



2013-2014 Calendar

www.concordia.ab.ca

This Calendar sets forth the intention of Concordia University College of Alberta at the time of its publication with respect to all matters contained herein. Concordia reserves the right at any time to deviate from what appears in the Calendar, either to serve its best interest, or because of circumstances or occurrences beyond its reasonable control. Concordia expressly denies responsibility or liability to any person or persons who may suffer loss or who may be otherwise adversely affected by such change.



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1.0 ABOUT CONCORDIA

MISSION

Concordia University College of Alberta is a community of learning grounded in scholarship, freedom, and the Christian faith, preparing students to be independent thinkers, ethical leaders, reflective servants in their occupations, and citizens for the common good.

VISION

Concordia University College of Alberta will be recognized nationally and internationally for its graduates' knowledge, skill, integrity, and wisdom.

HISTORY

Founded in 1921, Concordia University College of Alberta offers students a university education on the foundation of faith and intellectual integrity. Concordia's original purpose was to prepare young men for ministries of the Lutheran Church; co-education, general courses of study, and provincially accredited programs were introduced in 1939.

In 1967, Concordia became an active partner in Canadian post-secondary education when the University of Alberta and Concordia began an affiliation agreement for the first-year university program; second-year affiliation followed in 1975 and continued until 1991.

Under the authority of the Universities Act, Concordia became a degree-granting institution in 1987, offering three-year baccalaureate degrees in Arts and Science. The Government of Alberta has since approved the following programs at Concordia: four-year Arts degrees in 1994; a Bachelor of Education (After Degree) in 1995; four-year Science degrees in 1997; a Bachelor

of Environmental Health (After Degree) in 2001; a Bachelor of Management degree in 2003; a Master of Information Systems Security Management degree in 2005; a Master of Arts in Biblical and Christian Studies degree in 2008; and a Master of Information Systems Assurance Management degree in 2011. In addition to degree programs, Concordia offers certificate programs in Career Development, university preparation - upgrading programs, and various credit and non-credit extension courses.

In recognition of Concordia's degree-granting status, the Association of Universities and Colleges of Canada accepted Concordia into membership in 1990. In 1995 Concordia College changed its name to Concordia University College of Alberta.

Currently serving 1500 students annually, Concordia's history has been marked by steady growth and change in its mission and service to the public. This expansion is in keeping with its current status as one of the largest independent degree-granting institutions in Canada.

Concordia welcomes all students who wish to pursue their university education in an inviting and attractive campus environment with first-rate facilities that successfully blend traditional and modern architecture. Concordia invites its students into a community of learning where they can experience outstanding academic programs, as well as excellent opportunities for artistic performance, athletic competition and student leadership.

CREST AND MOTTO

"Initium Sapientiae Timor Domini"

"The fear of the Lord is the beginning of wisdom"



The crest was originally designed by Alex Crum, a Concordia student, in 1921 and was slightly revised in 1960 and again in 1995.

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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September 2013

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October 2013

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November 2013

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December 2013

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January 2014

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February 2014

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March 2014

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April 2014

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May 2014

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June 2014

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July 2014

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August 2014

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September 2014

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28	29	30				

2.0 ACADEMIC SCHEDULE 2013-2014

Concordia students need to be aware of the dates in the Academic Schedule that have implications for their official academic record and for fees. Deadlines are firm and strictly enforced to ensure fair treatment of all students.

The Academic Schedule contains the following important information:

- Specific dates and deadlines that affect registration in courses, according to program:
 - “Regular university program” refers to university-level courses offered in Fall and Winter Semesters from Monday to Friday during the day and on some evenings; includes Arts, Management, and Science programs, the after-degree programs in Education and Environmental Health, and the Master of Information Systems Security Management, Master of Information Systems Assurance Management and Master of Arts in Biblical and Christian Studies programs.
 - “Spring and Summer Sessions” refers to university-level courses offered from May to August.
 - “Career Development program” refers to Career Development courses offered in Fall, Winter, and Summer Institutes.
 - In addition, the Environmental Health, Master of Information Systems Assurance Management and Master of Information Systems Security Management programs have a separate Spring Semester schedule.
- The dates for holidays, campus closures, fee payments, and refunds apply to students registered in all programs at Concordia.

Note: Where the deadline falls on a Saturday or Sunday, the deadline is the following business day.

Specific deadlines for undergraduate admission are listed in table 3.1.1.A, *Undergraduate Application Deadlines*.

FAILURE TO ADHERE TO DEADLINES CAN RESULT IN ACADEMIC AND FINANCIAL PENALTIES

July 2013

- 1 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documentation for the Fall semester

August 2013

- 5 Civic Holiday: Campus closed
 6 Environmental Health program: Practicums can begin
 20 Faculty of Graduate Studies: Deadline for submitting applications for course exemptions for Fall semester courses
 28 Faculty of Education: Orientation for Regular and Extended Field Experience for Year 2 students
 28 Online *Confirmation Schedules* for the Fall semester become available
 29 Faculty of Education: Extended Field Experience for Year 2 students begins
 30 Regular university program: Student Orientation

September 2013

- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documentation for the Winter semester
 2 Labour Day: Campus closed
 2 Regular university program: Last day to confirm registration online for the Fall semester
 3 Faculty of Education: Orientation for Year 1 students
 3 Faculty of Education: Regular Field Experience for Year 2 students begins
 3 Regular university program: Fall semester and full-year classes begin
 3 All Programs: Student fees are due
 3-9 Regular university program: Course Change Week for Fall semester and full-year courses
 4 Opening Convocation
 4 On-site processing of student loan certificates for all students
 9 Faculty of Education: EDUC 502 begins
 9 Regular university program: Last day to add or drop Fall semester and full-year courses

- 9 Regular university program: Census Day
 See Fee Assessment, section 5.3
 9 Regular university program: Last day to change from audit to credit for Fall semester and full-year courses
 16 Regular university program: Last day to change from credit to audit for Fall semester and full-year courses
 23-27 Career Development program: Fall Institute Week One
 27 Faculty of Education: last day of EDUC 502
 30 All programs: Last day for domestic students (Canadian citizens and permanent residents) to pay Fall Semester Education Fees without penalty
 30 Regular university program: Last day to receive 50% reduction on Fall Semester Education Fees for total withdrawal from Concordia
 Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions
 30 Faculty of Education: the Field Experience for Year 2 students resumes
 Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions

October 2013

- 1 Regular university program: Last day for graduation candidates to submit their *Application for a Concordia University College of Alberta Degree/Certificate*
 14 Thanksgiving Day: Campus closed
 Students in the Education (After Degree) program should consult with the Education Staff Officer regarding withdrawal dates and fee reductions
 15 Regular university program: Last day to submit applications for the Concordia Bursary program
 31 Regular university program: Last day to receive 25% reduction on Fall Semester Education Fees for total withdrawal from Concordia
 Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions

November 2013

- 1 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documentation for the Winter semester
- 8 Regular university program: Last day to withdraw from Fall semester courses
- 11 Remembrance Day: Campus closed
- 11-15 Regular university program: Fall Reading Week, no classes
- 18 Regular university program: Canada Graduate Scholarships-Master's applications are due for NSERC competition
- 25-29 Career Development program: Fall Institute Week Two
- 27 Faculty of Education: Last day of the Field Experience for Year 2 students (will depend on whether or not placement is affected by a Fall Break in November)
- 28 Faculty of Education: Call back day for Year 2 students

December 2013

- 4 Regular university program: Last day of Fall semester lectures
- 5 Faculty of Graduate Studies: Deadline for submitting applications for course exemptions for Winter semester courses.
- 7 Online *Confirmation Schedules* for the Winter semester become available
- 7-16 Regular university program: Semester examinations
- 19 Christmas break: Campus closes at 4:00 p.m.

January 2014

- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documents for admission for the Spring semester
- 3 Campus reopens at 8:00 a.m.
- 3 Regular university program: Student Orientation
- 5 Regular university program: Last day to confirm registration online for the Winter semester
- 6 Regular university program: Winter semester begins and classes resume
- 6 Faculty of Education: EDUC 511 begins
Faculty of Education: Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions
- 6 All Programs: Student fees are due
- 6-10 Regular university program: Course Change Week for Winter semester courses
- 10 Regular university program: Last day to add or drop Winter semester courses
- 10 Regular university program: Last day to change from audit to credit for Winter semester courses
- 10 Regular university program: Last day to withdraw from full-year courses
- 10 Regular university program: Census Day
See *Fee Assessment*, section 5.3
- 13 Regular university program: Canada Graduate Scholarships-Master's applications are due for CIHR and SSHRC competitions
- 13 Regular university program: Richard W. Kraemer Memorial Scholarship applications are due (Graduate Only)

- 15 Regular university program: Last day to submit applications for Concordia General Awards
- 17 Regular university program: Last day to change from credit to audit for Winter semester courses
- 27-31 Career Development program: Winter Institute Week One
- 31 All programs: Last day for domestic students (Canadian citizens and permanent residents) to pay Winter semester fees without penalty
- 31 Regular university program: Last day to receive 50% reduction on Winter Semester Education Fees for total withdrawal from Concordia
Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions

February 2014

- 3 Spring and Summer Sessions: Registration begins
- 15 Regular university program: Last day to submit applications for the Concordia Bursary program for students beginning their studies in January
- 17 Family Day: Campus closed
- 17-21 Winter Reading Week: No classes
- 28 Regular university program: Last day to receive 25% reduction on Winter Semester Education Fees for total withdrawal from Concordia
Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions

March 2014

- 1 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documents for the Spring semester
- 14 Faculty of Education: Last day of EDUC 511 and EDUC 541
- 14 Regular university program: Last day to withdraw from Winter semester courses
- 17 Faculty of Education: Field Experience for Year 1 students begins
- 21 Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions
- 24 Regular university program: Early registration begins
- 24-28 Career Development program: Winter Institute Week Two

April 2014

- 8 Regular university program: Last day of Winter semester lectures
- 11 Faculty of Education: Last day of the Field Experience for Year 1 students
- 11-23 Regular university program: Final examinations
- 14 Faculty of Education: Last day of classes for Year 1 students (half day)
- 15 Faculty of Graduate Studies: Last day for submission to the Faculty of Graduate Studies of unbound theses for students in thesis-based programs to ensure graduation at May Convocation. Last day for Departments to submit reports of completion of course-based master's program to the Faculty of Graduate Studies to ensure graduation at May Convocation

FAILURE TO ADHERE TO DEADLINES CAN RESULT IN ACADEMIC AND FINANCIAL PENALTIES

18-21 Easter Holiday: Campus closed (See Library website for Library hours)

May 2014

- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documentation for the Fall semester
- 5 Spring Session: Term 1 courses begin
- 5 Spring Session: Students must add or drop courses, or change from credit to audit, for Term 1 and full session courses before the start of the second lecture of each course
- 5 Spring Session: Term 1 Student fees are due
- 5 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Spring Semester begins
- 5 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Student fees are due
- 5 Environmental Health program: Spring Semester begins
- 5 Environmental Health program: Student fees are due
- 6 Spring Session: Census Day (Term 1 and full session)
- 10 University program: Convocation
- 12 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Spring Semester Census Day
- 12 Environmental Health program: Spring Semester Census Day
- 16 Spring Session: Last day to withdraw from Term 1 courses
- 19 Victoria Day: Campus closed
- 23 Spring Session: Term 1 courses end
- 26 Spring Session: Term 2 courses begin
- 26 Spring Session: Students must add or drop courses, or change from credit to audit, for Term 2 courses before the start of the second lecture of each course
- 26 Spring Session: Term 2 Student fees are due
- 27 Spring Session: Census Day (Term 2)
- 27 Spring Session: Last day to withdraw from full session courses
- 30 Environmental Health program: Last day for domestic students (Canadian citizens and permanent residents) to pay Spring Semester Education Fees without penalty
- 30 Environmental Health program: Last day to receive 50% reduction on Spring Semester Education Fees for total withdrawal from Concordia
- 30 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day to receive 50% reduction on Spring Semester Education Fees for total withdrawal from Concordia
- 30 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day for domestic students (Canadian citizens and permanent residents) to pay Spring Semester Education Fees without penalty

June 2014

- 6 Spring Session: Last day to withdraw from Term 2 courses
- 13 Spring Session: Term 2 courses end
- 16-20 Career Development program: Spring Institute
- 30 Environmental Health program: Last day to receive 25% reduction on Spring Semester Education Fees for total withdrawal from Concordia
- 30 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day to receive 25% reduction on Spring Semester Education Fees for total withdrawal from Concordia
- 30 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documentation for the Fall semester

July 2014

- 1 Canada Day holiday: Campus closed
- 2 Environmental Health program: Last day to withdraw from Spring Semester courses
- 4 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day to withdraw from Spring Semester courses
- 7 Summer Session: Term 1 courses begin
- 7 Summer Session: Students must add or drop courses, or change from credit to audit, for Term 1 and full session courses before the start of the second lecture of each course
- 7 Summer Session: Census Day (Term 1 and full session)
- 18 Summer Session: Last day to withdraw from Term 1 courses
- 25 Summer Session: Term 1 courses end
- 25 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Spring Semester ends
- 25 Environmental Health program: Spring Semester ends
- 28 Summer Session: Term 2 courses begin
- 28 Summer Session: Students must add or drop courses, or change from credit to audit, for Term 2 courses before the start of the second lecture of each course
- 28 Summer Session: Term 2 Student fees are due
- 29 Summer Session: Census Day (Term 2)
- 29 Summer Session: Last day to withdraw from full session courses
- 28-Aug 4 Environmental Health program: Semester examinations

August 2014

- 4 Civic Holiday: Campus closed
- 4 Environmental Health program: Practicums can begin
- 8 Summer Session: Last day to withdraw from Term 2 courses
- 15 Summer Session: Term 2 courses end

3.0 UNDERGRADUATE ADMISSION

Concordia University College of Alberta welcomes applications from all who demonstrate that they can benefit from the program of studies offered, and encourages applicants to visit the campus and meet with an advisor, members of faculty, and students. Concordia is committed to helping applicants choose their educational programs wisely.

Concordia has a limited physical capacity. Admission to the Bachelor of Arts and Bachelor of Science degree programs is granted on a “first-qualified, first-admitted” basis. Therefore, applicants are encouraged to apply early. However, admission to the Bachelor of Management, Bachelor of Education (After Degree), Bachelor of Environmental Health (After Degree), and the four-year Bachelor of Arts in Psychology (Applied Emphasis) programs is competitive. Meeting the minimum requirements does not guarantee admission.

Concordia does not impose quotas on students from other provinces or other countries.

An admission decision is valid only for the semester for which it is granted. If applicants are accepted by Concordia and choose not to attend, they must submit a new application and all required supporting documents to be reconsidered for admission.

Admission requirements and application procedures for the Graduate programs are indicated in sections 13.1.

- 3.1 General Admission Requirements**
 - 3.1.1 Application for Admission
 - A. Undergraduate Application Deadlines
 - B. Information for International Applicants
 - C. Official Transcripts and Documents
 - D. Ownership of Documents
 - E. Protection of Information
 - F. Misrepresentation
 - 3.1.2 Transfer Credit
 - 3.1.3 English Language Requirement
 - 3.1.4 Early Admission
 - A. High School Applicants
 - B. Transfer Applicants
 - C. After-Degree Applicants
 - D. Registration
 - E. Final Offers of Admission
- 3.2 Admission to Arts, Management, and Science Degree Programs (Direct-Entry)**
 - 3.2.1 High School Student Admission
 - A. Bachelor of Arts Programs
 - B. Bachelor of Management Program
 - C. Bachelor of Science Programs
 - D. International Baccalaureate
 - E. Advanced Placement
 - F. Out-of-Province Admission
 - G. International Admission
 - 3.2.2 Home-Schooled Student Admission
 - 3.2.3 Special Admission
 - 3.2.4 Non-Matriculated Student Admission
 - A. Bachelor of Arts Programs
 - B. Bachelor of Management Program
 - C. Bachelor of Science Programs
 - 3.2.5 Jump Start-Early Admission Program
 - 3.2.6 Transfer Student Admission
 - A. Bachelor of Arts and Bachelor of Science Programs
 - B. Bachelor of Management Program
- 3.3 Admission to the Four-Year Bachelor of Arts in Psychology (Applied Emphasis)**
 - 3.3.1 Admission Requirements
 - 3.3.2 Selection Process
- 3.4 Admission to After-Degree Programs**
 - 3.4.1 Education (After Degree) in Elementary Education
 - A. Admission Requirements
 - B. Selection Process
 - 3.4.2 Environmental Health (After Degree)
 - A. Admission Requirements
 - B. Selection Process
 - 3.4.3 Career Development Diploma or Certificate
 - A. Admission Requirements
- 3.5 Church Work Programs**
- 3.6 Open Studies Student Admission**
- 3.7 Continuing and Returning Student Readmission**
- 3.8 Graduate Admission**
- 3.9 Visiting/Exchange Student Admission**
- 3.10 Continuing Education**

3.1 GENERAL ADMISSION REQUIREMENTS

3.1.1 APPLICATION FOR ADMISSION

Concordia’s *Undergraduate Admission Application Form* is available online at www.concordia.ab.ca.

An application for admission is complete when all of the following has been received:

1. The *Application Form*, completed in full.
2. Official transcripts of all secondary and post-secondary studies (section C, *Official Transcripts and Documents*). Applicants to Concordia’s after-degree programs are not required to present secondary (i.e., high school) transcripts.
3. Original supporting documents required for admission to specialized programs (e.g., *Confidential Assessment Forms*, etc.).
4. Demonstrated fulfilment of section 3.1.3, the *English Language Requirement*.
5. Payment of the *Application Fee* (section 5.0.1).
6. Other documentation that may be requested.

Incomplete applications or those submitted without the application fee are not considered.

Where applicable, applicants are advised to submit all transcripts and supporting documents as soon as they become available. Students studying at other institutions at the time of application are encouraged to forward interim transcripts or marks to Concordia and to send final official transcripts immediately after they have completed their studies. This is important to ensure consideration for early admission and entrance scholarships.

A. UNDERGRADUATE APPLICATION DEADLINES

Please consult table 3.1.1.A, *Undergraduate Admission Deadlines* regarding the due dates for application documents. If a deadline falls on a weekend or holiday, applications and documents are accepted until the end of the next business day. Applicants who miss admission deadlines may contact Student and Enrolment Services to discuss alternate enrolment opportunities.

B. INFORMATION FOR INTERNATIONAL APPLICANTS

Students who wish to study at Concordia while in Canada under a study permit (student visa) should contact Enrolment Services for further information. International applicants are reminded that they must pay the *Application Fee* (section 5.0.1) before their applications may be considered.

TABLE 3.1.1.A UNDERGRADUATE ADMISSION DEADLINES									
PROGRAM	FALL SEMESTER			WINTER SEMESTER ¹			SPRING/SUMMER		
	Application	Interim Documents ²	Final Documents ²	Application	Interim Documents ²	Final Documents ²	Application	Interim Documents ²	Final Documents ²
Bachelor of Arts New & Returning Students	June 30	—	Aug 1	Nov 1	—	Nov 15	—	—	—
Psychology (Applied Emphasis)	April 15	April 15 ³	Aug 1	—	—	—	—	—	—
Bachelor of Science New & Returning Students	June 30	—	Aug 1	Nov 1	—	Nov 15	—	—	—
Bachelor of Management High School Applicants	June 30	—	Aug 1	Nov 1	—	Nov 15	—	—	—
	Transfer Student Applicants	June 30	—	Aug 1	Nov 1	Nov 15			
Bachelor of Education (AD)	May 1	May 1 ³	June 15	—	—	—	—	—	—
Bachelor of Environmental Health (AD)	May 1	May 1 ³	June 15	—	—	—	Feb 15	Feb 15 ³	Mar 15
International Students ⁴ (all programs)	May 1	May 15	Aug 1	Oct 1	—	Oct 15	—	—	—
Entrance Scholarships ⁵	Apr 1	Apr 1	Aug 1	—	—	—	—	—	—

¹ Applicants planning to begin university studies in the Winter Semester should be aware that intake and course selection is limited. Apply early.

² "Documents" refer to official academic transcripts and supporting documents required to complete an application for admission (e.g., English language proficiency, *Confidential Assessment Form*, *Volunteer/Work Experience Record*, etc.).

³ Applicants to the Psychology (Applied Emphasis) and after-degree (AD) programs are advised that ALL supporting documents and interim academic transcripts are due on the Interim Documents deadline.

⁴ International applicants applying to programs with earlier deadlines must submit all relevant information by the program's deadline. International applicants are strongly advised to submit documents as soon as they become available.

⁵ Entrance scholarships are available to high school and transfer applicants entering their first year of university study in an Arts, Management, or Science degree at Concordia. See Section 7.1.1 for complete information.

For undergraduate applicants, after all documents have been received and evaluated, eligible applicants are issued an *Offer of Admission* and *Letter of Acceptance* for Citizenship and Immigration Canada. These letters are normally submitted to the Canadian Consulate in the applicant's home country for processing of the study permit. At point of registration, eligible applicants submit a pre-registration deposit of \$2,500 (Section 5.2, *Registration Deposits*).

To be eligible for a study permit, international students admitted to Concordia must be registered in a minimum 60% of a full-course load (normally defined as nine credits each semester). Students must submit copies of their valid study permits to Enrolment Services in order to maintain their registration.

For complete information regarding application to Concordia, please refer to *Application for Admission* in section 3.1.1, *Application Fee* in section 5.0.1, and *Medical Insurance for International Students* in section 8.5.3.B.

C. OFFICIAL TRANSCRIPTS AND DOCUMENTS

Concordia is pleased to be a part of ApplyAlberta and will request transcripts on behalf of applicants who have completed Grade 12 in Alberta and for applicants who have attended post-secondary institutions that subscribe to the transcript request service through ApplyAlberta.

Applicants are responsible for requesting all other transcripts and are normally required to have their official transcripts sent directly to Concordia from all of the secondary (ministry of education, if applicable) and post-secondary institutions that they have attended. However, Concordia may accept hand-delivered transcripts in envelopes that have been officially sealed by issuing institutions; seals must be unbroken.

Official transcripts bear the sending institution's official seal, stamp or imprint and the original signature of the issuer. Documents such as Statement of Results, Student Copy, Confirmation Copy, facsimiles or photocopies are not official transcripts.

In addition, all documents required in support of an application (e.g., *Work Experience Record*, etc.) must be original; facsimiles, photocopies, and electronic documents are not acceptable. Applicants are also required to have *Confidential Assessment Forms* sent directly to Concordia by their references. However, Enrolment Services may accept hand-delivered *Confidential Assessment Forms* in envelopes that have been sealed and signed by the reference; seals must be unbroken.

1. International Transcripts

Official transcripts from educational institutions outside Canada must list the courses studied, grades obtained, standing in class and other related academic information. Transcripts must indicate how grades are to be interpreted. It is recommended that international transcripts of applicants' secondary education (high school) include Grade 9 through Grade 12 or equivalent. International transcripts that are attested or certified photocopies bearing the school's official seal and the original signature of the issuing officer may be acceptable.

2. Transcripts and Documents in Another Language

Applicants seeking admission on the basis of official transcripts and documents that are in a language other than English or French must submit official transcripts and documents in the original language as well as a notarized English translation.

D. OWNERSHIP OF DOCUMENTS

All documents, including official transcripts, received by Enrolment Services become the property of Concordia University College of Alberta. Concordia does not release, photocopy, or forward documents that are submitted for admission or registration purposes.

E. PROTECTION OF INFORMATION

Please refer to section 9.4, *Student Records*, for information regarding student records and the protection of student information.

F. MISREPRESENTATION

Misrepresentation, falsification of documents or withholding requested information are serious offences. Students who have misrepresented facts, falsified documents or withheld requested information on official Concordia forms may be subject to one or more of the following penalties:

1. Verbal and/or written reprimand
2. Disciplinary or academic probation
3. Cancellation of admission and/or registration
4. Required to withdraw from the institution
5. Placement on *Document Alert*, a national warning notification list used by post-secondary institutions
6. Prosecution under the Criminal Code of Canada

3.1.2 TRANSFER CREDIT

Concordia may grant transfer credit for courses completed at recognized universities or colleges. The minimum acceptable course grade for transfer credit is a D on Concordia's grading scale, or its equivalent.

Normally, transfer credit is assessed during the admission process based on the official transcripts submitted for admission.

Transfer credit is limited by the residency requirement, which stipulates the number of credits that students must complete at Concordia in order to earn a Concordia degree. Residency requirements are stated under the *General Academic Requirements* for the appropriate degree programs.

Transfer credit granted toward Concordia degrees may not be accepted by other post-secondary institutions to which students may transfer.

Applicants who have completed post-secondary course work at a college or university not listed in the *Alberta Transfer Guide* may be required to submit detailed course syllabi including, but not limited to, the instructor's name and qualifications, course hours, topics covered, and textbook used before transfer credit is assessed.

Students who wish to transfer to another institution should refer to the *Alberta Transfer Guide*, which lists all courses and program transfer agreements between post-secondary institutions in Alberta, Northwest Territories, and Nunavut. The *Guide* and other transfer information are available online at www.transferalberta.ca or by contacting:

Alberta Council on Admissions & Transfer
11th Floor, Commerce Place
10155 102 Street
Edmonton, Alberta T5J 4L5
Telephone: 780-422-9021 or 310-0000 (toll free)
Email: acat@gov.ab.ca

3.1.3 ENGLISH LANGUAGE REQUIREMENT

English is the principal language of instruction at Concordia. To ensure that students have the best opportunity to achieve academic success, all applicants to any program^a or course of study whose first language is not English are required to demonstrate fulfilment of one of the following English language requirements, regardless of citizenship or country of origin:

1. Applicants studying in Canada on a study permit (student visa) must normally present a satisfactory score on one of the following approved^b English Language proficiency examinations, taken within the last two years, as described below:
 - Test of English as a Foreign Language (TOEFL[®]) iBT (internet-based test) score of 80 or PBT (paper-based test) score of 550.

- IELTS^d (International English Language Testing System). The minimum satisfactory score is 6.0 with no band below 5.5.
 - MELAB^e (Michigan English Language Assessment Battery). The minimum satisfactory score is 80.
 - CAEL^f (Canadian Academic English Language Assessment). The minimum satisfactory score is 60 with scores of at least 50 in Listening, Reading and Speaking, and 60 or higher in Writing.
2. Applicants who have studied for three (3) full years in Canada must normally present 50% in English Language Arts 30-1, or approved equivalent. The three years must include Alberta Grade 12 or equivalent and may be a combination of secondary and post-secondary education.
 3. Applicants who have studied for less than three (3) full years in Canada must normally present 50% in English Language Arts 30-1, or equivalent and a minimum TOEFL iBT score of 80 (or PBT score of 550). Applicants who achieve 60% or greater in English 30, English Language Arts 30-1, or approved equivalent may be exempt from providing an English language proficiency exam score.
 4. Applicants who demonstrate that they have completed the equivalent of an Alberta Grade 12 education and that English was the principal language of their education at the secondary and/or post-secondary level may be exempt from providing an English language proficiency exam score.
 5. Applicants who have baccalaureate degree from a recognized college or university where English is the primary language of instruction and the principal language of the country meet the English language requirement.

Notes:

- a) Applicants to the Bachelor of Education After Degree program require levels of English Language Proficiency consistent with Alberta Education's requirements for certification. See section 3.4.1.A.8.
- b) Concordia may consider other English language proficiency tests. Applicants are encouraged to contact Student and Enrolment Services for further details.
- c) When requesting official TOEFL test scores to be sent to Concordia University College of Alberta, students should indicate Concordia's institution code, 0916.

TOEFL Services
P.O. Box 6151
Princeton, NJ 08541-6151 USA
Online: www.toefl.org

- d) Information about the IELTS exam can be found at: www.ielts.org.
- e) Information about the MELAB exam can be found at: <http://www.cambridgemichigan.org/melab>.
- f) Information about the CAEL exam can be found at: www.cael.ca.

3.1.4 EARLY ADMISSION

This section refers only to early admission consideration. For complete information on admission requirements, please refer to sections 3.2, 3.3 and 3.4.

Concordia may grant early admission to qualified applicants prior to the receipt of final grades. All applicants, including international, are considered for early admission.

Applicants offered early admission can take advantage of early course registration, as well, applicants applying before April 1st will automatically be considered for entrance scholarships applicable to their program of study.

If early admission is not offered, the applicant's admission file remains active. Applicants will be reassessed once further information or final grades are received.

A. HIGH SCHOOL APPLICANTS

To be considered, applicants in their final year of high school must normally present an admission average of at least 65% for Arts or Science or 72% for Management. Applicants must list all Grade 12 (or equivalent) courses completed, in-progress or to be taken and available final or interim grades on their *Applicant Form*. A minimum of two final or interim grades are required for early admission consideration; however, all grades are used in the assessment.

B. TRANSFER APPLICANTS

To be considered, applicants currently enrolled in a post-secondary institution must normally present an admission grade point average (AGPA) of at least 2.0 for Arts or Science or 3.0 for Management. Applicants must submit transcripts listing all final grades and current course registration.

C. AFTER-DEGREE APPLICANTS

To be considered, applicants must normally present a competitive AGPA, normally 3.0, demonstrate fulfilment of the required courses for their chosen program, submit transcripts listing all final grades and current course registration, and required documents.

D. REGISTRATION

When Concordia offers early admission, applicants are required to pay the appropriate non-refundable pre-registration deposit (section 5.2, *Registration Deposits*) and will then receive access to the Online Course Selector. In the case that Concordia rescinds an offer of admission, the pre-registration deposit is refunded less the Processing Fee.

E. FINAL OFFERS OF ADMISSION

All early admission offers are reassessed for final admission once final official transcripts and required documents are received. Concordia reserves the right to rescind admission offers at any time if applicants do not fulfil the conditions outlined in their early admission letter.

Applicants who do not meet the admission requirements for their chosen program will automatically be considered for their second choice listed on their *Applicant Form*.

3.2 ADMISSION TO ARTS, MANAGEMENT, AND SCIENCE DEGREE PROGRAMS (DIRECT ENTRY)

Concordia admits students directly into Bachelor of Arts, Bachelor of Management, and Bachelor of Science degree programs through one of the admission tracks described in this section. Applicants should consult the track that best fits their qualifications. International applicants should also consult section 3.1.1.B.

Concordia's four-year Bachelor of Arts in Psychology (Applied Emphasis) degree program is not a direct-entry program. Applicants who wish to enter this program should consult the admission requirements found in section 3.3.

3.2.1 HIGH SCHOOL STUDENT ADMISSION

The admission average is calculated using the best five Grade 12 subjects required for admission to the degree program of the

applicant's choice. For Alberta applicants, admission averages are calculated using the blended grade which appears on the official Alberta Education transcript.

A. BACHELOR OF ARTS PROGRAMS

Applicants to three- or four-year Bachelor of Arts degree programs who present high school qualifications when seeking admission to the first year of university studies must normally present a minimum admission average of 60% with a passing grade in each subject.

To be considered for admission, applicants must normally present the following course requirements:

- a) English Language Arts 30-1
- b) Three subjects from Group A, B, and/or C. A maximum of two Group B may be presented for admission; they must be from different subject areas
- c) One subject from Group A, B, C, or D (see table 3.2.1, *Classification of Alberta Grade 12 Subjects*)

Note:

1. In order to maximize their future program and course choices, all applicants are encouraged to present a broad range of subjects across Group A and C.
2. It is recommended that courses include Social Studies 30-1 and a 30-level Language Other than English.
3. Applicants intending to complete an area of concentration in Political Economy are required to present Mathematics 30-1 or Mathematics 30-2.
4. Applicants intending to complete a minor in Computing Science, Mathematics, or Physics are required to present Mathematics 30-1 or Mathematics 30-2.
5. Applicants intending to complete a major, area of concentration, or minor in Psychology or Sociology, or who plan to enter the Bachelor of Education (After Degree) program are strongly recommended to present Mathematics 30-1 or Mathematics 30-2.

B. BACHELOR OF MANAGEMENT PROGRAM

Applicants to the four-year Bachelor of Management degree program who present high school qualifications when seeking admission to the first year of university studies must normally present a minimum admission average of 65% with a passing grade in each subject.

Admission to Concordia's Bachelor of Management program is competitive; meeting the minimum admission average requirement does not guarantee admission to the program.

To be considered for admission, applicants must normally present the following course requirements:

- a) English Language Arts 30-1
- b) Mathematics 30-1 or Mathematics 30-2
- c) Two subjects from Group A, B or C
- d) One subject from Group A, B, C, or D (see table 3.2.1, *Classification of Alberta Grade 12 Subjects*)

Note:

It is recommended that courses include a 30-level Language Other than English.

C. BACHELOR OF SCIENCE PROGRAMS

Applicants to three- or four-year Bachelor of Science degree programs who present high school qualifications when seeking admission to the first year of university studies must normally present a minimum admission average of 60% with a passing grade in each subject.

TABLE 3.2.1 CLASSIFICATION OF ALBERTA GRADE 12 SUBJECTS

With the exception of English Language Arts 30-1, Concordia places Alberta Grade 12 subjects into four groups: Group A (Humanities), Group B (Fine Arts), Group C (Sciences), and Group D (Other). **Subjects presented for admission must be 5 credits in weight.**

Group A (Humanities)

Social Studies 30-1
30-level Language Other than English (LOE)
Additional 30-level Language Other than English

Each of French 20S, 20N, 21, 30S, 30N, 31A, 31B or 31C, French Language Arts 20, 30, 30-1, 30-2, Français 20, 30, 30-1, 30-2, and Langue et Littérature 20 or 30 are equivalent to French 30 for admission purposes.

Applicants who have French Language Arts 30, Français 30, or Langue et Littérature 30 may be granted advanced placement.

American Sign Language 35, Arabic 35, Blackfoot Language and Culture 30, Chinese 35, Chinese Language and Culture 35, Cree 35, Cree Language and Culture 30, German 30 or 31, German Literature 35, Greek 35, Hebrew 35, Hungarian 35, Italian 30, Japanese 35, Japanese Language and Culture 30, Latin 30, Lithuanian 35, Polish 35, Portuguese 35, Russian 35, Spanish 30, Spanish 35, Swedish 35, Ukrainian 30, and Ukrainian Language Arts 20 or 30 also meet the Language Other than English requirement. Other languages may also be considered.

Group B (Fine Arts)

Art 30	Music 30
Art 31	Music 35
Choral Music 30	Performing Arts 35A, B or C
Dance 35	Communications Technology, Advanced (Course Code: 9009)
Drama 30	
Instrumental Music 30	

Equivalents of Music 30 or 31: Conservatory Canada, Grade 8 Practical and Grade 4 Theory; Royal Conservatory of Music of Toronto, Grade 8 Practical and Grade 2 Theory; Mount Royal College, Grade 8 Practical and Grade 2 Theory. Documents must be presented to Alberta Education for evaluation.

Group C (Sciences)

Mathematics 30-1*	Chemistry 30
Mathematics 30-2*	Computing Science, Advanced
Mathematics 31	Physics 30
Biology 30	Science 30

* Only one of Mathematics 30-1 or Mathematics 30-2 may be used for admission.

* Students presenting Mathematics 30-2 for admission will be required to successfully complete Concordia's Mathematics 110 if they plan to pursue first-year university calculus.

Transitional Mathematics 101 from Athabasca University may be presented with Applied Mathematics 30 in lieu of Pure Mathematics 30.

Group D (Other)*

Course Examples: Applied Sociology 30, Experimental Psychology 30, International Politics 30, Microeconomics 30, Physical Education 30, Work Experience 35, World Religions 30, etc	Advanced Level Career and Technology Series (CTS) Course Examples: Agriculture Adv, Community Health Adv, Cosmetology Adv, Foods Adv, Legal Studies Adv, Mgmt. & Marketing Adv, etc
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* Excludes Special Projects 30

* Excludes all Registered Apprenticeship Programs

* All applicable Grade 12 Group D subjects must be at the "3000" level

* Only Advanced Level Career and Technology (CTS) courses will be considered.

* Students using a Group D subject for admission must present either one 5-credit, two 3-credit, or any credit combination of acceptable Grade 12 Group D subjects to make up the 5-credits.

To be considered for admission, applicants must normally present the following course requirements:

- English Language Arts 30-1
- Mathematics 30-1 or Mathematics 30-2
- Two of Biology 30, Chemistry 30 or Physics 30
- One subject from Group A, B, C, or D (see table 3.2.1, *Classification of Alberta Grade 12 Subjects*)

D. INTERNATIONAL BACCALAUREATE

Concordia recognizes course work completed in the International Baccalaureate (IB) program. When an applicant presents both a high school Grade 12 subject and the corresponding IB course for admission, the higher grade will be used in the admission average calculation. IB course grades are converted in the following manner:

IB Grade	Grade 12 Percentage
7	98%
6	90%
5	82%
4	73%
3	55%
2	45%
1	less than 45%

Applicants may be eligible to receive transfer credit for IB courses with a grade of 5 or higher. A list of approved courses for transfer credit follows; other courses may be considered on an individual basis:

IB Course	Concordia Equivalent	Credits
Art/Design (higher level)	*	
Biology (higher level)	BES 107	3
Chemistry (higher level)	CH 101/102	6
Chemistry (standard level)	CH 101	3
Computing Science (higher level)	CMPT 111 or CMPT 1xx**	3
Computing Science (standard level)	CMPT 1xx or CMPT 111**	3
Economics (higher level)	ECO 101/102	6
English A1 (higher level)	ENG 100 or ENG 111/112	6
French A or B (standard or higher level)	FR 203	6
Geography (standard level)	ENSC 101	3
Geography (higher level)	EAS 101	3
German A or B (standard or higher level)	GERM 210	6
Greek (higher level)	GRK 101/102	6
History: European (higher level)	HIS 111/112	6
History: Islamic (higher level)	HIS 1xx	3
Japanese AB	LOE 1xx	6
Japanese B (standard or higher level)	LOE 1xx	6
Latin (standard or higher level)	LAT 101/102	6
Mathematics (standard or higher level)	MAT 113 or 114***	3
Mathematics with Further Mathematics	MAT 113 or 114	3
Music (higher level)	****	
Philosophy (higher level)	PHIL 1xx	3
Physics (standard level)	PHY 121	3
Physics (higher level)	PHY 121/122	6
Psychology (higher level)	PSY 104	3
Social and Cultural Anthropology (higher level)	SOC 1xx	3
Spanish A (standard or higher level)	SPA 101/102	6
Spanish B (standard or higher level)	SPA 101/102	6
Theatre Arts (higher level)	DRA 101	3
Visual Arts (higher level)	Fine Arts 1xx	6

*Students with IB credits will be evaluated individually for advance standing or credit.

**Students will receive credit for CMPT 1XX if Computing Science (HL or SL) is taken prior to 2006, or CMPT 111 if Computing Science (HL or SL) is taken 2006 onwards.

