Fine Arts students. It is strongly recommended that students complete FFAR 249 in their first year.
- Students who have received credit for FFAR 250 may not take this course for credit.

Fine Arts Interdisciplinary Courses

The following courses are open to students outside the Faculty of Fine Arts. See the course notes regarding admission for students in Fine Arts programs.

FAFS 398 Fine Arts Field School (3 credits)

(also listed as FAFS 660 and FAFS 860)

Prerequisite/Corequisite:

Students must complete 24 credits prior to enrolling. Permission of the Field School instructor is required.

Description:

This course offers hands-on, experiential learning in one or more disciplines in the Fine Arts via faculty-led travel to and residency at a festival, conference, exhibition or partner institution either locally, nationally, or internationally.

Component(s):

Field Studies

Notes:

- Students may be considered to repeat this course for credit, provided the subject matter is different each time. Students who have received credit for a field school under another course code may be considered to repeat this course for credit provided the subject matter is different.
- Students enrolled in this course are required to defray the costs of the field school.
- Students must apply for this course by submitting required documentation.

FASS 298 Special Topics in Sexuality and the Arts (3 credits)

Description:

This course offers a study of special topics at the intersection of sexuality and the arts.

Component(s):

Lecture

FFAR 200 Introduction to Black Studies in the Canadian Context (3 credits)

(also listed as BLST 200)

Description:

This interdisciplinary course offers a broad introduction to Black Studies. Emphasis is placed on themes of Blackness in the Canadian context. This course introduces students to foundational texts and creative expressions covering histories, cultures, and philosophies, using debates and academic traditions of Black scholars in the field. Students develop critical vocabulary and frameworks through the study of Canada's diverse Black populations and of the African diaspora.

Component(s):

Lecture

Notes:

- Students who have received credit for BLST 200 may not take this course for credit.

FFAR 253 The City After Dark (3 credits)

Description:

This course explores how urban design and culture shape social interaction. It surveys the multiple meanings attributed to 'the night' through the lens of urban studies, human geography, sexuality studies, communication studies, and sociology, among others. Through analysis of and reflection on depictions of night, the course considers the binary constructions and representations of night and how those concepts have real world impacts.

Notes:

- This course may not be applied within a BFA degree or any Fine Arts specialization, major or minor program.
- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 254 Introduction to Food Studies: We Are What We Eat (3 credits)

Description:

This course is an interdisciplinary introduction to the cultural and social processes of food creation and consumption. Students make connections between various aspects of the food world and their own roles and responsibilities within the food system. Through an exploration, not only of things eaten, but also of food spaces and food-related activities — including design, studio arts, and architecture — students discover that interactions with food are not as matter-of-fact as often assumed.

Component(s):

Lecture

Notes:

- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 255 Art of Film Animation (3 credits)**Description:**

This course introduces animation to students with little or no background in cinema or animation studies. Topics covered include major producers of animation; concepts, such as character development; and individual artists and genres, such as anime. Upon completion of this course students are able to discuss cartoonality and naturalism as they relate to both mainstream and independent animation.

Component(s):

Lecture

Notes:

- This course cannot be applied within a BFA degree or any Fine Arts specialization, major or minor program.
- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 256 Hip Hop: Past/Present/Future (3 credits)**Description:**

This course examines the subculture of hip hop in its contemporary and historic forms. Students study hip hop as a political and social movement that formed in reaction to the status quo in the United States and manifests through practices such as rapping, breakdancing and graffiti. The course covers a variety of media and perspectives through class discussions, self-directed writing, and assigned readings, which are oriented to increase the students' understanding of hip hop and its relationship to the changing nature of technology, corporate media, race relations and youth culture.

Component(s):

Lecture

Notes:

- This course may not be applied within a BFA degree or any Fine Arts specialization, major or minor program.
- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 257 History and Visual Culture of Gaming (3 credits)

Description:

This lecture course introduces students to digital games, their history and their relationship to contemporary art practices. Digital games are considered as a medium of play, social interaction and artistic expression. The course situates digital games in an (art) historical context in order to better understand concepts of play in a digital age and the relevance of games to current art practices, beginning with examples of earlier games and their role as material culture. Students then reconsider the roles played by the art, the artist and the player/gamer as they are situated at the intersection between art, play and technology. Class discussions address life in virtual spaces and the relationships of power, capital, gender, ethnicity and other identities to both games and contemporary digital media.

Component(s):

Lecture

Notes:

- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 258 Cultural Histories of Contemporary Fashion (3 credits)

Description:

This course invites students to consider fashion as a key site for the construction of both the self and the social collective. Looking at a century of fashion and dress from a global perspective, the course explores decolonial approaches to studying fashion history and de-centres European fashion houses and the star system of designers as the only contributions of 20th-century fashion.

Component(s):

Lecture

Notes:

- This course cannot be applied within any Fine Arts specialization, major or minor program.
- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 259 Art Forms of Bollywood (3 credits)

Description:

This course is an introduction to one of the world's most popular film genres, Bollywood. The course offers, through screenings and lectures, an opportunity to study the theory, culture and historical development of the Indian films being produced in Mumbai/Bombay. The course focuses on specific themes covered in this popular yet often contested genre, studying the aesthetics and narrative styles of some prominent filmmakers from this industry.

Component(s):

Lecture

Notes:

- This course cannot be applied within any Fine Arts specialization, major or minor program.
- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 260 The Movie Soundtrack (3 credits)

Description:

This course focuses on the powerful auditory dimension of moving pictures. Since the late 1920s, a sophisticated discourse has been woven into the voice, sound effect and music recordings that accompany screen images, yet its presence and contribution is still largely unnoticed by the vast majority of viewers. Over the term, critical and listening skills are developed promoting a fuller appreciation and understanding of cinematic and televisual sound design, as well as teaching students how to use their ears as well as their eyes whenever the moving contents of a screen draw their attention.

Component(s):

Lecture

Notes:

- This course cannot be applied within any Fine Arts specialization, major or minor program.
- Students who have received credit for this topic under a FFAR 298 number may not take this course for credit.

FFAR 291 HIV/AIDS in the 20th Century: Historical, Cultural and Interdisciplinary Perspectives (3 credits)

(also listed as SOCI 2910)

Description:

This course is an interdisciplinary survey of the major issues and challenges of the AIDS pandemic before the year 2000, introducing students to a broadly based overview of its scientific, social and cultural impacts. Students examine the history of the pandemic and responses to it by governments, medical authorities, businesses, religious and community groups, as well as artists and cultural producers.

Component(s):

Lecture

Notes:

- Students who have received credit for FFAR 290, FFAR 390, INTE 270, INTE 390, SOCI 290, SOCI 2910, SSDB 270, or for this topic under an INTE 298, INTE 398, COMS 399, or SOCI 399 number, may not take this

course for credit.

FFAR 292 Cultural Studies and Creation in HIV/AIDS (3 credits)

(also listed as SOCI 292)

Description:

This interdisciplinary course examines the cultural, creative, and artistic responses to HIV/AIDS. Through the lens of diverse historical and contemporary forms of expression, course content and class discussions focus on pandemic-related narratives relevant to the intersections of race, gender and sexuality.