***Students may also challenge MAT 115 for credit.

****Audition/placement tests required. Students may be given advanced standing for MUS or MUP courses at Concordia after interview and assessment by the Department of Music.

E. ADVANCED PLACEMENT

Concordia recognizes course work completed in the Advanced Placement (AP) program. When an applicant presents both a high school Grade 12 subject and the corresponding AP course for admission, the higher grade will be used in the admission average calculation. AP course grades are converted in the following manner:

AP Grade	Grade 12 Percentage
5	96%
4	86%
3	76%
2	65%
1	Not accepted for admission

Applicants may be eligible to receive transfer credit for AP courses with a grade of 4 or 5. A list of approved courses for transfer credit follows; other courses may be considered on an individual basis:

AP Course	Concordia Equivalent	Credits
Art History	ARTH 101/102	6
Art Studio (Drawing)	Fine Arts 1xx	3
Art Studio (General)	Fine Arts 1xx	6
Art Studio (2-D Design)	Fine Arts 1xx	6
Art Studio (3-D Design)	Fine Arts 1xx	6
Biology	BIO 100	3
Calculus AB	MAT 113 or 114	3
Calculus BC	MAT 115	3
Chemistry	CH 101/102	6
Chinese Language and Culture	LOE 2xx	6
Computing Science A	CMPT 111	3
Computing Science AB	CMPT 111/112	6
Economics (Macroeconomics)	ECO 102	3
Economics (Microeconomics)	ECO 101	3
English (Lang. & Comp.)	ENG 1xx (ntt ENG 100 or ENG 111/112)*	3
English (Lit. & Comp.)	ENG 1xx (ntt ENG 100 or ENG 111/112)*	6
Environmental Science	ENSC 101	3
French (Language)	FR 2xx**	6
French (Literature)	FR 2xx**	6
German Language	GERM 1xx	6
Government and Politics (Comparative)	PSCI 101	3
Government and Politics (United States)	PSCI 1xx	3
History (European History)	HIS 1xx	3
History (United States History)	HIS 1xx	6
History (World History)	HIS 1xx	3
Human Geography	ARTS 1xx	3
Italian Language and Culture	LOE 2xx	6
Japanese Language and Culture	LOE 2xx	6
Latin (Vergil, Catullus & Horace)	LAT 101/102	6
Latin (Vergil)	LAT 1xx(ntt LAT 101/102)	3
Latin (Literature)	LAT 1xx(ntt LAT 101/102)	3
Music (Listening/Literature)	MUS 101	3
Music (Theory)	MUS 211	3
Physics B	PHY 121/122	6
Physics C (Electricity & Magnetism)	PHY 1xx	3
Physics C (Mechanics)	PHY 131	3
Physics C (Mechanics/Electricity & Magnetism)	PHY 131/1xx	6
Psychology	PSY 104	3
Spanish (Language)	SPA 2xx	6
Spanish (Literature)	SPA 2xx	6

*Course will fulfil the first-year English requirement

**Course will fulfil Language other than English degree requirement.

TABLE 3.2.1.F: OUT-OF-PROVINCE HIGH SCHOOL EQUIVALENCY CHART¹

Province	Group A: Humanities					Group B: Fine Arts			Mathematics		Group C: Sciences			
	English	Language Other Than English	Social Studies	Other Group A Subjects ²	Fine Arts: Art, Drama, Music	Math (Algebra)	Math (Calculus)	Biology	Chemistry	Physics	Other Group C Subjects			
Alberta, NWT and Nunavut	English Language Arts 30-1	30-level language	Social Studies 30-1	—	Art 30, Art 31, Dance 35, Drama 30, Music 30, or Music 31	Pure Math 30, Mathematics 30-1, Mathematics 30-2	Math 31	Biology 30	Chemistry 30	Physics 30	Applied Math 30, Science 30			
British Columbia and Yukon Territory	English 12	12- or 12A-level language	History 12	Geography 12 or Comparative Civilization 12	12-level Acting, Art, Art Careers, Band, Choir, Dance, Drawing & Painting, String, or Visual Arts	Principles of Math 12 or Math 12	Calculus 12	Biology 12	Chemistry 12	Physics 12	Applications of Math 12, Geometry 12, Geography 12, Probability & Statistics 12			
Saskatchewan	English or English Language Arts A30 and B30	30-level language	Social Studies 30, History 30, or Sciences Sociates 30	Native Studies 30 or Geography 30	30-level Art, Band, Choral, Dance, Drama, Film Production, Music, Orchestra, or Visual Arts	Math B30 and C30	Calculus 30	Biology 30	Chemistry 30	Physics 30	Math A30 and B30			
Manitoba	English 40S (2 credits)	40S-level language	Western Civilization 40S or World Issues 40S	World/Human Geography 40S	Art 40G/S, Drama 40G/S, Music 40G, 40-level Dance, or Musical Theatre 41G	Precalculus Math 40S	Calculus 40S, Calculus 45S, or Advanced Math 45S	Biology 40S	Chemistry 40S	Physics 40S	Applied Math 40S			
Ontario	English 12U (ENG4U only)	Core French, Extended French, Immersion French, International Languages-Level 4, or Native Language-Level 5	World History: The West and the World 12U or Canada: History, Identity and Culture 12U	Canadian and International Law 12U, Canadian and World Issues 12U, Classical Civilizations 12U, Native Studies 12, Philosophy 12, or World Geography 12U	Visual Arts 12U/C, Dramatic Arts 12U/C, Music 12 U/C, or Dance 12U/C	Advanced Functions (MHFAU)	Calculus and Vectors (MCV4U)	Biology 12U	Chemistry 12U	Physics 12U	Earth and Space Science 12U, Science 12U, Mathematics 12U, Mathematics and Data Management 12U			
Quebec (two semester courses at a CEGEP)	English Literature 603 series	Français 601 series, French as a 2nd language 602 series, or other language 607 to 616 series	History 330 series	Cultural Geography 320 series	Art 510 or 520, Music 550, or Drama 560 series	Two of Math 201-101, Math 201-105, or Math 201-205	Math 201-103 and Math 201-203	Biology 101 series	Chemistry 202 series	Physics 203 series	Physical Geography 320 series			
New Brunswick	English 121 or 122	French 121, 122, Latin 122, or 126-level Language	History 121 or 122	Canadian Geography 120 or World Issues 120	121- or 122-level Art, Drama, Music, Media Studies 120, or Theatre Arts 120	Advanced Math 120	Calculus 120	Biology 121 or 122	Chemistry 121 or 122	Physics 121 or 122	—			
Nova Scotia	English 12 (Academic)	12-level language	History 12	Global Geography 12 or Global History 12	Art 12, Music 12, or Theatre 12	Pre-Calculus Math 12 or Advanced Math 12	Calculus 12	Biology 12	Chemistry 12	Physics 12	Statistics 12, Geography 12			
Prince Edward Island	English 611 or 621	621-level language	History 621	—	621-level Art, Drama, or Music	Math 621 (Algebra)	Math 611 (Calculus)	Biology 611 or 621	Chemistry 611 or 621	Physics 621	Math 611 (Geometry), Math 621 (Geometry)			
Newfoundland and Labrador	English 3201	3200-level language	World History 3201	World Geography 3202, World Problems 3204, or Global Issues 3205	Art History 3202, Art and Design 3200, Grade 12 Drama, Choral Performance 3103, or Instrumental Performance 3104	Math 3204, 3205, or 3207	—	Biology 3201	Chemistry 3202	Physics 3204	Geology 3203			

¹ This chart refers to courses currently offered in the respective jurisdiction and is not a cumulative or historical table. For information on other acceptable course equivalencies, contact Admissions.

² Normally, only one subject from the same discipline may be presented for admission (e.g., Pure Math 30 or Applied Math 30; Geography 12 or History 12).

³ Mathematics courses in this column cannot be used to fulfil prerequisite requirements for university-level mathematics courses.

F. OUT-OF-PROVINCE ADMISSION

Applicants who have been educated outside the province of Alberta but within Canada should consult the *Out-of-Province High School Equivalency Chart*, table 3.2.1.F. Applicants must normally present the equivalent Grade 12 subjects required for their chosen program.

Applicants who have completed their Grade 12 year in British Columbia or the Yukon are not required to present optional provincial examinations for admission consideration. With the exception of English 12, the higher of the school grade or the blended grade (school grade and provincial examination mark) will be used when calculating the admission average.

G. INTERNATIONAL ADMISSION

1. American High School Equivalents

Applicants educated in the United States of America must normally present a Grade 12 diploma, the appropriate admission average, and course equivalents to Alberta Education Grade 12 subject requirements for their chosen program.

2. British Education System

Applicants educated in a country that follows the British Education System must normally present a combination of five program-specific subjects from the General Certificate of Secondary Education (GCSE), International General Certificate of Secondary Education (IGCSE), General Certificate of Education Advanced Level (A-level) or the General Certificate of Education Advanced Supplementary Level (AS-level). Admission is based on the completion of required GCSE or IGCSE subjects with a minimum grade of C in each subject and the required A- or AS-level subjects (final or predicated result).

Admission to Bachelor of Arts programs requires at least two passes at the A- or AS-level (normally, English and one additional subject). Admission to Bachelor of Science programs requires three passes at the A- or AS-level (normally, English, Mathematics [Algebra], and one Science – Biology, Chemistry, or Physics). Admission to the Bachelor of Management program requires three passes at the A- or AS-level (normally, English, Mathematics [Algebra], and one additional subject).

Additional acceptable education certificates include, but are not limited to, Caribbean Examination Council Secondary Education Certificate, Hong Kong Certificate of Education, Hong Kong Advanced Level Examination, Uganda Certificate of Education, Uganda Advanced Certificate of Education, West African School Certificate or Senior Secondary School Certificate and Higher School Certificate. For information regarding other acceptable certificates, contact Admissions.

3. Other Jurisdictions

Applicants educated in a jurisdiction other than those noted above must submit all academic transcripts as defined in section 3.1.1.C. For additional information regarding acceptable educational credentials, contact Admissions.

3.2.2 HOME-SCHOOLED STUDENT ADMISSION

Concordia considers applications from home-schooled and home educated applicants. All applicants are assessed on an individual basis and are treated on their own merits. We appreciate the uniqueness of the home school environment and provide the following admission routes as a guideline for your benefit but also understand that your situation may be different so please do

not hesitate to contact us regarding your admission circumstance.

Home schooled and home educated applicants are offered the following admission routes:

1. Admission to an Arts, Management*, or Science* degree program by representing a Home-School Portfolio with the application for admission, which should contain but is not limited to the following elements:
 - a) Evidence of prior learning from Grades 10 through 12;
 - b) Statements of results from Grades 10 through 12;
 - c) At minimum three writing samples from your grade 12 work (from literature works studied)

and either

- i) A brief essay (1000-2500 words) describing the value of your home-schooling experience

or

- ii) An entrance video production with supporting written storyboard.

An interview may also be requested.

To strengthen your application we encourage you to provide a confidential letter of recommendation from an impartial source, such as a home education coordinator, indicating your academic readiness for a university-level program of studies and method of home schooling followed.

2. Demonstrating the required admission average in the five 30 level courses for required subjects in your program of choice.*
3. Admission to an Arts, Management*, or Science* degree program by completing a minimum of one year of full-time study in a diploma program at a recognized college, technical institute, or bible college in addition to their home-schooling program. Applicants must achieve a satisfactory academic standing in that course work.

*Management or Science Applicants

Documentation is required to determine grade 12 course prerequisites needed for admission into Management or Science degree programs. For each subject area, course syllabi, textbook list, and three to five academic work samples such as science laboratory reports or results from standardized aptitude tests such as SAT or ACT are required.

For students seeking admission into the Management degree program, the prerequisite needing to be satisfied is Mathematics. For students seeking admission into any Science degree program, the prerequisites needing to be satisfied are Mathematics and two subjects from either Biology, Chemistry or Physics.

For complete information on the Entrance Scholarships for Home-Schooled Applicants, refer to section 7.1.1.A.1, *Student Awards*.

3.2.3 SPECIAL ADMISSION

Applicants to Arts, Management and Science degree programs who do not meet standard admission requirements may be admitted by special admission.

Concordia reserves the right to assess applications for special admission on an individual basis. Entrance is at the discretion of Admissions.

Students admitted under special admission requirements may be placed on academic probation, may be required to reduce their course load in the first semester of study, and may not withdraw from courses they are taking to fulfil Grade 12 subject deficiencies.

3.2.4 NON-MATRICULATED STUDENT ADMISSION

Applicants who will be 20 years of age by the end of the semester in which they are seeking admission and who cannot present the normal high school qualifications may be admitted under reduced requirements. Please note that students presenting international high school credentials are ineligible for admission as non-matriculated students.

A. BACHELOR OF ARTS PROGRAMS

Non-matriculated applicants who seek admission to three- or four-year Bachelor of Arts degree programs must normally present a minimum admission average of 60% with a passing grade in each subject.

To be considered for admission, non-matriculated applicants must normally present the following course requirement:

1. English Language Arts 30-1, or a minimum grade of C in Concordia's ENG 111 and ENG 112 or equivalent.

B. BACHELOR OF MANAGEMENT PROGRAM

Non-matriculated applicants who seek admission to the four-year Bachelor of Management degree program must normally present a minimum admission average of 65%. Applicants are reminded that admission is competitive; meeting the minimum requirements does not guarantee admission to the program. Applicants are encouraged to apply early since the number of non-matriculated students admitted to this program is limited.

To be considered for admission, non-matriculated applicants must normally present the following course requirements:

1. English Language Arts 30-1, or Concordia's ENG 111 and ENG 112 or equivalent
2. Mathematics 30-1 or Mathematics 30-2

C. BACHELOR OF SCIENCE PROGRAMS

Non-matriculated applicants who seek admission to three- or four-year Bachelor of Science degree programs must normally present a minimum admission average of 60% with a passing grade in each subject.

To be considered for admission, non-matriculated applicants must normally present the following course requirements:

1. English Language Arts 30-1, or Concordia's ENG 111 and ENG 112 or equivalent
2. Mathematics 30-1 or Mathematics 30-2
3. Two of Biology 30, Chemistry 30, Mathematics 31 or Physics 30

3.2.5 JUMP START-EARLY ADMISSION PROGRAM

Concordia's Jump Start-Early Admission Program is designed for students in Grade 11 who are interested in applying to Concordia's Arts, Management, or Science programs. Students in Grade 11 may apply for admission to Jump Start for September 2014 between January 1 and June 15, 2013.

Students admitted through Jump Start will receive advanced registration priority for Fall 2014-2015, have access to an advisor for early advising and be assigned a student ambassador buddy. Students that do not take advantage of Jump Start may apply for admission for September 2014 any time after **October 1, 2013**.

Applicants should present five appropriate Grade 11 courses needed for their specific program of studies and be on track to take

the Grade 12 sequel courses at an equal or greater course level. Specific program requirements still apply.

All applicants are considered for Jump Start with an admission average of 65% for Arts and Science programs and 72% for the Management program.

3.2.6 TRANSFER STUDENT ADMISSION

Transfer students must have completed a minimum of 24 transferable credits (normally, eight semester courses) from a recognized post-secondary institution (university, college or technical institute). Applicants with fewer than 24 transferable credits must normally present the normal high school qualifications or a combination of high school and post-secondary course work.

A transferable course is defined as a course that Concordia accepts for credit toward a Concordia degree program. For more complete information on transfer credit, see section 3.1.2.

The Admission Grade Point Average (AGPA) is calculated using the most recently attempted 24 credits; all grades used in calculating the AGPA are adjusted according to Concordia's grade conversion scale. Normally, courses completed in the spring and summer sessions immediately preceding the semester of entry are not calculated in the AGPA.

Applicants who have been required to withdraw from a post-secondary institution are not eligible to apply to Concordia for 12 months after the date they were required to withdraw.

Applicants to Arts or Science degree programs who present an AGPA of less than 2.0 or who have completed the 12-month waiting period after being required to withdraw may be considered for admission. If admitted, applicants are placed on academic probation and may be required to reduce their course load. Applicants who are not successful in gaining admission to a degree program may consider applying to Open Studies to improve their AGPA.

Applicants who have been required to withdraw more than once in their academic careers may be considered for admission only through an appeal. The letter of appeal must be submitted with their application for admission and contain the reason for their previous unsatisfactory performance, their accomplishments since they were required to withdraw, and the strategies they have developed to ensure success if they re-enter university studies.

A. BACHELOR OF ARTS AND BACHELOR OF SCIENCE PROGRAMS

Transfer students seeking admission to the Bachelor of Arts or Bachelor of Science degree programs must normally present a minimum AGPA of 2.0.

B. BACHELOR OF MANAGEMENT PROGRAM

Transfer students seeking admission to the Bachelor of Management program must normally present a minimum AGPA of 2.3. In addition, transfer students are required to present Mathematics 30-1 or Mathematics 30-2 or equivalent.

Graduates of recognized two-year diploma, or three- or four-year applied degree programs in business, management, or related area must normally present a minimum AGPA of 2.3 in the final year of their program and may be eligible for a block transfer of up to 60 credits toward the program. Transfer students admitted with a 60-credit block transfer are not required to present a Grade 12 mathematics course. Contact Admissions for a list of recognized programs.

Applicants to the Management program are reminded that admission is competitive; meeting the minimum AGPA does not guarantee admission.

3.3 ADMISSION TO THE FOUR-YEAR BACHELOR OF ARTS IN PSYCHOLOGY (APPLIED EMPHASIS)

Students must apply for admission to the third year of this program.

Students applying to Concordia for admission to the first or second year toward the program apply to the three-year Bachelor of Arts degree program with a concentration in Psychology in order to complete the admission requirements for the Psychology (Applied Emphasis) program.

Admission to Concordia's four-year Bachelor of Arts in Psychology (Applied Emphasis) program is competitive. Meeting the minimum requirements does not guarantee admission into the program.

For application deadlines, please refer to table 3.1.1.A.

3.3.1 ADMISSION REQUIREMENTS

To be considered for admission, applicants must normally present the following requirements:

1. A minimum of 48 university-level credits applicable to the degree, including the following or their equivalents:
 - a) PSY 104, 105, 211^d, 233 and 339, and
 - b) 3 credits unspecified senior-level Psychology
2. A minimum admission grade point average (AGPA) of 2.3 (on Concordia's 4-point scale) on the most recently attempted 24 credits.
3. One of Biology 30 or PSY 275 or equivalent
4. A Statement of Intent^{b,c}
5. A Volunteer/Work Experience Record^b
6. Three confidential assessments^{b,c}
 - a) One *Confidential Assessment Form: Academic*
 - b) Two *Confidential Assessment Forms*
7. A security clearance (required only after an offer of admission to the program, to be submitted by August 1st)
8. Demonstrated fulfilment of Concordia's *English Language Requirement*, section 3.1.3

Note:

- a) Normally, courses completed in the spring and summer session immediately preceding the term of entry are not calculated into the AGPA. All grades used in calculating the AGPA are adjusted according to Concordia's grade conversion scale.
- b) This form is included in the *four-year Bachelor of Arts in Psychology (Applied Emphasis) Admission Application Supplement*.
- c) Applicants should take care in choosing references to complete the *Confidential Assessment Forms* and in writing their Statement of Intent. An unsatisfactory assessment in either of these areas could jeopardize their competitiveness in the selection process.
- d) Applicants must present a minimum grade of C- in PSY 211 to proceed into subsequent statistics and methodology courses required for the degree.
- e) Concordia reserves the right to assess an applicant's post-secondary academic record for course equivalencies.

3.3.2 SELECTION PROCESS

Applicants for the program are selected based on academic standing, Statement of Intent, Volunteer/Work Experience Record, *Confidential Assessment Forms*, an interview, and an acceptable security clearance.

Following the initial review of applications, qualified applicants are invited for an interview. The interview is designed to assess applicants' non-academic qualifications, such as their degree of maturity and motivation, initiative, ability to communicate, personal qualities and interests, and overall suitability for employment in the human-services field.

3.4 ADMISSION TO AFTER-DEGREE PROGRAMS

Admission to Concordia's after-degree programs is competitive due to the limited capacity of each program.

For application deadlines, please refer to table 3.1.1.A.

3.4.1 EDUCATION (AFTER DEGREE) IN ELEMENTARY EDUCATION

Concordia's Bachelor of Education (After Degree) is a two-year program that fulfils the requirements for certification as a teacher in Alberta. Applications are encouraged from those individuals who have had direct experience with children in formal and informal settings and who possess an undergraduate baccalaureate degree. Normally, a liberal arts or science degree is preferred.

The Faculty of Education values the wide range of academic and professional backgrounds held by students admitted into the teacher education program. For this reason, the Faculty has attempted to keep admission requirements as open as possible while ensuring appropriate preparation for the academic disciplines that graduates must teach in schools.

The number of first-year students in the program is limited; therefore, admission is competitive. Meeting the minimum admission requirements does not guarantee admission.

A. ADMISSION REQUIREMENTS

To be considered for admission, applicants must normally present the following requirements:

1. A three- or four-year baccalaureate degree from a recognized university or college.
2. An admission grade point average^a (AGPA) of at least 2.3 (on Concordia's 4-point scale) or equivalent on the most recently attempted 30 credits.
3. Successful completion of 12 credits as follows:
 - a) 3 credits in English language/literature;
 - b) 9 credits from at least two of the following areas of study: archaeology, anthropology, classics, computing science, economics, fine arts, history, languages other than English, mathematics, philosophy, physical education and sport studies, political science, psychology, religious studies, sciences, sociology.
4. A Philosophy of Teaching Statement^c, including the principles that applicants believe are essential to effective teaching and learning that will guide their work as teachers.
5. A *Volunteer/Work Experience Record*.^{b, c}
6. Two *Confidential Assessment Forms*.^{b, c} At least one referee should be a former employer or supervisor who can comment on the applicant's suitability to work with children between the ages of 5 and 14 years.
7. Evidence of proficiency in computer knowledge and use.
8. Applicants to the Bachelor of Education (After Degree) program require levels of English Language Proficiency consistent with Alberta Education's requirements for certification. Applicants who completed their undergraduate degree in a language other than English require an overall score of 98 and the following minimum scores on each component of the

TOEFL-IBT: 27 in Speaking, 25 in Writing, 23 in Listening, and 23 in Reading.

Note:

- Normally, courses completed in the spring and summer session immediately preceding the term of entry are not calculated in the AGPA. All grades used in calculating the AGPA are adjusted according to Concordia's grade conversion scale.
- This form is included in the *Bachelor of Education (After Degree) Admission Application Supplement*.
- Applicants should take care in choosing referees to complete the *Confidential Assessment Forms*, in writing the Philosophy of Teaching Statement and *Volunteer/Work Experience Record*, and in preparing for the interview. An unsatisfactory assessment in any one of these areas could jeopardize their profile ranking and ultimately their competitiveness in the selection process.
- Concordia reserves the right to assess an applicant's post-secondary academic record for course equivalencies.

B. SELECTION PROCESS

Concordia creates profiles for all applicants using:

- AGPA;
- prerequisite course requirements;
- Philosophy of Teaching Statement;
- Volunteer/Work Experience Record*;
- two *Confidential Assessment Forms*;
- computer proficiency; and
- the interview

The first step in the selection process is to rank all applicants who submitted a completed application, based on points one to five on their applicant profile. Based on this ranking, qualified applicants are then invited for an interview.

The interview is designed to assess applicants' non-academic qualifications, such as their degree of maturity and motivation, initiative, ability to communicate, personal qualities and interests, and overall suitability for the teaching profession.

Following the interviews and the receipt of final academic transcripts, Concordia ranks all applicant profiles again and makes final admission decisions.

3.4.2 ENVIRONMENTAL HEALTH (AFTER DEGREE)

Concordia's Bachelor of Environmental Health (After Degree) is a fifteen-month program that prepares students to challenge the certification examinations of the Canadian Institute of Public Health Inspectors. Applications are encouraged from those individuals who possess an undergraduate baccalaureate degree in a science discipline. Normally, a four-year degree in biology, chemistry or environmental science is preferred.

Space is limited and admission is competitive. Meeting the minimum admission requirements does not guarantee admission.

A. ADMISSION REQUIREMENTS

To be considered for admission, applicants must normally present the following requirements:

- A three- or four-year baccalaureate degree in science from a recognized university or college.
- An admission grade point average^a (AGPA) of at least 2.3 (on Concordia's 4-point scale) or equivalent on the most recently attempted 30 credits.
- Successful completion of 12 senior-level credits as listed be-

low. Please note that while candidates with senior-level credit in these subjects are given preference, those with junior-level credits may also be considered.

- 3 credits in chemistry (analytical chemistry preferred);
- 3 credits in microbiology (with laboratory hours preferred);
- 3 credits in human or mammalian physiology;
- 3 credits in statistics.

4. Successful completion of 3 junior- or senior-level credits as listed below:

- English or Writing

5. Evidence of proficiency in computer knowledge and use.

6. A resume including a statement of career objectives and the names and contact information of two appropriate references (normally an academic and a professional reference). The resume should highlight employment and volunteer experience relating to environmental, public and community health.

7. Demonstrated fulfilment of Concordia's *English Language Requirement*, section 3.1.3.

Note:

a) Normally, courses completed in the spring and summer session immediately preceding the term of entry are not calculated in the AGPA. All grades used in calculating the AGPA are adjusted according to Concordia's grade conversion scale.

b) Applicants should take care in choosing references, in writing their resume and Statement of Career Objectives, and in preparing for the interview. An unsatisfactory assessment in any one of these areas could jeopardize their competitiveness in the selection process.

c) Concordia reserves the right to assess an applicant's post-secondary academic record for course equivalencies.

B. SELECTION PROCESS

Following the initial review of applications, qualified applicants are invited for interviews. The interview is designed to assess applicants' non-academic qualifications, such as their degree of maturity and motivation, initiative, ability to communicate, personal qualities and interests, and overall suitability for the profession.

Following the interviews and the receipt of final academic transcripts, Concordia reviews all applications again and makes final admission decisions.

3.4.3 CAREER DEVELOPMENT DIPLOMA OR CERTIFICATE

The Diploma or Certificate in Career Development prepares individuals for employment primarily in the field of career development (e.g., career counselling, program management, information development, workshop facilitation, research, human resource consulting, job development, etc.). Courses are offered through distance delivery and on-site training in the Summer, Fall, and Winter Institutes.

A. ADMISSION REQUIREMENTS

For admission to the Diploma or Certificate program in Career Development, applicants must meet one of the following requirements:

- an undergraduate degree.
- a related post-secondary diploma or certificate.
- experience in the field (1 to 2 years preferable).

3.5 CHURCH WORK PROGRAMS

For complete information on admission to Concordia's church work programs, refer to *Religious Studies (Applied Emphasis)*, section 12.0.

3.6 OPEN STUDIES STUDENT ADMISSION

Open Studies allows students to register in undergraduate university-level courses without first being admitted to a degree program. To be considered for the Open Studies program, applicants must demonstrate:

- a) fulfilment of Concordia's *English Language Requirement*, section 3.1.3; and
- b) completion of prerequisite courses.

Official documents and transcripts are normally required only to demonstrate the fulfilment of these criteria. However, the Admissions and Registrar's Offices may request other documentation for admission and registration purposes.

Students who have been required to withdraw from a post-secondary institution in the past 12 months are not eligible for admission to Open Studies. Students who have been required to withdraw more than once may be considered only through an appeal.

Registration information for Open Studies students is indicated in section 4.1.3.

3.7 CONTINUING AND RETURNING STUDENT READMISSION

Continuing students may continue in their program of studies providing they remain in satisfactory standing. The Registrar's Office assesses academic standing at the conclusion of each Fall and Winter semester. For more information, please refer to *Academic Standing*, section 9.3.4.

Readmission for returning students is not automatic. Normally readmission is approved if students have:

1. remained in satisfactory standing;
2. removed any Grade 12 deficiencies that existed at the time of admission;
3. not been required to withdraw from any post-secondary institution in the past 12 months. Students who have been required to withdraw more than once will be considered only through an appeal;
4. provided official transcripts from all other post-secondary institutions attended;
5. paid all outstanding fees and fines owing to Concordia.

Admissions determines if students may be readmitted on Academic Probation.

For more information, please refer to *Academic Regulations*, section 9.0.

3.8 GRADUATE ADMISSION

Applicants seeking admission to graduate-level programs should consult *Graduate Programs*, section 13.0.

3.9 VISITING/EXCHANGE STUDENT ADMISSION

Students who are registered at other post-secondary institutions may attend Concordia with the permission of their institution. Applicants must submit an *Application Form* and the original visiting student letter from the Registrar of the institution at which they are registered. Official transcripts are required to establish the completion of prerequisite courses or fulfilment of the *English Language Requirement*, section 3.1.3. Course selection may be limited.

3.10 CONTINUING EDUCATION

For information regarding admission to the Department of Continuing Education programs, including the Learning Foundations Program and the University and College Entrance Program, refer to *Continuing Education*, section 15.0.

4.0 REGISTRATION

The Registrar's Office is responsible for registering new, continuing, returning, and Open Studies students in all university-level programs.

After students are admitted, the Registrar's Office provides them with the materials necessary to assist them with course selection, scheduling and registration.

Registration Advisors assist students with their registration and throughout the academic year. Students who have questions regarding their registration in courses or the completion of their programs, and students who are experiencing academic difficulty, are encouraged to visit Enrolment Services to meet with a Registration Advisor. Academic advising is available on a drop-in basis or by appointment.

4.1 Registration Procedures

4.1.1 New Students

4.1.2 Continuing and Returning Students

A. Early Registration

4.1.3 Open Studies Students

4.1.4 Spring and Summer Sessions

4.2 Registration Regulations

4.2.1 Course Load

4.2.2 Prerequisites and Corequisites

4.2.3 Religious Studies Residency Requirement

4.2.4 Repeating a Course

4.3 Confirming and Changing Registration

4.3.1 Confirming Registration

4.3.2 Adding, Dropping, and Withdrawing from Courses

4.3.3 Discontinuing Studies

4.4 Special Registration Requests

4.4.1 Auditing Courses

4.4.2 Course Challenge

4.4.3 Applying Credits Earned Elsewhere

A. Visiting Student Permission

B. International Exchange Programs

A. EARLY REGISTRATION

Early Registration allows continuing and returning students in Arts, Education, Management, and Science programs to select their courses for the upcoming academic year before they leave Concordia for the summer. Information regarding Early Registration is sent during the Winter semester to currently registered students and to returning students at their request. The Registrar's Office provides academic advising throughout the year to assist students with course planning.

Before they register in available courses during Early Registration week (refer to the *Academic Schedule*, section 2.0), students plan their academic timetables and pay the registration deposit in Student Accounts (*Registration Deposit*, section 5.2).

Final grades that are issued in May indicate the academic status of continuing students who registered early.

4.1.3 OPEN STUDIES STUDENTS

Students may register in a maximum of nine credits per semester, to a lifetime maximum of 30 credits in the Open Studies program at Concordia. Once the maximum credits have been earned, Open Studies students must apply to a degree program to continue at Concordia. Degree-bound students are encouraged to meet with a Registration Advisor prior to registration to ensure that they choose courses that apply toward their future degree program. Students who have already earned post-secondary credentials and wish to register in Open Studies may consult a Registration Advisor regarding course load and registration.

Students may register only in those courses that have been designated for Open Studies, as determined by the Registrar. Complete course offerings become available to students enrolled in Open Studies on the first day of classes.

Students in the Open Studies program must fulfil the *Religious Studies Residency Requirement*, section 4.2.3.

Students in the Open Studies program must maintain satisfactory academic standing as defined in *Academic Standing*, section 9.3.4. Students who do not achieve satisfactory standing may be permitted to continue on academic probation (section 9.3.5) or may be required to withdraw.

4.1.4 SPRING AND SUMMER SESSIONS

Concordia offers university-level credit courses during the spring and summer months. Important dates for students registered in Spring and Summer Session courses are published in the *Academic Schedule*, section 2.0.

University-level credit courses are offered during Spring and Summer Sessions, normally from May to August. New and returning students may apply by submitting an *Application Form* online.

4.1 REGISTRATION PROCEDURES

4.1.1 NEW STUDENTS

Admissions inform students of their acceptance and the steps necessary to complete their registration.

Prior to registering, students select courses for their programs, including alternate choices, and pay the appropriate *Registration Deposit*, section 5.2, at Student Accounts. During registration, students register in available courses and obtain their academic timetables. Registration Advisors are available to assist those students who have difficulty with or questions about their course selections.

4.1.2 CONTINUING AND RETURNING STUDENTS

Continuing students are those who continue in their degree programs in consecutive academic semesters. Returning students are those who come back to study at Concordia after an absence of one or more semesters.

Readmission is not automatic. Refer to *Continuing and Returning Student Readmission*, section 3.7, for requirements.

Students must provide official transcripts from all other post-secondary institutions that they have attended and must pay the appropriate *Registration Deposit*, section 5.2, before they may register in courses.

The *Statute of Limitations*, section 9.1.1, contains information regarding the Calendar and program requirements for continuing and returning students.

STUDENTS ARE RESPONSIBLE FOR THE COMPLETENESS AND ACCURACY OF THEIR OWN REGISTRATION.

Continuing students may add Spring and Summer Sessions courses to their schedule; a separate application is not required. Students must pay the non-refundable *Registration Deposit*, section 5.2, before they may register in courses.

Each six-week session is comprised of two three-week terms. The majority of courses are scheduled each day of the week, from Monday to Friday. A three-credit course normally takes one term (three weeks) to complete. However, a three-credit course offered part-time in the evenings, takes one session (six weeks) to complete. A six-credit course normally takes one session (six weeks) to complete.

Due to the intense nature of these sessions, students may take a maximum of 4.5 credits per term and a maximum of 6 credits per session.

4.2 REGISTRATION REGULATIONS

4.2.1 COURSE LOAD

The normal full course load for undergraduate programs is 30 credits total for the Fall/Winter Session. Requests for permission to register in more than 16.5 credits per semester must be submitted to the Registrar, who determines the outcome of such requests in consultation with the relevant Division Chair.

Applicants requesting permission to carry a course overload must normally have a Grade Point Average of 3.5 or greater.

For information regarding full-time and part-time status for student loan purposes, please refer to *Financial Aid*, section 6.0. For information regarding course load for scholarship purposes, please refer to *Awards*, section 7.0.

4.2.2 PREREQUISITES AND COREQUISITES

Students must meet all prerequisite requirements before beginning a course. Students must meet all corequisite requirements either before beginning a course or through simultaneous registration that results in an acceptable grade. Unless otherwise stated, D is the minimum grade acceptable in prerequisite and corequisite courses.

Approved equivalent courses may be used to satisfy the stated prerequisite and corequisite requirements. In addition, prerequisite and corequisite requirements may be waived by the department that offers the course. Students who wish to have a prerequisite or corequisite waived should consult the department offering the course to obtain written approval.

Students are responsible for withdrawing from courses for which they do not have the prerequisites.

Degree credit may be withheld for courses when the prerequisite or corequisite requirements have not been met.

4.2.3 RELIGIOUS STUDIES RESIDENCY REQUIREMENT

Concordia requires that all undergraduate students take Religious Studies. By studying religion students are given the opportunity to examine how people of different times and cultures have perceived the meaning of life and their own existence, and in what ways religion has motivated individuals and societies in politics, art, economics, culture, and morals.

At Concordia, students can study the world's religions and Christianity, the dominant religion of Western culture, as the bases to such disciplines as philosophy, history, sociology, psychology, and art.

1. Undergraduate students are required to successfully complete at least 3 credits in Religious Studies at Concordia for every 30 credits they take at Concordia.

2. No student will be required to complete more than 9 credits of Religious Studies at Concordia to fulfil this residency requirement.

4.2.4 REPEATING A COURSE

Students may repeat any course once whether they received a passing grade, a failing grade, or a WF (withdrew failing).

Students repeating courses in which they achieved passing grades do not receive additional credit for the repeated courses.

Provided the second grade is a passing grade, it will be used in the calculation of the Grade Point Average for graduation, whether it is higher or lower than the first grade. However, the mark from the initial course remains on the transcript.

4.3 CONFIRMING AND CHANGING REGISTRATION

4.3.1 CONFIRMING REGISTRATION

To retain their registration, all students must confirm their registration online before the deadlines published in the *Academic Schedule*, section 2.0. Normally, the Registrar's Office makes online confirmation available at least one week before classes begin for the Fall and Winter semesters; Online confirmation for Spring and Summer Sessions are available the week before the first day of class for each term.

Students who do not confirm their registration before the published deadlines, or who do not notify the Registrar's Office in advance of their inability to do so, will have their registration cancelled.

Students can view their confirmation schedule online through *Services for Students* (<http://onlineservices.concordia.ab.ca/student/>).

Students must confirm their registration online prior to adding or dropping courses during Course Change Week.

4.3.2 ADDING, DROPPING, AND WITHDRAWING FROM COURSES

All changes to course registration must be approved by the Registrar. Students wishing to add, drop, or withdraw from courses may do so online using the Online Course Selector in *Services for Students*, or with a Registration Advisor in Enrollment Services within the deadlines published in the *Academic Schedule*, section 2.0.

Dropping a course means that the course does not appear on a student's permanent record. Withdrawing from a course by the specified deadlines means that a W appears on a student's record. The mark of W is not included when computing the Grade Point Average.

The mark WF (Withdrew Failing) is normally recorded on students' transcripts for courses dropped after the deadline for course withdrawals. WF is counted as a grade of F in the calculation of Grade Point Averages for Concordia admission, readmission, and graduation. Students may not take a WF after the last day of lectures.

Under unusual circumstances, a written appeal may be made to the Registrar who, after consultation with the instructor, may change the mark to W (Withdrew with Permission).

4.3.3 DISCONTINUING STUDIES

Students who do not confirm their registration online before classes begin will have their registration cancelled. Those who confirm their registration online and later decide to discontinue their studies at Concordia must complete a *Program Withdrawal*

Form with a Registration Advisor in Enrolment Services. Withdrawal from studies at Concordia is effective on the date the completed documentation is received by the Registrar's Office.

Non-payment of fees and/or non-attendance do not constitute official withdrawal from Concordia.

Students who drop out without completing official procedures are not eligible to receive refunds or recommendations. If official documentation is not completed by the last day for withdrawing from courses (*Academic Schedule*, section 2.0) each course in which the student remains registered is assigned a grade of F.

Students who, after the normal deadline for withdrawal, are unable to complete a course or courses, or who must discontinue their studies at Concordia because of serious illness, family difficulty, or circumstances beyond their control, may appeal to the Registrar for permission for late withdrawal through the *Appeal of Decisions by the Offices of Student and Enrolment Services*, section 9.6. Students granted permission for late withdrawal are given a W (Withdraw with Permission) for courses included in the appeals.

4.4 SPECIAL REGISTRATION REQUESTS

4.4.1 AUDITING COURSES

Students who wish to audit courses must receive written permission from the instructor(s) and the Registrar. Permission to audit courses and the conditions of attendance and participation are at the discretion of instructors.

Students do not receive academic credit for audited courses. Official transcripts are issued with the designation AU (audit) recorded in the place of course grades.

Students may change courses from audit to credit, or from credit to audit, according to the dates indicated in the *Academic Schedule*, section 2.0.

4.4.2 COURSE CHALLENGE

Any student enrolled in a Concordia degree program may apply to take a challenge examination. Students may obtain up to a maximum of 12 credits through course challenges. Credit received through a challenge may not be used to fulfil part of the residency requirement.

Students may not challenge:

- a 400-level course;
- a course for which they have been granted transfer credit;
- a course from which they have been exempted;
- a course which they have previously challenged, withdrawn from, passed, failed, or audited; or
- a course for which they have not successfully completed the prerequisites;
- a course which is considered to be equivalent.

Students submit an application for a course challenge through the Registrar's Office in Enrolment Services. The application will be accepted or rejected within two weeks of the application; the examination must be completed within four weeks of acceptance. Two weeks after applying, students should contact the Registrar's Office to find out whether the challenge has been accepted, and if so, which instructor will administer it. Students are then responsible for contacting the instructor to obtain the course syllabus, to ascertain the requirements to be met for the challenge, and to determine the dates by which those requirements are to be met. Students may contact the Registrar's Office eight working days after the completion of the challenge to learn the result.

A fee is assessed for each challenge at the time of application (section 5.1) and is refundable only if the challenge is rejected. Students may withdraw, without refund, before taking the examination; a grade of W (withdrew) will then be recorded on their transcript. The result of a challenge examination will be recorded as a Credit (CR) or No-credit (NC) on students' transcripts. Students may not appeal the results of a course challenge.

TABLE 4.3.3 EXCHANGE UNIVERSITIES

University	Country	Location	Website	Primary Language of Discussion
Congreso University	Argentina	Mendoza	www.ucongreso.edu.ar	Spanish
Univates University	Brazil	Lajeado, RS	www.univates.br	Portuguese
University of Santa Cruz do Sul	Brazil	Santa Cruz do Sul, RS	www.unisc.br	Portuguese
Unilasalle University	Brazil	Canoas, RS	www.unilasalle.edu.br	Portuguese
Lutheran University from Brazil	Brazil	Canoas, RS	www.ulbra.br	Portuguese
State university of Rio Grande do Sul	Brazil	Porto Alegre, RS	www.uergs.edu.br	Portuguese
Pontifical Catholic University from Rio Grande do Sul	Brazil	Porto Alegre, RS	www.pucrs.br	Portuguese
University of São Paulo	Brazil	Porto Alegre, RS	www.fearp.usp.br	Portuguese
Foshan University	China	Foshan, Guangdong	www.fosu.edu.cn/Engweb/	Cantonese
Catholic University of the West	France	Angers	www.uco.fr	French
International Faculties Liebenzell	Germany	Bad Liebenzell	www.ihl.eu	German
University of Hamburg	Germany	Hamburg	www.uni-hamburg.de	German

4.4.3 APPLYING CREDITS EARNED ELSEWHERE

A. VISITING STUDENT PERMISSION

Concordia degree students may, in the course of their education, apply credits earned elsewhere. They must, however, request permission from the Registrar before registering in courses for credit at other institutions. To apply for visiting student permission, students must be in satisfactory academic standing.

Request forms are available online (<http://concordia.ab.ca/printable-forms/>) or at Enrolment Services and take at least two weeks to process. Permission to use the credits earned at another university toward the student's Concordia degree may be granted on an individual basis.

Care must be taken to satisfy Concordia's residency requirements, while gaining the benefit of applying credits earned elsewhere.

B. INTERNATIONAL EXCHANGE PROGRAMS

Concordia's students may enrich their education by participating in student exchange programs that have been especially established by Concordia with universities in other countries. Concordia University College of Alberta has formal exchange agreements with the following international universities:

Concordia students who are interested in studying abroad through an international exchange program and applying the credits earned toward their Concordia degree program should first consult with the Registrar. Transfer arrangements, including a *Visiting Student Request for Letter of Permission*, must be approved in advance (see table 4.3.3, *Exchange Universities*).

5.0 FEES

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

- 5.0.1 Application Fee
- 5.1 **Fee Schedule**
- 5.1.1 Undergraduate Programs (Arts, Management, Science, and Open Studies Students)
 - A. Education Fees
 - B. Mandatory Fees
 - C. Distance Learning
 - D. Other Fees
- 5.1.2 Spring, Summer, Evening and Weekend Sessions
 - A. Education Fees
 - B. Mandatory Fees
 - C. Distance Learning
 - D. Other Fees
- 5.1.3 Education (After Degree) Program
 - A. Education Fees
 - B. Mandatory Fees
 - C. Distance Learning
 - D. Other Fees
- 5.1.4 Environmental Health (After Degree) Program
 - A. Education Fees
 - B. Mandatory Fees
 - C. Distance Learning
 - D. Other Fees
- 5.1.5 Graduate Programs
 - A. Education Fees
 - B. Mandatory Fees
 - C. Distance Learning
 - D. Other Fees
- 5.1.6 Career Development Diploma or Certificate Programs
 - A. Education Fees
 - B. International Student Education Fees
 - C. Other Fees
- 5.1.7 Learning Foundations Program and UCEP
- 5.1.8 Director of Parish Services Internship
 - A. Internship Fees
- 5.2 **Registration Deposits**
- 5.3 **Fee Assessment**
- 5.4 **Payment of Fees**
- 5.4.1 Fee Payment Deadlines
- 5.4.2 Payment Methods
- 5.4.3 Unpaid Fees
- 5.4.4 Refunds and Reduction in Fees
- 5.5 **International Students**
- 5.6 **Student Residence**
- 5.7.1 Residence Security Deposit
- 5.7 **Parking**
- 5.7.1 Hourly Parking
- 5.7.2 Term Parking Pass

5.0.1 APPLICATION FEE (2012-2013)

A non-refundable application processing fee is charged for each Application for Admission, Readmission or Internal Faculty Transfer. All fees are stated in Canadian dollars.

Application fee	
Canadian Citizens and Permanent Residents	35.00
International Student	100.00

5.1 FEE SCHEDULE

Refer to the *Academic Schedule*, section 2.0, for important dates regarding fees.

All fees are stated in Canadian dollars.

Concordia assesses student fees by program.

5.1.1 UNDERGRADUATE PROGRAMS (ARTS, MANAGEMENT, SCIENCE, AND OPEN STUDIES STUDENTS)

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

A. EDUCATION FEES (2012-2013)

Per credit	275.00
Per audited credit	137.50
Per independent study credit	275.00
To a maximum of (per semester)	3,440.00

B. MANDATORY FEES (2012-2013)

Student Association Fee:	
Per credit	6.95
To a maximum of (per semester)	62.50
Student Accident Insurance:	
Per credit	.78
To a maximum of (per semester)	7.00
Athletic Fee:	
Per credit	4.45
To a maximum of (per semester)	40.00
Facility Development Fee:	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35
To a maximum of (per semester)	21.00
Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

C. DISTANCE LEARNING (2012-2013)

Education Fees	
Per credit	275.00
Mandatory Fees	
Facility Development Fee	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35
To a maximum of (per semester)	21.00
Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

D. OTHER FEES (2012-2013)

Challenge Examination Education Fee:	
Per credit	137.50
Course Fees:	
The following course fees are paid in addition to the Education Fee.	
DAN 340	75.00
ED 199	160.00
ENSC 318	varies
ENSC 319	varies
Lab Fee (per lab hour per semester)	38.00

MGT 499	560.00
MUP 122, 123, 222, 223, 322, 323, 422, 423 (per semester)	420.00
MUP 126, 127, 226, 227, 326, 327, 426, 427 (per semester)	420.00
MUP 142, 143, 242, 243, 342, 343, 442, 443 (per semester)	62.00
MUP 164, 165, 264, 265, 364, 365, 464, 465 (per semester)	41.50
MUP 166, 167, 266, 267, 366, 367, 466, 467 (per semester)	21.00
MUP 495, 496 (per semester)	420.00
MUS 415, 416 (per semester)	420.00
Deferred Final Examination Fee	27.00
Education Student Association Membership (per semester)	6.00
Graduation Fee	
Per degree	120.00
Certificate of Completion	50.00
International Student Fee	
Per credit	230.00
To a maximum of (per semester)	2070.00
International Student Medical Insurance	
Contact Student Life and Learning (780-479-9241) for amount due.	
Parchment Replacement Fee	55.00
Student Identification Card Replacement Fee	15.00

5.1.2 SPRING, SUMMER, EVENING AND WEEKEND SESSIONS

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

The following fees apply to students who are registered only in Spring, Summer, Evening and Weekend courses.

A. EDUCATION FEES (2012-2013)

Per credit	245.00
Per audited credit	122.50
Per independent study credit	245.00

B. MANDATORY FEES (2012-2013)

Student Accident Insurance Fee:	
Per credit	0.78
Athletic Fee:	
Per credit	4.45
Facility Development Fee:	
Per credit	15.00
Processing Fee:	
Per credit	2.35
Technology Fee:	
Per credit	5.60

C. DISTANCE LEARNING (2012/2013)

Education Fees	
Per credit	245.00
Mandatory Fees	
Facility Development Fee	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35

To a maximum of (per semester)	21.00
Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

D. OTHER FEES (2012-2013)

Course Fees:

The following course fees are paid in addition to the Education Fee.

ENSC 318	varies
ENSC 319	varies
Lab Fee (per lab hour per semester)	38.00
MUP 122, 123, 222, 223, 322, 323, 422, 423 (per semester)	420.00
MUP 126, 127, 226, 227, 326, 327, 426, 427 (per semester)	420.00
MUP 142, 143, 242, 243, 342, 343, 442, 443 (per semester)	62.00
MUP 164, 165, 264, 265, 364, 365, 464, 465 (per semester)	41.50
MUP 166, 167, 266, 267, 366, 367, 466, 467 (per semester)	21.00
MUP 495, 496 (per semester)	420.00
MUS 415, 416 (per semester)	420.00
Deferred Final Examination Fee	27.00
International Student Fee	
Per credit	230.00
International Student Medical Insurance	
Contact Student Life and Learning (780-479-9241) for amount due.	
Student Identification Card Replacement Fee	15.00

5.1.3 EDUCATION (AFTER DEGREE) PROGRAM

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

A. EDUCATION FEES (2012-2013)

Per credit	305.00
Per audited credit	152.50
Per independent study credit	305.00
To a maximum of (per semester)	3,810.00

B. MANDATORY FEES (2012-2013)

Student Association Fee:	
Per credit	6.95
To a maximum of (per semester)	62.50
Education (After-Degree) Student Association:	
Per semester	6.00
Student Accident Insurance:	
Per credit	.78
To a maximum of (per semester)	7.00
Athletic Fee:	
Per credit	4.45
To a maximum of (per semester)	40.00
Facility Development Fee:	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35
To a maximum of (per semester)	21.00

Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

C. DISTANCE LEARNING (2012-2013)

Education Fees	
Per credit	305.00
Mandatory Fees	
Facility Development Fee	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee	
Per credit	2.35
To a maximum of (per semester)	21.00
Technology Fee	
Per credit	5.60
To a maximum of (per semester)	50.00

D. OTHER FEES (2012-2013)

Challenge Examination Education Fee:	
Per credit	152.50
Practica:	
EDUC 531	445.00
EDUC 532	475.00
Deferred Final Examination Fee	27.00
Graduation Fee	
Per degree	120.00
Certificate of Completion	50.00
International Student Fee	
Per credit	230.00
To a maximum of (per semester)	2070.00
International Student Medical Insurance	
Contact Student Life and Learning (780-479-9241) for amount due.	
Parchment Replacement Fee	55.00
Student Identification Card Replacement Fee	15.00

5.1.4 ENVIRONMENTAL HEALTH (AFTER DEGREE) PROGRAM

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

A. EDUCATION FEES (2012-2013)

Per credit	305.00
Per audited credit	152.50
Per independent study credit	305.00
To a maximum of (per semester)	3,810.00

B. MANDATORY FEES (2012-2013)

Student Association Fee:	
Per credit	6.95
To a maximum of (per semester)	62.50
Student Accident Insurance:	
Per credit	.78
To a maximum of (per semester)	7.00
Athletic Fee:	
Per credit	4.45
To a maximum of (per semester)	40.00
Facility Development Fee:	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35

To a maximum of (per semester)	21.00
Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

C. DISTANCE LEARNING (2012-2013)

Education Fees	
Per credit	305.00
Mandatory Fees	
Facility Development Fee	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35
To a maximum of (per semester)	21.00
Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

D. OTHER FEES (2012-2013)

Challenge Examination Education Fee:	
Per credit	152.50
Environmental Health Practicum (ENVH 561)	895.00
Deferred Final Examination Fee	27.00
Graduation Fee	
Per degree	120.00
Certificate of Completion	50.00
International Student Fee	
Per credit	230.00
To a maximum of (per semester)	2070.00
International Student Medical Insurance	
Contact Student Life and Learning (780-479-9241) for amount due.	
Parchment Replacement Fee	55.00
Student Identification Card Replacement Fee	15.00

5.1.5 GRADUATE PROGRAMS

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

A. EDUCATION FEES (2012-2013)

Per credit	320.00
Per audited credit	160.00
Per independent study credit	320.00

B. MANDATORY FEES (2012-2013)

Student Association Fee:	
Per credit	6.95
To a maximum of (per semester)	62.50
Student Accident Insurance:	
Per credit	.78
To a maximum of (per semester)	7.00
Athletic Fee:	
Per credit	4.45
To a maximum of (per semester)	40.00
Facility Development Fee:	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35
To a maximum of (per semester)	21.00
Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

C. DISTANCE LEARNING (2012-2013)

Education Fees	
Per credit	320.00
Mandatory Fees	
Facility Development Fee:	
Per credit	15.00
To a maximum of (per semester)	187.50
Processing Fee:	
Per credit	2.35
To a maximum of (per semester)	21.00
Technology Fee:	
Per credit	5.60
To a maximum of (per semester)	50.00

D. OTHER FEES (2012-2013)

Challenge Examination Education Fee:	
Per credit	160.00
Master's Research Project (each)	2,000.00
Master's Thesis (Full time per semester)	1,920.00
Deferred Final Examination Fee	27.00
Graduation Fee	
Per degree	120.00
Certificate of Completion	50.00
International Student Fee	
Per credit	230.00
To a maximum of (per semester)	2070.00
International Student Medical Insurance	
Contact Student Life and Learning (780-479-9241) for amount due.	
Parchment Replacement Fee	55.00
Student Identification Card Replacement Fee	15.00

5.1.6 CAREER DEVELOPMENT DIPLOMA OR CERTIFICATE PROGRAMS

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

A. EDUCATION FEES (2012-2013)

C540 and C545 (per course)	550.00
C510 and C535 (per course)	550.00
Per 2-credit course	400.00
Per 1-credit course	275.00

B. INTERNATIONAL STUDENT EDUCATION FEES (2012-2013)

C540 and C545 (per course)	825.00
C510 and C535 (per course)	825.00
Per 2-credit course	550.00
Per 1-credit course	375.00

C. OTHER FEES (2012-2013)

B810 Career Development Practicum (Concordia Placement)	350.00
B810 Career Development Practicum (Self-Placement)	250.00
Course Extension Fee	100.00
Materials Fee	
Varies by course. Refer to www.careerdevelopment.concordia.ab.ca for more information.	
Application	50.00
International Application	100.00
Transfer Credit Fee	50.00
Prior Learning/Work Experience Assessment Fee	100.00

5.1.7 LEARNING FOUNDATIONS PROGRAM AND UCEP

Contact UCEP Coordinator (780-413-7800) for current Education Fees.

5.1.8 DIRECTOR OF PARISH SERVICES INTERNSHIP

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

A. INTERNSHIP FEES (2012-2013)

PS 501	350.00
PS 502	350.00

5.2 REGISTRATION DEPOSITS

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to www.concordia.ab.ca/tuition-and-fees-2/ or call 780-479-9206 for the most current fees information, including Spring and Summer 2014.

Registration deposits are paid at the time of registration and are **non-refundable and non-transferable** payments toward the Education Fee.

New university students:

Pre-registration deposit*	200.00
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* A \$200.00 pre-registration deposit is due upon acceptance into a program and is a non-refundable and non-transferable payment toward the Education Fee.

After Degree and Graduate students:

Pre-registration deposit*	400.00
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* A \$400.00 pre-registration deposit is due upon acceptance into the program and is a non-refundable and non-transferable payment toward the Education Fee.

Continuing or returning university students:

Registration deposit	200.00
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International students:

Registration deposit	
Full-time (all programs)	2,500.00
Part-time university studies (all programs)	
Contact Student Accounts (780-479-9206)	

Continuing Education students:

Registration deposit	200.00
UCEP and Learning Foundations Program:	
(full and part-time)	200.00

5.3 FEE ASSESSMENT

Student Accounts adjusts Education Fees, Mandatory Fees, and Other Fees for course changes that students make on or before Census Day of each term. Students are responsible for ensuring that their fees are paid by the published deadlines. Continuing Education university and UCEP programs are the only exceptions to the above information; students registered in those programs should contact Student Accounts regarding the adjustment dates for their Education Fees.

Refer to the *Academic Schedule*, section 2.0 for Census Day dates and fee payment deadlines.

5.4 PAYMENT OF FEES

5.4.1 FEE PAYMENT DEADLINES

All fees are due the first day of class. However, students may pay semester fees by the deadline for that semester without a carrying charge. Fee payment deadlines are published in the *Academic Schedule*, section 2.0.

Returning students whose outstanding accounts were previously sent to a collection agency must pay their outstanding accounts, collection costs, and applicable deposits before registration and their full tuition prior to the start of classes. Payments must be made by a secured method; personal cheques must be certified.

5.4.2 PAYMENT METHODS

- A. In person at Student Accounts by cash, cheque, bank draft, debit card, MasterCard, VISA, or American Express. **Concordia reserves the right to refuse payments made by cheque.**
- B. By fax [780-474-1933] when paying by MasterCard, VISA or American Express using the Credit Card Authorization form.
- C. Current students may pay by credit card through Concordia's online student services.
- D. Current students may pay online, in person, using ATM or telephone banking at most major banks and credit unions in Canada. Make sure to choose Concordia University College of Alberta (not Concordia University in Montreal). Reference your student ID number as your account number.
- E. Current students may pay by Pre-Authorized debit; contact Student Accounts to complete an agreement.
- F. If you are a sponsored student, written documentation indicating your sponsorship must be received from your sponsoring agency prior to registration. Please provide a letter from your sponsor with the following information:
 - the specific fees covered by your sponsor (i.e. tuition, books, etc.),
 - the terms covered by your sponsor,
 - the maximum dollar amount, if applicable,
 - complete invoicing information including name of agency, address, phone number and contact name.

Note: Refunds for sponsored students will be made directly to sponsoring agency.

- G. By student loan payments, according to the way the funds are disbursed. Payments are applied first toward the fees that students owe to Concordia. If the student loan payment does not cover fees in full for that study period, students are responsible for paying the outstanding fees by the published deadlines.
 1. Disbursements for the academic year:
 - a) Students who receive one disbursement have their fees for the full academic year deducted from the single payment.
 - b) Students who receive two disbursements have their fees for the academic year deducted proportionately to the disbursement payments.
 2. Disbursements for one semester:
 - a) Students who receive one disbursement have their fees for that semester deducted from the single payment.

Note: It may take six to eight weeks for the government to process a government student loan application. Students should apply early to ensure that Concordia receives student loan

funds by or before the fee payment deadlines published in the *Academic Schedule*, section 2.0.

5.4.3 UNPAID FEES

Fees unpaid by the due date are subject to a carrying charge. Students who do not pay their fees by the due date remain indebted for their fees until payment is made. Non-payment of fees does not constitute the official discontinuation of studies at Concordia (*Discontinuing Studies*, section 4.3.3).

Concordia withholds cheques, transcripts, statements of grades, and degrees from students with unpaid accounts or fines, restricts them from online services, and cancels or denies them future registration. Unpaid accounts may be sent to a collection agency for recovery and may be reported to the Credit Bureau. Other restrictions may apply.

1. Carrying charge: 1.5% per month of outstanding balance (18% per annum).
2. Minimum carrying charge: \$5.00.
3. Dishonoured cheques: \$20.00 service charge.

5.4.4 REFUNDS AND REDUCTION IN FEES

Students are eligible for refunds or a reduction in fees if they:

1. do not confirm their registration online-before classes begin and Concordia cancels their registration.
2. officially discontinue all of their studies at Concordia by completing the required documentation through the Registrar's Office before the published deadlines.

Students who withdraw from a course after Census Day and remain registered in other courses at Concordia are ineligible for a reduction in fees.

Concordia reduces Education Fees on a pro-rata basis for students who are required to discontinue their studies because of unacceptable grades or conduct.

The deadlines for any refunds or reduction in fees are published by program in the *Academic Schedule*, section 2.0

If payment of tuition was made by credit card, the refund will be issued back to the credit card used to make payment. All other refunds are issued by cheque and are normally issued within four to six weeks.

Non-payment of fees and/or non-attendance do not constitute official withdrawal from Concordia.

5.5 INTERNATIONAL STUDENTS

International student fees are indicated in the *Fee Schedule*, section 5.1. All fees are due the first day of class and must be paid in order to confirm registration online for the semester. Students must contact Student Accounts at 780-479-9206 or by email at studentacts@concordia.ab.ca if payment is going to be delayed for any reason.

Except for a \$400 deposit, Concordia refunds all fees to international students who are accepted and who officially withdraw by completing required documents through the Registrar's Office before entering Canada, provided they return both the original letter of acceptance and the original letter for immigration.

Concordia retains the *International Student Fee* from students who are already in Canada and who withdraw after registration and before classes begin.

International students who begin classes at Concordia and officially discontinue their studies by completing required documents through the Registrar's Office are eligible for refunds or fee reductions according to the published deadlines in the *Academic Schedule*, section 2.0

Concordia notifies Citizenship and Immigration Canada of all withdrawals.

5.6 STUDENT RESIDENCE

Fees for Fall 2013/Winter 2014 were not available at time of printing. Refer to <http://residence.concordia.ab.ca/application> or call 780-479-9208 for the most current fees information. Residence contracts are for a full academic year (September to April), although students are invoiced for the Fall and Winter terms separately.

University Residence/Meals (2012-2013):

Double Accommodation (includes meal plan*)
\$3075.00/semester

Single Accommodation (includes meal plan*)
\$3875.00/semester

*\$1,425 per semester is allocated to a Declining Balance Meal Plan card

5.6.1 RESIDENCE SECURITY DEPOSIT

A Residence Security Deposit in the amount of \$500.00 must be paid upon conditional acceptance to residence. This \$500.00 Security Deposit is only refundable if the student remains in residence for the entire academic year and is not responsible for any damages in the residence and has no outstanding residence fees. This fee is also subject to the policies regarding Early Withdrawal and Cancellations.

Cancellations in advance of move-in are subject to the following policies:

1. If you are not admitted into an academic program at Concordia University College of Alberta, you will be refunded the full \$500.00 Security Deposit provided you submit a *Residence Cancellation Form* and a copy of your letter of non-acceptance to Concordia Residence via email, registered mail, fax, or in person.

2. If you must cancel your residence application due to medical reasons, you will be refunded the full \$500.00 Security Deposit provided you submit a *Residence Cancellation Form* with of medical reason to Concordia Residence via email, registered mail, fax, or in person.

3. Partial refund of the Security Deposit will be issued in the following circumstances:

- A \$400.00 refund will be issued if the *Residence Cancellation Form* is received before 5:00 p.m. MST on June 28, 2013 for the Fall 2013 semester admission or October 25, 2013 for the Winter 2014 semester admission.
- A \$250.00 refund will be issued if the *Residence Cancellation Form* is received after June 28, 2013, but before 5:00 p.m. MST on July 31, 2013 for the Fall 2013 semester admission or after October 25, 2013, but before November 29, 2013 for Winter 2014 semester admission.
- Cancellation on/after August 1, 2013 for Fall 2013 semester admission or November 29, 2013 for Winter 2014 semester admission are not eligible for a refund except as noted above.

Returning residence students will only be required to pay the necessary fund to top up their Security Deposit if damages were assessed to it in the previous academic year.

5.7 PARKING

Students are expected to exercise caution when driving in parking areas, to respect all restrictions posted on the streets or in parking lots, and to respect the property and the rights of neighbourhood residents.

Several parking spaces are reserved for students with dis-

abilities who may arrange monthly parking permits through the Student Life and Learning office.

Email parking@concordia.ab.ca for more information.

5.7.1 HOURLY PARKING

- All hourly parking is provided on a first come, first served basis
- Purchase daily passes from dispensers located in parking lots
- Cash, VISA, MasterCard, and American Express are accepted
- Peak times are 8:00 a.m. to 2:00 p.m., Monday to Friday
- Hourly parking stalls do not provide electrical outlets
- Tickets will be issued to vehicles not displaying valid passes

A. Tegler Student Centre and Ralph King Athletic Centre:

Valid in Tegler Main Parking Lot and the Ralph King Athletic Center lot:

Monday to Friday from 7:00 a.m. to 5:30 p.m.

- \$2.50 for first hour, \$1.50 per hour after
 - \$6.50 per day maximum
- Evenings after 5:30 p.m.,
- \$3.00

A. Bellevue Community Hall:

Monday to Friday from 7:00 a.m. to 5:30 p.m. only

- \$3.00 per day (\$1 and \$2 coins accepted)

5.7.2 TERM PARKING PASSES

The Bookstore sells a limited number of term parking passes for the following lots:

A. Northlands Southeast Parking Lot Pass:

Monday to Friday from 6:00 a.m. to 11:00 p.m. (school days only). Pass is valid in Tegler Student Centre lot during week-ends and evenings.

- \$500.00 plus GST for two terms, no refunds after October 30

B. Bellevue Community Hall Scramble Pass:

Pass is valid 7:00 a.m. to 5:00 p.m. in Bellevue Community Hall parking lot and after 5:00 p.m. in Tegler Student Centre and Ralph King Athletic Centre parking lots.

- \$450.00 plus GST for two terms, no refunds after October 30

C. Tegler Student Centre and Ralph King Athletic Centre Scramble Pass

Valid in Tegler Main Parking Lot and the Ralph King Athletic Center lot:

- \$320.00 plus GST for one term
- \$602.00 plus GST for two terms

D. Reserved Parking Pass (no power):

Assigned stalls (Limited Quantities) valid in the West Tegler lot:

- \$368.00 plus GST for one term
- \$653.00 plus GST for two terms

E. Reserved Parking Pass (includes power outlet):

Assigned stalls (Limited Quantities) valid in the North Faculty lot, West Tegler lot and the Ralph King Athletic Centre lot:

- \$408.00 plus GST for one term
- \$704.00 plus GST for two terms

6.0 FINANCIAL AID

Students should plan their finances for the whole academic year rather than separate semesters and develop workable budgets before classes begin. Financial aid in the form of loans and scholarships is meant to assist students and parents with the cost of an education—rarely does it cover the full amount needed to finance an education.

Concordia provides assistance, guidance, and information regarding financial matters to both students and prospective students. Application forms and information regarding student loans, scholarships, and bursaries may be obtained from Enrolment Services.

6.1	Government Loans
6.1.1	Applying for a Student Loan
6.1.2	Processing a Student Loan
	A. Student Loans Issued by Alberta
	B. Student Loans Issued by Other Provinces or Territories
	C. Disbursement of Funds
6.1.3	Changes in Registration Status
6.1.4	International Students
6.2	Emergency Loans

6.1 GOVERNMENT LOANS

Concordia's Enrolment Services will assist students by providing information about student loan policies, funding eligibility, and appeal processes. However, students are ultimately responsible for ensuring that they have fulfilled all of the requirements for federal, provincial, and territorial student financial assistance programs.

It is important that students carefully read the instructions and information on loan applications and certificates to fully understand the terms and conditions of their student loan agreements.

6.1.1 APPLYING FOR A STUDENT LOAN

Students enrolled in an approved post-secondary program of studies who are Canadian citizens or Permanent Residents, or who are designated as Convention Refugees, may be eligible to receive financial assistance offered through federal, provincial, and territorial governments. Financial assistance for post-secondary study is administered by the provincial and territorial governments. Students must apply for financial assistance in their province or territory of residence.

To be eligible for financial assistance for full-time post-secondary study or to maintain interest-free status on an existing federal, provincial or territorial student loan, students must normally be registered in a minimum 60% of a full-course load (or a minimum 40% of a full-course load for students with a permanent disability). It is important to note that some provinces and territories may have alternate definitions for what constitutes full-time study (e.g., Newfoundland and Labrador and the Northwest Territories). Students who are registered in 20% to 59% of a full-course load (or 20% to 39% of a full-course load for students with a permanent disability) may be eligible for financial assistance for part-time post-secondary study.

For example, to meet the 60% requirement of a full-course load, students enrolled in a Bachelor of Arts degree program must register in a minimum of nine credits each semester of the period of studies. A full-course load for this program is defined by Concordia as 15 credits each semester.

Student loan application packages are normally available in June of each year from Enrolment Services, or the applicable provincial or territorial government. Though processing times for student loan applications vary, most will take four weeks between the date of application and the *Notice of Assessment*. Therefore,

students are encouraged to apply early and to use online application services, if available.

Students who are residents of Alberta may apply for full-time or part-time financial assistance through Student Aid Alberta. For more complete information on financial assistance for Alberta students, visit the Student Aid Alberta website at www.studentaid.alberta.ca.

Students may be eligible for full-time financial assistance for the spring and summer session but are encouraged to speak to the Financial Aid advisor before applying. Part-time students may be eligible.

Residents of other provinces or territories can obtain further information about financial assistance by visiting the CanLearn website at www.canlearn.ca.

6.1.2 PROCESSING A STUDENT LOAN

A. STUDENT LOANS ISSUED BY ALBERTA

Through the electronic Confirmation of Registration (COR) process, Concordia confirms students' enrolment status and submit tuition remittance requests to Student Aid Alberta. Students are then mailed a "confirmed" *Certificate of Eligibility* (Canada student loan or provincial loan certificate). On a "confirmed" certificate, the "Authorized Signature" and "Date Signed" fields in the *Confirmation of Registration* section are pre-printed. Students do not need to bring confirmed certificates to Concordia for enrolment verification.

Students who receive "unconfirmed" certificates (the "Authorization Signature" and "Date Signed" fields in the Confirmation of Registration section are blank) should submit all copies of their Certificate of Eligibility (Canada Student Loan and provincial student loan certificates) to Enrolment Services for confirmation of registration. The processing of student loan documents begins no sooner than 30 days before the first day of class for a period of study, and continues throughout the year (*Academic Schedule* section 2.0). Student loan documents are processed only for students who are officially registered during the entire period of study specified on the loan documents and may be reclaimed from Student Accounts. Generally, two business days are required for confirmation of registration. Once Concordia has confirmed their registration, students must following processing instructions for confirmed certificates.

Students must deliver their confirmed *Certificate of Eligibility* to the appropriate service provider, the National Student Loan Service Centre—Public Division (NSLSC) or EDULINX. Students may deliver their certificates to participating Canada Post Outlets (a list is available at www.canlearn.ca) or to Concordia during loan processing day in September (*Academic Schedule*, section 2.0).

Regardless of where students choose to deliver their loan certificates, they are required to present:

1. valid photo identification (i.e., driver's license, student ID card, passport or citizenship card), and

2. their Social Insurance Number card or an official Government of Canada document with their Social Insurance Number printed on it (i.e., a Canada Revenue Agency Notice of Assessment).

In addition, students who wish to have their loan funds deposited electronically to their bank accounts must provide their personal banking information (branch, transit, and account numbers).

B. STUDENT LOANS ISSUED BY OTHER PROVINCES OR TERRITORIES

Out of province students should contact their provincial or territorial government financial assistance office for specific instructions on loan processing. Students from British Columbia, Saskatchewan, Ontario, New Brunswick, Newfoundland and Labrador must submit a Master Student Financial Assistance Agreement (MSFAA) along with government issued identification and Social Insurance Number to the National Student Loan Service Centre prior to confirmation of registration. This can be done by taking the MSFAA to a designated Canada Post outlet.

Once Concordia has confirmed your registration, the NSLSC will electronically deposit funds into the bank account that you provided on the MSFAA. Funds will be deposited as outlined in the disbursement schedule in your Notice of Assessment letter or directly to Concordia per the tuition remittance request made during confirmation of registration.

C. DISBURSEMENT OF FUNDS

The fees due to Concordia are the first charge against the student loan. If the student loan awarded is less than the full amount of tuition and fees, the outstanding balance is subject to normal payment regulations (*Payment of Fees*, section 5.4.) and deadlines (*Academic Schedule*, section 2.0).

6.1.3 CHANGES IN REGISTRATION STATUS

Students who receive financial assistance for full-time post-secondary study and drop to part-time status or discontinue their studies at Concordia before the *End of Study Date* stated on their *Certificate of Eligibility* or *Confirmation of Enrolment* must advise their provincial or territorial student loan authority. In any event, Concordia also advises the appropriate provincial, territorial, or federal government and service provider.

Normally, the student loan is cancelled and the student is required to reapply for future funding. When a student loan is cancelled, it will be reassessed which may result in the calculation of an over-award.

6.1.4 INTERNATIONAL STUDENTS

Students who are citizens of countries other than Canada and who are attending Concordia on a study permit (student visa) are not eligible for Canadian federal, provincial, and territorial financial assistance. Applicants from other countries who require financial aid should contact officials of their own governments for financial assistance options.

International students may be eligible to apply for Concordia's Entrance Awards program, scholarship and bursaries. (*Awards*, section 7.0)

6.2 EMERGENCY LOANS

Concordia's Emergency Loan Program is designed for full-time students who have the necessary funding for their studies, food, and accommodation, but have been confronted by an unanticipated event which has created an urgent need for supplemental funds.

Emergency loans are not intended to defray the normal costs of study, food, and accommodation, or to cover fines or debts owed to Concordia. Emergency loans do not normally exceed \$300.00, and students are not considered for more than one emergency loan per semester.

To obtain an emergency loan, students first complete the *Emergency Loan Form*, which is available at Enrolment Services. Students then meet with an Advisor to determine the validity of the request. At this time, they must provide the Advisor with all supporting documents (such as the student loan notice of assessment, medical letter of verification). Emergency loans can normally be processed within two business days.

The student and the Advisor together determine the repayment date. Emergency loans that are repaid by the mutually-agreed repayment date are provided interest free. Loans may be repaid by cash, cheque, or deductions from government student loans or grant disbursements.

Concordia withholds transcripts and documents (degrees, diplomas, etc.) from students with unpaid emergency loans, denies them future registration, and may prohibit them from writing final examinations.

7.0 UNDERGRADUATE AWARDS

In addition to information on Concordia University College of Alberta awards, Enrolment Services keeps a listing of external funding sources and assists students in all programs.

Other sources of awards include companies for which students or their parents work, churches, and organizations of which they are members. Concordia provides links to scholarship and bursary search engines on its website, www.concordia.ab.ca.

- 7.1 Entrance Scholarships**
 - 7.1.1 No Application Required
 - A. University Entrance Scholarship
 - B. University Transfer Scholarship
 - C. University Entrance Scholarship for Concordia UCEP Students
 - D. General Entrance Awards
 - 7.1.2 Application Required
 - A. President's Leadership Scholarship
- 7.2 Academic Awards**
 - 7.2.1 No Application Required
- 7.3 Concordia Awards**
 - 7.3.1 General Awards
 - A. Application Required
 - B. No Application Required
 - 7.3.2 Lutheran Church-Canada Student Awards
 - A. Application Required
 - 7.3.3 Concordia Bursary Program
 - A. Application Required
 - B. Donor Funded Bursaries
 - 7.3.4 Athletic Awards
 - A. Application Required
 - B. No Application Required
- 7.4 Alberta Scholarship Programs**
 - 7.4.1 Application Required
- 7.5 Graduate Awards**

General qualifications for Concordia awards may include academic achievement, professional promise, financial need, enrolment in a degree program, community service, and personal qualities.

With the exception of a limited number of awards (e.g., entrance awards), only students who have completed their first semester at Concordia are eligible to receive awards administered by Concordia. Unless otherwise specified, all applicants for awards must be in satisfactory academic standing (section 9.3.4) and registered full time (defined as 60% of a full-course load). Students are reminded to take note of the required course load to qualify for scholarships as this can vary.

To ensure the equitable distribution of awards, the Admissions and Scholarships Committee (ASC) coordinates the conferring of financial awards. All award decisions made by the Committee are final; appeals are not accepted.

Concordia reserves the right to make whatever changes circumstances may require, including suspension or cancellation of particular awards. Financial awards may not be conferred every year if there is a lack of suitable candidates, or if expected returns from the investment of endowed funds or gifts from donors are not realized.

Concordia's *General Awards*, section 7.3.1, are normally presented at the annual Awards Night toward the end of the Winter semester.

Although scholarships, bursaries, and prizes received through Concordia's awards program are no longer considered taxable income under the *Taxation Act* (Canada), Concordia is required, by the Canada Revenue Agency (CRA), to issue T4A slips for all awards. T4A slips are issued in February each year for the value of all awards received in the preceding taxation year.

7.1 ENTRANCE SCHOLARSHIPS

Through the Entrance Scholarship Program, Concordia rewards those students who have achieved academic excellence prior to entering Concordia. High school students with award

averages of 75% or higher and university-transfer students with admission grade point averages of 3.5 or higher are eligible for Concordia entrance awards.

Home-schooled applicants who present the appropriate Grade 12 requirements for admission (*High School Admission*, section 3.2.1), present an award average of 75% or higher, and submit an application for admission by April 1st are eligible for entrance award consideration. Concordia will also consider home-schooled applicants who present the appropriate ACT or SAT score. Home-schooled applicants who are ineligible for an entrance award are eligible to be considered for in-course awards (*Undergraduate Awards*, section 7.0) after the completion of their first year of study at Concordia.

7.1.1 NO APPLICATION REQUIRED

A. UNIVERSITY ENTRANCE SCHOLARSHIP

The University Entrance Scholarship program provides guaranteed renewable scholarships to high school students who present a minimum award average of 75%. Scholarships vary in value according to the applicant's award average. The final award average that determines the scholarship amount is calculated on five academic subjects including English and the four highest eligible courses for your program (see table 7.1.1) from Groups A, B, or C. Note: For students admitted using a group D course, an award calculation using eligible courses from Groups A, B, or C will be used to determine eligibility.