Component(s):

Lecture

Notes:

- Students who have received credit for FFAR 290, INTE 270, INTE 390, SOCI 290, SOCI 292, SSDB 270, or for this topic under a FFAR 398, INTE 398, or SOCI 399 number, may not take this course for credit.

FFAR 298 Special Topics in Fine Arts (3 credits)

Description:

A course at the introductory level which provides an opportunity for the study of specialized aspects of Fine Arts.

Component(s):

Lecture

Notes:

- This course may not be applied within a BFA degree or any Fine Arts specialization, major, or minor program.

FFAR 299 Special Topics in Fine Arts (6 credits)

Description:

A course at the introductory level which provides an opportunity for the study of specialized aspects of Fine Arts.

Notes:

- This course may not be applied within a BFA degree or any Fine Arts specialization, major, or minor program.

FFAR 398 Special Topics in Fine Arts (3 credits)

Description:

A course which provides an opportunity for the study of specialized aspects of Fine Arts.

Component(s):

Lecture

FFAR 399 Special Topics in Fine Arts (6 credits)**Description:**

A course which provides an opportunity for the study of specialized aspects of Fine Arts.

Interdisciplinary Studies in Sexuality Courses**FASS 293 Sexual Representation in the Arts (3 credits)****Description:**

This introductory course surveys selected issues in sexual representation in the arts, primarily in the West. Media from the visual and performing arts including recent digital and interactive technologies are considered as well as various genres such as the classical nude, autobiography and pornography. The impact of the Sexual Revolution, feminism, and intersectionality is analyzed, with an emphasis on the diversity of sexualities and aesthetics in both the traditional and contemporary artistic environments. Although not a studio course, students may submit creative work undertaken independently as a course assignment.

Component(s):

Lecture

FASS 393 Queer and Trans Studies and Culture (3 credits)**Description:**

This course surveys topics in queer, trans, and sexuality studies through the lens of culture. Examining queer and trans cultures alongside foundational texts in queer studies, trans studies, and related fields, the course considers contemporary thinking and cultural practices, such as sexual and gender norms and identities, subcultural communities and practices, queer aesthetics and art, and queer activism and politics.

Component(s):

Lecture

Section 81.90 Department of Design and Computation Arts

Department of Design and Computation Arts

Section 81.90.1 Design

Design Programs

BFA Major in Design

Microprogram in Web Design and User Interface

Admission to the Major in Design and Microprogram in Web Design and User Interface

Design C.Edge (Career Edge) Option

Section 81.90.2 Computation Arts

Computation Arts Program Objectives

Computation Arts Programs

Computation Arts

BFA Specialization in Computation Arts

Minor in Computation Arts

Computation Arts and Computer Science

BFA Joint Major in Computation Arts and Computer Science

Game Design

Minor in Game Design

Admission to the Specialization and Minor in Computation Arts, the Joint Major in Computation Arts and Computer Science, and the Minor in Game Design

Computation Arts C.Edge (Career Edge) Option

Design and Computation Arts Courses

Computation Arts Courses

Design Courses

Department of Design and Computation Arts

Chair

PIPPIN BARR, PhD Victoria University of Wellington; Associate Professor

Location

Sir George Williams Campus

EV BUILDING

concordia.ca/finearts/design

Note

For the complete list of faculty members, please consult the Department website.

Department Objectives

The Department offers programs that examine the broad vision or culture of design within contemporary society.

The Design Major is located primarily within the disciplines of image, object-making, and screen-based media in design practice with an emphasis on the study of material culture. Digital technologies are integrated into the creative process to serve as strategies and tools for enhanced communication, application, representation, and dissemination.

The Computation Arts programs are concentrated within the digital and virtual environments where computer technology is embedded in all stages of the creative process and production. The Internet as a system for communication in information and networked societies serves as the intersection that strongly links the disciplines of Design and Computation Arts.

Students are encouraged to take courses across Design and Computation Arts.

BFA Major in Design

Program Objective

The Major in Design program explores the principal areas of visual communication and the built environment. The program encourages critical thinking and takes an interdisciplinary approach to design theory and practice. Its overarching principle is socio-cultural, environmental, and economic sustainability. Students begin their studies by developing knowledge and technical skill sets across these areas and then specialize according to their interests and abilities. The curriculum engages the student in creative work with the understanding of the impact and consequence of their designs in everyday life. In a collaborative and shared environment, students participate in diverse local outreach and community initiatives.

Program Requirements

Major in Design (66 credits)

3 credits:

- DART 261 Introduction to Design Studies (3.00)

3 credits chosen from:

- DART 262 Exploring Design Studies (3.00)
- DART 263 Design History and Sustainability (3.00)

12 credits:

- DART 221 Visual Communication in Context (3.00)
- DART 280 Investigations in Typographic Design (3.00)
- DART 291 Design Process and the Materiality of Objects (3.00)
- DART 292 Bio-Inspiration in the Design of Objects (3.00)

6 credits:

- DART 391 Socio-Cultural Environmental Research and Practice I (3.00)
- DART 392 Socio-Cultural Environmental Research and Practice II (3.00)

3 credits chosen from:

- DART 349 Introduction to Web Design (3.00)

- DART 380 3D Digital Concepts (3.00)

3 credits chosen from DART 300-level elective courses

3 credits:

- DART 491 Discursive Design Research I (3.00)

3 credits chosen from:

- DART 492 Discursive Design Research II (3.00)

- DART 493 Post-Graduation Strategies in Design (3.00)

15 credits chosen from DART 400-level electives

6 credits chosen from ARTH; ARTT; or other Fine Arts history- or theory-based courses

9 credits chosen from any Fine Arts elective courses (including Computation Arts)

Notes

- Students are responsible for fulfilling their particular degree requirements; hence, the sequences above must be read in conjunction with Section 81.20 Degree Requirements.

Microprogram in Web Design and User Interface

Program Requirements

Microprogram in Web Design and User Interface (9 credits)

9 credits:

- CART 214 Visual Form and Communication (3.00)
- DART 349 Introduction to Web Design (3.00)
- DART 449 The Language of the Web (3.00)

Notes

- Students are responsible for fulfilling their particular program requirements; hence, the sequences above must be read in conjunction with Section 81.20 Degree Requirements.

Admission to the Major in Design and Microprogram in Web Design and User Interface

In addition to the normal admission procedure of Concordia University, there is a distinct admission procedure for applicants to the Major in Design and the Microprogram in Web Design and User Interface. All applicants to the Major in Design must submit a portfolio of their own work, as well as a letter of intent, as part of the admission process. All applicants to the Microprogram in Web Design and User Interface must submit a letter of intent as part of the admission process.

For more information concerning these additional requirements and submission deadline dates, please visit the following website: concordia.ca/finearts/future-students/applying-undergraduate.

Design C.Edge (Career Edge) Option

The C.Edge Option

The C.Edge option is available to selected students who are enrolled in the BFA program in Design. The academic content of the C.Edge option is identical to that of the regular program with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. Please see [Institute for Co-operative Education](#) for specific details concerning the program.

Computation Arts Program Objectives

The Computation Arts programs facilitate a hybrid learning environment for the integration of fine arts and computer science. The core curriculum incorporates conceptual and technical aspects of dynamic imagery, sound, and virtual dimension. Teaching emphasizes non-traditional applications of digital technologies while also developing awareness of the cultural and political implications of new technologies in networked and information societies. Areas of interest in the program include interaction design, physical computing, immersive environments, and experimental sound.

BFA Specialization in Computation Arts

Program Requirements

Specialization in Computation Arts (60 credits)

18 credits:

- [CART 210](#) New Media Theory (3.00)
- [CART 211](#) Creative Computing and Network Culture (3.00)
- [CART 212](#) Digital Media Studio I (3.00)
- [CART 214](#) Visual Form and Communication (3.00)
- [CART 253](#) Creative Computation I (3.00)
- [CART 263](#) Creative Computation II (3.00)

3 credits:

- [CART 310](#) Interaction Design Studio (3.00)

12 credits chosen from 300-level CART courses

3 credits:

- [CART 470](#) Capstone: Prototyping (3.00)

9 credits chosen from 400-level CART courses

9 credits chosen from any Fine Arts elective courses (including Design)

6 credits chosen other Fine Arts non-studio elective courses

Notes

- Students are responsible for fulfilling their particular degree requirements; hence, the sequences above must be read in conjunction with [Section 81.20 Degree Requirements](#).

Minor in Computation Arts

Program Requirements

Minor in Computation Arts (24 credits)

12 credits:

- CART 211 Creative Computing and Network Culture (3.00)
- CART 212 Digital Media Studio I (3.00)
- CART 253 Creative Computation I (3.00)
- CART 263 Creative Computation II (3.00)

6 credits chosen from 300-level CART courses

6 credits chosen from 400-level CART courses

Notes

- Students are responsible for fulfilling their particular degree requirements; hence, the sequences above must be read in conjunction with [Section 81.20 Degree Requirements](#).

BFA Joint Major in Computation Arts and Computer Science

Program Requirements

Joint Major in Computation Arts and Computer Science (90 credits)

6 credits:

- FFAR 248 Keywords: Engaging Across Disciplines in the Fine Arts (3.00)
- FFAR 249 Keywords: Working Across Disciplines in the Fine Arts (3.00)

12 credits:

- CART 210 New Media Theory (3.00)
- CART 211 Creative Computing and Network Culture (3.00)
- CART 212 Digital Media Studio I (3.00)
- CART 214 Visual Form and Communication (3.00)

3 credits:

- CART 310 Interaction Design Studio (3.00)

6 credits chosen from 300-level CART courses

3 credits:

- CART 470 Capstone: Prototyping (3.00)

9 credits chosen from 400-level CART courses

6 credits chosen from DART courses or other Fine Arts electives

45 credits from the BCompSc Joint Major in Computation Arts and Computer Science offered by the Department of Computer Science and Software Engineering (see Section 71.80 Computation Arts and Computer Science)

Notes

- Students are responsible for fulfilling their particular degree requirements; hence, the sequences above must be read in conjunction with [Section 81.20 Degree Requirements](#).

Minor in Game Design

Program Requirements

Minor in Game Design (24 credits)

3 credits:

- [CART 215](#) Introduction to Game Design (3.00)

3 credits chosen from:

- [CART 253](#) Creative Computation I (3.00)
- [COMP 218](#) Fundamentals of Programming (3.00)
- [COMP 248](#) Object-Oriented Programming I (3.50)

3 credits chosen from:

- [CART 315](#) Digital Game Prototyping (3.00)
- [CART 353](#) Creative Computation III (3.00)
- [COMP 376](#) Introduction to Game Development (4.00)

3 credits chosen from:

- [CART 210](#) New Media Theory (3.00)
- [DART 261](#) Introduction to Design Studies (3.00)
- [ENGL 255](#) Video Games and/as Literature (3.00)
- [FFAR 257](#) History and Visual Culture of Gaming (3.00)

3 credits chosen from:

- [CART 415](#) Game Studio I (3.00)
- [CART 416](#) Game Studio II (3.00)

3 credits of CART or COMP elective courses, excluding [CART 253](#), [CART 315](#), [COMP 218](#), [COMP 248](#), [COMP 376](#)

3 credits of CART elective courses, excluding CART 253 and CART 315

3 credits of Fine Arts elective courses

Notes

- Students are responsible for fulfilling their particular degree requirements; hence, the sequences above must be read in conjunction with Section 81.20 Degree Requirements.

Admission to the Specialization and Minor in Computation Arts, the Joint Major in Computation Arts and Computer Science, and the Minor in Game Design

In addition to the normal admission procedure of Concordia University, there is a distinct admission procedure for applicants to the Specialization or the Joint Major in Computation Arts and Computer Science. All applicants must submit a portfolio of their own work, as well as a letter of intent, as part of the admission process.

Note: The BFA Joint Major in Computation Arts and Computer Science (45 credits) must be taken in combination with the BCompSc Joint Major in Computation Arts and Computer Science (45 credits) offered by the Department of Computer Science and Software Engineering (see [Section 71.80 Computation Arts and Computer Science](#) for details). Candidates applying for the [Joint Major in Computation Arts and Computer Science](#) are required to complete the 10.12 profile: Mathematics 103 or 201-NYA and 203 or 201-NYB, and 105 or 201-NYC. Candidates lacking Cegep profile 10.12, but with a suitable background, may also be considered for this program. Applicants to the Specialization or Minor in Computation Arts require no background in mathematics.

Note: The Minor in Computation Arts and the Minor in Game Design are available to a limited number of high-ranking students. Applicants must submit a full portfolio by the March 1 deadline and may contact the Department of Design and Computation Arts for specific application procedures.

For more information concerning these additional requirements and submission deadline dates, please visit concordia.ca/finearts/design.

Computation Arts C.Edge (Career Edge) Option

The C.Edge Option

The C.Edge option is available to selected students who are enrolled in the BFA program, Major or Specialization in Computation Arts. The academic content of the C.Edge option is identical to that of the regular program with some specific recommendations for courses designed to improve and enhance the student's quality of work performance. Please see [Institute for Co-operative Education](#) for specific details.

Computation Arts Courses

CART 210 New Media Theory (3 credits)

Prerequisite/Corequisite:

Enrolment in a Computation Arts program is required. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course is a critical introduction to new media theory focusing on issues of interaction, inscription, representation, code, reproduction, spectacle, control, body and resistance. Students develop tools to undertake a critical analysis of media and technology and their social, political, economic, and cultural ramifications.

Component(s):

Studio

Notes:

- Students who have received credit for CART 255 may not take this course for credit.

CART 211 Creative Computing and Network Culture (3 credits)

Prerequisite/Corequisite:

Enrolment in a Computation Arts program is required. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course gives a broad introduction to the fundamentals of creative computing and network culture. Through readings and practical examples, students explore the histories of the Internet, computing, and interactivity as well as gain knowledge of fundamental technical tools used for creating network-based media.

Component(s):

Studio

Notes:

- Students who have received credit for DFAR 251 or CART 251 may not take this course for credit.

CART 212 Digital Media Studio I (3 credits)

Prerequisite/Corequisite:

The following course must be taken previously: [CART 211](#). Enrolment in a Computation Arts program is required. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This studio-based course focuses on the production of dynamic and interactive audio/visual media. Students develop proficiency in generating original audio and visual material as well as exposure to current digital media software. Concurrent with gaining knowledge of existing tools for production, students create a high-quality studio work for portfolio inclusion.