TABLE 7.1.1 COURSES USED FOR ENTRANCE SCHOLARSHIP CALCULATIONS

Program	Courses used for Entrance Scholarship Calculations
Bachelor of Arts	English Language Arts 30-1, four subjects from Group A, B and/or C. A maximum of two Group B subjects which must be from different subject areas (see table 3.2.1, <i>Classification of Alberta Grade 12 Subjects</i>).
Bachelor of Science	English Language Arts 30-1; Pure Mathematics 30; two of Biology 30, Chemistry 30 or Physics 30; one subject A, B or C (see table 3.2.1, <i>Classification of Alberta Grade 12 Subjects</i>).
Bachelor of Management	English Language Arts 30-1; Pure Mathematics 30 or Applied Mathematics 30; three subjects from Group A, B or C. A maximum of one subject from Group B may be presented (see table 3.2.1, <i>Classification of Alberta Grade 12 Subjects</i>).

Award Average	Scholarship Value	Annual Value over Four Years
95.0 or higher	\$3,750	Maximum \$15,000
90.0 - 94.9	\$3,000	Maximum \$12,000
85.0 - 89.9	\$2,000	Maximum \$8,000
80.0 - 84.9	\$1,500	Maximum \$6,000
75.0 - 79.9	\$1,000	Maximum \$4,000

To become eligible for University Entrance Scholarships, applicants must be:

1. entering their first-year of post-secondary study directly from high school. Concordia will also consider applicants who have:
 - a. taken time off between high school and post-secondary studies

- b. completed university-level credits while in high school.
- c. attended a non-accredited program at a post-secondary institution and earned 9 or less transfer credits.

Applicants who enrolled in a post-secondary institution after the completion of high school are not eligible.

- 2. enrolled in a degree program in Arts, Management or Science.
- 3. registered in a minimum of 80% of a full-course load (12 credits) in each semester. Recipients whose registration drops below the required 80% minimum will immediately forfeit their scholarship.

Recipients may not concurrently hold both a University Entrance Scholarship and the President's Leadership Scholarship.

Concordia identifies eligible students through the admission process, choosing from those who submit their admission *Application Forms* and final (interim) high school transcripts before April 1st. No separate application is required.

Deferrals are not considered.

To renew scholarships in subsequent years, students must:

- 1. be registered in a minimum 80% of a full-course load (12 credits) in each subsequent semester.
- 2. maintain a minimum overall GPA of 3.2 during the academic year for all scholarships valued below \$3,000 or a minimum GPA of 3.5 for scholarships valued \$3,000 or greater. Courses completed in Spring and Summer Sessions are not included in the GPA calculation.

The renewal period shall not exceed the length of the student's degree program.

Students who lose their scholarship entitlement due to reduced course load or low GPA may have their scholarship reinstated following an academic year of study that satisfies the registration and GPA requirements. However, their eligibility period will not be extended.

1. UNIVERSITY ENTRANCE SCHOLARSHIP FOR HOME SCHOOLED APPLICANTS

Home-schooled applicants who present the appropriate Grade 12 requirements for admission (section 3.2.1, *High School Student Admission*), present an award average of 75% or higher, and submit an application for admission by April 1st are eligible for entrance award consideration. Concordia will also consider home-schooled applicants who present the appropriate ACT or SAT score. Home-schooled applicants who are ineligible for an entrance award are eligible to be considered for in-course awards (section 7.0, *Awards*) after the completion of their first year of study at Concordia.

B. UNIVERSITY TRANSFER SCHOLARSHIP

University students who transfer to Concordia with a minimum of 24 transferable university-level credits may be eligible for the University Transfer Scholarship, a one-time award of \$1,500.

To become eligible for the University Transfer Scholarship, applicants must:

- 1. be working toward the completion of their first baccalaureate degree program.
- 2. be enrolled in a degree program in Arts, Management or Science.
- 3. present an AGPA of 3.5 or higher.
- 4. be registered in a minimum of 80% of a full-course load (12 credits) in each semester. Recipients whose registration drops below the required 80% minimum will immediately forfeit their scholarship.

Concordia identifies eligible students through the admission process, choosing from those who submit their admission *Application Forms* and final (interim) high school and post-secondary transcripts before April 1st. No separate application is required.

Recipients who continue to achieve academic excellence in subsequent years qualify to receive the In-course Scholarship.

C. UNIVERSITY ENTRANCE SCHOLARSHIP FOR CONCORDIA UCEP STUDENTS

Two one-time \$1500 awards for Concordia UCEP graduates who enrol in their first year of post-secondary study at Concordia in the academic year following their UCEP graduation.

To become eligible for the University Entrance Scholarship for Concordia UCEP students, applicants must:

- 1. be enrolled in a degree program in Arts, Management or Science.
- 2. present a minimum 75% average in three academic 90-level courses.
- 3. be registered in a minimum of 80% of a full-course load (12 credits) in each semester. Recipients whose registration drops below the required 80% minimum will immediately forfeit their scholarships.

Concordia identifies eligible students through the admission process, choosing from those who submit their admission *Application Forms* before April 1st. No separate application is required.

Recipients may request a deferral by sending a written request to Admissions and Financial Aid to defer both your admission and scholarship. Approval of a written request to defer is not automatic; and deferments are not normally granted for more than one calendar year.

D. GENERAL ENTRANCE AWARDS

Alberta Blue Cross 50th Anniversary Entrance Scholarship

An annual \$500 award to a first-year student who is an Alberta resident, displays superior academic achievement and demonstrates financial need. Selection is based on the academic standing of 30-level subjects used for admission. Recipients may not be receiving other awards totalling more than \$3,500. Awarded in September of each year.

Donor: Alberta Blue Cross

Alberta Blue Cross 50th Anniversary Traveller's Scholarship

An annual \$500 award to a first-year student who is an Alberta resident, displays superior academic achievement and demonstrates financial need. The recipient's hometown must be at least 100 kilometres from Concordia. Selection is based on the academic standing of 30-level subjects used for admission. Recipients may not be receiving other awards totalling more than \$3,500. Awarded in September of each year.

Donor: Alberta Blue Cross

Mount Calvary Entrance Scholarship

A one-time \$1,000 award to a student entering their first year of post-secondary study (Arts, Management or Science) directly from high school. Selection is based on the academic standing of 30-level subjects used for admission. Recipients may not concurrently hold a renewable University Entrance Scholarship. Awarded in September each year.

Donor: Mount Calvary Lutheran Church

7.1.2 APPLICATION REQUIRED

A. PRESIDENT'S LEADERSHIP SCHOLARSHIP

The President's Leadership Scholarship is Concordia's most prestigious award, recognizing and supporting individuals who demonstrate a commitment to academic excellence, who have made a positive and significant contribution to their communities, and who display a capacity for leadership. Up to five awards are available each academic year. The award covers the recipient's total educational fees and provides a \$1,250 cash award for a maximum of four years or completion of the first baccalaureate degree (an approximate value of \$30,000).

The selection of applicants for this award is based on academic achievement; extra-curricular activities; intellectual, creative or leadership distinctions; letters of reference; and original essays.

To become eligible for the President's Leadership Scholarship, applicants must:

1. be entering their first-year of post-secondary study directly from high school. Concordia will also consider applicants who:
 - a. have taken time off between their high school and post-secondary studies if the break in studies is less than three years.
 - b. completed university-level credits while in high school
 - c. attended a non-accredited program of study at a post-secondary institution and earned 9 or less transfer credits.

Students who enrolled in a post-secondary institution after the completion of high school are not eligible.
2. be enrolled in a degree program in Arts, Management or Science.
3. present a final award average of at least 85%, calculated on five academic subjects including English and the four highest eligible courses for their program from Groups A, B, or C (see Table 7.1.1) Note: For students admitted using a group D course, an award calculation using eligible courses from Groups A, B, or C will be used to determine eligibility.
4. have made a positive and significant contribution to their communities through voluntary service (e.g., projects with community organizations, environmental protection and conservation efforts, or work with religious organizations).
5. have demonstrated the capacity to lead and motivate others.
6. be registered in a minimum of 80% of a full-course load (12 credits) in each semester. Recipients whose registration drops below the required 80% minimum will immediately forfeit their scholarship.

Recipients may not concurrently hold both the President's Leadership Scholarship and a University Entrance Scholarship.

Applications for the President's Leadership Scholarship are available online at <http://financialaid.concordia.ab.ca/>. Applications and supporting documents must be submitted to Admissions and Financial Aid by April 1st.

To renew the scholarship in subsequent years, recipients must:

1. be registered in a minimum 80% of a full-course load (12 credits) in each subsequent semester.
2. maintain a minimum overall GPA of 3.5 for the academic year. Courses completed in the Spring and Summer Sessions are not included in the GPA calculation.
3. maintain an appropriate level of campus/community service.

Students who lose their scholarship entitlement due to reduced course load or low GPA may have their scholarship reinstated following an academic year of study that satisfies the registration and GPA requirements. However, their eligibility period will not be extended.

7.2 ACADEMIC AWARDS

7.2.1 NO APPLICATION REQUIRED

Concordia Academic Awards

Variable annual awards to outstanding students enrolled in each of Concordia's faculties and academic divisions. Awards are based on academic excellence, according to criteria established in each faculty or division. Donor: Concordia University College of Alberta

Concordia Drama Department Award

A Canadian Art Gallery Gift Certificate awarded for outstanding contribution, either in performance or behind-the-scenes involvement. Donor: Concordia Drama Department

Governor General's Academic Medal (Silver)

A silver medal presented on behalf of and in the name of the Governor General of Canada to the student graduating with the highest academic standing in a baccalaureate degree program. This medal is awarded for academic excellence only.

In-Course Scholarships

Annual \$1,500 awards to students working toward the completion of their first baccalaureate degree in an Arts, Management, or Science degree program. Recipients must have completed a minimum of 24 credits in the qualifying year; earned a minimum overall GPA of 3.5; and be registered in a minimum of 80% of a full-course load (12 credits) in each semester. Recipients whose registration drops below the required 80% minimum will immediately forfeit their scholarship. Note: A limited number of awards are available each year and are distributed equitably across each degree program based on enrolment. Courses completed in Spring and Summer Sessions are not included in the GPA calculation. Students may not receive both a University Entrance Scholarship and an In-Course Scholarship.

7.3 CONCORDIA AWARDS

7.3.1 GENERAL AWARDS

A. APPLICATION REQUIRED

An online application form for Concordia Awards is available through *Services for Students* (<http://onlineservices.concordia.ab.ca/student>) and must be submitted by the deadline posted.

Alumni Scholarship

Two annual \$1,000 awards to students enrolled in their last year of study in their program and intending to graduate from Concordia that year. The recipient must have a minimum GPA of 3.5, be registered in 27 credits, and display a significant contribution to Concordia or the community. Donor: Concordia Alumni Association and Project 25

Peter Balback Memorial Bursary

Two annual \$500 awards to students who display Christian commitment and service, and who have active membership in a church congregation. The recipients must present a minimum GPA of 2.3 and demonstrate financial need. Preference will be given to students who are members of a Lutheran Church-Canada congregation. Donor: The family of Peter Balback

Reverend and Mrs. Carl R. Baron Bursary

An annual \$500 award to a third- or fourth-year Pre-Seminary student who presents a minimum GPA of 2.3 and is an active member of a Lutheran Church-Canada congregation. The governing criterion is the recipient's commitment to the Church and the future vocation as pastor. Applicants for this award must include their pastor as a reference. Donor: Reverend and Mrs. Carl R. Baron and family

Chris Benedict Award

An annual award to a student who has a positive outlook towards school and life and has demonstrated perseverance in the face of adversity while inspiring others to also succeed when facing adverse conditions. The recipients must be registered as a part- or full-time student and present a minimum GPA of 2.0. Donor: Concordia Students' Association

Larry and Louise Charach Performing Arts Bursary

An annual \$600 bursary awarded to a full-time undergraduate student who has completed their first year of the Bachelor of Arts program with a major in Drama or Music. The bursary will be awarded to a student demonstrating financial need and presenting a minimum 2.3 GPA, is continuing in the second year of the program and who displays all around ability. Preference is given to a single parent over 25 years old. Donor: Larry and Louise Charach

John Chomiak Political Economy Bursary

An annual \$500 award to a student enrolled in the Bachelor of Arts degree program with a declared concentration in Political Economy who has demonstrated volunteer community service, preferably with youth-in-poverty programs. The recipient must present a minimum GPA of 2.3 and demonstrate financial need. Donor: Hemisphere Engineering Inc.

Concordia Drama Bursary

An annual \$1,000 bursary to a student enrolled in a Bachelor of Arts degree program with a concentration in Drama. The student must present a minimum GPA of 2.3 and be active in the performing arts on campus. Donor: 2010 Grand Masque Gala donors and sponsors

Concordia Guild Scholarship

An annual \$250 award to a second- or third-year student returning in the subsequent and final year of study at Concordia. The recipient must present a minimum GPA of 3.5, be registered in 30 credits, demonstrate financial need, be a Canadian citizen, and be a Lutheran with a declared dedication

to church service. Awarded against tuition in the subsequent, final year.
Donor: Concordia Guild in honour of Dr. Orville C. Walz, Concordia's fifth president

Concordia Leadership Award

Two annual \$600 awards to students who display outstanding leadership qualities and who have made a significant contribution to campus life and/or the community. The recipient must be registered in a minimum of 24 credits, present a minimum GPA of 3.0 and demonstrate financial need.

Donor: Concordia faculty and staff, and the Government of Alberta

Concordia Students' Association Scholarship

An annual \$500 award to an undergraduate student who has participated in student activities (e.g., student clubs and associations, athletics) and has had a significant and positive impact on campus life. The recipient must present a minimum GPA of 3.0.

Donor: Concordia Students' Association

Concordia Student of the Year Award

A plaque and \$500 prize awarded annually to a student with outstanding participation in non-academic school activities.

Donor: Concordia Students' Association

Concordia Support Staff Bursary

An annual \$500 award to a student who is a dependant of a Support Staff member, is registered in a minimum of 24 credits at the university level, has maintained a minimum GPA of 2.3 and demonstrates financial need. The recipient must display leadership abilities and be active in campus life or the community.

Donor: Concordia Support Staff Group and the Government of Alberta

Concordia UCEP Scholarship

An annual \$500 award to a Concordia UCEP graduate who is enrolled in an Arts, Management or Science degree program. The recipient must be registered in 24 credits, present a minimum GPA of 2.7, demonstrate financial need, and have made a contribution to campus life and/or the community.

Donor: Concordia faculty, staff and students, and the Government of Alberta

Director of Parish Services Scholarship

An annual \$1,000 award to a Director of Parish Services student. The recipient would normally be registered in a minimum of 24 credits and demonstrate strong academic achievement.

Donor: The Estate of Carl Dyke

Edmonton Glenora Rotary Club Bursary

An annual \$500 award to a student enrolled in an Arts, Management, or Science degree program. The recipient must present a minimum GPA of 2.7, contribute to volunteer service in campus life and/or community, and demonstrate financial need. Preference will be given to a single-parent mother who is seeking entry or re-entry into the labour market.

Donor: Edmonton Glenora Rotary Club

Edmonton Rotary Club Bursary

Two annual \$1,000 awards to students who contribute to the life of the institution or community. The recipient must demonstrate academic achievement and financial need.

Donor: Edmonton Rotary Club Foundation

Ron Floden Flying Scholarship

An annual \$2,000 minimum award to a student pursuing a career in aviation who is either currently enrolled in training for or has attained multi-engine certification. The recipient must demonstrate strong scholastic achievement and community involvement.

Donor: Anonymous

Friends in Grace Mature Student Award

Two annual \$1,000 awards to a student who is over the age of 30, displays leadership qualities and has made a significant contribution to campus and/or community life. The recipient must present a minimum GPA of 3.0 and demonstrate financial need. The recipient may not be receiving other awards totalling more than \$1,500.

Donor: Friends in Grace

Sarah and Martin Gouin Family Scholarship in Management

Two annual \$2,500 awards to students enrolled in the third year of the Bachelor of Management degree program. The recipients must present a minimum GPA of 3.0 and have demonstrated financial need.

Donor: Sarah and Martin Gouin Family Education Fund

Arnold Guebert Memorial Scholarship

An annual \$1,000 award to a student who has declared their intent to enter a church vocation within Lutheran Church–Canada. The recipient

must have completed at least 24 credits towards their program of study, be registered in 80% of a full course load (12 credits per semester), present a minimum GPA of 3.0, and demonstrate financial need.

Donor: Family and friends of the late Arnold Guebert

Mak and Joyce Hakim Music Scholarship

An annual \$3,000 award to a student enrolled in the Bachelor of Arts degree program with a declared major/concentration in music in recognition of his/her academic and musical achievements. The recipient must be registered in a minimum of 12 credits per semester and present a minimum GPA of 3.0. The recipient will be selected on the basis of demonstrated academic achievement, musical aspirations and the strength of their musical achievements in the community and/or Concordia's Music department activities. Awarded against tuition the following year.

Donor: Mak and Joyce Hakim

Mak and Joyce Hakim Science Scholarship

An annual \$3,000 award to a student enrolled in the Bachelor of Science degree program. The recipient must present a minimum GPA of 3.5, be registered in at least 12 credits each semester and have made significant contributions in science related activities on campus and/or the community (e.g. science clubs, lab assistant, competitions, tutoring, research, etc.). Awarded against tuition the following year.

Donor: Mak and Joyce Hakim

Carl J. Hennig Memorial Scholarship

An annual \$750 award to a student who has declared their intent to enter full-time church work within Lutheran Church–Canada. The recipient must have completed at least 24 credits towards their program of study, present a minimum GPA of 3.0, be registered in 12 credits per semester, be a communicant member of Lutheran Church–Canada and be active in the life of their congregation.

Donor: The family of Carl J. Hennig

Gerhardt W. Hyatt Scholarship

A variable annual award to a student with a minimum GPA of 3.0 who is registered in 30 credits and demonstrates financial need. The recipient must participate in extracurricular activities (e.g., Christian Life Committee, Drama, Sports, Student Council, Music), display leadership ability, and have a professional career goal.

Donor: Chaplains of the United States Army

K. T. W. Scholarship

An annual \$250 award to a student enrolled in their final year of a four-year Bachelor of Science degree with a declared major in Chemistry. The recipient must present a minimum GPA of 3.7 and demonstrate financial need.

Donor: Surendra Narayan

Lutheran Women's Missionary League:

Church Worker Scholarship

Variable annual award to a student(s) of Lutheran Church–Canada from the province of Manitoba or Saskatchewan who is active in a local LCC congregation and pursuing a church vocation. The recipient must present a minimum GPA of 2.7 and be registered in at least 24 credits.

Donor: LWML of the Manitoba and Saskatchewan District

Lutheran Women's Missionary League Scholarship:

Alberta-British Columbia District

An annual \$500 award to a student who is a member of the ABC District of Lutheran Church–Canada, is active in a local LCC parish, and is preparing for full-time church ministry. The recipient must present a minimum GPA of 2.7, be registered in 30 credits, demonstrate financial need, and be returning to Concordia. Awarded against tuition the following year.

Donor: LWML of the Alberta-British Columbia District

Lutheran Women's Missionary League Scholarship:

Manitoba and Saskatchewan District

Two variable annual awards to students who are members of Lutheran Church–Canada from the province of Manitoba or Saskatchewan and active in a local LCC parish. The recipient must present a minimum GPA of 3.0, be registered in 30 credits, and be involved in campus activities. Preference will be given to those interested in full-time church vocations.

Donor: LWML of the Manitoba and Saskatchewan District

Right Honourable Don Mazankowski Scholarship

An annual \$1,000 award to a student enrolled in the Political Economy concentration who displays leadership skills, community involvement, and outstanding scholastic achievement. Students may only receive this award once in their academic study.

Donor: The Right Honourable Don Mazankowski Foundation

Carolyn B. McNeil Fine Arts Bursary

A variable annual award to a student who has demonstrated commitment to leadership through involvement in the arts, athletics and/or volunteer activity in campus life or the community. The recipient must present a minimum GPA of 3.0 and demonstrate financial need. The recipient must also intend to register full-time in the subsequent year of study. Awarded as a tuition credit in the subsequent year.

Donor: A. Stirling McNeil and family

Elaine Susan Margaret Miller Memorial Scholarship

A variable annual award to a student enrolled in a Bachelor of Science degree program. The recipient must present a minimum GPA of 3.0, be registered in 12 credits per semester, have made a significant contribution to campus life or the community, and demonstrate leadership abilities. Preference is given to students with a minor in Computing Science or Information Technology.

Donor: The late Walter and Esther Miller

Irene Elizabeth Ruth Miller Memorial Scholarship

A variable annual award to a student enrolled in the Bachelor of Education (After Degree) program. The recipient must present a minimum GPA of 3.0, be registered in 12 credits per semester, have made a significant contribution to the life of their church congregation and campus community, and demonstrate leadership abilities.

Donor: The late Walter and Esther Miller

Bruce Monkhouse Scholarship

An annual \$250 award to a student enrolled in a Bachelor of Arts degree program with a major/concentration in Psychology. The recipient must present a minimum GPA of 3.5, be registered in 30 credits, display a Christian commitment, demonstrate leadership abilities and have made a significant contribution to campus life.

Donor: Bruce Monkhouse, Concordia faculty and staff

Rob and Ursula O'Neill Scholarship in Environmental Health

An annual \$1,000 award to a student entering the Bachelor of Environmental Health (After Degree) program who demonstrates leadership and community service. The recipient must be registered in a full course load (15 credits), present a minimum 3.0 Admission Grade Point Average and have been an Alberta resident for the past two years.

Donor: Robert and Ursula O'Neill

Northgate Industries Scholarship

An annual \$1,000 award to an undergraduate student who demonstrates a commitment to community service through volunteering in their community and/or church. The recipient must present a minimum GPA of 3.0 and be registered in a minimum 80% of a full-course load (12 credits) per semester.

Donor: Northgate Industries

Northlands Scholarship

An annual \$1,000 award to an undergraduate student who has demonstrate a commitment to leadership through involvement in the community and/or campus life. The recipient must present a minimum GPA of 3.0 and be registered in a minimum 80% of a full-course load (12 credits) per semester in both the qualifying and award years.

Donor: Northlands

Derek Persson Memorial Scholarship

A variable annual award given to a full-time Concordia student who presents a minimum GPA of 2.3 and who participates in Music department activities and/or courses. The recipient should display strong musical ability and have made a positive contribution to the life and spirit of Concordia and its community.

Donor: Family and friends of Derek Persson

Physical Sciences Award

A variable annual award to the first-year student who achieves the highest average in three of the following: Mathematics 113/114, Chemistry (6 credits), Computing Science (6 credits), Physics (6 credits).

Donor: Anonymous faculty member

Libby Ritter Memorial Scholarship

An annual \$500 award to a student enrolled in the Bachelor of Arts degree program with a declared major in Religious Studies. The recipient must present a minimum GPA of 3.0, be registered in a minimum of 24 credits, and demonstrate financial need.

Donor: Walt and Doris Ritter, in memory of their daughter, Libby

Samuel and Amalia Rosnau Memorial Scholarship

An annual \$500 award to a student enrolled in a church work program.

Recipient must display academic promise and demonstrate financial need.

Donor: The family of Samuel and Amalia Rosnau

Rotary Club of Edmonton Northeast Scholarship

A minimum \$1,000 award to a graduate of M.E. Lazerte Composite High School, Archbishop O'Leary Catholic High School, or Eastglen Composite High School who is enrolled in their first or second year or study in a Bachelor of Arts or Science degree program. The recipient must be registered in at least 24 credits, present a minimum GPA of 2.3, be committed to volunteer service in campus life and/or the community, demonstrate financial need, and intend to return to Concordia in the subsequent year of study.

Donor: Rotary Club of Edmonton Northeast

Constable Peter Schiemann Memorial Scholarship

Two annual \$1,000 awards to students who are direct relatives (i.e., sibling, spouse, child, or grandchild) of an active or retired member of the RCMP. The recipient must be enrolled in a university-level program, present a minimum GPA of 2.5, and display a strong character, work ethics, and personal faith. Applicants for this award must include three Reference Forms, one each from a member of the RCMP, a current or former professor or teacher, and their pastor.

Donor: Family and friends of Cst. Peter Schiemann

Walter Schienbein Commemorative Award

A variable triennial award to a third-year Pre-Seminary student intending to enter Concordia Lutheran Seminary, Edmonton. The recipient must demonstrate financial need, be a member of Lutheran Church-Canada, be active in a local LCC parish, present a minimum GPA of 2.3, and be registered in 27 credits.

Donor: The Schienbein Family

Paul Scott Memorial Scholarship

An annual \$1,000 award to a third- or fourth-year Humanities (English, French, Philosophy or Music) major/concentration student. The recipient must have a minimum GPA of 2.7 and demonstrate financial need.

Donor: Family and friends of Paul Scott

Michelle Shegelski Memorial Award

An annual \$1,000 award to a second, third or fourth year student enrolled in the Bachelor of Science degree program with a declared minor in the arts (Drama, Economics, English, French, History, Music, Psychology, Philosophy, Religious Studies, Sociology) or enrolled in the Bachelor of Arts degree program with a declared minor in science (Biochemistry, Biology, Chemistry, Environmental Science, Mathematics, Physics). The recipient must be registered in a minimum of 12 credits per semester, present a minimum GPA of 3.0 and demonstrate positive character attributes such as integrity, courage, and persistence. Preference will be given to students who demonstrate financial need.

Donor: Concordia's Faculty of Science and family/friends of Michelle Shegelski

Walter Wangerin Scholarship

An annual \$500 award to a student in an Arts, Management or Science degree program with a declared minor in Education. The recipient must be registered in 12 credits per semester, present a minimum GPA of 3.2, and be serving the teaching profession through volunteer or paid work.

Donor: Education Undergraduate Society in honour of Dr. Walter M. Wangerin, the second president of Concordia

Caroline Willie Memorial Bursary

An annual \$500 award to a Lutheran student who is registered in 30 credits in the current academic year and demonstrates financial need. The recipient must display a strong Christian character and demonstrate their faith on campus.

Donor: Elmer and Emilie Senkbeil

Wildeman Scholarship in Music

An annual \$1,000 award to a student enrolled in a Bachelor of Arts degree program with a declared major/concentration in Music. The recipients must be registered in a minimum of 12 credits per semester and present a minimum GPA of 2.7. At least one letter of reference from a faculty member in the School of Music shall be included in the *Awards Application*. Preference will be given to students who are studying organ performance.

Donor: Shirley (Otke) and Herb Wildeman

Gerald Woudstra Memorial Award in Business

An annual \$500 award to a student enrolled in the Bachelor of Management degree program (BMgt). The recipient must present a GPA of 3.0, participate in student activities related to the BMgt program, and demonstrate financial need.

Donor: Concordia Business Association

B. NO APPLICATION REQUIRED

The following awards do not require an application form. All eligible students will be considered and recipients will be notified.

Dr. Catherine Eddy Scholarship

An annual \$1,000 award to a student who has completed the first year of full-time studies (minimum 24 credits) in a Bachelor of Arts degree program in humanities; is continuing in the second year of the program and presents a minimum GPA of 3.2.

Donor: Concordia External Relations and Development

Robert J. Jerrard Memorial Scholarship

An annual \$1,000 award to a student enrolled in the Bachelor of Science degree program. The recipient must present a minimum GPA of 3.0 and be registered in at least 12 credits each semester in the qualifying year of study. The recipient must also have completed at least 24 credits towards their program, of which, 18 credits must be in Science.

Donor: Family, friends and colleagues of the late Dr. Robert (Bob) Jerrard

William and Florence Lede Family Foundation Education Scholarship

An annual \$1,000 award to a student who has completed the first year of the Bachelor of Education (After Degree) program. The recipient must have been registered in a full course load (15 credits per semester) in the qualifying year, present a minimum GPA of 3.2, enrol in the second year of the program, and not be receiving other awards totalling more than \$2,000. The scholarship is awarded as a tuition credit.

Donor: William and Florence Lede Family Foundation

Walter Schienbein Memorial Scholarship

An annual \$250 award to a second or third-year student intending to complete a Concordia degree. The recipient must have a declared English major, area of concentration, or minor and must have completed a minimum of 15 English credits at Concordia. Awarded to the applicant with the highest GPA calculated using the most recently completed 15 credits of English.

Donor: Concordia Faculty and Staff

Timothy Endowment Award

Variable annual awards to students who have declared their intent to enter full-time church work within Lutheran Church-Canada. Recipients must have completed at least 24 credits towards their program of study, present a minimum GPA of 2.3, and demonstrate financial need.

Donor: Lutheran Foundation Canada

Westbury Family Scholarship in Management

Two annual \$2,000 scholarships for students entering the third year of the Bachelor of Management degree program (BMgt). The recipient must have completed a minimum of 54 credits towards the BMgt program, registered in a minimum 80% of a full-course load (12 credits) per semester in both the 'qualifying' and 'award' years, present a minimum GPA of 3.5, and be a Canadian citizen or Permanent Resident of Canada. All eligible second-year BMgt students will be considered. The award is intended for students who hold the highest GPA(s) in second-year BMgt.

Donor: Drs. Marilyn and Robert Westbury

7.3.2 LUTHERAN CHURCH-CANADA STUDENT AWARDS

A. APPLICATION REQUIRED

Lutheran Travel Bursary

Annual variable awards to students who are communicant members of Lutheran Church-Canada, enrolled full time in a university degree program, and whose hometown is at least 150 kilometres from Concordia. The travel bursary is disbursed in two equal instalments in November and March. Recipients who drop to part-time status during the academic year will be deemed ineligible for subsequent disbursements. Application deadline is September 15th.

7.3.3 CONCORDIA BURSARY PROGRAM

A. APPLICATION REQUIRED

While students are expected to make plans for funding their education through primary sources such as personal and family savings, scholarships and awards, and employment earnings, etc., domestic and international students experiencing financial difficulties while attending Concordia may apply for bursary assistance to supplement their existing funds. A Concordia bursary

is awarded based on financial need and is meant to supplement, not replace, other financial assistance. For further information on other forms of financial assistance, such as government student loans, see *Financial Aid*, section 6.0.

The bursary amounts can vary, depending on a student's situation. Students who have demonstrated financial need but have not applied for government financial assistance may be eligible for a \$500 bursary. Students who are current recipients of government financial assistance may be eligible for varying amounts up to a maximum of \$1,500 per academic year. Students who begin their studies in January will only be eligible for half awards. The lifetime maximum amount of bursary assistance is \$6000.

To be eligible for a Concordia Bursary, applicants must:

1. demonstrate financial need based on a modest standard of living.
2. be registered full-time in an undergraduate degree program (minimum of 60% of a full-course load).
3. have achieved satisfactory academic standing on their most recent course work at the time of application as defined by their program of study (*Academic Standing*, section 9.3.4).
4. have not previously declared bankruptcy or defaulted on a student loan, including the Concordia Emergency Loan.

Students must complete an application online through *Services for Students* (<http://onlineservices.concordia.ab.ca/student>) and submit supporting documents by October 15th. If the deadline falls on a weekend or holiday, applications are accepted until the end of the next business day.

B. DONOR FUNDED BURSARIES

In addition to being eligible for general bursary funds, students who meet the stated eligibility criteria may also apply for donor-funded bursaries.

Calgary Grace Lutheran Church Endowment Fund

An annual \$500 award to a senior student enrolled in the Director of Parish Services program. The recipient must be a member of Lutheran Church-Canada in the Alberta British Columbia District, present a minimum GPA of 2.7, and demonstrate financial need. Preference will be given to students who are members of Calgary Grace Lutheran Church.

Donor: Calgary Grace Lutheran Church

Edmonton Eskimo Alumni Association Bursary

Two annual \$1,000 awards to students enrolled in an undergraduate degree program. Recipients must present a minimum GPA of 2.3 and demonstrate financial need. Although the award is open to all students, preference will be given to descendants of current or former members of the Edmonton Eskimo Football Club.

Donor: Concordia Open Golf Tournament

Harry and Muriel Hole Bursary

Variable annual awards given to students enrolled in an undergraduate program. The recipient must present a minimum GPA of 2.3 and demonstrate financial need. Annual awards not to exceed \$1,500.

Donor: Harry and Muriel Hole

James Miller Memorial Bursary

A variable annual award to a Pre-Seminary student who has declared their intent to enter the ordained ministry of Lutheran Church-Canada. The recipient must be a communicant member of a Lutheran Church-Canada congregation and demonstrate financial need.

Donor: The late Walter and Esther Miller

Lottie Mohr Memorial Bursary

An annual \$500 award to a student preparing for a vocation in church ministry. The student must be an active member of a Lutheran Church-Canada congregation and a resident of Manitoba or Saskatchewan. The recipient must present a minimum GPA of 2.7, be registered in a minimum of 24 credits, and demonstrate financial need. Preference will be given to Pre-Seminary students.

Donor: Estate of Ms. Lottie Mohr

Lutheran Women's Missionary League: Parkland Zone Bursary

An annual \$350 award to a student who is an active member of a Lutheran Church-Canada parish. The recipient must demonstrate financial need,

present a minimum GPA of 2.7, be registered in 24 credits, and have attended or plan to attend Concordia for two consecutive years. Preference will be given to members of Parkland Zone parishes.

Donor: LWML of the Parkland Zone (Camrose, Didsbury, Drumheller, Lacombe, Leduc, Markerville, Red Deer, Rimbey, Rocky Mountain House, Rosalind, Torrington, Usona and Wetaskiwin)

Mature Student Bursary

An annual \$500 award to an undergraduate student. The recipient must be at least 25 years of age (as of September 1st), present a minimum GPA of 3.0, and demonstrate financial need.

Donor: Concordia Students' Association

The Patricia Eidem Bursary for the Hearing Impaired

An annual \$1,000 award to a student with a hearing disability intending to enter the teaching profession. The recipient must present a minimum GPA of 2.7, be registered in a minimum of 9 credits each semester in the Bachelor of Education (After Degree) program or a Bachelor of Arts degree program with a declared minor in Education, and demonstrate financial need. Preference will be given to students enrolled in the Bachelor of Education (After Degree) program.

Donor: Mrs. Patricia & Dr. Rod Eidem

REALTORS® Community Foundation Bursary for Disabled Students

An annual \$500 award to a student with a physical, mental or learning disability and who is an Alberta resident. The recipient must be enrolled in a university-level program and demonstrate financial need.

Donor: REALTORS® Community Foundation

Walter and Tillie Rosnau Bursary

An annual \$500 award to a Lutheran Education student. The recipient must demonstrate financial need.

Donor: Walter and Tillie Rosnau

Yvonne Pitts Women's Bursary

An annual \$250 award to a student who is a mother and demonstrates financial need. Preference is given to a student over the age of 25.

Donor: Anonymous faculty member

7.3.4 ATHLETIC AWARDS

A. APPLICATION REQUIRED

Edmonton Oil Kings Junior Hockey Club Award

Five annual \$1,000 awards to members of the Concordia Thunder Hockey Team (men's) who are enrolled in an undergraduate degree program. In addition to the normal academic requirements (section 7.0), recipients must be in good standing on the team and demonstrate financial need. The award was created "to promote the advancement of education of amateur hockey players of merit and distinction".

Donor: Edmonton Oil Kings Junior Hockey Club

Jimmie Condon Athletic Scholarship

See *Alberta Scholarship Programs*, section 7.4.

Thunder Athletic Scholarship

Variable annual awards to members of a designated Concordia Thunder team. In addition to the normal academic requirements (section 7.0), recipients must actively participate in all team functions, display a commendable work ethic, be positive team leaders, and exemplify appropriate behaviour at all times. Recipients enrolled in UCEP must achieve a minimum average of 60% and be registered in a minimum of three 'academic' 90-level courses.

Thunder Athletic Performance Scholarship

Variable annual awards to members of a designated Concordia Thunder team. In addition to the normal academic requirements (section 7.0), recipients must actively participate in all team functions, display a commendable work ethic, be positive team leaders, exemplify appropriate behaviour at all times, and achieve specific performance factors as defined by their respective coach. Recipients enrolled in UCEP must achieve a minimum average of 60% and be registered in a minimum of three 'academic' 90-level courses.

B. NO APPLICATION REQUIRED

Concordia Athletic Awards

Trophy, Plaque, and Medal(s) awarded annually to student athletes in each sport and to the outstanding Male and Female Athlete of the Year. Recipients must be full-time students who demonstrate academic achievement and Christian character, as well as sports and leadership capabilities.

Donor: Concordia Athletics Department

Tom Austin Athletic Sportsman Award

An annual \$1,000 award to a member of a designated Concordia Thunder team. Recipients must be enrolled in a university degree program, present a minimum GPA of 2.3, and be registered in a minimum 60% of a full course load for both the fall and winter terms in the current academic year. Recipients will be nominated by team coaches based on their outstanding sportsmanship and commitment to the team as demonstrated by virtues such as fairness, civility, integrity, courage and persistence.

Donor: Dr. Ruth Glancy

7.4 ALBERTA SCHOLARSHIP PROGRAMS

Funded by a \$100-million endowment from the Alberta Heritage Savings Trust Fund, the Alberta Scholarship Programs are designed to stimulate the pursuit of excellence by recognizing outstanding achievement and by encouraging and assisting Albertans to achieve their fullest potential—whether intellectual, cultural, social, or physical. A list of scholarships is available from Admissions and Financial Aid or through the Alberta Learning Information Service (ALIS) website, www.alis.alberta.ca.

7.4.1 APPLICATION REQUIRED

Jason Lang Scholarship

Annual \$1,000 awards to students who display outstanding academic achievement. The recipients must have completed a minimum of 80% of a full-course load and achieved a minimum GPA of 3.2 in their first, second, or third year of study. Recipients must also be Alberta residents and continuing full-time in the second, third or fourth year of their program of studies.

Jimmie Condon Athletic Scholarship

Annual \$1,800 awards to students who are members of a designated Concordia Thunder team (Badminton, Basketball, Cross Country, Hockey, and Soccer) or a provincial disabled athletic team recognized by the Alberta Athlete Development Program. Recipients must be Alberta residents, be registered in a minimum of 60% of a full-course load each semester, maintain a minimum GPA of 2.0 (subject to change), and maintain a practice and training program acceptable to the coach.

Louise McKinney Post-Secondary Scholarship

Annual \$2,500 awards to students who display superior academic achievement. The recipients must have been registered in a minimum of 80% of a full-course load and achieved a minimum GPA of 3.7 in their qualifying year. The recipients must also be continuing full time in the second or subsequent year of their undergraduate program at a recognized post-secondary institution and be Alberta residents. Concordia is awarded 39 scholarships each year by Alberta Scholarship Programs.

Dr. Gary McPherson Leadership Scholarship

Two annual \$2,000 awards to students who have demonstrated outstanding leadership, especially in the area of disability, and/or initiative to improve the conditions and lives of all people, while attending post-secondary studies in Alberta. The recipient must have been enrolled full-time in the current academic year and be living in Alberta.

Laurence Decore Awards for Student Leadership

Four annual \$500 awards to students who have demonstrated commitment and leadership in student government, student societies, clubs or organizations, student organizations at the provincial or national level, or non-profit community organizations. The recipient must have been enrolled full-time in the current academic year and be a resident of Alberta.