Component(s):

Studio

Notes:

- Students who have received credit for DFAR 252 or CART 252 may not take this course for credit.

CART 214 Visual Form and Communication (3 credits)

Prerequisite/Corequisite:

Enrolment in a Computation Arts program or the Microprogram in Web Design and User Interface is required. If prerequisites are not satisfied, permission of the Department is required.

Description:

Key themes of visual communication are explored in the context of computation arts. This studio course considers design elements such as line, pattern, shape, texture, interpretation of space, surface, perspective, dimension, repetition, randomness, colour and colour spaces, typography, drawing from observation, layout and composition and conceptualization. This class is predominantly non-digital and discusses the relationships between analog and digital approaches.

Component(s):

Studio

Notes:

- Students who have received credit for CART 254 may not take this course for credit.

CART 215 Introduction to Game Design (3 credits)

Prerequisite/Corequisite:

Enrolment in a Computation Arts program or the Minor in Game Design is required. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course is an introduction to the design of playful activities and games in particular. Students are introduced to terminology, conceptual frameworks, and critical approaches in order to develop a precise understanding of games at a formal and pragmatic level. Students acquire and develop tools to conceive, formalize, and communicate game design ideas.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 398 number may not take this course for credit.

CART 253 Creative Computation I (3 credits)

Prerequisite/Corequisite:

Enrolment in the Specialization or Minor in Computation Arts is required. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course focuses on developing students' programming abilities, beginning with basic concepts and building toward approaches of increasing complexity. Students put these concepts and techniques into practice by creating their own expressive digital media projects, exploring areas such as interactivity, play, sound, and video.

Component(s):

Studio

CART 263 Creative Computation II (3 credits)

Prerequisite/Corequisite:

The following course must be taken previously: CART 253. If prerequisites are not satisfied, written permission of the Department is required.

Description:

In this course, students build on developing proficiency in programming by engaging in larger-scale project work and learning to use more sophisticated data structures, algorithms, and code reuse. Emphasis is placed on developing ambitious and experimental applications that engage deeply with the underlying ideas of computation as a medium.

Component(s):

Studio

CART 310 Interaction Design Studio (3 credits)

Prerequisite/Corequisite:

The following course must be taken previously: [CART 210](#). Students are required to have completed 24 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course introduces the theories and practices of interaction design. Students learn about interaction design from the early history of computers and computation through to present-day best practice and experimental approaches still being developed. In the studio portion of the course, students apply the theory introduced by developing specific prototype works in multiple forms, including paper, video and digital prototypes.

Component(s):

Studio

CART 312 Digital Media Studio II (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [CART 212](#). Students are required to have completed 24 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This studio-based course furthers work done in [CART 212](#), focusing on the production and authoring of dynamic audio/visual media using advanced techniques such as compositing and motion graphics. Students develop proficiency in generating original audio and visual material as well as exposure to current digital audio-visual-authoring software including postproduction environments such as After Effects and Motion. Concurrent with gaining knowledge of existing tools for production, students create a term-long project which will be a high quality, studio work appropriate for portfolio inclusion.

Component(s):

Studio

Notes:

- Students who have received credit for CART 352 may not take this course for credit.

CART 315 Digital Game Prototyping (3 credits)

Prerequisite/Corequisite:

The following courses must be completed previously: [CART 263](#) or [COMP 218](#) or [COMP 248](#). If prerequisites are not satisfied, written permission of the Department is required.

Description:

Students study specialized game technology, create a series of digital game prototypes, and are introduced to higher level programming concepts pertaining to interactive applications. Efficient approaches to the design and development of complex interactive software, such as iterative development and rapid prototyping, are explored.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 398 number or for COMP 376 may not take this course for credit.

CART 345 Digital Texts and Typography I (3 credits)

Prerequisite/Corequisite:

Students must have completed 24 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This is a studio course in which students conduct experiments in digital text, type, and typography. It looks at how type can be used in dynamic, interactive, and performative contexts, how manipulating the appearance and behaviour of type affects the meaning of the text, and how to work with the materiality of letterforms. Class projects include motion typography for video, interactive texts, liquid/ random/malleable fonts, and computationally responsive letterforms.

Component(s):

Studio

Notes:

- Students are expected to have training in the fundamentals of typography.
- Students who have received credit for this topic under a CART 355 number may not take this course for credit.

CART 346 Digital Sound I: Theory and Practice of Real-Time Audio (3 credits)

Prerequisite/Corequisite:

Students must have completed 24 credits completed in a Computation Arts, Electroacoustics, or Intermedia (Video, Performance and Electronic Arts) program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course is an introduction to the fundamental principles of real-time digital audio: the use of a computer to process, synthesize, and manipulate digitized representations of sound in real-time. Topics such as physics of sound, sampling, synthesis techniques, filters, and acoustics are introduced through the use of the real-time programming environments Max/MSP and SuperCollider. Students experiment with digital audio techniques through lab exercises and the development of a final real-time composition/sound design work.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 356 number may not take this course for credit.

CART 347 Digital Sound II: Sound Design (3 credits)

Prerequisite/Corequisite:

The following course must be taken previously: CART 346. Students must have completed 24 credits in a Computation Arts, Electroacoustics, or Intermedia (Video, Performance and Electronic Arts) program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course is a seminar/project studio in the conceptual and technical nature of digitally based sound design for film, video, and interactive multimedia (web, DVDs, games, sensor-augmented environments). Topics include sound and image fusion, audio-vision and conceptual/technical issues related to file and compression formats, spatialization (5.1), communication protocols, editing, mixing, tracking, asset creation and socio-cultural theories of audition. A term-long individual or group-based project is developed that takes participants through all phases of the sound design production workflow.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 356 number may not take this course for credit.

CART 351 Networks and Navigation (3 credits)

Prerequisite/Corequisite:

The following courses must be taken previously: CART 211, CART 212; CART 263 or COMP 248. Students must have completed 24 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

In this course, students develop interactive projects that use networked data, redefine online communities, and experiment with new communication structures. The perceptual and aesthetic aspects of digital media are addressed in relation to the technical skill sets required for navigating and understanding the possibilities and limits of networked environments.

Component(s):

Studio

CART 353 Creative Computation III (3 credits)

Prerequisite/Corequisite:

The following courses must be taken previously: [CART 263](#). If prerequisites are not satisfied, written permission of the Department is required.

Description:

In this course, students develop their programming skills via specific technologies and design perspectives, including but not limited to artificial life, evolutionary computation, procedural content generation, and playful design. The course focuses on students' own studio practice as artist-programmers and supports their continuing exploration of the medium.

Component(s):

Studio

CART 360 Tangible Media and Physical Computing (3 credits)

Prerequisite/Corequisite:

For students enrolled in the Specialization in Computation Arts, the following course must be completed previously: [CART 263](#). For students not enrolled in the Specialization in Computation Arts, the following courses must be completed previously: [CART 263](#) or [COMP 248](#). Students must have completed 24 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course explores the concepts of tangible media and physical computation as well as related concepts of ubiquitous computing, wearable computing, and interaction design. The focus is on conceptual development, prototyping, and implementation of tangible media and physical computing artifacts from the perspectives of technical proficiency, functionality, aesthetics, and personal/social meaning.

Component(s):

Studio

CART 361 3D Digital Production I (3 credits)

Prerequisite/Corequisite:

Students must have completed 24 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

In this studio course, students are introduced to the language, principles, and practices of 3D digital animation. Students are exposed to a wide range of traditional film animation techniques and learn the technical skills and conceptual strategies for 3D digital production.

Component(s):

Studio

Notes:

- Students who have received credit for CART 261 may not take this course for credit.

CART 362 3D Digital Production II (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [CART 361](#). Students must have completed 24 credits completed in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This intermediate studio furthers conceptual and technical skills related to 3D digital animation. Through film analysis, readings, and lectures, students study film animation aesthetics, contemporary film practice, and advanced 3D animation techniques.

Component(s):

Studio

Notes:

- Students who have received credit for CART 262 may not take this course for credit.

CART 398 Special Topics in Computation Arts (3 credits)

Prerequisite/Corequisite:

Enrolment in a Computation Arts program is required. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course provides an opportunity for the study of specialized aspects and applications in computation arts. Specific topics for this course, and prerequisites relevant in each case, are stated in the Undergraduate Class

Schedule.

CART 410 Research-Creation in the Computation Arts (3 credits)

Prerequisite/Corequisite:

The following courses must be completed previously: [CART 210](#), [CART 310](#). If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course consolidates and contextualizes students' existing understanding of their own practice by framing it in terms of research-creation. Related theoretical and methodological frameworks are introduced and discussed in order to give students the language and conceptual insight to think, write and speak convincingly about their own and others' work.

Component(s):

Studio

CART 411 Project Studio I (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits in a Computation Arts program prior to enrolling or must receive written permission of the Department.

Description:

In this course, students integrate skills with objects, narratives, and environments. They refine both critical and practical management skills in team-based projects.

Component(s):

Studio

CART 412 Project Studio II (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [CART 411](#). Students must have completed 48 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This advanced studio and theory course allows students to integrate skills with objects, narratives, and environments. They refine both critical and practical management skills in team-based projects.

Component(s):

Studio

Notes:

- Students who have received credit for CART 452 may not take this course for credit.

CART 415 Game Studio I (3 credits)

Prerequisite/Corequisite:

The following courses must be completed previously: CART 315 or CART 353 or COMP 376. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course introduces students to experimental game design, especially through the creation of their own unconventional and expressive digital games. A theoretical and critical understanding of play and games is established through lectures, discussion, game playing, game making and critiques. Students make multiple prototype games in order to better understand relationships between design, technology and the resulting player experience.

Component(s):

Studio

CART 416 Game Studio II (3 credits)

Prerequisite/Corequisite:

The following courses must be completed previously: CART 315 or CART 353 or COMP 376. If prerequisites are not satisfied, written permission of the Department is required.

Description:

In this studio course, students engage in larger-scale, team-based, iterative game development projects. Specific attention is given to the design of games that have intended purposes alongside entertainment — whether these be expressive, critical, persuasive, or educational in nature. Working in teams, students move from developing a concept around a rhetorical/experiential intention, to designing and developing a digital game prototype, and finally to examining play outcomes. Practical work is in dialogue with theory drawn from game design, game studies and interaction design.

Component(s):

Studio

CART 433 Information Design (3 credits)

(also listed as DART 455)

Prerequisite/Corequisite:

Students are required to have completed 48 credits in a Computation Arts program. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course focuses on rhetoric, visualization of information, instructions and complex text-based content. Issues of communication, simplification and clarification of content, and information architecture are addressed through diagrams, maps and visualization of statistics.

Component(s):

Studio

Notes:

- Students who have received credit for DART 455 or for this topic under a CART 498 or DART 498 number may not take this course for credit.

CART 434 Advanced 3D Studio (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: CART 362. Students must have completed 48 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This advanced studio builds upon 3D modelling for animation, gaming, and spatial environments. Concurrent with the development of technical skill sets, students develop thematic projects with consideration given to industry standards and cultural products for public or private enterprise.

Component(s):

Studio

Notes:

- Students who have received credit for CART 354 may not take this course for credit.

CART 444 Portfolio Studio (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This studio course leads graduating Computation Arts students through an analysis and synthesis of a personal body of work, self-promotional material, and a framework for a group exhibition. Discussions and assignments address the technical, formal, and conceptual elements in their work, and strategies for documentation and presentation.

Students are also expected to locate their work in a social, cultural, and historical context. Various future options for Computation Arts graduates are discussed, including careers in art, entrepreneurship, design, research, and academia.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a [CART 498](#) number may not take this course for credit.

CART 451 Networked Media Studio (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [CART 351](#). Students must have completed 48 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This course introduces advanced topics in networked media, exploring the potential of connected technologies in multiple contexts, from their role in present-day life to potential future scenarios. Special attention is given to the design rhetorics and values commonly embedded in the web and internet-enabled devices and how students can work to subvert or repurpose these conventional approaches to design.

Component(s):

Studio

CART 455 Professional Internship I (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

Students work in the industry for a period of nine to thirteen weeks to allow them to gain experience in design firms and multimedia companies. Internships approved for credit must be academically appropriate to the program.

Component(s):

Practicum/Internship/Work Term

Notes:

- Students may count a maximum of six credits in professional internships towards their degree program. A clearly defined written agreement between the student intern, the employer, and the full-time faculty supervisor is required before the internship is approved.

CART 456 Professional Internship II (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

Students work in the industry for a period of nine to thirteen weeks to allow them to gain experience in design firms and multimedia companies. Internships approved for credit must be academically appropriate to the program.

Component(s):

Practicum/Internship/Work Term

Notes:

- Students may count a maximum of six credits in professional internships towards their degree program. A clearly defined written agreement between the student intern, the employer, and the full-time faculty supervisor is required before the internship is approved.

CART 457 Independent Study I (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

This course provides an opportunity for a limited number of students to pursue advanced studies in computation arts research and creation project under the supervision of a full-time faculty member.

Component(s):

Independent Study

Notes:

- Students may count a maximum of six credits in independent studies towards their degree program. A written proposal/work plan and a detailed written agreement between the student and the faculty supervisor are required before the independent study is approved.

CART 458 Independent Study II (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

This course provides an opportunity for a limited number of students to pursue advanced studies in computation arts research and creation project under the supervision of a full-time faculty member.

Component(s):

Independent Study

Notes:

- Students may count a maximum of six credits in independent studies towards their degree program. A written proposal/work plan and a detailed written agreement between the student and the faculty supervisor are required before the independent study is approved.

CART 461 Tangible Media Studio (3 credits)

Prerequisite/Corequisite:

The following course must be taken previously: [CART 461](#). Students must have completed 48 credits in a Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This studio course introduces advanced topics in tangible media and the related aesthetic and interaction design challenges and opportunities. Students work together on experimental projects that push the boundaries of physical interfaces and the expressivity of installation-based digital work.

Component(s):

Studio

CART 470 Capstone: Prototyping (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This course engages students in a long-term project with an emphasis on a professional approach to practice. Students demonstrate their ability to coordinate and apply theoretical concepts, creative and artistic skills, and computing abilities to tackle real-world scenarios driven by client needs.