Languages in Teacher Education Scholarship

An annual \$2,500 award to a student enrolled in the Bachelor of Education (After Degree) program who displays superior academic achievement. The recipient must be a Canadian citizen or permanent resident and a resident of Alberta, registered full time, and have taken language courses, other than English, or have a language background such upon graduation s/he would be able to teach that language.

7.5 GRADUATE AWARDS

For complete information refer to *Graduate Awards*, section 13.5.

8.0 STUDENT LIFE

Christ is central at Concordia. As the Lord of Life, He is the model for wholeness in living. Reflecting this belief, we strive to create an environment—in the classroom, in small groups, in one-to-one sharing, and in co-curricular experiences—that fosters the well-being of the individual and the health of the campus community. Concordia's goal is the growth of the student in all dimensions: intellectual, spiritual, emotional, and physical.

- 8.1 Spiritual Life**
- 8.2 Student Government**
 - 8.2.1 Undergraduate
 - 8.2.2 Graduate
- 8.3 Activities**
 - 8.3.1 Undergraduate Associations
 - 8.3.2 Athletics
 - 8.3.3 Drama
 - 8.3.4 Music
 - 8.3.5 Social and Cultural Events
- 8.4 Student Resources**
 - 8.4.1 Learning Accommodation Services
 - 8.4.2 Inclusive Post-Secondary Education
 - 8.4.3 Career Services
 - 8.4.4 Counselling Services
 - 8.4.5 Emergencies
 - 8.4.6 Illness and Class Absence
 - 8.4.7 Orientation
 - 8.4.8 Writing Centre
- 8.5 Campus Services**
 - 8.5.1 Books and Supplies
 - 8.5.2 Computers for Student Use
 - 8.5.3 Insurance
 - A. Accident Insurance
 - B. Medical Insurance for International Students
 - 8.5.4 Student Identification Cards
- 8.6 Residence Life**
 - 8.6.1 Facilities
 - 8.6.2 Application to Campus Residence
- 8.7 Conduct**
 - 8.7.1 Self-Discipline
 - A. Dress
 - B. Smoking
 - C. Weapons and Dangerous Materials
 - 8.7.2 Student Conduct
 - A. Principles
 - B. Authority
 - C. Code of Student Conduct
 - D. Definitions
 - E. Rights and Responsibilities
 - F. Process Overview
 - G. Appeal Process
 - H. Non-Academic Misconduct
 - I. Board Hearings

8.1 SPIRITUAL LIFE

Concordia encourages students to grow in their Christian faith and their respect and consideration for one another as fellow members of the campus community. A brief daily chapel service, led by faculty, students, or guests, is the focal point of spiritual life on campus. Concordia's full-time campus chaplain ministers to all Concordia students who represent many different spiritual backgrounds.

Students play a vital role in the planning and organization of the chapel and spiritual life program on campus, and are encouraged to participate in various Christian activities both on and off campus. Students from outside the Edmonton area may join in local fellowships related to their home congregations. LAMBS (Living a Mission Beyond Service) is a student group formed to give participants opportunities to live out their faith through service projects and mission events. Students pursuing church careers gather together to share issues related to their future vocations. Concordia students organize annual mission trips during Reading Week (February) to support faith communities in isolated locations on the west coast of British Columbia.

8.2 STUDENT GOVERNMENT

8.2.1 UNDERGRADUATE

All students in undergraduate-level university programs are members of the Concordia Students' Association (CSA), which is governed by its constitution. In the spring and Fall of each year, association members elect the governing Executive and General Councils.

Students are an important part of the decision-making process at Concordia. The CSA President serves as an advisory member on the Board of Governors. The CSA appoints representatives to serve as voting members of the Student Life Committee which evaluates and develops policies for the improvement of student life on campus, and the Education Policies Committee which guides the development and improvement of Concordia's academic program.

Students are also appointed to sit on the Advisory Committee on Harassment, building committees, and other *ad hoc* policy development committees.

The CSA hears student needs and concerns, and advocates for student rights to the administration of Concordia as well as all levels of government. The CSA also plans events such as the Winter Formal, Graduation Banquet, Reading Week Mission Trip, and other events throughout the year.

8.2.2 GRADUATE

All students in graduate-level programs are members of the Concordia Graduate Students' Association (CGSA), which is governed by its constitution (see section 13.2.1).

8.3 ACTIVITIES

8.3.1 UNDERGRADUATE ASSOCIATIONS

Student groups include, but are not limited to, the Concordia Business Association, Education After-Degree Students' Association, Green Thespians Collective, Psychology Students' Council, Education Undergraduate Society, Concordia Science Club, English-as-a-Second Language, Model UN, Concordia Visual Culture Society, and Church Vocation Alliance. Contact the CSA Vice-President Internal Affairs of the CSA for a complete list of student clubs and associations at csavpinternal@student.concordia.ab.ca.

Concordia students who share common interests related to their educational, recreational, or spiritual experience may contact the CSA Vice-President Internal for information about the development of a campus-based club; approved organizations receive funding from the CSA and are governed by its Constitution.

8.3.2 ATHLETICS

Concordia competes in one of the strongest athletic conferences in Canada, the Alberta Colleges' Athletic Conference. ACAC team sports include men's hockey as well as men's and women's soccer, basketball and volleyball. ACAC mixed gender tournament sports include badminton, cross-country running, golf and curling.

The Ralph King Athletic Centre has a fully equipped fitness centre which provides students with the opportunity to participate in fitness and weight training activities. The gymnasium is also available for gym-related student activities. Athletic equipment for student use is available from the Athletic Department.

Concordia's location above the North Saskatchewan River valley provides access to excellent running and cross-country ski trails.

8.3.3 DRAMA

Concordia has a vibrant drama program that includes insight into professional theatre and professional film practices. Students have a chance to experience all aspects of dramatic production, including acting, improvisation, technical theatre and film making.

Students can participate in at least two major drama, comedy, children's theatre, or musical productions a year. Other opportunities include chapel dramas, improvisation groups, and participation on feature film projects.

The Green Thespians Collective (Concordia's resident drama club) provides a friendly community that explores Edmonton's live theatre scene (at reduced rates) and sponsors workshops on a variety of topics.

8.3.4 MUSIC

Music plays an important role in campus life. With many opportunities to hear, play, sing, perform, and learn about music, Concordia is well known for its quality music programs. All full-time students are eligible for free tickets to most School of Music sponsored events, including choral, handbell, orchestral, and wind ensemble concerts both on- and off-campus.

Students are welcomed and encouraged to participate in a variety of music ensembles on campus. The Concordia Concert Choir, a full, mixed, university-credit ensemble, performs frequently, including local and regional concerts and special events, as well as a major tour each spring. Auditions require no advanced preparation and are held before each semester. The Concordia Ringers, a handbell ensemble for university credit, also performs for Concordia functions, tours and makes guest appearances in schools and churches. Student wind players can earn credit for wind ensemble through Festival City Winds, a three-tiered band program that allows players to participate with others at a similar level of musicianship. Experienced student string players can audition for the community-based Concordia Symphony Orchestra. In addition, the Concordia Community Chorus welcomes all singers from the area, including university students.

Student musicians are encouraged to participate in music or daily chapel. Singers and players often augment the congregational song as well as present music as part of the service.

8.3.5 SOCIAL AND CULTURAL EVENTS

The CSA organizes a variety of activities including Cultural Week, Christian Life Celebration Week, dances and banquets, lectures, and political forums.

8.4 STUDENT RESOURCES

8.4.1 LEARNING ACCOMMODATION SERVICES

Concordia provides learning accommodation services for students with disabilities who present official documentation prepared by a psychologist, psychiatrist, or medical doctor. Services for students with disabilities are designed to facilitate the accommodation process, and may include liaison with professors, administration, and outside agencies concerning in-class and examination accommodations, assistive technology, alternate format textbooks, and other recommended support services.

Since the implementation of services is a lengthy process, students are advised to contact the Student Life and Learning Office at least four weeks before classes begin to request services,

arrange their Individual Service Plans and apply for funding. Students are responsible for securing funding to cover the expense of some learning accommodation services (e.g., academic strategist, tutors, etc.).

Most areas of the campus are wheelchair accessible.

8.4.2 INCLUSIVE POST-SECONDARY EDUCATION

Inclusive post-secondary education is a service that enables students with developmental disabilities to experience success in post-secondary education through participation in Concordia's university courses, programs of study and campus life, enhancing the learning environment for all. Eligible students audit courses, enabling them to individualize their studies in order to achieve the most beneficial learning experience possible. An educational advisor works closely with students and faculty to adapt course requirements and set attainable goals. In addition to classes and participation in campus life, this year-round service assists students to meet their career goals through support in obtaining employment during the summer months.

8.4.3 CAREER SERVICES

Concordia's Career Services provides a wide range of career-related services to assist students in identifying and building towards their career goals. In achieving their goals, students can access numerous assessments and resources through Career Services. Career Services seeks to empower students to make informed decisions and to assist students in making their transitions to and from Concordia. Career Services develops partnerships with the broader community and industry to facilitate student connections.

Services include personal advising, seminars and workshops related to career, education and employment search planning and preparation. Career Services further provides information and assistance for students seeking volunteer, internship, and international opportunities. In addition, Career Services holds a Volunteer Fair, Two Career/Employment Fairs, and numerous information sessions on professional and post graduate and graduate programs for students and alumni. Career Services provides a career portal where opportunities for employment, volunteering, etc. are posted and a calendar of events are accessible to students.

Career Services advising is available to potential, current, and former (alumni) students of Concordia. For more information or to schedule appointments, telephone 780-378-8461, 780-479-9244 or e-mail careerservices@concordia.ab.ca. Further information and resources are available at www.concordia.ab.ca/career-services-2/.

8.4.4 COUNSELLING SERVICES

The Counselling Psychologist offers short-term personal counselling and special workshops on matters concerning the emotional and psychological well-being of the campus community. Students may make appointments with the Counselling Psychologist through the Student Life and Learning Office. These services are provided free of charge to current students.

8.4.5 EMERGENCIES

In case of fire, disturbances, and concerns about public or personal security, students may call 780-479-8761, Concordia's 24-hour emergency contact. In the event of fire, students should activate the nearest fire alarm, call 911, and notify Security.

8.4.6 ILLNESS AND CLASS ABSENCE

If students become ill, they should first contact their instructors to determine how to manage assignment deadlines and missed examinations. (*Excused Absences*, section 9.2.2)

Students who are unable to attend classes and unable to contact their instructors may ask the Student Life and Learning Office for assistance in contacting or communicating with their instructors concerning their absences. Official documentation is required of students who need assistance from the Student Life and Learning Office.

8.4.7 ORIENTATION

The Student Life and Learning Office, together with the Concordia Students' Association, hosts an Orientation for new students prior to the start of the Fall and Winter semester. The goal of the Orientation sessions is to provide new students with the opportunity to tour the campus, to meet peers and faculty, and to get information and tips on university life. All new students are encouraged to attend.

8.4.8 WRITING CENTRE

The Writing Centre is a free service that provides support for learning through writing for all Concordia students, staff and faculty. Throughout the academic year, the following range of services is offered to promote learning through writing: one-on-one consultations, drop-in hours, writing seminars and in-class presentations. Inquiries regarding the Writing Centre may be directed to Concordia's Dean of Students.

8.5 CAMPUS SERVICES

8.5.1 BOOKS AND SUPPLIES

The campus bookstore sells textbooks and supplies on a cash, credit card, and debit card basis.

8.5.2 COMPUTERS FOR STUDENT USE

Concordia maintains several drop-in computer labs that students may use to research and prepare classroom assignments. All students receive a user account and password which allows them access to stations in the drop-in computer labs.

Instructors provide the details about other labs that are available for students enrolled in specific classes. Accounts for these other labs are assigned by the instructors teaching them.

Students are expected to adhere to the posted policies and guidelines for the use of the computers and computer networks. Violation of these policies and guidelines may result in disciplinary action and the loss of access to these services.

For the location and hours of operation of computer labs on campus, visit <http://computing.concordia.ab.ca>.

8.5.3 INSURANCE

A. ACCIDENT INSURANCE

At the time of registration, Concordia students subscribe to a group accident insurance plan that covers full-time students for accidental injury on a 24-hour basis during the term, and part-time students for accidental injury while on the school premises and while "travelling to and from" school during the term. "Full-time" is defined by the insurer as a student enrolled in three or more courses. "Travelling to and from" means direct travel which takes place along a normal or reasonable route, without delay or stopover.

The Accidental Medical Expense only supplements existing medical coverage.

Students who wish to make claims must submit claim forms and provide the insurance company with proof of injury within 30 days of the injury; claim forms and more detailed information are available from the Student Life and Learning Office.

B. MEDICAL INSURANCE FOR INTERNATIONAL STUDENTS

International students are required to have medical insurance coverage effective throughout their registration and during their travel to and from Concordia University College of Alberta. Concordia has arranged for a basic medical insurance package, provided by a Canadian insurance company, that becomes effective on the 15th of the month before the beginning of the first semester in which a student is registered in classes. Details of this coverage are provided by the Student Life and Learning Office after students are accepted for admission to Concordia and have paid their tuition deposit.

Premiums for medical insurance are assessed to the student's account.

International students who present the Student Life and Learning Office with documented evidence of other current medical coverage that extends through the full academic year may sign a waiver allowing them to withdraw from the medical coverage arranged by Concordia.

8.5.4 STUDENT IDENTIFICATION CARDS

Concordia issues student identification cards during the first week of class in each semester. Students must present their student identification cards to:

- borrow books from the Concordia library;
- access the 20 NEOS libraries including the University of Alberta libraries, the Alberta Environmental Protection Library, and Alberta Health;
- access their student information and academic advising, at the Registrar's Office in Enrolment Services;
- claim grant cheques from the Student Accounts Office; and
- use the athletic centre.

Students may also use the Concordia student ID card:

- as a declining balance card in Concordia's cafeteria and kiosk. To use this feature, students deposit money to their cards at the Student Accounts Office;
- as a copy card for campus photocopiers. To use this feature, students deposit money to their cards at the Bookstore; and
- to verify student status for facilities, events, and discounts on- and off-campus.

Students are charged a fee for replacing lost or stolen cards. Replacement cards are available from Enrolment Services.

8.6 RESIDENCE LIFE

Life in residence can be one of the most memorable aspects of a university education. Lifelong friendships, a memory bank full of wonderful experiences, and the day-to-day convenience of living on campus are only some of the benefits of residence life. Living in residence rounds out one's education, stimulating growth in all areas of life: personal values, attitudes, social, and leadership skills.

At Concordia, the residence directors and residence assistants provide a wide range of services and programs for residents. Planned activities often include movie nights, sporting events, intramurals, bowling, roller skating, and cultural events like the symphony, ballet, and the theatre. Life skills workshops, information sessions, and Christian life activities round out the program.

The purpose of Concordia's residence life program is to provide a "total" education. The expectation is that students will be enthusiastic about learning and living in a close community, and will demonstrate the respect, cooperation, and concern for others

which make such a community possible. For more information visit <http://residence.concordia.ab.ca>.

8.6.1 FACILITIES

The men's and women's residences provide the convenience of living close to Concordia's classrooms. Residence rooms are usually shared with another student, and are furnished with desks, beds, and dressers. Students soon imprint their personalities on their rooms, making the residence "home."

The campus cafeteria offers a varied menu of hot and cold meals, snacks, fruits, and salads at reasonable prices. Resident students are required to subscribe to a declining balance meal plan.

8.6.2 APPLICATION TO CAMPUS RESIDENCE

Students apply to campus residence separately from academic admission. On-campus accommodation is limited and is granted on a contract basis for the full academic year only. Specific information regarding residence life and applications for campus residence are available online at <http://residence.concordia.ab.ca>; interested applicants may also contact the Residence Office at 780-479-9208. Information regarding residence fees can be found in *Student Residence*, section 5.6.

8.7 CONDUCT

The intimate size of Concordia's campus fosters a sense of community in which relationships quickly develop and students soon feel at home. A growing awareness of the privileges and responsibilities of being part of this community shapes the lifestyle of students.

8.7.1 SELF-DISCIPLINE

Students are expected to manage their time appropriately and adopt a high standard of personal conduct. This involves establishing a reasonable schedule for study, rest, and recreation, and demonstrating respect and concern for all other members of the Concordia community.

A. DRESS

Concordia recognizes that students' taste in clothing reflects their own individuality. The only standard of dress is that clothing be neat, clean, and appropriate for the occasion.

B. SMOKING

In keeping with the *Alberta Tobacco Reduction Act*, all buildings on Concordia's campus are smoke-free. Smoking is restricted to designated outdoor areas of the campus.

Research has demonstrated the harmful effects of smoking and second-hand smoke on health. The counselling staff at Concordia are pleased to refer students to the appropriate programs should they decide to quit smoking. Students may schedule appointments with Counselling Services or pick up detailed information regarding Concordia's smoking policy at Student Life and Learning.

C. WEAPONS AND DANGEROUS MATERIALS

No firearms, fixed-blade or switchblade knives (including pocket knives which are carried visibly in sheaths), explosives, or any other items which may be considered weapons or dangerous materials may be brought on to Concordia's campus.

8.7.2 STUDENT CONDUCT

A. PRINCIPLES

Concordia University College of Alberta endeavours to provide students with an open and supportive atmosphere governed by

the Gospel of Jesus Christ, characterized by mutual respect and freedom from discrimination, threat, or interference. The attitude and behaviour of students are integral to this endeavour. Therefore, Concordia University College of Alberta expects students to behave in a manner which promotes consideration for others and responsibility for oneself, practicing self-discipline, responsible decision-making, and integrity in relationships with others.

1. Concordia University College of Alberta is committed to the principle of integrity, grounded in the belief in the fundamental values of honesty, trust, fairness, respect, and responsibility in all academic conduct.
2. With the pursuit of learning comes the expectation that individuals will develop high standards of personal conduct. Consequently, we hold students accountable for violations of Concordia University College of Alberta's regulations using principles of restorative justice to ensure the orderly functioning of Concordia University College of Alberta and to protect the Concordia University College of Alberta community and its integrity.
3. The Code of Student Conduct (Code) is intended to establish for members of the Concordia University College of Alberta community the general obligation to maintain the highest standards and to conduct themselves according to community standards of respectful and responsible behavior.
4. Concordia University College of Alberta values the rights and freedoms of the individual and protection against discrimination or harassment for each person. As such, students can expect the following rights, freedoms, and values to be fostered and promoted.

Legal Rights: Students enjoy the rights and freedoms recognized by law subject only to such restrictions on those rights and freedoms as are necessary to ensure the advancement of the community values inherent in this Code.

Freedom from Discrimination: Discrimination at Concordia University College of Alberta on the basis of race, ancestry, religious beliefs, physical disability, marital status, colour, place of origin, gender, mental disability, family status, source of income, age, and sexual orientation is prohibited.

Freedom from Harassment and Sexual Harassment: Concordia University College of Alberta's Human Rights Policy strives to create an atmosphere intended to remain free from behaviour which is reasonably interpreted as unwelcome including, but not limited to, remarks, jokes, or actions which demean another person and/or deny individuals their dignity and respect.

Positive Academic Environment: Concordia University College of Alberta students participate in an environment that supports intellectual inquiry as well as the exchange and examination of diverse ideas. These activities are to take place in an orderly manner in and outside of the classroom and in an environment that is protected through the governing documents of Concordia University College of Alberta

Discipline: Students at Concordia University College of Alberta can expect that contraventions of this Code and other relevant documents will be dealt with in a timely manner under the policies and procedures determined by the governing bodies of Concordia University College of Alberta. Academic misconduct will be dealt with as per Concordia University College of Alberta's academic discipline policies (see *Academic Honesty*, 9.2.9).

B. AUTHORITY

The authority to administer this policy is delegated to the Dean of Students.

C. CODE OF STUDENT CONDUCT

1. The Code of Student Conduct supersedes all other policies, rules, or regulations to the extent of any overlap.
2. In the best interest of Concordia University College of Alberta and the community, Concordia may require that the conduct of students be governed by policies, rules, and regulations other than the Code of Student Conduct.

- Student members of Concordia University College of Alberta with special responsibilities established by Concordia (e.g., student athletes, students participating in International exchanges) may also be governed by additional policies.

- While those policies may govern additional behaviours and resulting sanctions, all associated processes must be congruent with governing legislation and institutional policies which address the fundamental rights afforded to a student member of the Concordia University College of Alberta community.

- Concordia University College of Alberta reserves the right to apply the Code to off-campus conduct which occurs during a Concordia, or Concordia Students' Association, sponsored activity and which has a real and substantial link to Concordia. The intent is to discourage conduct that is prejudicial or likely to be prejudicial to the interests or the reputation of Concordia University College of Alberta.

- Members of the Student Life Committee will be required to be members of the Non-Academic Misconduct Review or Appeal Board. All members are required to take the appropriate training, and additional members will be requested by the Dean of Students as necessary.

D. DEFINITIONS

1. Restorative justice is a philosophy, based on a set of principles and values, which focuses on the outcomes of a judicial or quasi-judicial process. Generally, these outcomes stipulate that:
 - An individual's complaint is acknowledged and heard,
 - Safe communities are created, and
 - Individuals are held accountable for their behaviour.
2. Concordia University College of Alberta sponsored activity means any activity on or off campus which is initiated, sanctioned, or supervised by Concordia University College of Alberta.
3. Concordia Students' Association sponsored activity means any activity on or off campus which is initiated, sanctioned, or supervised by the Concordia Students' Association.
4. Real and substantial link refers to the inferred connection a reasonable person would make between student conduct and the integrity of Concordia University College of Alberta.
5. Reasonable means moderate and fair in the circumstances.
6. Decision in the context of a Board hearing outcome refers to the determination of whether or not a student has committed an act of non-academic misconduct and/or the sanction that has been applied.
7. Classroom in the context of this policy is to be interpreted broadly and inclusively. That is, a 'classroom' includes, but is not restricted to, labs, off-campus experiential learning environments, the Concordia University College of Alberta library, performances, etc.

8. Non-Academic Misconduct, broadly defined, is any behaviour or pattern of behaviour that:

- Adversely affects the learning of others, Concordia University College of Alberta, or its educational mission.
- Violates established civil and criminal statutes.
- Threatens the safety or well-being of members of the Concordia University College of Alberta community.
- Violates the ethical standards set by a professional association specific to the program to which the student belongs.

E. RIGHTS AND RESPONSIBILITIES

Student Rights

1. To have standards for non-academic misconduct communicated in a clear and unambiguous manner.
2. To have consequences for an alleged breach of non-academic misconduct communicated in a clear and unambiguous manner.
3. To expect standards to be applied consistently and equitably.
4. To be presumed not to have committed non-academic misconduct until impartial and unbiased decision-makers have established, on a balance of probabilities that his or her commission of the misconduct has occurred.
5. To have his or her case adjudicated within a reasonable time. This includes, but is not restricted to, sufficient notice of the allegation, relevant and reasonable disclosure of the case of the complainant, reasonable notice of the time, place, and nature of any hearing, reasonable opportunity to respond to any allegations and to be advised in writing of the decision, its basis and any sanctions arrived at under this Code.
6. To choose an individual to accompany him/her
7. To choose whether or not to provide evidence and/or to be a witness in the case against him/herself.
8. In any hearing to present evidence, to call his or her own witnesses and to personally question any witnesses called; and
9. To have access to appeal procedures under this Code.

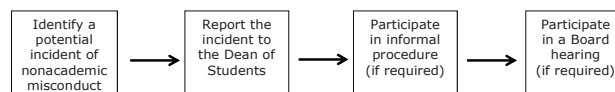
Student Responsibilities

1. To uphold the values attached to integrity and develop skills and practices as necessary.
2. To be aware of classroom standards for non-academic conduct.
3. To familiarize themselves with this Code and govern themselves in accordance with it and all other policies, rules, and regulations of Concordia University College of Alberta.

F. PROCESS OVERVIEW

Procedures

The general procedures for reporting non-academic misconduct are represented in the diagrams below.



Time Lines

1. Consistent with Student Rights, the Student Life Committee has established timelines to ensure an expeditious process.
2. The Student Life Committee or Dean of Students can, with good cause, extend the timelines for any step of the process.

‘Good cause’ in this context is normally related to the absence of decision makers due to final examinations, vacations, or inter-sessions.

Sanctions

A student who has been found to have committed an act of non-academic misconduct under this Code shall receive a sanction. All sanctions result in the creation of a student disciplinary file.

G. APPEAL PROCESS

Either party can appeal the decision rendered by a Non-Academic Review Board to an Appeal Board on the following grounds:

- Alleged bias of the Review Board or one of its members, or
- Alleged failure by the Review Board to comply with the principles of natural justice or procedural fairness, or
- Substantial new evidence unavailable to the Review Board

Anyone requiring further information or advice about this process should consult the Dean of Students

Procedures	Responsibilities and Timelines
Stage I - Initiating a Non-Academic Misconduct Appeal - Section A of the <i>Non-Academic Misconduct Appeal Form</i> must be completed and submitted to the Dean of Students, stating the reasons why the appeal should be heard and the remedy being sought.	Who: Community member who is party to the incident When: Within 5 working days of receipt of the original board's decision.
Stage II - Processing the appeal - The Dean of Students reviews and refers all supporting documentation from the original incident and the appeal to the Chairperson of the Non-Academic Misconduct Appeal Board.	Who: Dean of Students When: Within 5 working days of the receipt of the appeal whenever possible.
Stage III - Convening the Non-Academic Misconduct Appeal Board hearing - The Chairperson determines whether there are grounds for an appeal. If no, the appeal is declined, and within 5 working days the Chairperson must communicate this in writing to all parties and to the Dean of Students. If yes, a Non-Academic Misconduct Appeal Board hearing is convened within 10 working days whenever possible. A decision is rendered within 5 days of the conclusion of the hearing. The decision of the board is final and may not be appealed. The results from the appeal process are communicated to all parties and the Dean of Students.	Who: Non-Academic Misconduct Appeal Board.

H. NON-ACADEMIC MISCONDUCT

Behaviour that is subject to disciplinary action under the Code includes violations of established civil and criminal statutes; conduct that threatens the safety or well-being of members of the University community, and any other behaviour that seriously and adversely affects the University or its educational mission.

Non-Academic Misconduct broadly defined, is any behaviour or pattern of behaviour that:

- Adversely affects the learning of others, Concordia University College of Alberta, or its educational mission.
- Violates established civil and criminal statutes.
- Threatens the safety or well-being of members of the Concordia University College of Alberta community.
- Violates the ethical standards set by a professional association.

The procedures governing non-academic misconduct at Concordia University College of Alberta reflect on an environment that values personal integrity, peer adjudication, restorative measures, and due process and fairness to the student and the University community. These procedures protect the members of the University community by providing consistency for the student; all inquiries regarding process should be directed to the Dean of Students.

Examples of non-academic misconduct may include, but are not limited to:

- Disrupting a class in such a way that interferes with the formal process of the session or the learning of other students;
- Use of force against any person or property or threat of such force;
- Sexual assault or other sexual harassment;
- Verbal assault, defamation, discrimination, retaliation, or harassment towards others;
- Dissemination of malicious material which creates a climate that hinders or prevents the full participation of another person or group in the life of the University;
- Unauthorized entry into, unauthorized use of, or misuse of University property, including computers and data and voice communication networks;
- Intentionally, negligently or recklessly endangering the wellbeing of any individual or intentionally, negligently or recklessly interfering with any University activity or University sponsored activity.
- Use, possession or storage of any weapon, or an instrument or device that a reasonable person would believe is a weapon, dangerous chemical, fireworks, or explosive on University premises, whether or not a license to possess the same has been issued to the possessor;
- The distribution of alcohol, narcotics, or dangerous drugs on University property or among members of the University community, if such distribution is illegal, or the possession of a sufficiently large quantity as to indicate an intention to distribute illegally;
- Theft of University services or theft of, or intentional or careless damage to, University property, or property in the possession of, or owned by, a member of the University community, including knowing possession of stolen property;
- The violation of the ethical code of one's intended profession by students in clinical courses, practicum, directed field studies, or other settings related to their intended profession;
- Violations of civil or criminal statutes where such violations have an adverse effect on the educational mission of the University;
- Violations of civil or criminal statutes where such violations have an adverse effect on the educational mission of the University;
- Disorderly conduct on University premises or at University sponsored activities;
- Willful failure or refusal to appear before any University review board or designated University official; failure to comply with directives from University officials; and knowingly violating the terms of any sanctions imposed in accordance with this Code.

1. Standards of Classroom Behaviour

The primary responsibility for managing the classroom environment rests with the individual instructor. Students who engage in any prohibited or unlawful behaviour that results in disruption of a class may be directed by the instructor to leave the class. If necessary, Security should be contacted to escort the student from the class, and if applicable, from campus.

2. Reporting

a) All incidents of alleged non-academic misconduct observed or experienced by a member of the Concordia University College

of Alberta community shall be referred to the Dean of Students, or Campus Security, as necessary. These incidents may be referred by campus security, students, employees, and visitors to the University. Each incident shall be documented through the use of the Non-Academic Misconduct Report available at www.concordia.ab.ca

b) If the incident necessitates an interim suspension, the Dean of Students may exclude a student from University premises pending disciplinary proceedings. The interim suspension shall become immediately effective without prior notice whenever the Dean determines there is a reasonable basis to conclude that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself, to others, or to property. In such cases, a formal hearing need not be held.

c) The Director of Security shall have the right to administer an interim suspension as that individual sees fit to protect the individual and the Concordia University College of Alberta community. In the event the Director of Security feels it necessary to administer an interim suspension, every effort shall be made to consult with the Dean of Students.

d) The Dean of Students may discuss the allegation of non-academic misconduct with the student to determine if the matter can be resolved by advising, mediation, or counselling. If the Dean of Students determines that an informal procedure is appropriate, arrangements may be made for the provision of those services. In the event that the matter is resolved by advising, mediation, or counselling, records of the process and resolution shall be kept in the Student Life and Learning Office and the Dean of Students shall be responsible for monitoring compliance with the terms of the resolution.

e) In the event that the matter is not resolved by advising, mediation, or counselling, either because those procedures were not appropriate or not successful, or in the event that the student fails to comply with the terms of the resolution agreed to under those procedures, the Dean of Students shall refer the matter to the Non-Academic Misconduct Review Board.

3. Non-Academic Misconduct Sanctions

The sanction agreed upon through an informal process or imposed by the Non-Academic Review Board or the Non-Academic Misconduct Appeal Board is at the discretion of the Dean of Students with reference to the facts of the case. Without limiting that discretion, the University has developed the following guidelines with respect to choosing an appropriate sanction:

- a) Relevant factors include, but are not limited to:
- Whether there has been a previous finding of non-academic misconduct with respect to the student.
 - The severity of the misconduct.
 - A disability that relates to the misconduct.
 - Cultural factors.
 - Age factors.
 - Language factors.
 - Personal circumstances of the student.

Sanctions will vary commensurate with the violation, and as violations will have several degrees of severity, so must the sanctions imposed. A less severe sanction may be appropriate where there has been no previous finding of misconduct and the misconduct is not considered severe.

A more severe sanction or a major sanction or both may be appropriate where there has been a previous finding of misconduct or there are multiple allegations of misconduct, depending on the factors listed above and the other relevant circumstances.

A major sanction may be appropriate where the misconduct is grievous or repeated and in particular, in the cases of physical or sexual aggression.

All major sanctions shall require the final approval of the President or designated senior University official.

Warning/Admonition – Written notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

Community Service – Prescribed service to the University community commensurate with and appropriate to the specific violation of the Code.

Restitution – Monetary reimbursement for damage to, or destruction of, University property or property of a third party(s). A conduct hold will be placed on the student's record until such time as the prescribed amount is paid in full.

Conduct Probation – Probation with the intent of restricting an individual from engaging in behaviours, that through violations of the Code, while normally acceptable have proved damaging to that individual. This may be assigned with the recommendation of counselling or rehabilitative programming.

Restriction of Privileges – Formal limitation imposed upon use of specific University facilities i.e. gymnasium, computer labs, parking lot, contact with a specified person(s) for a prescribed period.

Encumbrance – Notation that results in the withholding of a student's official grades or other indicators of academic achievement, withholding of official transcripts, denial or termination of registration until evidence of compliance with all imposed sanctions.

4. Major Sanctions Requiring Presidential Approval

Suspension – A student may be prohibited from accessing any or all of the University premises or any or all University services for a prescribed period of time or until the prescribed conditions are satisfied. After the applicable period of time has passed and/or the conditions have been met, the student may re-apply to the University for admission, but will not be necessarily granted a place in his or her initial program of study. The suspension of an individual shall be recorded on his/her Concordia University College of Alberta transcript for a period as established by the policies of the University.

Expulsion – Permanent restriction from accessing any University premises or University services. The expulsion of an individual shall be recorded on his/her transcript for a period as established by the policies of the University.

I. BOARD HEARINGS

Students at Concordia University College of Alberta can expect to be treated fairly and objectively when facing concerns around conduct. To this end, the Dean of Students strives to facilitate consistency and transparency by collecting information about allegations, and to convene formal processes in cases where mutual resolution remains difficult. Peer adjudication is one of the Code of Conducts' established principles, empowering students by involving them in student judicial processes.

1. Board Training

In order to ensure fair and consistent judiciary proceedings, the Dean of Students provides board training for students, faculty, and staff interested in participating as board members for Non-Academic Misconduct hearings. The Dean of Students welcomes anyone interested in judicial affairs, to become involved in Non-Academic Misconduct hearings. Board development workshops are offered year round; members of the University community interested in training as a board member should contact the Dean of Students at 780-479-9289 for further information.

2. Non-Academic Misconduct Boards

If an incident is not, or cannot, be resolved, the case is referred to a Non-Academic Misconduct Review Board.

All parties involved have the right to appeal the decision of the Review Board to the Non-Academic Misconduct Appeal Board if the applicable grounds (see *Code of Student Conduct*, section 8.7.2.B) are met.

Decisions of the Appeal Board are final

3. Outline of Non-Academic Hearing Procedures

Non-Academic Misconduct Board hearings are conducted under the authority of the Code of Student Conduct. The board will ensure that the parties to a dispute receive fair and just treatment and that appropriate resolutions are achieved.

These are not legal proceedings but they will be conducted in a reasonably formal manner. In the end, the board will decide in favour of one party or the other on the basis of which facts or arguments are more probable accounts of what actually occurred in the case.

The following questions and their corresponding answers are intended to assist you in preparing for the hearing:

How do I prepare for the hearing?

Either party can access the Dean of Students for advice on how to prepare for a hearing and to have the procedures explained. In addition, a student may contact the Students' Association for advice and support.

How do I present my case?

There is already an Incident Report which all parties have been provided along with any other relevant documentation (e.g., security incident reports, witness statements, etc.). If there are other written materials you would like to submit, you must submit them to the Dean of Students three (3) full business days (whenever possible) prior to the hearing. Copies of all documentation will be provided to both parties.

Can I bring someone with me?

Yes. You are entitled to bring an attendant provide that prior to the hearing you submit in writing the name and affiliation (e.g., CSA representative, peer, parent, etc.) of your attendant to the Dean of Students.

Can this person present my case for me?

No. You must present your own case and answer all questions personally. This person may advise you but is not permitted to speak or make written submissions.

Can I ask someone to testify on my behalf?

Yes. You can nominate witnesses to support your case but their names, affiliations and connection to the case must be submitted in writing to the Dean of Students prior to the hearing.

What happens in the actual hearing?

The Chairperson will introduce everyone in the room, outline the process, and identify the issue and potential outcomes.

The person making the complaint will be asked to present the facts and arguments in support of the allegations. Witnesses may then be called and the person responding and/or the board may ask questions of them. Witnesses will then be excused.

The person responding to the complaint will be asked to present the facts and arguments against the allegation. Witnesses may be called and questions may be put to them by the person who has brought the complaint and/or by the board. Witnesses will be excused. If the board is satisfied and there are no more questions, the complainant and the respondent will be excused.

The Chairperson will sum up by reiterating what is at issue and by summarizing what the two parties have said. He/she will indicate any further process

What happens after the hearing?

The board deliberates in private and reaches a decision which is later communicated to both parties in writing

What if I disagree with the decision?

Either party has the right to appeal the decision. The appeal board will decide whether there are grounds to re-hear the case (refer to the Code for detail about the three grounds). All decisions of the appeal board are final.

4. Framework

Structure

Under the Code of Student Conduct there are two boards:

- Non-Academic Misconduct Review Board
- Non-Academic Misconduct Appeal Board

Jurisdiction

The boards are duly constituted under the Code and have jurisdiction over any student – credit or audit – with whom the University maintains an affiliation as a learner in the educational community. While boards normally hear cases involving currently enrolled students, they are empowered, as required, to hear cases against former students (e.g., in cases involving suspension or rescission of a credential), and against students who attempt to withdraw or otherwise absent themselves in order to avoid a hearing.

Relationship to Other University Policies

Students may be subject to discipline under other University policies, but the Code supersedes all other policies, rules or regulations to the extent of any overlap. Boards are not bound by the outcomes of other such disciplinary proceedings.

Relationship to External Agencies

Students may also be subject to various types of discipline by external agencies. However, action under the Code normally proceeds regardless of any civil or criminal proceedings and is not affected by the outcome or ongoing nature of those proceedings.

Application to Off-Campus Conduct

Students may be subject to discipline under the Code for off-campus instances where such behaviour has a real and substantial link to the University.

Appointment

All members of the Concordia University College Student Life Committee will be required to be members of the Non-Academic Misconduct Review or Appeal Board. All members are required to take the appropriate training, and additional members will be requested by the Dean of Students as necessary.

Prospective board members are required to declare any conflict of interest or bias which might affect their impartiality and, hence, their participation on a given board. The Dean of Students decides whether a prospective board member is to be excused.

If, during a hearing, a board member is required to step down for any reason, the Dean of Students determines whether to appoint a replacement, select a new board, or suspend the case. The decision of the Dean of Students is final and binding.

The Chairperson is appointed by the Dean of Students.

No board member may sit on a board and an appeal board involving the same case.

Composition

Subject to the availability of community participants, the composition of the boards will be as follows:

- Non-Academic Misconduct Review Board 2 Students, 3 unaffiliated Student Life Committee Faculty Members, one of whom will act as the Chairperson.
- Non-Academic Misconduct Appeal Board 2 Students, 2 unaffiliated Student Life Committee Faculty Members or their

designates, and the Vice-President Academic, or designate who acts as Chairperson.

5. Roles and Responsibilities

Chairperson of the Board

Every hearing is required to have a duly constituted board which is presided over by a Chairperson who is appointed by the Dean of Students.

The Chairperson and other members of the board must all be present to constitute a quorum.