Component(s):

Studio

CART 480 Convergence (6 credits)

(also listed as DART 480)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This interdisciplinary course invites students to creatively explore the intersection of arts, neuroscience, and society and how these domains shape the understanding of oneself and others. Concordia students work with science students from external universities to create self-directed, collaborative projects which converge artistic and scientific research. Through lectures, debates, site visits, and independent study, all participants are encouraged to understand and discover territories outside their artistic or scientific comfort zones.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 398 , CART 498 , or CART 499 number may not take this course for credit.

CART 482 Critical Materiality (3 credits)

(also listed as DART 482)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This course is an advanced research/studio course that opens up new perspectives and develops shared methodologies between the Department's programs. With a special emphasis on material engagement, making, and process, students engage with objects, narratives, visual, environments, and performances to develop artistic and public responses to socio-environmental topics linked to materiality and material engagement.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 398 , CART 498 , or CART 499 number may not take this course for credit.

CART 484 UX Design (3 credits)

(also listed as DART 484)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course focuses on User Experience (UX) and User Interface (UI) design projects with a strong focus on inclusion and accessibility, integrating participatory and co-design methodologies. Students are presented with unique opportunities to engage with real-world challenges and design needs of disability organizations, their members, and individuals in their community. It encompasses a comprehensive exploration of theoretical concepts integral to inclusive design, including accessibility principles and universal design.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 398 , CART 498 , or CART 499 number may not take this course for credit.

CART 494 Exhibition Design (6 credits)

(also listed as DART 494)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This course focuses on the conceptualization and coordination of the annual undergraduate exhibition. Students are introduced to the basics of exhibition design while critically engaging with interpretive experiences of art, media, and objects. The course addresses exhibition design as a multidisciplinary, complex, and rich medium of communication, and how it is applied to different contexts of professional practice.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a CART 398, CART 498, or CART 499 number may not take this course for credit.

CART 498 Special Topics in Computation Arts (3 credits)

Prerequisite/Corequisite:

Enrolment in a Computation Arts program is required. If prerequisites are not satisfied, written permission of the Department is required.

Description:

An advanced course which provides an opportunity for the study of specialized aspects and applications in digital fine arts. Specific topics for this course, and prerequisites relevant in each case, are stated in the Undergraduate Class Schedule.

CART 499 Special Topics in Computation Arts (6 credits)

Prerequisite/Corequisite:

Students must complete 48 credits in the Computation Arts program prior to enrolling. If prerequisites are not satisfied, written permission of the Department is required.

Description:

This advanced course provides an opportunity for the study of specialized aspects and applications in digital arts. Specific topics for this course, and prerequisites relevant in each case, are stated in the Undergraduate Class Schedule.

Component(s):

Studio

Notes:

- Students who have received credit for the same topic under CART 498, DART 498, or DART 499 may not take this course for credit.

Design Courses

DART 221 Visual Communication in Context (3 credits)

Prerequisite/Corequisite:

Enrolment in the Major in Design is required. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course engages students in the study and application of graphic composition and visual communication. It focuses in particular on the elements and principles of layout and colour theory.

Component(s):

Studio

Notes:

- Students are required to take this course within the first 24 credits of their degree pathway.

DART 261 Introduction to Design Studies (3 credits)

Prerequisite/Corequisite:

Enrolment in the Major in Design is required. If prerequisites are not satisfied, permission of the Department is required.

Description:

This lecture course examines key themes in the history and theory of visual communication and the built environment from industrialization to the present day. Emphasis is given to current as well as future implications of design practice. Research methods in the discipline are introduced to facilitate development of students' analytical and critical abilities, both oral and written.

Component(s):

Lecture; Workshop

Notes:

- Students are required to take this course within the first 24 credits of their degree pathway.

DART 262 Exploring Design Studies (3 credits)

Prerequisite/Corequisite:

The following course must be taken previously: [DART 261](#). If prerequisites are not satisfied, permission of the Department is required.

Description:

This theory course introduces students to innovative and creative ways of thinking about design, and offers means of organizing their ideas effectively and convincingly. Referring to both historic and current examples of design theory and practice, coursework and assignments explore existing frameworks or models for design studies, enabling students to investigate critical aspects of visual communication and the built environment.

Component(s):

Lecture; Workshop

DART 263 Design History and Sustainability (3 credits)

Prerequisite/Corequisite:

The following course must be taken previously: [DART 261](#). If prerequisites are not satisfied, permission of the Department is required.

Description:

This theory course offers students a reflective space to explore sustainable design theory and practice through historical artifacts, and thereby expand their intellectual engagement with key issues in past, present, and potential future approaches to design complexity and design for sustainability.

Component(s):

Lecture; Workshop

Notes:

- Students who have received credit for this topic under a [DART 298](#) number may not take this course for credit.

DART 280 Investigations in Typographic Design (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 221](#). If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course focuses on typographic design and explores the functional and expressive aspects of typography. Process-based assignments emphasize the principles of typography, information hierarchy, multiple-page content, and text-image relationships.

Component(s):

Studio

DART 291 Design Process and the Materiality of Objects (3 credits)

Prerequisite/Corequisite:

Enrolment in the Major in Design is required. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course concentrates on the design process and provides students with communication strategies including sketching in perspective and technical drawing. Assigned projects address creativity, sustainable materials, and construction techniques.

Component(s):

Studio

Notes:

- Students are required to take this course within the first 24 credits of their degree pathway.

DART 292 Bio-Inspiration in the Design of Objects (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: DART 291. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course advances the study of materials and construction methods. Assignments emphasize research and research methods specifically within the study of bionics. Students explore nature as inspiration to facilitate innovative and effective life cycles of designed objects.

Component(s):

Studio

DART 298 Special Topics in Design (3 credits)

Prerequisite/Corequisite:

Enrolment in the Major in Design is required. If prerequisites are not satisfied, permission of the Department is required.

Description:

Specific topics for this course, and prerequisites relevant in each case, are stated in the Undergraduate Class Schedule.

Component(s):

DART 331 Words in Space (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 280](#). Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course focuses on type and image in the built environment. Issues of space, materiality, and legibility are examined within architectural and urban landscapes. Students engage in projects ranging from wayfinding and signage to exhibition design and installations.

Component(s):

Studio

DART 332 Print Concepts and Processes (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 280](#). Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course focuses on the conceptualization, process, and production of printed projects. Assignments relate content and narrative to the material nature of printed matter, printing techniques, and the responsible use of resources.

Component(s):

Studio

DART 335 Interpretive Public Spaces (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 380](#). Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course develops strategies for interactions in the public sphere. The application of scenography, planning of space and the integration of content orients the student towards the design of museum installations, mobile exhibitions, and performative events.

Component(s):

Studio

DART 339 Second Skin and Soft Wear (3 credits)

Prerequisite/Corequisite:

Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course contextualizes the making of and the concepts relating to soft surfaces, objects, furniture, and sculptural forms. Students are also encouraged to explore the sensory interfaces between surface and structure in design by investigating alternative material use and new technologies for innovative textile design, electronics, and body wear.

Component(s):

Studio

DART 349 Introduction to Web Design (3 credits)

Prerequisite/Corequisite:

Students must have completed 24 credits within their degree pathway prior to enrolling or be currently enrolled in the Microprogram in Web Design and User Interface. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course introduces students to such aspects of web design as graphic user interface; navigation and information hierarchies; the differences between screen and print; and user experience; and explores the challenges facing designers working in an online environment. Students create websites for multiple platforms and mobile devices, as well as experiment with innovative ways of organizing information.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a DART 398 number may not take this course for credit.

DART 380 3D Digital Concepts (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: DART 280. Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This computer lab course introduces students to computer-assisted 3D design concepts. Practical exercises advance technical skills and are combined with thematic proposals for virtual object representation. Scaled object production is encouraged in the final stages of the studio.

Component(s):

Studio

DART 381 Digital Media and Moving Images (3 credits)**Prerequisite/Corequisite:**

Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this studio course, students generate concepts, thematic proposals, storyboards, and narratives for audiovisual presentations and creative works with a focus on online or web applications. Students develop projects for motion graphics, kinetic typography, as well as audio components.

Component(s):

Studio

DART 391 Socio-Cultural Environmental Research and Practice I (3 credits)**Prerequisite/Corequisite:**

Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course contextualizes the significance of research in the development of socio-cultural environmental design practice. Students work in collaboration to explore soft surface concepts and making. Workshops introduce textile and cloth explorations, patterning, sewing techniques, fabric printing, and body wear.

Component(s):

Studio

DART 392 Socio-Cultural Environmental Research and Practice II (3 credits)**Prerequisite/Corequisite:**

The following course must be completed previously: [DART 391](#). Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course further develops soft surface design and applications through specific sustainable projects and community initiatives. Students work in collaboration with different stakeholders in the research, conceptualization, construction, and analysis stages of project design.

Component(s):

Studio

DART 398 Special Topics in Design (3 credits)

Prerequisite/Corequisite:

Students must have completed 24 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This course provides an opportunity for the study of special issues in design art. Specific topics for this course, and prerequisites relevant in each case, are stated in the Undergraduate Class Schedule.

Component(s):

Studio

DART 440 Un.bound in Perfect Print (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course focuses on producing a series of self-directed conceptual or thematic book works. Projects are informed by studies of the history, craft and cultural significance of limited edition publications, unbound/bound bookworks, livres-objets and zines.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a DART 498 number may not take this course for credit.

DART 441 The Culture of Images (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this studio course students analyze the impact of images through the study of popular culture and the persuasiveness of advertising in image-saturated and information-dense societies. Projects address strategies for effective visual communication as catalysts towards transformative socio-cultural environments.

Component(s):

Studio

DART 442 Scenarios for Typography (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course engages students to explore the diversity of typographic expression within a visual and literary context. Assignments are designed to address the significance and complexity of words for persuasive messaging, multilingual information exchange, and typographic play in visual communication.

Component(s):

Studio

DART 444 Portfolio Design (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this course, students represent their design practice in a series of portfolio materials. Visual and written documentation are developed for print, digital media, and exhibition.

Component(s):

Studio

DART 445 The Narrative Object (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 380](#). Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this course, the mythic potential of objects as personal and cultural markers is considered in the context of everyday life. Students construct meaning through objects, responding to the potential for expression inherent in materials, structure, and form. The rigour of observation, analysis, and interpretation of object stimulates opportunities for multiple readings.

Component(s):

Studio

DART 446 Studies in the Built Environment (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this theory course, students explore physical space as a complex dynamic in which nature, architecture, things, and people continuously interact and influence each other. Students develop skills to explore such concepts as spatiality and materiality, to enhance their understanding of, and contributions to, the built environment.

Component(s):

Seminar

DART 447 The Future Life of Objects (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 380](#). Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course encourages students to analyze the integration and impact of digital technologies in the production of three-dimensional objects and space design. Students examine current technologies and production and explore concepts for objects, enhancing the long-term value and use of objects within the built environment.

Component(s):

Studio

DART 448 Nature-Inspired Environments (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 380](#). Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this course, students examine natural systems to uncover design potential for the built environment. Students develop innovative approaches that advance sustainable design thinking through the study of intrinsic environmental geometries, behaviours, narratives, and life-cycle flows.

Component(s):

Studio

DART 449 The Language of the Web (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 349](#). Students must have completed 48 credits within their degree pathway prior to enrolling or be currently enrolled in the Microprogram in Web Design and User Interface. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this studio course, students develop online applications and innovative methods for organizing and disseminating information. Issues of interactivity, navigation, and open-source media are emphasized.

Component(s):

Studio

DART 450 Web Intervention (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 349](#). Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this studio course, students create socially engaged online interventions. Projects are informed by open-source culture, social media, and the effects of technological democratization.

Component(s):

Studio

DART 453 Design and Community Engagement (6 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling; or must have completed 24 credits in a Major in Fine Arts prior to enrolling; or must be enrolled in the Loyola College for Diversity and Sustainability's Minor in Diversity and the Contemporary World. If prerequisites are not satisfied, permission of the Department is required.

Description:

A special project-based studio that provides students the opportunities to dialogue with and engage with Montreal-based outreach programs, community centres and not-for-profit organizations. Concordia students apply their communication and technical skill sets to collaborate with community partners and participants on specific design projects.

Component(s):

Studio

DART 455 Information Design (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course focuses on rhetoric, visualization of information, instructions and complex text-based content. Issues of communication, simplification and clarification of content, and information architecture are addressed through diagrams, maps, and visualization of statistics.

Component(s):

Studio

Notes:

- Students who have received credit for CART 433 or for this topic under a CART 498 or DART 498 number may not take this course for credit.

DART 456 Inter.Net.Works (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: DART 349. Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this studio course, students study how audiovisual information is received, perceived and utilized, with a focus on online identity through networked strategies. Modular and flexible frameworks are implemented so that communications/portfolios are sustainable, diverse and dynamic documents, which can be expanded, revised and

abbreviated for a multi-sensory experience via computers, mobile devices or as printable documents.

Component(s):

Studio

Notes:

- Students who have received credit for DART 444 or for this topic under a DART 498 number may not take this course for credit.

DART 461 Independent Study I (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

This course provides an opportunity for a limited number of students to pursue advanced studies in a design research and creation project under the supervision of a full-time faculty member.

Component(s):

Independent Study

Notes:

- Students may count a maximum of six credits in independent studies towards their degree program. A written proposal/work plan and a detailed written agreement between the student and the faculty supervisor are required before the independent study is approved.

DART 462 Independent Study II (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: DART 461. Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

This course provides an opportunity for a limited number of students to pursue advanced studies in a design research and creation project under the supervision of a full-time faculty member.

Component(s):

Independent Study

Notes:

- Students may count a maximum of six credits in independent studies towards their degree program. A written proposal/work plan and a detailed written agreement between the student and the faculty supervisor are required before the independent study is approved.

DART 471 Professional Internship I (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

This course provides an opportunity for a limited number of students to further develop their design skill sets as an intern in a design firm or cultural organization such as a museum or graphic and industrial design association.

Component(s):

Practicum/Internship/Work Term

Notes:

- Students may count a maximum of six credits in professional internships towards their degree program. A written proposal/work plan and a detailed written agreement between the student intern, the employer, and the full-time faculty supervisor are required before the internship is approved.

DART 472 Professional Internship II (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 471](#). Students must have completed 48 credits within their degree pathway prior to enrolling and also receive permission of the Department.

Description:

This course provides an opportunity for a limited number of students to further develop their design skill sets as an intern in a design firm or cultural organization such as a museum or graphic and industrial design association.