When presiding over a misconduct hearing the Chairperson's responsibilities include but are not necessarily limited to: conducting the hearing itself, presiding over the deliberation of the board and issuing the report and decisions on behalf of the board. The chairperson is a full voting member of the board.

Board Members

Every board member has an obligation to be well informed of the facts of the case, to be attentive to the proceedings, to be fair and impartial throughout, to render a just decision, and to recommend an appropriate sanction.

Every board member must be present to constitute a quorum.

Complainant

A complainant is any member of the University community who alleges that a student has committed an act of misconduct and who initiates a procedure under the Code. A complainant may not be anonymous and must be prepared to support the allegations at a hearing or appeal.

If, in the event a complainant is unable to attend a hearing for a reason deemed valid by the Dean of Students, the hearing may be rescheduled.

Respondent

A respondent is any student – credit or audit – against whom an allegation of misconduct has been made under the Code. The respondent has several important rights as guaranteed under the Code, including the presumption of innocence.

The respondent also has the obligation to respond to an allegation and is required to appear before a board. Non-compliance with such a request does not constitute a defence nor does it prevent a board from proceeding with a hearing.

If, however, a respondent is unable to attend a hearing or respond to an allegation for a reason deemed valid by the Dean of Students, the hearing may be rescheduled.

Attendant

A respondent has the right to be accompanied by an attendant to any meeting called to discuss an alleged act of misconduct. This individual may not question witnesses or make submissions, unless permitted to do so by the Chairperson of the board.

Witnesses

Either party to a dispute may nominate witnesses to testify on behalf of the respondent or the complainant. A list of any prospective witnesses must be submitted to the Dean of Students prior to the commencement of the hearing.

Witnesses are normally only present while giving testimony.

It is not a requirement of the process that witnesses be named or called. However, should the board itself determine that a witness should be called, even if that witness has not been identified by either party, it has the authority to do so.

9.0 ACADEMIC REGULATIONS

Students with questions about their academic program may seek academic advice during the year from a Registration Advisor in Enrolment Services or from faculty members. *Program Planning Guides* are available for all Concordia degree programs and can be found online or obtained from Enrolment Services. Students are encouraged to complete their *Degree Checklists* and review their plans with a Registration Advisor early in their program.

Please note: Academic deadlines are listed in the *Academic Schedule*, section 2.0, information on applying to Concordia is outlined in *Undergraduate Admission*, section 3.0; and registration information is listed in *Registration*, section 4.0.

9.1 Program Regulations

- 9.1.1 Statute of Limitations
- 9.1.2 Second Degree Requirements
- 9.1.3 Transfer to Other Institutions

9.2 Classroom Policies

- 9.2.1 Course Syllabus
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- A. Introduction
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- 9.3.1 Grading System
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9.5 Academic Appeals

- 9.5.1 Informal Appeals
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9.6 Appeal of Decisions by the Offices of Student and Enrolment Services

- 9.6.1 Grounds for Appeal
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9.7 Graduation

- 9.7.1 Graduation Requirements
- 9.7.2 Application for Degree/Certificate
 - A. Application Deadline
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 - A. Names on Parchments
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- 9.7.4 Conferring of Degrees
 - A. Convocation
 - B. Transcripts
 - C. Conferral of Degrees in Absentia

9.1 PROGRAM REGULATIONS

9.1.1 STATUTE OF LIMITATIONS

Students admitted to a Concordia program are governed by the program requirements (i.e., the required courses specified for a particular program of studies, the credits required in a specified

subject area, and the total credits required in the degree program) of the *Calendar* in effect at the time of their admission. However, regardless of the year of admission or readmission, all students are governed by the current *Calendar* in all other respects.

When student registrations at Concordia are interrupted by at least one academic year and students are subsequently readmitted to a Concordia program, students shall be governed by the *Calendar* in effect at the time of readmission. Continuing students may opt to be governed by any *Calendar* from the current *Calendar* to the one in effect at the point of most recent admission to Concordia. If students opt for a particular *Calendar*, all program requirements of the chosen *Calendar* shall apply, while the current *Calendar* shall apply in all other respects.

9.1.2 SECOND DEGREE REQUIREMENTS

Students who have one degree and wish to obtain another from Concordia must conform to all program requirements for an applicable calendar year (see *Statute of Limitations*, section 9.1.1). The second degree must involve the successful completion of the program residency requirements (see the *General Academic Requirements* of the appropriate program). The fulfilment of the residency requirements is in addition to the credits applied to the first degree. Students can obtain another degree in any one of the following ways:

1. Students who hold a three-year Concordia degree and who subsequently meet the requirements for a four-year degree in the same faculty at this institution may convert the three-year degree to a four-year one. Converted degrees require a minimum of 30 additional credits, rather than the additional program residency requirements. The four-year degree will then replace the three-year degree; Concordia transcripts will record only one degree from any one faculty.
2. Students who hold degrees from this or another accredited institution and who subsequently meet the requirements for a Concordia degree in a different faculty may obtain a second degree.
3. Students who hold degrees from another accredited institution and who subsequently meet the requirements for a Concordia degree in a different major or concentration may obtain a second degree.

Students must fulfil all graduation requirements. When the degree is conferred, students will receive the parchment appropriate to the degree. Students who wish to obtain another degree should first seek academic advice to determine which educational opportunities best serve their career goals.

9.1.3 TRANSFER TO OTHER INSTITUTIONS

Students transferring to other Alberta institutions should consult the *Alberta Transfer Guide*, which lists all courses and program transfer agreements between post-secondary institutions in Alberta, the Northwest Territories, and Nunavut. The Guide and other transfer credit information are available online at www.acat.gov.ab.ca or by contacting:

Alberta Council on Admissions & Transfer
 11th Floor, Commerce Place
 10155 102 Street
 Edmonton, Alberta T5J 4L5
 Telephone: 780-422-9021
 Toll free within Alberta, first dial 310-0000
 Email: acat@gov.ab.ca

The *Alberta Transfer Guide* is also available at Student and Enrolment Services.

Students are responsible for determining the requirements of the programs to which transfer is planned and for ensuring that they meet those requirements. Students should also obtain academic calendars from the institutions they plan to attend.

9.2 CLASSROOM POLICIES

At the beginning of each course, individual instructors announce policies governing such matters as grading and absences.

9.2.1 COURSE SYLLABUS

Instructors in each course give a written syllabus to students no later than the second day of class. The syllabus establishes clear guidelines regarding course content and performance expectations and is the instructor's contract with students registered in the course.

9.2.2 EXCUSED ABSENCES

In course outlines, instructors describe the procedure students are to follow if they are absent for work which accounts for a percentage of the final grade (this may include examinations, quizzes, assignment deadlines, labs, marks for class attendance, etc.).

Students are responsible for contacting instructors regarding absences, and for providing them with documentation verifying the reasons for their absences. Instructors determine whether absences are excused; sufficient reason for an excused absence includes illness, severe family difficulty, religious observance, or circumstances beyond the student's control. Students may request the Dean of Students to act on their behalf if their reasons for absence are confidential or they believe that absence policies insufficiently address unusual circumstances.

Students may appeal instructors' decisions through the academic appeals process, section 9.5.

In the case of excused absences, instructors have the right to require make-up work or to disregard absences, but may not impose penalties upon students.

9.2.3 RECORDING OF LECTURES

Recording of classes is permitted only if recording is part of an approved accommodation plan or with the prior written consent of the professor. It is recommended that instructors include a statement to this effect in their syllabi.

If the request to record lectures is part of an approved accommodation plan, the instructor will be so informed by Student Life and Learning, and the student will provide the instructor with a copy of the *Audio Recording Agreement* for students eligible for accommodation.

If the request to record lectures is not part of an approved accommodation plan, the decision whether to approve the request is up to the instructor, taking into account these guidelines:

- The default should be that the recording is solely for the personal use of the student to enhance understanding of the lecture material.
- If a lecture is to be recorded, the instructor must notify the class that this is taking place.

- If the recorded lecture is intended for use beyond individual study, the person making the recording may need to obtain the permission of all other individuals that appear in the recording. This should be verified beforehand by consulting with Concordia's Privacy Officer.

If the instructor grants permission, a *Recording Agreement* should be signed by both the instructor and the student to confirm the terms under which permission to record is granted.

9.2.4 INCOMPLETE WORK

Normally, course work (not including final exams) that is not completed by the last day of lectures is given a grade of F. Students who require extensions of this deadline because of extenuating circumstances may apply to instructors for an Incomplete in a course or courses. Extenuating circumstances include illness, severe family difficulty, or circumstances beyond the student's control.

Students are responsible for:

1. obtaining *Application for Incomplete* forms from a Registration Advisor in Enrolment Services,
2. completing the forms in consultation with their instructors, and
3. submitting the forms together with supporting documentation to a Registration Advisor in Enrolment Services on or before the last day of lectures for courses.

Students must submit completed work on or before the date designated by the Registrar on the *Application for Incomplete* form, normally within four weeks after the last scheduled exam of each semester. Students who do not complete work before the deadline will be assigned a grade of F for the incomplete work.

Students may appeal instructors' decisions through the academic appeals process in section 9.5.

9.2.5 DEFERRED FINAL EXAMINATIONS

Deferred final examinations may be granted to students who are unable to write final examinations because of illness, severe family difficulty, religious observance, or circumstances beyond their control. Deferred final examinations may differ from the original exams and may not necessarily follow the same format.

Students are responsible for:

1. obtaining *Application for Deferred Final Examination* forms online or from a Registration Advisor in Enrolment Services,
2. completing the forms in consultation with their instructors,
3. paying the non-refundable fee for deferred final examinations (section 5.1.) at the Student Accounts Office and attaching the fee receipt to the application forms, and
4. submitting the forms together with supporting documentation to a Registration Advisor in Enrolment Services:
 - a) in the case of intended absences, students submit the forms to the Registrar one month prior to the originally scheduled final examinations;
 - b) in the case of unforeseen absences, students normally submit the forms to the Registrar within 48 hours of the missed final examinations.

The Registrar does not accept applications without proof of payment. The Registrar's Office returns copies of the forms to instructors confirming that students have completed the application process.

Deferred final examinations are written on or before the date designated by the Registrar on the application forms, normally within four weeks after the last scheduled exam of the semester. Students who miss deferred final examinations are denied further consideration and are assigned a grade of F for the final examinations.

Students who are denied deferred final examinations may appeal those decisions through the academic appeals process in section 9.5.

9.2.6 AEGROTAT STANDING

Aegrotat standing is designed to assist students who experience serious illness or injury which prevents them from writing final examinations and deferred final examinations. Applicants for aegrotat standing must have completed 30 credits at Concordia, may apply only for courses in which they are registered and attending and for a maximum of 36 credits in their entire program.

Students submit *Application for Aegrotat Standing* forms together with supporting documentation to the Registrar's Office in Enrolment Services prior to the date indicated on the forms, normally within four weeks after the last scheduled exam of the semester. The Registrar immediately notifies instructors and Division Chairs who, in consultation, review students' current standing and academic history. Division Chairs approve or deny requests for aegrotat standing. If requests are granted, instructors provide estimated final grades, or advise whether students may be granted credit for courses without grades. Aegrotat standing is indicated on official transcripts by an AE.

Students may appeal the decisions of Division Chairs through the academic appeals process in section 9.5.

9.2.7 DEBARMENT FROM FINAL EXAMINATIONS

A student may be refused permission to write the final examination in a course on the recommendation of the instructor, with the concurrence of the Division Chair, in the following circumstances:

1. The student has neglected to do a substantial portion of the written assignments in a course of which these are an essential feature, or has been frequently absent from class in a course in which class participation is necessary.
2. The student has neglected to do a sufficient amount of the practical or laboratory work in a course for which this is a basic requirement.

9.2.8 EDUCATIONAL DECORUM

Because the primary purpose of Concordia University College of Alberta is education, it must be the responsibility of both students and instructors to facilitate the educational process.

Students have a responsibility to ensure that their behaviour in a laboratory or classroom situation is conducive to an effective learning environment. It is therefore essential that students refrain from any behaviour that might endanger themselves or disturb others in class.

Instructors have a responsibility, in addition to teaching, to establish an orderly classroom or laboratory setting. Included in this responsibility is the establishment and maintenance of specific standards of behaviour. Consequently, the instructor will need to assess the nature of any behaviour deemed disruptive and to use such remedial measures as are considered necessary to restore a healthy learning environment, up to and including the expulsion of a student or students from the classroom.

9.2.9 ACADEMIC HONESTY

A. INTRODUCTION

1. Preamble

As scholars and students, all members of the Concordia community have a responsibility to use the intellectual contributions of others honestly, with appropriate acknowledgment. Academic

honesty is fundamental to the academic enterprise. All scholarship rests on the basis of ideas and structures of thought developed by others. Concordia has two complementary policies which spell out expectations for all faculty and students: the policy on Integrity in Research and Scholarship and this policy on Academic Honesty.

2. Principles and Responsibilities

Instructors and students are responsible for upholding the following principles:

- a) To acknowledge the contribution of others to one's scholarship and research, in the form generally recognized in the discipline.
- b) To support an academic environment in which honesty prevails.

3. Instructors' Responsibilities

Specifically, instructors have the following responsibilities:

- a) To include in all course outlines an academic honesty statement which draws the attention of students to Concordia's Academic Honesty policy, includes any course-specific expectations, and reminds students of the consequences of academic dishonesty.
- b) To teach students appropriate modes of using and acknowledging the contribution of others.
- c) To clarify for students the distinction between information which must be documented and common knowledge which does not require documentation.
- d) To give students appropriate guidelines for group projects and other forms of consultative activity.
- e) To take reasonable steps to reduce opportunities for academic dishonesty in their courses.
- f) To act promptly in accordance with this policy to investigate cases in which they suspect academic dishonesty or in which allegations of academic dishonesty are brought to their attention.
- g) To confront students suspected of academic dishonesty in a way that respects student privacy during the process of investigation.
- h) To inform students found guilty of academic dishonesty of their rights of appeal.

4. Students' Responsibilities

Specifically, students have the following responsibilities:

- a) To follow the guidelines for appropriate use and acknowledgment of the contributions of others in their assignments and projects.
- b) To manage their work to allow sufficient time for review, editing, and scrupulous documentation.
- c) In group projects, to take individual responsibility for the trustworthiness of the group's work.
- d) To act honestly and in keeping with the instructor's guidelines in tests and other comparable situations.
- e) To seek the guidance of the instructor in uncertain cases.
- f) To refuse to aid or abet any form of academic dishonesty.
- g) To bring to the attention of the instructor evidence of academic dishonesty by others.

5. Declaration of Academic Honesty

Instructors may require students to hand in, with their assignments, a signed declaration that they have observed all guidelines for honesty.

B. TERMINOLOGY

1. Alternate

If there is a conflict of interest, or if the Discipline Officer or Dean is not available, the Dean shall name an alternate Discipline

Officer, or the Vice-President Academic shall name an alternate to act in place of the Dean.

2. Appeal Committee

The Appeal Committee is convened by the Registrar. It consists of two Discipline Officers who have not been involved in any earlier process under this policy and the Associate Vice President of Student Services.

3. Discipline Officer

The Discipline Officer is a faculty member charged with responsibility for assessing allegations of academic dishonesty and for assigning penalties. In Arts and Science, the Discipline Officer is the Division Chair or another faculty member designated by the Dean. In the other faculties, the Discipline Officer is the Assistant Dean or another faculty member designated by the Dean. The Discipline Officer with oversight of the course in which the academic dishonesty is alleged to have occurred is the one with jurisdiction.

4. Dean

The Dean is the Dean responsible for the program in which the student who is alleged to be guilty of academic dishonesty is enrolled. When the dishonesty is alleged in a course in one faculty but the student is enrolled in a program in a different faculty, the Dean in charge of the program must consult with the Dean responsible for the course.

5. Working Day

A Working Day is a day on which Concordia's administrative offices are open for business.

C. ACADEMIC DISHONESTY

Academic dishonesty includes cheating, plagiarism, collusion, unauthorized submission for credit of previously graded work, and misrepresentation.

1. Cheating

Cheating on tests includes, but is not limited to conduct such as unauthorized communication with others; unauthorized use of any materials or resources; attempting to use other students' work; enabling other students to use the student's work.

Cheating on written assignments includes, but is not limited to the representation of substantial editorial or compositional assistance as the student's own work.

2. Plagiarism

Plagiarism is the use of the ideas, structures of argument, or phrases of others without appropriate acknowledgment. Ideas and lines of argument borrowed from others, even when expressed in the student's own words, must be fully identified, in a format customary in the discipline, as specified by the instructor. In addition, phrases borrowed from others must be identified as quotations and fully attributed. Plagiarism ranges from the submission by a student of an entire essay or project which was in fact done by someone else to the inclusion in a paper of a phrase which is not properly quoted or documented, even though the source may be included in the list of works cited.

3. Collusion

Collusion involves more than one individual cooperating to cheat, plagiarize, or misrepresent. A student who assists someone else in academic dishonesty is equally guilty of the dishonesty. Unauthorized collaboration between individuals in preparing materials submitted for assessment is collusion. In cases of group work, students are responsible for carefully observing the instructor's guidelines about shared and individual responsibility for assignments.

4. Unauthorized Submission of Previously Graded Work

This offence occurs when the student submits for credit in a course any work (even though it may be completely original with the student) of which all or a substantial portion has been or is being submitted for credit in another course. The written approval of both the original and the current instructor must be obtained in advance before work is submitted for credit under these circumstances.

5. Misrepresentation

Misrepresentation includes a broad range of other modes of academic dishonesty, such as providing false statements, impersonating another student on a test, and falsification of data.

D. PRINCIPLES OF APPLICATION

In dealing with cases of suspected academic dishonesty, the following principles are to be applied:

1. The integrity of the academic enterprise is protected. This includes the confidence of students in the fairness of their grades and the fairness with which all students are treated, as well as the confidence of the larger community in the validity of Concordia's programs and degrees.
2. Procedures and penalties are shaped by the educative value to the student and to other students.
3. The procedures and penalties deter academic dishonesty.
4. Processes are fair and seen to be fair. This means that students accused of academic dishonesty are advised of the allegations against them and are given the opportunity to state their side of the case. They are supplied with copies of all written evidence and reports about them. They are presumed to be innocent until the contrary has been established, based on the balance of probabilities. Students have the right to appeal a finding of academic dishonesty in accordance with this policy.
5. Penalties are appropriate to the type of dishonesty, and, in the case of plagiarism, to the expectations reasonable for a student of a particular level. For example, similar penalties may be imposed on students at all levels who are guilty of handing in a paper that they did not write themselves. On the other hand, a first-year student guilty of use of sources without appropriate documentation may reasonably be treated more leniently than a student in a senior year, who may be expected to know better.
6. Withdrawal from a course or program does not exempt a student from procedures and penalties under this policy.

E. PENALTIES

Some penalties may be applied by the instructor; others by the Discipline Officer; others by the Dean.

1. Minor Penalties Applied by the Instructor

Instructors may apply minor penalties in cases in which they find academic dishonesty but determine that it is the result principally of inexperience rather than willful intention to mislead. The instructor's appraisal of the circumstances will include factors such as the type of dishonesty, the level of the course, and the extent of the guidelines given. Such minor penalties include the following:

- a) Requirement to redo an assignment, with a grade penalty.
- b) Requirement to do another assignment.
- c) Failure in an assignment: the instructor who imposes this penalty for academic misconduct should inform the Discipline Officer, who will review the case and normally issue a Reprimand (E.2.a).

2. Penalties Applied by the Discipline Officer

Instructors should inform the Discipline Officer of cases in which they have imposed the penalty of Failure in an assignment (E.1.c), and should refer cases more serious than those described in section E.1 to the Discipline Officer. If the Discipline Officer finds that a student is guilty of willful intention to mislead but that there are mitigating factors, the Discipline Officer shall confirm or apply any of the minor penalties in E.1 and further shall issue a Reprimand:

- Reprimand: This takes the form of a letter to the student outlining the circumstances of the student's dishonesty and warning that further similar behaviour will lead to a stiffer penalty. The letter of reprimand is copied to the Registrar and placed in the student's file, but it will not appear on grade reports and transcripts.
- In addition to a Reprimand, the Discipline Officer may also apply the penalty of Failure in a course.

3. Penalties Applied by the Dean

The Discipline Officer should refer to the Dean cases warranting more severe penalties than those described in E.2, including all cases of repeat offenders. The Dean may impose any of the penalties in E.1 or E.2 and further may apply any of the following penalties:

- Notation of Academic Dishonesty on the student's transcript. When this penalty accompanies failure in a course for academic dishonesty, it shall remain on the student's transcript for a period of two years from the end date of term for the relevant course. When the penalty accompanies Suspension, it may remain on the transcript for a length of time specified by the Dean, normally not to exceed the date of the student's graduation from Concordia. In a case of Expulsion, the notation may, at the discretion of the Dean, remain on the transcript permanently.
- Suspension: The student is required to withdraw from Concordia for a specified period of time, ranging from one semester to three years. Upon completion of the period of suspension, the student will be eligible for reinstatement to full academic status. The student's academic program is subject to the *Statute of Limitations*, section 9.1.1.
- Expulsion: The student is required to withdraw from Concordia for more than three years or indefinitely. The Dean may prescribe conditions governing readmission to Concordia, if it is to be permitted at all.
- Such other penalty or order as appropriate in the circumstances.

4. Provisions Regarding Suspension and Expulsion

- A Suspension or Expulsion takes effect on the date of the Dean's decision, unless the Dean specifies a different effective date. For example, the Dean may allow a student to finish examinations in other courses at the end of a semester before starting a Suspension.
- A student shall receive credit for any course passed before the effective date of a Suspension or Expulsion.
- Withdrawals resulting from a decision of Suspension or Expulsion will show as a grade of W on the student's transcript.
- In a case of Suspension or Expulsion, the fee refund dates outlined in this *Calendar* shall apply.

F. PROCEDURES

1. Notification

- Material or decisions pertaining to a disciplinary process and notice of appeal hearings may be hand-delivered, sent by

courier, or sent by regular or registered mail. Alternatively, at the student's request, the student may pick up the material, decision, or notice at an arranged place at Concordia.

- Email may be used provided that the recipient has a Concordia email address or has provided Concordia with his or her personal email address. An email message which has not been acknowledged by the recipient within 5 Working Days should be followed by written notice sent by regular or registered mail, as in F.1.e.
- An instructor, Discipline Officer, or Dean may ask the Registrar to contact a student by telephone or to mail a written notice.
- When sent by mail, the material, decision, or notice shall be sent to the last address provided by the student to Concordia.
- Delivery is deemed to have been effected on the date of pick-up, personal receipt of hand or courier delivery, or 5 Working Days following registered or regular mailing.
- If a student attempting to contact an instructor, Discipline Officer, or Dean does not succeed in reaching the individual within 5 Working Days, the student should consult the Registrar. If not successful in contacting the instructor, the Registrar shall contact the Discipline Officer. If the Discipline Officer and/or Dean is not available, the Registrar shall request the appointment of an Alternate.

2. Procedures for Any Individual Who Believes That a Student Is Guilty of Academic Dishonesty

- An individual who believes that a student is guilty of academic dishonesty shall first speak to the instructor of the course.
- If the individual cannot contact the instructor or is not satisfied with the results of the conversation with the instructor, the individual shall seek the advice of the Registrar about the appropriate Discipline Officer to contact.
- When a report of academic dishonesty is made, the individual who receives the report will respect the privacy of the person making the allegation until the matter has been investigated.
- No findings will be published until the factual truth of the allegation(s) has been confirmed. Discretion will be used in revealing the name of the individual making the allegation to the student charged.

3. Procedures for Instructors

An instructor who finds or receives evidence of academic dishonesty shall proceed as follows:

- Collect or assist in the collection of the necessary evidence. Retain or obtain possession of any suspect material. In cases of suspected cheating on a test or examination, the invigilator shall confiscate any suspect material. The invigilator, if other than the instructor, shall give a full written report, together with any confiscated material, to the instructor.
- Notify the student(s), protecting as far as possible the privacy of the student(s), of the suspicion of dishonesty as soon as possible after the instructor has arrived at that suspicion, and in any case within 5 Working Days (refer to F.1, *Notification*). If the case is one of suspected collusion, the instructor shall as far as possible deal with each student separately.
- Arrange an interview with each student. If the student refuses or fails to meet with the instructor within a reasonable period of time specified by the instructor, the instructor shall notify the student as provided in F.1, *Notification*, and refer the matter to the Discipline Officer.

- d) During an interview with each student, supply the student with the relevant evidence, review the matter with the student, and give the student an opportunity to state his or her side of the case.
- e) If the instructor determines that academic dishonesty has taken place, but that it is the result of inexperience rather than willful intention to mislead, the instructor may apply one or more minor penalties as specified in E.1, depending on the circumstances.
- f) The instructor may report to the Discipline Officer any case of academic dishonesty. The instructor must report in writing any case in which the instructor has deemed it necessary to apply the penalty of failure in an assignment. The instructor shall advise the student that the Discipline Officer will review the circumstances and check the student's record. The Discipline Officer, if satisfied that the student is guilty of academic dishonesty, will issue a Reprimand. Depending on the circumstances, the Discipline Officer may take further action, as outlined in F.4.
- g) The instructor shall advise the student of his/her right to appeal the finding that an offence has been committed, the penalty imposed, or both, to the Discipline Officer within 10 Working Days of deemed receipt (F.1) of the instructor's decision.
- h) If the instructor concludes that academic dishonesty has taken place and that it is the result of willful intention to mislead, the instructor shall so report in writing to the Discipline Officer, with the relevant evidence, and shall supply the student(s) with a copy of the report. In cases of suspected collusion, the instructor shall write a separate report concerning each student, in which the other students involved are referred to in a way that does not identify them by name or student number (e.g., "Student B"). The individuals responsible for investigating the case need to know the names of all the students who are involved. However, the written report on each student, of which the student receives a copy, should identify only that particular student by name. The instructor's report may include a recommendation about a penalty.
- g) If the student refuses or fails to meet with the Discipline Officer within a reasonable period of time specified by the Discipline Officer, the Discipline Officer shall refer the matter to the Dean (see *Notification*, F.1)
- h) If the student is appealing a decision of the instructor to the Discipline Officer and is unable to contact the Discipline Officer within 5 Working Days following receipt of the instructor's decision, the student shall consult the Registrar who will, if necessary, ask the Dean to appoint an alternate Discipline Officer (see *Notification*, F.1).
- i) If the Discipline Officer concludes that academic dishonesty has taken place and that it is the result of willful intention to mislead, the Discipline Officer shall write a Reprimand and may further apply the penalty of Failure in a course. The Discipline Officer shall advise the student of the right to appeal to the Dean.
- j) The Discipline Officer shall write a report, copied to the student and the instructor, about the resolution of the case. In cases of alleged collusion, the Discipline Officer shall write a separate report for each student, in which the other students involved are referred to in a way that does not identify them by name or student number (e.g., "Student B"); see discussion above, F.3.h. The report shall include the alleged offence(s), an overview of the evidence, the Discipline Officer's decision, and the reasons for the decision.
- k) If the decision includes a finding of academic dishonesty, the report should include information about the student's right to appeal both the finding of dishonesty and any penalty that has been confirmed or imposed, and the appeal deadline. The student may appeal a decision of the Discipline Officer to the Dean, within 10 Working Days of deemed receipt (F.1.e) of the Discipline Officer's decision.
- l) If the Discipline Officer has applied the penalty of Failure in a course, or if the student has a prior record of academic dishonesty, the Discipline Officer shall forward the report, with full documentation, to the Dean.
- m) If the Discipline Officer concludes that the academic dishonesty warrants a more severe penalty than the ones in E.2, he/she shall so state in the report to the Dean and may include a recommendation about a penalty.

4. Procedures for Discipline Officers

A Discipline Officer (or Alternate) who receives a report of academic dishonesty shall proceed as follows:

- a) Review the instructor's report and the evidence, consult with the instructor, and decide whether the case may involve willful intention to mislead.
- b) Check with the Registrar's Office to determine whether the student's record includes a Reprimand (E.2.a) or other notation of previous academic dishonesty.
- c) If the student's record does not include any notation regarding previous academic dishonesty, if the facts are not in dispute, and if the Discipline Officer considers the instructor's penalty appropriate, the Discipline Officer shall write a Reprimand (E.2.a).
- d) If the student's record includes a previous notation regarding academic dishonesty, if the facts are in dispute, or if the Discipline Officer considers that the instructor's penalty may be inappropriate, the Discipline Officer shall investigate further.
- e) If the case occurs at a time when statements of grades are issued, notify the Registrar to withhold the statement of grades until the case is resolved. The Registrar will so notify the student.
- f) Arrange an interview with the student. During the interview, ensure that the student has received a copy of the instructor's report and any other evidence, and that the student has an opportunity to state his or her side of the case.

5. Procedures for Deans

A Dean (or Alternate) who receives a report of academic dishonesty from a Discipline Officer shall proceed as follows:

- a) The Dean shall review all reports of academic dishonesty received from the Discipline Officer, review the student's record, and exercise discretion to determine whether further action is warranted. Repeat offenders should be dealt with more severely than first offenders.
- b) If the Dean considers that further action may be warranted, the Dean shall meet with the student, ensure that the student has received a copy of the Discipline Officer's report and all relevant evidence, and give the student an opportunity to give his or her side of the case. The Dean may also talk with all the other parties involved.
- c) The Dean may rescind or modify the penalties imposed by the instructor and Discipline Officer or apply any of the penalties in F.3, F.4, or F.5.
- d) If the student refuses or fails to meet with the Dean within a reasonable period of time specified by the Dean, the Dean shall make a decision, which may include penalties, taking into account the available evidence. Refer to *Notification*, F.1.
- e) The Dean shall write to the student. The letter shall include the academic dishonesty alleged, an overview of the evidence,

and the reasons for the decision.

- f) If the Dean has found that the student is guilty of academic dishonesty, the letter shall include any penalty imposed by the Dean, along with relevant dates. The letter shall also include information regarding the student's right to appeal both the finding of dishonesty and any penalty confirmed or imposed by the Dean. The student may appeal a decision of the Dean to the Appeal Committee within 10 Working Days of deemed receipt (F.1.e) of the Dean's decision. The Dean's letter shall be copied to the instructor and the Discipline Officer. If it includes a finding of academic dishonesty, a copy shall also go to the Registrar for the student's file.

G. APPEALS

1. Appeals

- a) When a student is found guilty of academic dishonesty, the student may appeal the finding that an offence has been committed, the penalty imposed, or both. The appeal may be based on the denial of the offence and/or the severity of the penalties imposed. A defect in procedures shall not warrant the quashing of the decision being appealed unless the defect complained of can be reasonably said to have deprived the complainant of fair treatment.
- b) The student may appeal a decision of the instructor to the Discipline Officer within 10 Working Days of deemed receipt (F.1.e) of the instructor's decision. The appeal may be made orally or in writing.
- c) The student may appeal a decision of the Discipline Officer to the Dean, within 10 Working Days of deemed receipt (F.1.e) of the Discipline Officer's decision. The appeal may be made orally or in writing.
- d) A decision of the Dean may be appealed to the Appeal Committee within 15 Working Days of the deemed receipt (F.1.e) of the decision by the student. The appeal must be submitted in writing to the Registrar, must state the full grounds of appeal, and must be signed by the student. The Registrar will convene the Appeal Committee. The decision of the Appeal Committee is final.
- e) During the appeal period, a student appealing a decision of Suspension or Expulsion may register for classes and continue to attend classes. However, marks for assignments and examinations may be withheld at the discretion of the Dean until such time as the appeal is successful. If the student loses the appeal, no credit will be given for work completed subsequent to the date given in the original decision.

2. Appeal Committee

- a) The Registrar, upon receipt of an appeal of a Dean's decision, shall convene an Appeal Committee and shall provide the Appeal Committee with all the evidence so far available.
- b) The Appeal Committee shall meet to review the evidence and determine its procedures. With the Registrar's assistance, it shall schedule a hearing or hearings.
- c) Written notice (F.1) must be provided to all the parties involved regarding date, time, and place of hearing(s). If the student, the instructor, Discipline Officer, and/or the Dean neglects or refuses to appear at the time of the hearing, the Appeal Committee may, in its discretion, proceed with the hearing.
- d) As far as possible, the proceedings of an Appeal Committee should be confidential.
- e) Normally, a hearing should be held within 30 days of receipt of an appeal.
- f) The Appeal Committee may accept any evidence that it con-

siders proper, and may request additional material as it sees fit.

- g) The Appeal Committee shall hear the argument of both sides to the appeal and then, by majority vote, shall determine whether or not an offence has been committed and uphold or quash the decision under appeal. Where a decision against a student is upheld, the Appeal Committee may confirm, vary, or suspend the penalty imposed.
- h) The Registrar shall, when practical, immediately communicate the decision of the Appeal Committee to the student, the instructor, the Discipline Officer, and the Dean.
- i) Within 5 Working Days of the decision having been reached, the Registrar shall communicate the decision in writing to the student, the instructor, the Discipline Officer, and the Dean.
- j) If the Appeal Committee wishes, it may also forward recommendations for changes in the policy or in procedures under the policy to the Education Policies Committee.

9.3 EVALUATION

9.3.1 GRADING SYSTEM

Effective September 1, 2003, Concordia employs the 4-point grading system.

For the Graduate Studies Grading System, see 13.1.2.A

9.3.2 EXTENDED DESCRIPTION OF GRADE LEVELS

FOUR-POINT GRADING SCALE		
Descriptor	Alpha Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0
Fail	F	0

Other Final Grades:

AE	Aegrotat standing
AU	Audit
AW	Auditor withdrew
CR	Credit (C- or higher)
I	Incomplete
IP	Course in progress
NC	No credit
W	Withdrew with permission
WF	Withdrew failing (As of September 2003, a WF is counted as a grade of F [zero] in the calculation of the Grade Point Average)

Grading is a concise method for giving information to students and others about the student's knowledge and skill, and the extent to which the student has achieved the objectives of the course. For the further guidance of students and instructors in understanding and using the Common Grading Scale, the Faculty of Concordia

TABLE 9.3.2 EXTENDED DESCRIPTION OF GRADE LEVELS

Grade Description		Letter Grade	Grade Point Value
Outstanding	Outstanding performance, demonstrating complete and comprehensive understanding of the subject matter; full mastery of concepts and skills; exceptional interpretive and analytical ability; originality in the use of concepts and skills; achievement of all major and minor objectives of the course	A+	4.0
Excellent	Excellent performance, indicating superior grasp of subject matter and concepts; development of relevant skills to a high level; a high level of interpretive and analytical ability; originality or intellectual initiative; achievement of all major and minor objectives of the course.	A	4.0
		A-	3.7
Very Good	Very good to good performance, indicating thorough understanding of subject matter and concepts; development of relevant skills to a fairly high level; good interpretive and analytical ability; evidence of intellectual initiative; achievement of major and minor objectives of the course.	B+	3.3
Good		B	3.0
		B-	2.7
Satisfactory	Intellectually adequate performance, of fair but not good quality, demonstrating an acceptable understanding of the subject matter and concepts; development of skills to a satisfactory level; adequate interpretive and analytical ability; achievement of major objectives of the course; some minor objectives may not be achieved.	C+	2.3
		C	2.0
	The bottom of this range (C-) is the minimum satisfactory standard of achievement in a course. In courses graded CR or NC, CR denotes that the student has attained at least the C- level.	C-	1.7
Poor	Minimally acceptable performance, demonstrating some understanding of basic subject matter and concepts and partial development of relevant skills, with some evidence of interpretive or analytical ability; achievement of most but not all major objectives of the course; failure to achieve several minor objectives.	D+	1.3
Minimal Pass	The bottom of this range (D) indicates that the student has achieved a marginal level of performance which may not be sufficient background for success at the next level in the discipline.	D	1.0
Failure	Unsatisfactory performance, demonstrating an inadequate understanding of the basic subject matter; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve major and minor objectives of the course.	F	0.0

developed an extended description of grade levels in courses (table 9.3.2). Students are encouraged to discuss these guidelines with their instructors.

9.3.3 GRADE POINT AVERAGE

Grade points are calculated by multiplying the Grade Point Value for each grade by the number of attempted credits for the course. The Grade Point Average (GPA) is obtained by dividing the total number of grade points earned by the total number of attempted credits. Of the non-numeric *Other Final Grades*, only the grade of WF is calculated into the Grade Point Average.

9.3.4 ACADEMIC STANDING

The Registrar's Office assesses academic standing at the conclusion of each Fall and Winter semester (table 9.3.4).

Honours:

Students earning Honours standing receive written recognition of their academic achievement and are normally eligible to continue their program of study.

Satisfactory:

Students in Satisfactory academic standing are normally eligible to continue their program of study.

TABLE 9.3.4 ACADEMIC STANDING

Program	Honours	Satisfactory	Unsatisfactory
3-year Arts	Minimum GPA of 3.5	Minimum GPA of 2.0 with no failing grades	GPA of less than 2.0 or a minimum GPA of 2.0 with one or more failing grades
4-year Arts*	Minimum GPA of 3.5	Minimum GPA of 2.0 with no failing grades	GPA of less than 2.0 or a minimum GPA of 2.0 with one or more failing grades
Management*	Minimum GPA of 3.5	Minimum GPA of 2.0 with no failing grades	GPA of less than 2.0 or a minimum GPA of 2.0 with one or more failing grades
3-year Science	Minimum GPA of 3.5	Minimum GPA of 2.0 with no failing grades	GPA of less than 2.0 or a minimum GPA of 2.0 with one or more failing grades
4-year Science*	Minimum GPA of 3.5	Minimum GPA of 2.0 with no failing grades	GPA of less than 2.0 or a minimum GPA of 2.0 with one or more failing grades
Open Studies	Minimum GPA of 3.5	Minimum GPA of 2.0 with no failing grades	GPA of less than 2.0 or a minimum GPA of 2.0 with one or more failing grades
Education (After Degree)	Minimum GPA of 3.5	Minimum GPA of 2.3 with no failing grades	GPA of less than 2.3 or a minimum GPA of 2.3 with one or more failing grades
Environmental Health (After Degree)	Minimum GPA of 3.5	Minimum GPA of 2.7 with no grade less than C+	GPA of less than 2.7 or a minimum GPA of 2.7 with one or more grades less than C+
* Other minimum GPA requirements apply for continuation in this program. Refer to the program's <i>General Academic Requirements</i> .			

Unsatisfactory:

Students in Unsatisfactory academic standing may be placed on Academic Probation or required to withdraw from Concordia.

9.3.5 ACADEMIC PROBATION

Students whose academic performance is below satisfactory standing or whose previous academic record is deficient in some respect are placed on Academic Probation. Students on Academic Probation must attain satisfactory standing by the end of each semester for two consecutive Fall and Winter semesters in order to clear Academic Probation. Other conditions may apply.

The Registrar's Office reviews the files of students on Academic Probation at the end of each Fall and Winter semester. Students must fulfil the conditions of their Academic Probation, or they may be required to withdraw.