Component(s):

Practicum/Internship/Work Term

Notes:

- Students may count a maximum of six credits in professional internships towards their degree program. A written proposal/work plan and a detailed written agreement between the student intern, the employer, and the full-time faculty supervisor are required before the internship is approved.

DART 480 Convergence (6 credits)

(also listed as CART 480)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This interdisciplinary course invites students to creatively explore the intersection of arts, neuroscience, and society and how these domains shape the understanding of oneself and others. Concordia students work with science students from external universities to create self-directed, collaborative projects which converge artistic and scientific research. Through lectures, debates, site visits, and independent study, all participants are encouraged to understand and discover territories outside their artistic or scientific comfort zones.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a DART 298, DART 398, DART 498, or DART 499 number may not take this course for credit.

DART 482 Critical Materiality (3 credits)

(also listed as CART 482)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This course is an advanced research/studio course that opens up new perspectives and develops shared methodologies between the Department's programs. With a special emphasis on material engagement, making, and process, students engage with objects, narratives, visual, environments, and performances to develop artistic and public responses to socio-environmental topics linked to materiality and material engagement.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a DART 298, DART 398, DART 498, or DART 499 number may not take this course for credit.

DART 483 Design Lab (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This course operates as a student-driven and faculty-mentored design studio/lab/workshop. Working in small teams, students develop actual design projects for cultural organizations within and around the University. Projects may include publications, websites, visual identity programs, or campaigns. There is a strong focus on ethical methods, processes, and production, as well as collaborative learning and collective development of the Design Lab.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a DART 298, DART 398, DART 498, or DART 499 number may not take this course for credit.

DART 484 UX Design (3 credits)

(also listed as CART 484)

Prerequisite/Corequisite:

The following course must be completed previously: DART 449. Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This studio course focuses on User Experience (UX) and User Interface (UI) design projects with a strong focus on inclusion and accessibility, integrating participatory and co-design methodologies. Students are presented with unique opportunities to engage with real-world challenges and design needs of disability organizations, their members, and individuals in their community. It encompasses a comprehensive exploration of theoretical concepts integral to inclusive design, including accessibility principles and universal design.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a [DART 298](#), [DART 398](#), [DART 498](#), or [DART 499](#) number may not take this course for credit.

DART 491 Discursive Design Research I (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 392](#). Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This core theoretical course combines lectures and discussions, emphasizing the contextual and societal implications of the design process from conception to production. Multidisciplinary approaches to design research and methodology allow students to advance the discourse of their own emerging design ethic and aesthetic.

Component(s):

Lecture

DART 492 Discursive Design Research II (3 credits)

Prerequisite/Corequisite:

The following course must be completed previously: [DART 491](#). Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This core course explores the interstices between visual culture, material culture, and related theoretical discourses as disciplines which profoundly influence the design process. Particular attention is devoted to multidisciplinary engagement as applied to individual design scenarios. This course is a continuation of [DART 491](#).

Component(s):

Lecture

DART 493 Post-Graduation Strategies in Design (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

In this course, students have the opportunity to explore subject matter related to both professional practice and graduate studies. Topics related to the former include eco-focused business or sustainable business models, eco-conscious design practice, time-planning strategies, intellectual property (copyrights, patents), funding models

and business start-ups. Topics related to potential graduate studies include grant writing, selection of graduate programs, and research project proposals.

Component(s):

Seminar

DART 494 Exhibition Design (6 credits)

(also listed as CART 494)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

This course focuses on the conceptualization and coordination of the annual undergraduate exhibition. Students are introduced to the basics of exhibition design while critically engaging with interpretive experiences of art, media, and objects. The course addresses exhibition design as a multidisciplinary, complex, and rich medium of communication, and how it is applied to different contexts of professional practice.

Component(s):

Studio

Notes:

- Students who have received credit for this topic under a DART 298, DART 398, DART 498, or DART 499 number may not take this course for credit.

DART 498 Special Topics in Design (3 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

A course for advanced students which provides an opportunity for the study of special issues in design art. Specific topics for this course, and prerequisites relevant in each case, are stated in the Undergraduate Class Schedule.

Component(s):

Studio

DART 499 Special Topics in Design (6 credits)

Prerequisite/Corequisite:

Students must have completed 48 credits within their degree pathway prior to enrolling. If prerequisites are not satisfied, permission of the Department is required.

Description:

A course for advanced students which provides an opportunity for the study of special issues in design. Specific topics for this course, and prerequisites relevant in each case, are stated in the Undergraduate Class Schedule.

Component(s):

Studio

Notes:

- Students who have received credit for the same topic under CART 498, CART 499 or DART 498 may not take this course for credit.

Section 100 Librarians

Vanier Library

Loyola Campus

VL BUILDING

library.concordia.ca/about/staff/

Webster Library

Sir George Williams Campus

LB BUILDING

library.concordia.ca/about/staff/

Section 200 Scholarships, Bursaries, and Awards

At Concordia University, undergraduate scholarships, bursaries, and awards are overseen and administered by the Undergraduate Scholarship and Awards Committee, as mandated by the Deputy Provost and Vice-Provost, Planning and Positioning. The Undergraduate Scholarship and Awards Committee is composed of a Chairperson, four faculty members, one member from Student and Enrolment Services, one Concordia Student Union member, one member of the Concordia Council on Student Life, as well as managerial staff from the Financial Aid and Awards Office.

Students may hold only one of the following types of awards during a given academic year:

- Entrance Scholarships
- Entrance Bursaries
- In-Course Scholarships
- In-Course Bursaries

Holding more than one of these scholarships or bursaries is not allowed unless expressly authorized by the Undergraduate Scholarships and Awards Committee. All scholarships, bursaries, and awards are available to full-time students in bachelor's programs, who are Canadian citizens or permanent residents.

Scholarship, award, and bursary programs are active during the regular session only. Regular session is defined in Section 16.1.1 Academic Year as the fall and winter terms of a given academic year. No scholarships, awards, or bursaries are issued during the summer session. Full-time and part-time status for all scholarships, bursaries, and awards is determined according to candidates' credit load over the regular session only (i.e. fall and winter). Where scholarship, award, and bursary programs are concerned, summer-session credit loads cannot be combined with fall/winter credits in the determination of full-time or part-time status. Dependents of Concordia staff who are benefitting from tuition waivers are not eligible to apply to the entrance bursary and in-course bursary programs.

Authorized co-op work terms and exchange programs are normally considered equivalent to full-time on-campus registration. Where possible, clients of the Access Centre for Students with Disabilities who are registered in a part-time credit load may be considered as full-time students in the event of candidacy for scholarships, awards, and bursaries.

For complete details on regulations related to undergraduate scholarships, bursaries, and awards, and for a complete list of available entrance bursaries, consult the Scholarships & funding website at concordia.ca/students/financial/scholarships-funding.

Section 300 Graduate Programs

Graduate Programs

The graduate programs offered by the University are divided into doctoral, master's, diploma, certificate, and microprograms. For more details, please consult the Program repertoire section of the Graduate Calendar:

concordia.ca/academics/graduate/calendar/current/program-repertoire

All graduate programs are described in the Graduate Calendar. Each description outlines admission requirements, degree requirements, academic regulations, and program options. Please contact the graduate program director for further information.

For the full office directory, please see:

concordia.ca/gradstudies/about/meet-our-team



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