While on Academic Probation, students may be ineligible to participate on athletic teams or in other co-curricular activities. Students on probation should consult with a Registration Advisor in Enrolment Services if they have questions regarding their status and requirements.

9.3.6 STATEMENT OF GRADES

At the end of each semester, the Registrar's Office posts final grades for completed courses and midterm grades for courses in progress through *Services for Students* (<http://onlineservices.concordia.ab.ca/student>). Academic standing is also included. Students are encouraged to contact the Registrar's Office immediately with any concerns regarding their grades.

Services for Students is not available if students owe money or other items to Concordia.

Students who require official documentation, or want a record of their academic performance and standing, must request official transcripts, section 9.4.2.

9.4 STUDENT RECORDS

Concordia maintains student records for its benefit and that of students. Students are responsible for informing the Registrar's Office of changes to their academic program or personal information, including address and name changes.

Students may view, but not remove, the information in their file. Access is not provided if students owe money to Concordia.

Concordia endeavours to control access to these records to ensure that student information is used only for lawful or proper purposes.

9.4.1 PROTECTION OF STUDENT INFORMATION

A student's *Academic Record* is maintained by the Registrar's Office. The Registrar is responsible for the security of the Record.

Material contained within the *Academic Record* is collected under the authority of the *Post-Secondary Learning Act* (Province of Alberta), the *Statistics Act* (Canada) and the *Taxation Act* (Canada). It includes admission and registration information, transcripts, documents, information regarding academic awards and promotion, and if applicable, academic disciplinary actions.

The following information in an *Academic Record* is considered public:

1. a student's name, dates of attendance, faculty and program of study;
2. the year of graduation and the names of the diplomas or degrees obtained by the student;
3. the names of awards, bursaries and scholarships received by the student.

All other information is considered confidential.

Information is disclosed to relevant academic and administrative departments in accordance with institutional policy. Specific data elements will be disclosed to federal and provincial governments or their agents to meet reporting requirements in accordance with contractual agreements. All other requests for the release of information contained in a student's *Academic Record* are acted upon only with the written authorization of the student or by a court order.

Students may examine their *Academic Record* in Enrolment Services, in the presence of the Registrar or designate. Access is granted to students only after presentation of their student identification card and/or a piece of photo identification. Material may not be removed from the record. Students may not access

documents which have been received in confidence, such as letters of reference.

For more information regarding the collection, use and disclosure of information contained in the *Academic Record*, contact the Registrar's Office, 780-479-9220.

9.4.2 TRANSCRIPTS

Transcripts are official copies of academic records issued by the Registrar's Office. All matters relating to courses, grades, academic standing, and probation appear permanently on a student's official transcript.

The Registrar's Office:

1. issues a student's official transcript only at the written request of the student.
2. withholds all transcripts of current or former students who have outstanding fees, fines, or documents.
3. issues transcripts in person only to the student or to those with written authorization from the student; proof of identification must be presented.

Students may request their transcripts:

1. via *Services for Students* at <http://onlineservices.concordia.ab.ca/student>. Former students who are unable to access *Services for Students* may print and submit the *Transcript Request Form* found on the *Alumni* webpage.
2. by completing the *Transcript Request Form* or writing a letter of request, and mailing, faxing, or delivering the request in person to the Registrar's Office in Enrolment Services.

A. TRANSCRIPT FORMATS

Concordia issues official transcripts in the following formats:

1. Original documents printed on watermarked security paper, a format introduced in 1996. Students who have studied at Concordia since the academic year 1995-1996 and some who studied at Concordia prior to 1995-1996 may present transcripts in this format.
2. Photocopies of original or archived documents with an original signature and raised seal: Students who studied at Concordia before the academic year 1995-1996 may present transcripts in this format.
3. A combination of official photocopies and original documents: Students who studied at Concordia in both time periods may present transcripts in both formats. However, one format is used whenever possible.

Contact the Registrar's Office in Enrolment Services at 780-479-9220 or registrar@concordia.ab.ca for more information about Concordia transcripts.

9.5 ACADEMIC APPEALS

For Graduate Studies Academic Appeals, see section 13.2.2.D.

9.5.1 INFORMAL APPEALS

In addition to Concordia's formal grade appeal procedure, informal procedures also exist for dealing with disputes about assignments or other matters during a course.

A student who is unhappy with a grade or with another feature of a course should first discuss the matter with the instructor. If not satisfied, the student may then seek the advice of the Division Chair. The Division Chair will require a copy of the instructions given to the student as well as the assignment or test in dispute.

9.5.2 REAPPRAISAL OF FINAL GRADES

A student may apply for reappraisal of a final grade(s) only if he or she has good reason to believe a mistake has been made. The final grade may be raised or lowered as a result of the reappraisal. The reappraisal privilege can be invoked only twice in one academic year.

There are two levels of appeal. Students must begin with the first level and, if dissatisfied with the decision at that level, have the right to proceed to the next:

Level 1: The student shall discuss his or her final grade with the instructor within 15 days of the Registrar's Office posting grades online. Such reappraisal shall involve assessment of the final examination, if any, together with a check of the computation of weighted components used in calculating the final grade. The instructor will inform the student of changes, if any, in writing as soon as possible.

Level 2: If the student is not satisfied with the outcome of the appeal to the instructor, still believes a mistake has been made, feels some injustice has been done, or has substantial new evidence that could not be presented to the instructor, he or she shall inform the Registrar's Office, in writing, within seven days of the result of the decision by the instructor. The letter must include the decision which is being appealed, the grounds for appeal, and the remedy sought by the appellant. If all three are not specified in the appeal letter, or if the Division Chair decides that sufficient grounds do not exist, the appeal will not be heard. Reappraisals are dealt with by the Chair of the division in consultation with the instructor and one other division member. Such reappraisal of grades shall again involve assessment of the final examination, if any, together with a check of the computation of weighted components used in calculating the final grade. The Registrar's Office shall inform the student in writing of the result of the reappraisal. Decisions of the Division committee are final.

9.6 APPEAL OF DECISIONS BY THE OFFICES OF STUDENT AND ENROLMENT SERVICES

Students have the right to appeal decisions made by the offices of Admissions, the Registrar, Student Accounts or Student Life and Learning.

9.6.1 GROUNDS FOR APPEAL

The following are the only grounds for appeal:

- Alleged bias of the office in question;
- Alleged unfair procedures by the office in question;
- Substantial new evidence that could not be presented at the time of the original decision, or the preceding level of appeal;
- The original decision was in response to an unusual situation for which no clear criteria exist.

9.6.2 PATH OF APPEAL

There is one path of appeal consisting of three consecutive levels. The student must begin with the first level and, if dissatisfied with the decision at that level, has the right to proceed to the next. The student must show evidence of having followed the path of appeal at each level.

Level 1: The supervisor of the office in question-

Level 2: The Vice-President Student Services.

Level 3: The President of Concordia. The decision of the President is final.

At each level, the person hearing the appeal will consult with all parties involved in the original decision.

9.6.3 METHOD OF APPEAL

The student must write a letter addressed to the person hearing the appeal, indicating:

1. the decision being appealed,
2. the grounds^a for appeal,
3. the remedies^a being sought by the appellant.

The appeal will not be considered if the letter does not include all three required sections.

Note:

- a) Students should inquire with the office in question regarding more detailed procedures in place for appeals within that office.

9.6.4 TIME LIMITS OF APPEAL

The student must submit the written appeal within the following time limits:

Level 1: Within 15 days of the post-marked date of written notification of the decision being appealed.

Level 2: Within 7 days of the post-marked date of written notification of the decision of the first level of appeal.

Level 3: Within 7 days of the post-marked date of written notification of the decision at the second level of appeal.

The appeal decision at each level will be posted to the student via express mail.

9.6.5 NOTIFICATION OF APPEAL DECISION

Level 1: The supervisor of the office in question will give written notification of his/her decision to the student, within 7 days of the appeal.

Level 2: The Vice-President Student Services will give written notification of his decision first to the supervisor of the office in question, and second to the student, within 7 days of the appeal.

Level 3: The President will give written notification of his decision first to the Vice-President Student Services, second to the supervisor of the office in question, and third to the student, within 7 days of the appeal.

9.7 GRADUATION

9.7.1 GRADUATION REQUIREMENTS

Students are eligible for graduation under the following circumstances:

1. They have completed the requirements of their program. See *Statute of Limitations*, section 9.1.1.
2. They have maintained the minimum Grade Point Average required for their degree program.

Undergraduate students who complete their degree programs with a Grade Point Average of 3.5 to 3.69 are awarded degrees "With Distinction". Those who complete their degree programs with a Grade Point Average of 3.7 or higher are awarded degrees "With High Distinction".

Bachelor of Education (After Degree) and Bachelor of Environmental Health (After Degree) students who complete their programs with a Grade Point Average of 3.7 to 3.79 are

awarded degrees "With Distinction". Those who complete their programs with a Grade Point Average of 3.8 or higher are awarded degrees "With High Distinction".

3. They have completed and submitted *Application for Degree/Certificate* to the Registrar's Office before the date stated in section 9.7.2.A. Applications received after the deadline may be held for the next conferral date. Registration in any program does not constitute an application for a degree or certificate.
4. Students seeking credit for work done elsewhere must submit official transcripts or other documentary evidence of the work to the Registrar's Office before the date stated in section 9.7.2.B.
5. They have paid all monies owed to Concordia. Parchments, certificates, and transcripts are withheld if students owe money to Concordia.

9.7.2 APPLICATION FOR DEGREE/ CERTIFICATE

Candidates must apply by submitting an *Application for Degree/Certificate*. Students applying for an Arts, Management, or Science degree also submit a *Degree Checklist*.

Students are responsible for ensuring that they submit their applications by the published deadline.

Students who have applied and, for any reason, do not have their degree/certificate conferred must submit another application by the next applicable deadline. Concordia confers degrees in September, January and at the May Convocation ceremony.

A. APPLICATION DEADLINE

Conferral Date	Deadline
January 31	Nov 30
May Convocation	Oct 1
September 30	Aug 1

B. OUTSTANDING DOCUMENT DEADLINE

Conferral Date	Deadline
January 31	Last day campus is open in December (<i>Academic Schedule</i> , section 2.0)
May Convocation	Feb 1
September 30	Aug 31

C. FEES

Students are required to pay a *Graduation Fee*, section 5.1, which covers the cost of degree assessment, gown rental, purchase of hood and mortar board, degree parchment and degree folder. All graduating students pay this fee whether or not they attend the Convocation ceremony.

Any outstanding fees or fines, including tuition fees, residence fees, library fines, etc., must be paid in order for students to receive their degree parchments or certificates. While students who owe Concordia fees, fines or other charges will not receive their degrees, they may participate in the Convocation ceremony. Degrees, certificates, and transcripts are withheld until all charges have been cleared.

9.7.3 PARCHMENTS

A. NAMES ON PARCHMENTS

The full legal name of the graduate appears on the parchment. The use of initials, abbreviations, nicknames or parentheses in place of a legal given name is not permitted.

Any changes in name must be supported by legal documentation (e.g., marriage certificate, vital statistics certificate, etc.).

B. PARCHMENT REPLACEMENT

Students who require a replacement degree parchment submit an *Application for Replacement Parchment* to the Registrar's Office and pay the *Parchment Replacement Fee*, section 5.1. Requests take two or more weeks to process.

Replacement parchments indicate that they are replacements and include the date of re-issue.

9.7.4 CONFERRING OF DEGREES

Degrees are conferred in January, September, and at the Convocation ceremony held in May, on the date published in the *Academic Schedule*, section 2.0.

Students who complete their degree requirements between conferral dates and who have applied for graduation may request letters from the Registrar's Office that indicate their graduation status and the date that their degrees will be conferred.

A. CONVOCATION

The Registrar's Office assesses applications for graduation to determine if students meet the requirements for the degree and notifies students of their graduation status. Applicants' names are placed on a tentative graduation list which is distributed to various Concordia offices so they may contact students, as follows:

Student Life and Learning: Information about Convocation and other graduation events, graduation pictures and rings, and graduation fundraisers.

President's Office: Invitations for special graduation events sponsored by the President of Concordia.

Academic Dean: Order information for caps, gowns, and hoods.

Student Accounts: *Graduation Fee*, section 5.1

Prospective graduands who have applied to have their degree conferred at the May Convocation and not received any graduation information by December 1 should contact the Registrar's Office. It is the student's responsibility to ensure their name appears on the graduation list.

1. Academic Dress

The Academic Gown dates back to the twelfth century. While originally it may have been worn as a protection against the cold of unheated buildings, it has come to symbolize levels of academic scholarship with variations in sleeves and decorations representing degree levels.

The Academic Cap symbolizes the dignity and freedom of scholarship. The mortarboard (a square cap) represents a book. Tassel colours may vary according to the wearer's major area of study. Gold bullion tassels indicate doctor's degree.

The Academic Hood varies both in size and colour. The colours of the silk lining of the hood are the colours of the institution granting the degree. Concordia's hoods are lined with blue and white. The colour of velvet edging indicates the academic discipline in which the degree has been earned. The colour for arts is white, management (including the Master of Information Systems Assurance Management and Master of Information Systems Security Management) is taupe, science is gold, education is blue, and environmental health is salmon.

The Gold Cord indicates a degree earned with distinction or with high distinction.

B. TRANSCRIPTS

After degrees have been conferred, graduates' transcripts record the date of graduation, the degree awarded, and if the degree was granted "With Distinction" or "With High Distinction".

C. CONFERRAL OF DEGREE IN ABSENTIA

Graduands who do not attend the May convocation have their degree(s) conferred upon them "in absentia". They may collect their degree parchments and hoods at the Registrar's Office for two weeks following the May Convocation ceremony or the January or September conferral dates. After that time parchments and hoods are mailed for a fee.

Students who are unable to collect their parchments personally may give written authorization for a third party to do so. The letter of authorization must include the student's legal name and signature as well as the legal name of the person collecting the parchment. The Registrar's Office releases parchments only after the presentation of appropriate identification.

UNIVERSITY PROGRAMS

10.0 UNDERGRADUATE PROGRAMS

10.1 Bachelor of Arts

- 10.1.1 Four-Year Degree Programs
 - English
 - Music
 - Psychology (Applied Emphasis)
 - Religious Studies
 - Religious Studies (Applied Emphasis)

- 10.1.2 Three-Year Degree Programs

- Drama
- English
- French
- History
- Music
- Philosophy
- Political Economy
- Psychology
- Religious Studies
- Sociology

10.2 Bachelor of Management

10.3 Bachelor of Science

- 10.3.1 Four-Year Degree Programs

- Biology
 - Emphasis in Cell and Molecular Biology
 - Emphasis in Integrative Biology
- Chemistry
- Environmental Science
 - Environmental Science
 - Emphasis in Environmental Assessment and Remediation
- Mathematics

- 10.3.2 Three-Year Degree Programs

- Biology
- Chemistry
- Environmental Science
- Mathematics

10.4 Minors

- Biochemistry
- Biology
- Business
- Canadian Studies
- Career Development
- Chemistry
- Drama
- Economics
- Education
- English
- Environmental Science
- Forensic Studies
- French
- History
- Information Technology and Computing Science
- Mathematics
- Music
- Philosophy
- Physical Education and Sport Studies

- Physics
- Political Science
- Pre-Seminary
- Psychology
- Religious Studies
- Religious Studies (Applied Emphasis)
- Sociology

11.0 AFTER-DEGREE PROGRAMS

11.1 Bachelor of Education (After Degree)

11.2 Bachelor of Environmental Health (After Degree)

12.0 RELIGIOUS STUDIES (APPLIED EMPHASIS) PROGRAM

12.1 Religious Studies (Applied Emphasis) Degree

- 12.1.1 Director of Parish Services Colloquy Program

12.2 Lutheran Teacher Education

- 12.2.1 Undergraduate Planning for Lutheran Teacher Education
- 12.2.2 Lutheran Teacher Colloquy Program

12.3 Pre-Seminary

12.4 Parish Nurse Program (Note: this program has been discontinued starting in 2012-2013.)

12.5 Certificate Programs

- 12.5.1 Church Music Certificate
- 12.5.2 Youth Ministry Certificate

12.6 Other Church Work Careers

13.0 GRADUATE PROGRAMS

13.3 Graduate Degree Programs

- 13.3.1 Master of Arts in Biblical and Christian Studies
- 13.3.2 Master of Information Systems Assurance Management
- 13.3.3 Master of Information Systems Security Management

13.4 Graduate Diploma Programs

- 13.4.1 Graduate Diploma in Information Assurance
- 13.4.2 Graduate Diploma in Psychological Assessment

13.5 Graduate Certificate Programs

- 13.5.1 Graduate Certificate in Animal Assisted Therapy
- 13.5.2 Graduate Certificate in Psychological Assessment
- 13.5.3 Graduate Certificate in Public Health Leadership
- 13.5.4 Graduate Certificate in Public Health Strategic Communication
- 13.5.5 Graduate Certificate in Public Health For Vulnerable Populations

10.0 UNDERGRADUATE PROGRAMS

- 10.1 Bachelor of Arts**
 - 10.1.0 Educational Objectives: Faculties of Arts and Science
 - 10.1.1 Four-Year Bachelor of Arts Degree Programs
 - A. General Academic Requirements
 - B. Residency Requirement
 - C. Core Requirements
 - D. Major Requirements
 - 10.1.2 Three-Year Bachelor of Arts Degree Programs
 - A. General Academic Requirements
 - B. Residency Requirement
 - C. Core Requirements
 - D. Concentration Requirements
- 10.2 Bachelor of Management**
 - 10.2.0 Educational Objectives: Faculty of Professional Studies
 - 10.2.1 Four-Year Bachelor of Management Degree Program
 - A. General Academic Requirements
 - B. Residency Requirement
 - C. Program Requirements
 - D. Bachelor of Management Emphasis
- 10.3 Bachelor of Science**
 - 10.3.0 Educational Objectives: Faculties of Arts and Science
 - 10.3.1 Four-Year Bachelor of Science Degree Programs
 - A. General Academic Requirements
 - B. Residency Requirement
 - C. Core Requirements
 - D. Major Requirements
 - 10.3.2 Three-Year Bachelor of Science Degree Programs
 - A. General Academic Requirements
 - B. Residency Requirement
 - C. Core Requirements
 - D. Concentration Requirements
- 10.4 Minors**

10.1 BACHELOR OF ARTS

10.1.0 EDUCATIONAL OBJECTIVES: FACULTIES OF ARTS AND SCIENCE

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a quality education in a Christian context while sharing the gospel of Jesus Christ, and in this way to develop in students a sense of vocation that is enriched by a high standard of morality and of ethical awareness.

This first objective is the foundation for the more specific objectives of the Faculties of Arts and Science. Concordia has designed its three- and four-year Arts and Science programs:

1. To acquaint its students with a range of disciplines in the arts and sciences, thereby developing methods of thought and inquiry that will lay the foundations of knowledge and wisdom.
2. To educate its students in both depth and breadth in one or more of the liberal-arts disciplines.
3. To enable its students to perceive and to foster connections between their studies and the history and meaning of Christianity.
4. To provide its students with courses that challenge and develop their ability to read and listen critically, to write persuasively, and to speak with a confidence born of knowledge.
5. To guide its students through the appropriate methods of research and acquisition of information in one or more disciplines.
6. To equip its students with the ability to employ appropriate technologies effectively and creatively.

7. To furnish its students with the basis for graduate study, professional education, and successful careers.
8. Through all of the above, to develop graduates who are ethical, responsible, and contributing members of society.

10.1.1 FOUR-YEAR BACHELOR OF ARTS DEGREE PROGRAMS

A. GENERAL ACADEMIC REQUIREMENTS

Candidates for Concordia's four-year Bachelor of Arts programs:

1. Must complete a total of 120 credits.
2. Must complete a core requirement of 39 credits minimum. See *Core Requirements*, section C.
3. Must complete 36-60 credits in a major.
4. Must complete at least 18 credits in a minor, of which 6 credits must be at the senior level; alternatively, a second major is permissible.
5. May take only 6 credits of junior-level English and 6 credits of junior-level Religious Studies.
6. May take no more than 48 credits of junior-level courses for credit toward a degree.
7. May include core course requirements in the major and minor. However, the same course may not be counted toward both the major and minor requirements.
8. Must complete 60 credits of the 120 credits required to graduate at Concordia. Moreover, at least 18 credits of the last 30 credits must be completed at Concordia, including any courses specifically required by the program (*Residency Requirement*, section B).
9. May take no more than 60 credits in any one discipline. However, 72 credits in Psychology are permitted for students who select a minor in Forensic Studies.
10. Must take a minimum of 102 credits in Arts and Science courses, of which a minimum of 66 credits must be Arts.
11. For continuation in the four-year English, Music, and Religious Studies degree program, must maintain a minimum overall GPA of 2.0 or higher, and a minimum GPA of 2.3 in the major. Students in the applied emphasis programs in Psychology and Religious Studies should consult the program and GPA requirements in section D, items 3 and 5.

Students who do not meet the minimum GPA requirements to continue in the four-year BA should consult with a Registration Advisor regarding the three-year BA degree program.
12. For graduation, must have a minimum overall GPA of 2.0 in the 120 credits applicable to the degree, and a minimum GPA of 2.3 in the courses in the major. In addition, students in the Religious Studies (Applied Emphasis) degree program must present a minimum GPA of 2.3 in the Religious Studies (Applied Emphasis) minor. For further information, see *Graduation Requirements*, section 9.7.1.

Candidates who do not meet the minimum GPA requirements for the four-year BA should consult a Registration Advisor regarding the three-year BA degree.
13. Must present credit in a 30-level Language Other than English or a Language Other than English at the 100-level (100 or 102). Courses presented for this requirement may not also

fulfil the Language Other than English *Core Requirement*, section C.7.

B. RESIDENCY REQUIREMENT

Candidates for Concordia's four-year Bachelor of Arts degree must complete the specified credits at Concordia (section A.8). Students who plan to take courses at other institutions must first follow the procedures for *Visiting Student Permission*, section 4.4.3.A.

C. CORE REQUIREMENTS

1. English/Writing: 9 credits
ENG 100 or ENG 111 and ENG 112; and senior-level English or Writing
2. Religious Studies: 6 credits minimum
REL 101 or 150; and at least 3 additional credits in Religious Studies

See also *Religious Studies Residency Requirement*, section 4.2.3
3. Science: 6 credits
Any courses listed as Faculty of Science in *Course Descriptions*, section 14.0
4. Social Science: 6 credits
Economics, History, Political Science, Psychology, or Sociology
5. Fine Arts: 3 credits
Art History, Dance, Drama, or Music
6. Philosophy: 3 credits
Any junior- or senior-level Philosophy course
7. Language Other than English: 6 credits
French, German, Greek, Hebrew, Latin, Spanish or Cree (NS 152). These 6 credits may be from a continuation of the study (e.g., FR 203) of the language presented for the general requirement, or from introductory-level courses in another language (e.g., SPA 101 and 102). In either case, these credits must be in the *same* language. Courses used to fulfil this requirement may not also fulfil the 30-level Language Other than English *General Academic Requirement*, section A.13.

Note: There are two Language Other than English (LOE) requirements for the four-year Bachelor of Arts degree: (1) a 30-level or equivalent LOE (e.g., French 30 or FR 102) and (2) the 6-credit LOE core requirement.

D. MAJOR REQUIREMENTS

1. English

Students intending to use the four-year degree in English as the basis for graduate studies are urged to obtain the advice of the English Department Coordinator in planning their program. They are also strongly recommended to take the Enhanced Program.

Basic Program: 36-45 credits required, to include:

- a) ENG 100 or ENG 111 and ENG 112 (ENG 100 is strongly recommended)
- b) One of ENG 323, 324, 330, or 331
- c) ENG 338 or 339
- d) 6 credits chosen from ENG 341, 342, 343, 350, 354, 355, or 356

- e) One of ENG 365, 366, 367, 392, 393, 394, 395, 396, 397, or 398
- f) One of ENG 381, 382, 383, or 384
- g) One of ENG 303, 304, 342, 356, or 396 (See Note 2, below)
- h) 3 credits chosen from the ENG 401-425 series or ENG 480 (See Note 3, below)
- i) ENG 491 or 492 (See Note 4, below)
- j) 3-12 credits of unspecified senior-level English courses

Note:

1. In addition to 36 or more credits of English, all four-year English majors may also count up to 12 credits chosen from CLAS 201, WRI 300, WRI 310, WRI 391, WRI 392, C LIT 201 and C LIT 202 as part of their English major.
2. ENG 342 or ENG 356 may also simultaneously be used in partial fulfilment of requirement (d); ENG 396 may also simultaneously fulfil requirement (e).
3. With the approval of the English Department Coordinator, courses in the ENG 401-425 series may meet one of the distribution requirements (b) to (g), depending on the topic.
4. Students intending to pursue graduate studies in English are encouraged to take both ENG 491 and ENG 492.

Enhanced Program: 54-60 credits required, to include:

- a) ENG 100 or ENG 111 and ENG 112 (ENG 100 is strongly recommended)
- b) ENG 323 or 324
- c) ENG 330 or 331
- d) ENG 338 or 339
- e) One of ENG 341, 342, or 343
- f) One of ENG 350, 354, 355, or 356
- g) One of ENG 365, 366, or 367
- h) One of ENG 381, 382, 383, or 384
- i) One of ENG 392, 393, 394, 395, 396, 397, or 398
- j) One of ENG 303, 304, 342, 356, or 396 (See Note 2, below)
- k) 3 credits chosen from the ENG 401-425 series or ENG 480 (See Note 3, below)
- l) ENG 491 and 492
- m) 12-18 credits of unspecified senior-level English courses

Note:

1. Students in the Enhanced Program may count up to 12 credits chosen from CLAS 201, WRI 300, WRI 310, WRI 391, WRI 392, C LIT 201 and C LIT 202 as part of their enhanced English major.
2. ENG 342 may also simultaneously fulfil requirement (e); ENG 356 may also simultaneously fulfil requirement (f); ENG 396 may also simultaneously fulfil requirement (i).
3. With the approval of the English Department Coordinator, courses in the ENG 401-425 series may meet one of the distribution requirements (b) to (j), depending on the topic.

2. Music

45-60 credits required, to include:

Performance: 9 credits

- a) MUP 126 and 127
- b) 3 credits chosen from MUP 142 and 143, 164 and 165, 166 and 167, or 168 and 169
- c) 3 credits chosen from MUP 226 and 227, 242 and 243, 264 and 265, 266 and 267, or 268 and 269

Theory and Composition: 12 credits

- d) MUS 211 and 212
- e) MUS 213 and 214
- f) 3 credits chosen from MUS 311, 312, 315, 316, or 313 and 314

History and Literature: 6 credits

- g) 3 credits chosen from MUS 261, 281 or 282
- h) 3 credits chosen from MUS 261, 262, 281, 282, (if not used in [g] above) or 380-series

Conducting and Pedagogy: 3 credits

- i) 3 credits chosen from MUS 295, 321, 361 or MUED 212, 213, 214 or from the MUS 370-series

Capstone: 3 credits

- j) MUS 490

Senior Project/Recital: 3 credits

- k) MUP 495 and 496 or MUS 495 and 496

Unspecified: 9-24 credits

- l) 9-21 credits of unspecified senior-level Music courses
- m) 0-3 credits junior- or senior-level Music courses

Students with a major in Music must complete a minimum of 12 credits of Music at Concordia.

3. **Psychology (Applied Emphasis)**

Students must apply for admission to the third year of this program. Specific admission requirements are published in section 3.3.

For continuation to the fourth year of the Basic Program, students must pass PSY 486, maintain a minimum GPA of 2.0 in the 90 credits applicable to the degree, and a minimum GPA of 2.3 in Psychology credits. For continuation to the fourth year of the Enhanced Program, students must pass PSY 486, maintain a minimum GPA of 2.0 in the 90 credits applicable to the degree and a minimum GPA of 2.3 in Psychology credits, have a current security clearance, and receive consent of the Psychology department.

Basic Program: 42-60 credits required, to include:

- a) PSY 104 and 105
- b) PSY 211 or equivalent with a minimum grade of C- (MAT 151 and SOC 210 are acceptable equivalents).
The Psychology Department strongly recommends PSY 211.
- c) PSY 311 and 319
- d) PSY 233 and 339
- e) PSY 305, 332, and 431
- f) PSY 486
- g) 6-24 credits of unspecified senior-level Psychology courses

PSY 433, PSY 434, PSY 435, and WRI 300 are strongly recommended.

Enhanced Program: 54-60 credits required, to include:

- a) PSY 104 and 105
- b) PSY 211 or equivalent with a minimum grade of C- (MAT 151 and SOC 210 are acceptable equivalents).
The Psychology Department strongly recommends PSY 211.
- c) PSY 311 and 319
- d) PSY 233 and 339
- e) PSY 305, 332, and 431

- f) PSY 486 and 496
- g) 12-18 credits of unspecified senior-level Psychology courses

PSY 433, PSY 434, PSY 435, and WRI 300 are strongly recommended.

4. **Religious Studies**

Basic Program: 36-60 credits required, to include:

- a) REL 101 and 102
- b) REL 248, 252, 253, and 373
- c) One of REL 320, 321, 322, 323, or 331
- d) One of REL 362, 364, 365, 367, or 382
- e) One of REL 359, 375, or 376
- f) REL 490 and 499
- g) 3-27 credits of unspecified 300-level Religious Studies courses

PHIL 290 is strongly recommended.

Students are strongly advised to take at least six credits of a Language Other than English which relates to their major interest (e.g., Hebrew or Greek in Biblical studies; German, Latin or French in Reformation studies).

5. **Religious Studies (Applied Emphasis)**

The four-year Bachelor of Arts degree in Religious Studies (Applied Emphasis) prepares students for a variety of ministerial and service roles (see *Religious Studies (Applied Emphasis)*, Section 12.0). Some students in this program will intend to serve full-time within a church setting as a Director of Parish Services. Those interested in this particular path should seek academic advice early in their studies to discuss course sequencing. Other students will intend to broaden and deepen their ability to integrate their academic studies in whatever vocational ministry they undertake.

For continuation in the degree program, students must have achieved an overall minimum GPA of 2.0, a minimum GPA of 2.3 in courses presented for the Religious Studies (Applied Emphasis) major, a minimum GPA of 2.3 in courses presented for the Religious Studies (Applied Emphasis) minor, and receive consent of the Religious Studies (Applied Emphasis) Selection Committee.

For more information about the program and to prepare for the interview process, please contact the Coordinator of the Religious Studies (Applied Emphasis) program.

Religious Studies (Applied Emphasis) major: 45-60 credits required, to include:

- a) REL 101 and 102
- b) REL 201 and 202
- c) REL 248, 252, 253, 359, 373, 375, and 376
- d) One of REL 320, 321, 322, 323, or 331
- e) One of REL 362, 364, 365, 367, or 382
- f) REL 490 and 499
- g) 0-15 credits of unspecified 300-level Religious Studies courses

Religious Studies (Applied Emphasis) minor: 24 credits required, to include:

- h) EDPS 200
- i) RELA 288
- j) RELA 301
- k) RELA 302
- l) RELA 303
- m) RELA 304
- n) RELA 444
- o) RELA 445

In addition to the above courses, students must complete:

- p) PSY 324 or SOC 375
- q) One of MUS 261, MUS 262, DRA 325, DRA 352, or SOC 261
- r) RELA 450

Note: To become certified as a Director of Parish Services by Lutheran Church–Canada, students must also complete RELA 501 as the fifth-year internship.

10.1.2 THREE-YEAR BACHELOR OF ARTS DEGREE PROGRAMS

A. GENERAL ACADEMIC REQUIREMENTS

Candidates for Concordia's three-year Bachelor of Arts programs:

1. Must complete a total of 90 credits.
2. Must complete a core requirement of 30 credits minimum. See *Core Requirements*, section C.
3. Must complete a minimum of 24 credits in a concentration. A higher minimum is specified in some concentrations. Please refer to each concentration for maximum credits allowed.
4. Must complete 18-24 credits in a minor, of which 6 credits must be at the senior level; alternatively, a second concentration is permissible.
5. May take only 6 credits of junior-level English and 6 credits of junior-level Religious Studies.
6. May take no more than 42 credits of junior-level courses for credit toward a degree.
7. Are permitted to take a maximum of 6 credits from each discipline (except Music) in the first year of studies.
8. Must present credit in a 30-level Language Other than English or a Language Other than English at the 100-level (100 or 102).
9. May include core course requirements in concentrations and minors. However, the same course may not be counted toward both concentration and minor requirements.
10. Must take a minimum of 3 credits in 6 different disciplines.
11. May take no more than 30 credits in any one discipline. However, 33 credits are permitted for Music concentrations.
12. Must take a minimum of 72 credits in Arts and Science courses.
13. Must take at least 42 credits in Arts courses.
14. Must maintain a minimum Grade Point Average of 2.0.
15. Must normally take at least the final 30 credits at Concordia, including the capstone (400-level) course for their concentration (*Residency Requirement*, section B).
16. May receive up to 60 credits from another institution. Transfer credits may vary depending on program requirements. Please refer to the individual Concentrations for restrictions. Students planning to take courses for credit at other institutions must follow the procedures for *Visiting Student Permission*, section 4.4.3.A.
17. To graduate, must have a minimum overall GPA of 2.0 and a GPA of 2.0 in the credits required for the area of concentration. For further information, see *Graduation Requirements*, section 9.7.1.

B. RESIDENCY REQUIREMENT

Candidates for Concordia's three-year Bachelor of Arts degree must complete the specified credits at Concordia (section A.15). Students who plan to take courses at other institutions must first follow the procedures for *Visiting Student Permission*, section 4.4.3.A.

C. CORE REQUIREMENTS

1. English/Writing: 9 credits
ENG 100 or ENG 111 and 112; and senior-level English or Writing
2. Religious Studies: 6 credits minimum
REL 101 or 150; and at least 3 additional credits in Religious Studies

See also *Religious Studies Residency Requirement*, section 4.2.3
3. Science: 6 credits
Any courses listed as Faculty of Science in *Course Descriptions*, section 14.0
4. Social Science: 6 credits
Economics, History, Political Science, Psychology, or Sociology
5. Fine Arts: 3 credits
Art History, Dance, Drama, or Music

D. CONCENTRATION REQUIREMENTS

1. Drama

24-30 credits required, to include:

- a) DRA 101 or 102
- b) One of DRA 149, 325 or 353
- c) One of DRA 247 or 352
- d) One of DRA 425, 450, 453 or 483
- e) 12-18 credits of unspecified Drama courses

Note: A maximum of 9 credits of junior-level Drama courses may be counted towards a Drama concentration.

2. English

24-30 credits required, to include:

- a) ENG 100 or ENG 111 and ENG 112
- b) One of ENG 303, 323, 331, 338, 339, 350, or 354
- c) One of ENG 324, 330, 341, 342, 343, 355 or 356
- d) ENG 491 or 492
- e) 9-15 credits of unspecified senior-level English courses

3. French

24-30 credits required, to include:

- a) FR 203
- b) FR 250
- c) FR 303 and 312
- d) FR 372
- e) One of FR 492, 493, or 494
- f) 0-6 credits of unspecified senior-level French courses

Students who take FR 303 as a FR 492 capstone or FR 312 as a FR 493 capstone must complete an additional 3 credits of unspecified senior-level French.

4. History

24-30 credits required, to include:

- a) 6 credits from HIS 111, 112, 207, 208, 212, 213, 218, 225, or 315
- b) 6 credits from HIS 246, 247, 250, 251, 333, 352, 353, 354, or 355
- c) 6 credits from HIS 260, 261, 365, 366, 415, or 416
- d) HIS 410
- e) 3-9 credits of unspecified senior-level History courses

5. Music

30-33 credits required, to include:

- a) 3 credits chosen from MUP 126 and 127, 142 and 143, 164 and 165, 166 and 167, or 168 and 169
- b) MUS 211 and 212
- c) MUS 213 and 214
- d) MUS 261, 281 or 282
- e) MUS 490
- f) 12 credits of unspecified senior-level Music courses
- g) 0-3 credits of unspecified senior- or junior-level Music courses

Students with a concentration in Music must complete a minimum of 9 credits of Music at Concordia.

6. Philosophy

24-30 credits required, to include:

- a) PHIL 102 or 202
- b) PHIL 125
- c) PHIL 240
- d) PHIL 241
- e) One 400-level PHIL
- f) 9-15 credits of unspecified Philosophy courses with a maximum of 3 credits at the junior level

Students with a concentration in Philosophy must take a minimum of 15 credits of Philosophy at Concordia.

7. Political Economy (without a minor)

42 credits minimum required, to include:

- a) ECO 101 and 102
- b) PSCI 101 and 102
- c) ECO 281 and 282
- d) PSCI 220
- e) POEC 400
- f) 15 credits of unspecified senior-level Economics or Political Science courses

Political Economy (with a minor)

30-36 credits required, to include:

- a) ECO 101 and 102
- b) PSCI 101 and 102
- c) ECO 281 and 282
- d) PSCI 220
- e) POEC 400
- f) 3-9 credits of unspecified senior-level Economics or Political Science courses

IT 101, DRA 352, FR 101 and 102, FR 203, SOC 210, and WRI 300 are strongly recommended.

8. Psychology

24-30 credits required, to include:

- a) PSY 104 and 105
- b) PSY 211 or equivalent with a minimum grade of C- (MAT 151 and SOC 210 are acceptable equivalents). **The Psychology Department strongly recommends PSY 211.**
- c) PSY 319
- d) PSY 405
- e) 9-15 credits of unspecified senior-level Psychology courses

9. Religious Studies

24-30 credits required, to include:

- a) REL 101 and 102
- b) REL 499
- c) 15-21 credits of unspecified senior-level Religious Studies courses

10. Sociology

24-30 credits required, to include:

- a) SOC 100
- b) SOC 210 and 315
- c) SOC 332
- d) SOC 405
- e) 9-15 credits of unspecified Sociology courses with a maximum of 3 credits at the junior level

Minor programs of study are indicated in section 10.4

10.2 BACHELOR OF MANAGEMENT

10.2.0 EDUCATIONAL OBJECTIVES: FACULTY OF PROFESSIONAL STUDIES

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a quality education in a Christian context while sharing the gospel of Jesus Christ, and in this way to develop in students a sense of vocation that is enriched by a high standard of morality and of ethical awareness.

This first objective is the foundation for the Faculty's more specific objectives. Concordia has designed its Professional Studies programs:

1. To graduate professionals who show leadership in their field.
2. To integrate and involve the community in our programs as mentors, teachers, advisors, and employers.
3. To develop and deliver targeted programs that are widely recognized for the quality of the learning experience.
4. To freely share knowledge, skills, research, and values.
5. To serve all internal and external stakeholders in timely, effective, and efficient ways.
6. To stay abreast of recent developments and research, and to maintain professional contacts in the communities in which our graduates seek career opportunities.

10.2.1 FOUR-YEAR BACHELOR OF MANAGEMENT DEGREE PROGRAM

Concordia's Bachelor of Management program has been designed to cultivate graduates with a combination of superior professional/technical competency and effective management/leadership skills that will allow them to excel in any industry.

The program's core curriculum integrates professional and technical courses in accounting, financing, information technology, human resources, operations, and marketing, with management/leadership, communication, and organizational studies courses that foster strategic and critical thinking, creativity, well-roundedness, interpersonal effectiveness as well as social and ethical accountability.

Practical and relevant learning is enhanced through the program's engagement of industry experts in the classroom, an employer advisory committee consisting of high profile business and community leaders, a 450-hour practicum, student consulting projects, and other experiential learning activities.

The program is innovative and highly flexible, giving students the opportunity to complete their Bachelor of Management degree with an emphasis in Accounting, Finance, Human Resources, Marketing, or Leadership or with a minor in various fields from the Faculties of Arts and Science. Students in other programs may also enhance their degree with a minor in Business.

The Bachelor of Management degree prepares students to enter the workforce directly as well as provides the necessary requirements for students to pursue graduate studies in a wide range of business, academic, and professional fields.

A. GENERAL ACADEMIC REQUIREMENTS

Candidates for Concordia's Bachelor of Management program:

1. Must complete a total of 132 credits.
2. Must complete at least 72 of the required 132 credits at Concordia. Moreover a minimum of 36 of the last 42 Management

credits must be completed at Concordia, including MGT 499 or MGT 497 (*Residency Requirement*, section B).

3. May complete a minor, emphasis or select a range of electives.
4. For continuation in the program, must maintain an overall GPA of 2.3 or higher.
5. May count no more than 48 credits of junior-level courses toward the degree.
6. For graduation, must have a minimum overall GPA of 2.3 in the 132 credits required for the degree. For further information, see *Graduation Requirements*, section 9.7.1.

B. RESIDENCY REQUIREMENT

Candidates for Concordia's Bachelor of Management degree must complete the specified credits at Concordia (section A.2). Students who plan to take courses for credit at other institutions must first follow the procedures for *Visiting Student Permission*, section 4.4.3.A.

C. PROGRAM REQUIREMENTS

1. **General Education:** 15 credits
 - a) ENG 100 or ENG 111 and ENG 112
 - b) ECO 101 and 102
 - c) One of BUS 112, MAT 151, PSY 211, or SOC 210
2. **Business:** 27 credits
 - d) ACCT 101 and 102
 - e) BUS 110, 120, 210, 220, and 250
 - f) FIN 201
 - g) MARK 201
3. **Management:** 36 credits
 - h) FIN 325
 - i) HRM 220 and 400
 - j) MGT 300, 310, 320 and 323
 - k) MGT 374 or REL 374
 - l) MGT 402, 417, and 429
 - m) MGT 474 or REL 474
4. **Minor/Emphasis/Elective:** 42 credits
 - n) 42 credits of electives

(Students are required to fulfil the *Religious Studies Residency Requirement*, section 4.2.3)
5. **Practicum Requirement:** 12 credits
 - o) MGT 499, or MGT 496 and 497

D. BACHELOR OF MANAGEMENT EMPHASIS

Note: Program required courses listed in section 10.2.1.C will not contribute towards any of the emphasis listed below.

1. **Accounting**
Minimum 12 credits of unspecified 300- or 400-level Accounting.
2. **Finance**
Minimum 12 credits of unspecified 300- or 400-level Finance.
3. **Human Resource Management**
Minimum 12 credits of unspecified 300- or 400-level Human Resource Management.
4. **Leadership**
Minimum 12 credits of unspecified 300- or 400-level Leadership.
5. **Marketing**
Minimum 12 credits of unspecified 300- or 400-level Marketing.

10.3 BACHELOR OF SCIENCE

10.3.0 EDUCATIONAL OBJECTIVES: FACULTIES OF ARTS AND SCIENCE

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a quality education in a Christian context while sharing the gospel of Jesus Christ, and in this way to develop in students a sense of vocation that is enriched by a high standard of morality and of ethical awareness.

This first objective is the foundation for the more specific objectives of the Faculties of Arts and Science. Concordia has designed its three- and four-year Arts and Science programs:

1. To acquaint its students with a range of disciplines in the arts and sciences, thereby developing methods of thought and inquiry that will lay the foundations of knowledge and wisdom.
2. To educate its students in both depth and breadth in one or more of the liberal-arts disciplines.
3. To enable its students to perceive and to foster connections between their studies and the history and meaning of Christianity.
4. To provide its students with courses that challenge and develop their ability to read and listen critically, to write persuasively, and to speak with a confidence born of knowledge.
5. To guide its students through the appropriate methods of research and acquisition of information in one or more disciplines.
6. To equip its students with the ability to employ appropriate technologies effectively and creatively.
7. To furnish its students with the basis for graduate study, professional education, and successful careers.
8. Through all of the above, to develop graduates who are ethical, responsible, and contributing members of society.

10.3.1 FOUR-YEAR BACHELOR OF SCIENCE DEGREE PROGRAMS

A. GENERAL ACADEMIC REQUIREMENTS

Candidates for Concordia's four-year Bachelor of Science programs:

1. Must complete a total of 120 credits.
2. Must complete a core requirement of 39 credits minimum. See *Core Requirements*, section C.
3. Must complete 36-60 credits in a major, or 36-72 credits in a principal area of concentration as noted in the specific majors.
4. Must complete a minimum of 6 credits at the 400-level in the major.
5. Must complete at least 18 credits in a minor, of which 6 credits must be at the senior level; alternatively, a second major is permissible.
6. May take only 6 credits of junior-level English and 6 credits of junior-level Religious Studies.
7. May take no more than 48 credits of junior-level courses for credit toward a degree. However, 54 credits are permitted for Mathematics majors.

8. May include core course requirements in the major and minor. However, the same course may not be counted toward both the major and minor requirements.
9. Must complete 60 credits of the 120 credits required to graduate at Concordia. Moreover, at least 18 credits of the last 30 credits must be completed at Concordia, including any courses specifically required by the program (*Residency Requirement*, section B).
10. Must take a minimum of 102 credits in Arts and Science courses, of which a minimum of 66 credits must be Science.
11. For continuation in the four-year program, must maintain a minimum overall GPA of 2.0 or higher and a GPA of 2.3 or higher in the major.

Students who do not meet the minimum GPA requirements to continue in the four-year BSc should consult with a Registration Advisor regarding the three-year BSc degree.

12. For graduation, must have a minimum overall GPA of 2.0 in the 120 credits applicable to the degree, and a minimum GPA of 2.3 in the courses in the major. For further information, see *Graduation Requirements*, section 9.7.1.

Candidates who do not meet the minimum GPA requirements for the four-year BSc should consult a Registration Advisor regarding the three-year BSc degree.

B. RESIDENCY REQUIREMENT

Candidates for Concordia's four-year Bachelor of Science degree must complete the specified credits at Concordia (section A.9). Students who plan to take courses at other institutions must first follow the procedures for *Visiting Student Permission*, section 4.4.3.A.

C. CORE REQUIREMENTS

1. English/Writing: 9 credits
ENG 100 or ENG 111 and ENG 112; and senior-level English or Writing
2. Religious Studies: 6 credits minimum
REL 101 or 150; and at least 3 additional credits in Religious Studies
See also *Religious Studies Residency Requirement*, section 4.2.3
3. Social Science: 6 credits
Economics, History, Political Science, Psychology, or Sociology
4. Natural Science with Lab: 6 credits
Biology, Biology/Environmental Science, Chemistry, Earth Science, Environmental Science, or Physics courses which contain a three-hour lab component
5. Mathematics: 9 credits in Mathematics, Computing Science, or Information Technology; with a minimum of 6 credits in Mathematics.

D. MAJOR REQUIREMENTS

1. Biology

Biology: 42-60 credits required, to include:

- a) BES 107 and 108
- b) BIO 201 and 207
- c) BES 208 and 227
- d) ENSC 204

- e) BIO 470 and 480
- f) 15-33 credits of unspecified senior-level Biology or Biology/Environmental Science courses, of which at least 12 credits must be at the 300- or 400-level.

In addition to the above, students must complete:

- g) CH 101
- h) CH 261
- i) BIOCH 200
- j) MAT 151 and 3 credits of unspecified Mathematics courses.

Emphasis in Cell and Molecular Biology: 54-60 credits required, to include:

- a) BES 107 and 108
- b) BIO 201, 207, and 265
- c) BES 208 and 227
- d) 12 credits chosen from BIO 302, 307, 350, 355, 366, or 465
- e) BIO 470, 480, 488, and 489
- f) 9-15 credits of unspecified senior-level Biology or Biology/Environmental Science courses

In addition to the above, students must complete:

- g) MAT 151 and 3 credits of unspecified Mathematics courses
- h) CH 101
- i) CH 102
- j) CH 261
- k) CH 263
- l) BIOCH 200

Emphasis in Integrative Biology: 51-60 credits required, to include:

- a) BES 107 and 108
- b) BIO 207
- c) BES 208 and 227
- d) BIO 243 or 245
- e) 6 credits chosen from BIO 201, 265, 355 or 465
- f) One of BES 250, BIO 225 and BIO 350
- g) One of BES 304, 308 or 339,
- h) BIO 470, 480, 488, and 489
- i) 9-18 credits of unspecified 300- or 400-level Biology, Biology/Environmental Science, or Environmental Science courses

In addition to the above, students must complete:

- j) CH 101
- k) CH 102
- l) CH 261
- m) BIOCH 200
- n) MAT 151 and 3 credits of unspecified Mathematics courses

2. Chemistry

42-60 credits required, to include:

- a) CH 101 and 102
- b) CH 261 and 263
- c) CH 211, 271 and 331
- d) 6 credits chosen from CH 213, 273 or 332
- e) One of CH 486, 493, 494, 496, 497, 498 or 499

- f) 12-30 credits unspecified senior-level Chemistry (may include BIOCH 200) courses with a minimum of 3 credits at the 400-level.

In addition to the above, students must complete:

- g) 3 credits in Physics
- h) MAT 113 or 114, and MAT 115

MAT 120, MAT 214, and an additional 3 credits of Physics are strongly recommended.

3. Environmental Science

Environmental Science: 42-60 credits required, to include:

- a) BES 107 and 108
- b) BES 208 and ENSC 204
- c) BES 227
- d) ENSC 318
- e) ENSC 475 and 485
- f) 18-36 credits of unspecified senior-level Biology/Environmental Science or Environmental Science courses, of which 12 credits must be at the 300- or 400-level.

In addition to the above, students must complete:

- g) MAT 151
- h) 6 credits of unspecified Chemistry courses

ECO 101, ECO 369 and MAT 103 are recommended.

Emphasis in Environmental Assessment and Remediation: 54-60 credits required, to include:

- a) BES 107 and 108
- b) BES 208 and ENSC 204
- c) BES 227
- d) ENSC 318
- e) 6 credits chosen from BES 215, 308, 339, or ENSC 415
- f) 6 credits chosen from BES 210, 220, 250, or 304
- g) 6 credits chosen from ENSC 346, 350 or 355
- h) ENSC 430
- i) ENSC 475, 485, 493, and 495
- j) 3-9 credits of unspecified 300- or 400-level Environmental Science or Biology/Environmental Science courses

In addition to the above, students must complete:

- k) CH 101
- l) CH 102
- m) CH 211
- n) CH 261
- o) MAT 151 and 3 credits of unspecified Mathematics courses.

4. Mathematics

45-60 credits required, to include:

- a) MAT 113 or 114
- b) MAT 115, 120, and 151
- c) MAT 200, 214, 215, 223, and 224
- d) MAT 331
- e) MAT 400 and 401
- f) One of MAT 421, 422, or 424
- g) MAT 441 or 442
- h) MAT 491 or 492
- i) 0-15 credits of unspecified senior-level Mathematics courses; MAT 402 is strongly recommended

10.3.2 THREE-YEAR BACHELOR OF SCIENCE DEGREE PROGRAMS

A. GENERAL ACADEMIC REQUIREMENTS

Candidates for Concordia's three-year Bachelor of Science programs:

1. Must complete a total of 90 credits.
2. Must complete a core requirement of 33 credits minimum. See *Core Requirements*, section C.
3. Must complete a minimum of 24 credits in a concentration. A higher minimum is specified in some concentrations. Please refer to each concentration for maximum credits allowed.
4. Must complete 18-24 credits in a minor, of which 6 credits must be at the senior level; alternatively, a second concentration is permissible.
5. May take only 6 credits of junior-level English and 6 credits of junior-level Religious Studies.
6. May take no more than 42 credits of junior-level courses for credit toward a degree. However, 48 credits are permitted for Mathematics concentrations.
7. Are permitted to take a maximum of 6 credits from each discipline (except Biology, Chemistry and Mathematics) in the first year of studies.
8. May include core course requirements in concentrations and minors. However, the same course may not be counted toward both concentration and minor requirements.
9. Must take a minimum of 3 credits in 6 different disciplines.
10. May take no more than 30 credits in any one discipline. However, 33 credits are permitted for Chemistry and Mathematics concentrations.
11. Must take a minimum of 72 credits in Arts and Science courses.
12. Must take at least 42 credits from Science courses.
13. Must maintain a minimum Grade Point Average of 2.0.
14. Must normally take at least the final 30 credits at Concordia, including the capstone (400-level) course for their concentration (*Residency Requirement*, section B).
15. May receive up to 60 credits from another institution. Transfer credits may vary depending on program requirements.
Students planning to take courses for credit at other institutions must follow the procedures for *Visiting Student Permission*, section 4.4.3.A.
16. To graduate, must achieve a minimum overall GPA of 2.0 and a GPA of 2.0 in the credits required for the area of concentration. For further information, see *Graduation Requirements*, section 9.7.1.

B. RESIDENCY REQUIREMENT

Candidates for Concordia's three-year Bachelor of Science degree must complete the specified credits at Concordia (section A.14). Students who plan to take courses at other institutions must first follow the procedures for *Visiting Student Permission*, section 4.4.3.A.

C. CORE REQUIREMENTS

1. English/Writing: 9 credits
ENG 100 or ENG 111 and ENG 112; and senior-level English or Writing
2. Religious Studies: 6 credits minimum
REL 101 or 150; and at least 3 additional credits in Religious Studies
See also *Religious Studies Residency Requirement*, section 4.2.3
3. Natural Science with Lab: 6 credits
Any Biology, Biology/Environmental Science, Chemistry, Earth Science, Environmental Science, or Physics courses which contain a three-hour lab component
4. Social Science: 6 credits
Economics, History, Political Science, Psychology, or Sociology
5. Mathematical and/or Computing Sciences: 6 credits
Mathematics, Computing Science, or Information Technology

D. CONCENTRATION REQUIREMENTS

1. Biology

27-30 credits required, to include:

- a) BES 107 and 108
- b) BES 227
- c) 18-21 credits of unspecified Biology or Biology/Environmental Science courses, with at least 3 credits at the 400-level

In addition to the above courses students must complete:

- d) 6 credits in Chemistry (normally taken in the first year)
- e) BIOCH 200
- f) MAT 151

2. Chemistry

30-33 credits required, to include:

- a) CH 101 and 102
- b) CH 261 and 263
- c) CH 211
- d) CH 271
- e) CH 331
- f) One of CH 486, 493, 494, 496, 497, 498, or 499
- g) 6-9 credits of unspecified senior-level Chemistry (may include BIOCH 200)

In addition to the above courses students must complete:

- h) MAT 113 or 114, and 115
- i) 3 credits in Physics.

3. Environmental Science

24-30 credits required, to include:

- a) BES 107 and 108
- b) ENSC 204
- c) BES 208 and 227
- d) 9-15 credits of unspecified Environmental Science or Biology/Environmental Science courses, with at least 3 credits at the 400-level

In addition to the above courses students must complete:

- e) 6 credits in Chemistry
- f) MAT 151

ECO 101, ECO 369 and MAT 103 are recommended.

4. Mathematics

27-33 credits required, to include:

- a) MAT 113 or 114
- b) MAT 115, 120, and 151
- c) MAT 200, 214, and 223
- d) MAT 331
- e) One 400-level Mathematics course
- f) 0-6 credits of unspecified senior-level Mathematics courses

10.4 MINORS

1. **Biochemistry**

18-21 credits required to include:

- a) BES 107
- b) CH 261
- c) BIOCH 200
- d) BIOCH 350
- e) 6-9 credits of unspecified Biochemistry courses

In addition to the above courses students must complete:

- f) CH 101
- g) CH 102

2. **Biology**

18-24 credits required to include:

- a) BES 107 and 108
- b) 12-18 credits of unspecified senior-level Biology or Biology/Environmental Science courses

3. **Business**

18-24 credits required to include:

- a) BUS 110
- b) BUS 120
- c) ECO 101 and 102
- d) One of BUS 112, MAT 151, PSY 211, or SOC 210
- e) 3-9 credits of unspecified Accounting, Business, Finance, Human Resource Management, Leadership, Management, or Marketing courses

4. **Canadian Studies**

18-24 credits required to include 6 credits each from three of the four general areas of study listed below with at least 6 credits at the senior level:

- a) ENG 381, ENG 382, ENG 383, ENG 384, FR 250, FR 300, NS 152
- b) HIS 260, HIS 261, HIS 365, HIS 366, HIS 415, HIS 416
- c) BUS 110, ECO 101, ECO 102, ECO 218, ECO 219, ECO 341, ECO 369, PSCI 220, MARK 201
- d) SOC 101, SOC 204, SOC 271, SOC 327, SOC 368, SOC 369, SOC 376

5. **Career Development**

18-24 credits required to include:

- a) CDV 200
- b) CDV 201
- c) CDV 300
- d) CDV 302
- e) 3-9 credits chosen from CDV 303, 304, 305 and 306

6. **Chemistry**

18-24 credits required to include:

- a) CH 101 and 102
- b) 12-18 credits of unspecified Chemistry courses with at least 6 credits at the senior level (may include BIOCH 200)

7. **Drama**

18-24 credits required, with at least 6 credits at the senior level, to include:

- a) DRA 101 or 102

- b) One of DRA 149, 325, or 353
- c) DRA 247 or 352
- d) 9-15 credits of unspecified Drama courses

8. **Economics**

18-24 credits required to include:

- a) ECO 101 and 102
- b) 12-18 credits of unspecified senior-level Economics courses

9. **Education**

18-24 credits required, with at least 9 credits at the senior level, to include:

- a) ED 199
- b) EDPS 200
- c) One of CMPT 111, IT 101, or MAT 102
- d) 3-6 credits chosen from ENG 399, HIS 261, MUED 213 or MUED 214
- e) 3-6 credits chosen from DAN 340, PESS 101, PESS 201, PESS 245, PESS 293, PAC 111, PAC 118, PAC 131, PAC 135, PAC 137, or PAC 181
- f) EDFD 341 or EDPS 341

Note: Students interested in Concordia's Bachelor of Education (After Degree) in Elementary Education should consult the admission requirements, section 3.4.1.

10. **English**

18-24 credits required to include:

- a) ENG 100 or ENG 111 and ENG 112
- b) 12-18 credits of unspecified senior-level English courses

11. **Environmental Science**

18-24 credits required to include:

- a) BES 107 and 108
- b) ENSC 204
- c) BES 208
- d) 6-12 credits of unspecified senior-level Environmental Science

12. **Forensic Studies**

Note: Open only to students in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program.

18-24 credits required to include:

- a) PSY 350, 433, and 452
- b) SOC 224, 321 or 377
- c) SOC 225 and 327
- d) 0-6 credits of courses listed above.

13. **French**

18-24 credits required to include:

- a) FR 203
- b) FR 250
- c) FR 303 and 312
- d) 0-6 credits of unspecified French courses.

14. **History**

18-24 credits required to include:

- a) Unspecified History courses with at least 6 credits at the senior level

15. Information Technology and Computing Science

18-24 credits required to include:

- a) Unspecified Information Technology and/or Computing Science courses with a maximum of 9 credits at the junior level

16. Mathematics

18-24 credits required to include:

- a) MAT 113 or 114
- b) MAT 115, 120, and 151
- c) MAT 200
- d) 3-9 credits of unspecified senior-level Mathematics courses

17. Music

18-24 credits required to include:

- a) MUS 211
- b) MUS 261, 281, 282 or 380-series
- c) 3 credits of unspecified MUP courses
- d) 9-15 credits of unspecified MUS or MUP courses, at least 6 of which must be MUS courses and at least 6 of which must be at the senior-level

18. Philosophy

18-24 credits required to include:

- a) PHIL 102 or 202
- b) PHIL 125
- c) 12-18 credits of unspecified Philosophy courses with at least 9 credits at the senior level

19. Physical Education and Sport Studies

18-24 credits required to include:

- a) PESS 101
- b) 6 credits chosen from PESS 201, PESS 245, or SOC 230
- c) 6 credits chosen from Physical Activity and/or Physical Activity Team courses, with at least two different activities
- d) 3-9 credits chosen from DAN 340, PESS 293, Physical Activity, and/or Physical Activity Team courses

20. Physics

18-24 credits required to include:

- a) One of PHY 111, 121, or 131
- b) PHY 122 or 132
- c) PHY 204 or 281
- d) PHY 211
- e) PHY 301 and 302
- f) 0-6 credits of unspecified senior-level Physics courses

21. Political Science

18-24 credits required to include:

- a) PSCI 101, 102, and 220
- b) 6-12 credits of unspecified senior-level Political Science courses

22. Pre-Seminary

18-24 credits required to include:

- a) GRK 101 and 102
- b) HEBR 101 and 102
- c) MUS 261 or 262
- d) RELA 302 or 445
- e) 0-6 credits chosen from DRA 352, PHIL 125, RELA 288, RELA 301, RELA 304 or 3 credits of unspecified Philosophy

23. Psychology

18-24 credits required to include:

- a) PSY 104 and 105
- b) 12-18 credits of unspecified senior-level Psychology courses

24. Religious Studies

18-24 credits required to include:

- a) REL 101 or 150
- b) 15-21 credits of unspecified Religious Studies courses with a maximum of 3 credits at the junior level

25. Religious Studies (Applied Emphasis)

18-24 credits required to include:

- a) EDPS 200
- b) RELA 301, 302, and 303
- c) 6-12 credits chosen from RELA 288, 304, 444, or 445

Note: These requirements are for a Religious Studies (Applied Emphasis) minor as part of any program, except the four-year Bachelor of Arts in Religious Studies (Applied Emphasis) program. For that combination, see 10.1.1.D.5.

26. Sociology

18-24 credits required to include:

- a) SOC 100
- b) 15-21 credits of unspecified Sociology courses with at least 6 credits at the senior level

Students may not count more than 18 credits from courses outside the Faculties of Arts and Science toward a Concordia Arts or Science degree. Courses offered through the Faculty of Education and the Faculty of Professional Studies (e.g., Management) are outside the Faculties of Arts and Science. Faculty information is listed underneath the course section headings in section 14.0, *Course Descriptions*.

11.0 AFTER-DEGREE PROGRAMS

11.1 Bachelor of Education (After Degree) in Elementary Education

11.1.0 Educational Objectives: Faculty of Education

11.1.1 Bachelor of Education (After Degree)

- A. General Academic Requirements
- B. Residency Requirement
- C. Program Requirements
- D. Field Experience Procedures
- E. *Bridges* Bursary Program
- F. Graduation Requirements

11.2 Bachelor of Environmental Health (After Degree)

11.2.0 Educational Objectives: Faculty of Professional Studies

11.2.1 Bachelor of Environmental Health (After Degree)

- A. General Academic Requirements
- B. Residency Requirement
- C. Program Requirements
- D. Certification
- E. Graduation Requirements

11.1 BACHELOR OF EDUCATION (AFTER DEGREE) IN ELEMENTARY EDUCATION

11.1.0 EDUCATIONAL OBJECTIVES: FACULTY OF EDUCATION

Concordia has designed its Education program to graduate students who:

1. meet all the requirements for certification as teachers in the Province of Alberta.
2. demonstrate the highest possible level of commitment to the teaching profession and have developed the professional identity of a teacher.
3. present a defensible philosophy of teaching that reflects a sensitivity to the needs of students and society and to the requirements of the teaching profession.
4. are generalists, i.e., teachers who can instruct effectively in a wide range of subject areas in the elementary school.
5. possess the organizational and communication skills required for effective teaching.
6. demonstrate ethical leadership and provide service to the community.

11.1.1 BACHELOR OF EDUCATION (AFTER DEGREE)

Concordia's Bachelor of Education (After Degree) program is a two-year program leading to a degree that fulfills the requirements for certification as a teacher in Alberta. Students in this innovative program will be mentored by both faculty members and accomplished teachers in the field. Space is limited and admission is competitive, so students should apply early. Students with questions regarding their eligibility for admission should contact an Admission Advisor in Enrolment Services.

A. GENERAL ACADEMIC REQUIREMENTS

Candidates for Concordia's Bachelor of Education (After Degree) program:

1. Must complete a total of 60 credits.
2. May transfer into the program up to 9 credits from other institutions, but must complete a minimum of 51 credits at Concordia (*Residency Requirement*, section B).

3. May not use for transfer credit a course completed as part of a first degree.

4. Must maintain a Grade Point Average of 2.3. A review of candidates' academic standing is conducted at the end of each semester. Candidates with less than a 2.3 GPA may be required to withdraw or may be allowed to continue in the program on a probationary basis.

5. Must maintain satisfactory standing in each practicum of the program. Assessment of standing will be the responsibility of the candidate's cooperating teacher. Candidates who do not maintain a satisfactory standing in each practicum may be asked to withdraw from the program or allowed to continue on a probationary basis and given one additional opportunity to successfully complete the practicum.

6. Are expected to be in full-time attendance during their student teaching terms. Students who attend other semesters on a part-time basis, or who do not maintain continuous registration, need to seek individual advice to assist in course selection. All students are subject to Concordia's *Statute of Limitations*, section 9.1.1.

7. Will be eligible for recommendation for certification by the Dean of the program upon completion of all degree requirements. Certification is subject to the following restrictions:

- a) Persons who have been convicted of an indictable offence under the Criminal Code will be ineligible.
- b) Persons whom the Registrar of Alberta Education has reason to believe should not be issued a certificate will be ineligible.

8. Persons recommended must observe the Code of Professional Conduct of the Alberta Teacher's Association, and are expected to refer to the Alberta Teacher's Association website, www.teachers.ab.ca, for codes of professional conduct related to students, school authorities, colleagues, and the profession.

9. Must have a minimum overall GPA of 2.3 in the 60 credits applicable to the degree.

B. RESIDENCY REQUIREMENT

Candidates for Concordia's Bachelor of Education (After Degree) must complete the specified credits toward their degree at Concordia (section A.2). Students who plan to take courses at other institutions must first follow the procedures for *Visiting Student Permission*, section 4.4.3.A.

C. PROGRAM REQUIREMENTS

1. Year One: Semester One - Foundation

Students acquire the knowledge, skills, and attributes that the profession has identified as being the foundation of successful teaching.

- a) EDUC 501
- b) EDUC 551
- c) EDUC 561
- d) EDUC 571
- e) Field Experience I (no credit - an ongoing field experience during Year One)

2. Year One: Semester Two - Instruction I

Students acquire the knowledge, skills, and attributes in

instruction that the profession has identified as effective in the elementary school classroom.

- a) EDUC 511
- b) EDUC 531 (Field Experience II)
- c) EDUC 541

3. **Year Two: Semester One - Instruction II**

Students apply the knowledge, skills, and attributes acquired regarding instruction, with accountability in an actual classroom.

- a) EDUC 502
- b) EDUC 532 (Field Experience III)
- c) EDUC 542

4. **Year Two: Semester Two - Integration**

Students demonstrate, through their synthesis of ideas and experiences, the creativity, ingenuity, and insight needed to solve contemporary educational problems. Each student will be expected to design a lifelong approach to professional development.

- a) EDUC 503
- b) EDUC 521
- c) EDUC 522
- d) EDUC 523
- e) EDUC 524

D. **FIELD EXPERIENCE PROCEDURES**

1. Only those students who have registered in a field experience course through the Registrar's Office and with the field experience office in the Faculty of Education will be placed in a field experience.
2. The student must complete a field experience survey that is available from the Field Experience Coordinator. Student preferences with respect to field placements will be considered.
3. Students who have identified special circumstances/needs must consult with the Field Experience Coordinator prior to placement in a field experience. Access to transportation is not a primary consideration in making placements in the Edmonton area. Placements can be made anywhere in the Greater Edmonton area.
4. Student teachers are normally granted a maximum of two opportunities to successfully complete a Field Experience. If a student is not successful in his/her second attempt of a Field Experience, whether it is deemed a withdrawal or failure, he/she is required to withdraw from the Faculty of Education.
5. Information and regulations pertaining to the field experience are contained in the *Field Experience Handbook*.
6. Students in schools during the field experience are expected to conduct themselves according to the Alberta Teachers' Association Code of Professional Conduct (www.teachers.ab.ca) and the Concordia University College of Alberta guidelines provided in the *Concordia Calendar* (section 9.2.8).
7. Field experience courses are not normally offered during Spring/Summer sessions.
8. Prior to entering the field placement, students are required to obtain a Criminal Records Check. This record will be kept by the student and presented to school jurisdictions upon request. Guidelines will be discussed in the field experience seminars.

E. **BRIDGES BURSARY PROGRAM**

Concordia University College of Alberta's Bachelor of Educa-

tion *Bridges Bursary Program* is an optional classroom experience that is available to new graduates in May and June. The *Bridges Bursary Program* is one way to support early career teachers by providing transition experiences from the pre-service education program to the field. Concordia offers a bursary to graduates of the Bachelor of Education (After Degree) program to fund volunteer time in the classroom following completion of their studies. The *Bridges Bursary Program* is an opportunity to refine knowledge, skills, and attributes as a volunteer in a supervising teacher's classroom.

The *Bridges Bursary Program* program is a voluntary post-graduation experience and therefore is not an additional practicum nor included as part of the formal field experiences required by Alberta Education.

Assignment time frames are typically four weeks (full time) during the month of May, or eight weeks (half-time) during the months of May and June. Full-time assignments in the month of June are not encouraged.

F. **GRADUATION REQUIREMENTS**

Students who complete the program requirements are eligible to graduate in the Spring Convocation. Students must have a minimum overall GPA of 2.3 in the 60 credits applicable to the degree. For further information, see *Graduation Requirements*, section 9.7.1.

11.2 **BACHELOR OF ENVIRONMENTAL HEALTH (AFTER DEGREE)**

11.2.0 **EDUCATIONAL OBJECTIVES: FACULTY OF PROFESSIONAL STUDIES**

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a community of learning grounded in scholarship, freedom, and the Christian faith, preparing students to be independent thinkers, ethical leaders, reflective servants in their occupations, and citizens for the common good.

This first objective is the foundation for the Faculty's more specific objectives. Concordia has designed its Professional Education programs:

1. To graduate professionals who show leadership in their field.
2. To integrate and involve the community in our programs as mentors, teachers, advisors, and employers.
3. To develop and deliver targeted programs that are widely recognized for the quality of the learning experience.
4. To freely share knowledge, skills, research, and values.
5. To serve all internal and external stakeholders in timely, effective, and efficient ways.
6. To stay abreast of recent developments and research, and to maintain professional contacts in the communities in which our graduates seek career opportunities.

11.2.1 **BACHELOR OF ENVIRONMENTAL HEALTH (AFTER DEGREE)**

The Bachelor of Environmental Health is an intensive 15-month program designed to prepare students for careers in public health inspection or in other areas of environmental health practice, or for graduate studies in environmental and public health. The program incorporates classroom instruction, field

experiences, mentoring opportunities, and a 12-week field experience or an applied research project completed in association with organizations from the public or private sector.

Undergraduate students who plan to apply to the Bachelor of Environmental Health program after completion of their degrees, may consult the Director of Public Health for more information about the program.

A. GENERAL ACADEMIC REQUIREMENTS

Candidates for Concordia's Bachelor of Environmental Health (After Degree) program:

1. Must complete a total of 60 credits.
2. Must maintain a Grade Point Average of 2.7 with no course grade less than C+ (2.3). A review of candidates' academic standing is conducted at the end of each semester. Candidates with a GPA of less than 2.7 may be required to withdraw or may be allowed to continue in the program on a probationary basis.
3. Students must complete at least 39 of the required 60 credits at Concordia University College of Alberta (*Residency Requirement*, section B).
4. Part-time students are expected to complete all requirements within three academic years of beginning the program.
5. Students are expected to be in full-time attendance during their applied research or field experience courses.

B. RESIDENCY REQUIREMENT

Candidates for Concordia's Bachelor of Environmental Health (After Degree) must complete the specified credits toward their degree at Concordia (section A.3). Students who plan to take courses at other institutions must first follow the procedures for *Visiting Student Permission*, section 4.4.3.A.

C. PROGRAM REQUIREMENTS

60 credits required, to include:

- a) ENVH 501
- b) ENVH 502
- c) ENVH 511
- d) ENVH 512
- e) ENVH 513
- f) ENVH 521
- g) ENVH 522
- h) ENVH 523
- i) ENVH 533
- j) ENVH 543
- k) ENVH 551
- l) ENVH 552
- m) ENVH 553
- n) ENVH 556
- o) ENVH 557
- p) ENVH 559
- q) One of ENVH 561 or 571. See section D.
- r) Mentoring: Formal Community Placement

D. CERTIFICATION

Following successful completion of the program, students are eligible to sit the national Canadian Institute of Public Health Inspectors (CIPHI) Board of Certification examinations for entry to practice as public health inspectors or environmental health officers. Students who wish to pursue national certification as public health inspectors are required to complete ENVH 561, the 12-week field experience option.

E. GRADUATION REQUIREMENTS

Students who complete the program requirements are eligible to graduate in the Convocation following the field experience. Students must have a GPA of 2.7 with no course grade less than C+ to graduate. For further information, see *Graduation Requirements*, section 9.7.1.

12.0 RELIGIOUS STUDIES (APPLIED EMPHASIS)

The Religious Studies (Applied Emphasis) program offers courses which show students how to integrate academic studies in Christianity with practical applications in church, para-church and other professional ministerial and volunteer roles.

- 12.1 Religious Studies (Applied Emphasis) Degree**
 - 12.1.1 Director of Parish Services
 - A. Admission
 - B. Registration
 - C. Lutheran Church–Canada Certification
 - 12.1.2 Director of Parish Services Colloquy Program
 - A. Admission
 - B. Program Requirements
- 12.2 Lutheran Teacher Education**
 - 12.2.1 Undergraduate Planning for Lutheran Teacher Education
 - 12.2.2 Lutheran Teacher Colloquy Program
 - A. Admission
 - B. Program Requirements
- 12.3 Pre-Seminary**
 - A. Admission
 - B. Registration
- 12.4 Parish Nurse Program (note: this program has been discontinued)**
 - A. Admission
 - B. Program Requirements
 - C. Certification
- 12.5 Certificate Programs**
 - 12.5.1 Church Music Certificate
 - A. Admission
 - B. Program Requirements
 - C. Certification
 - 12.5.2 Youth Ministry Certificate
 - A. Admission
 - B. Program Requirements
 - C. Certification
- 12.6 Other Church Work Careers**

12.1 RELIGIOUS STUDIES (APPLIED EMPHASIS) DEGREE

The four-year Bachelor of Arts in Religious Studies (Applied Emphasis) degree prepares undergraduate students in a variety of ministerial roles.

- Some may seek to serve full-time within a church setting as a Director of Parish Services (DPS). Some graduates of the program will seek DPS certification through Lutheran Church–Canada (LCC) or from the church body within which they wish to serve.
- Others will seek to serve within their own church body as a dedicated volunteer or employee. Students from synodical and denominational bodies other than LCC should contact their appropriate church office regarding the suitability of the program and placement opportunities.
- The BA in Religious Studies (Applied Emphasis) program may also be used by anyone seeking to enrich their Christian vocation and ministry, in a variety of settings (employed or volunteer).

12.1.1 DIRECTOR OF PARISH SERVICES

A Director of Parish Services (DPS) is a life span educational leader within Lutheran Church–Canada (LCC) prepared for team ministry in a congregational setting and serves with the pastor, other staff, and the members of a congregation. A DPS offers skills in parish education, evangelism and outreach, hospital and home visitation, and youth/young adult ministry.

A. ADMISSION

Undergraduate students interested in the Director of Parish services program Lutheran Church–Canada (LCC) consult the Coordinator of Religious Studies (Applied Emphasis) and apply to Concordia through the appropriate admission track described in *Undergraduate Admission*, section 3.0. When applying for admission, students choose the four-year Bachelor of Arts degree program with a Religious Studies (Applied Emphasis) major and a Religious Studies (Applied Emphasis) minor.

B. REGISTRATION

Students who plan to seek certification from LCC as a Director of Parish Services are advised to receive academic counsel early in their program to discuss course sequencing.

Students complete the program requirements for the four-year Bachelor of Arts with a Religious Studies (Applied Emphasis) including credits toward the Religious Studies (Applied Emphasis) minor (section 10.1.1.D.5).

C. LUTHERAN CHURCH–CANADA CERTIFICATION

To receive certification from LCC, students complete a one-year internship after earning the four-year Bachelor of Arts degree in Religious Studies (Applied Emphasis).

Graduates who are members of LCC congregations receive their initial placements from the Council of Presidents of LCC.

12.1.2 DIRECTOR OF PARISH SERVICES COLLOQUY PROGRAM

The intent of the Director of Parish Services Colloquy Program is to equip individuals who already hold undergraduate degrees for full-time service in Lutheran Church–Canada (LCC) congregations as certified Directors of Parish Services.

A. ADMISSION

Individuals with undergraduate degrees who are members of an LCC congregation and are presently serving in, or have a desire to serve in an LCC congregation may apply for the Director of Parish Services Colloquy Program through their District President.

Students entering the colloquy program with the approval of their District President consult the Coordinator of Religious Studies (Applied Emphasis) and apply to Concordia University College for admission (section 3.0).

B. PROGRAM REQUIREMENTS

Candidates for the DPS Colloquy program and for placement by the Council of Presidents of LCC must:

1. complete 45 credits, to include:
 - a) 6 credits chosen from REL 101, 102, or 248
 - b) REL 252 and 253
 - c) REL 359, 375, and 376
 - d) EDPS 200
 - e) RELA 288, 301, 302, 303, 304, 444, and 445
- Documented life-experience and educational experi-

ence of individual candidates may be credited toward requirements in lieu of course work.

2. complete RELA 501. The Director of Parish Services internship is required if applicant has served fewer than three years in full-time team ministry in one congregation.
3. achieve a minimum overall GPA of 2.3 in the required courses.
4. take an oral examination.

12.2 LUTHERAN TEACHER EDUCATION

The intent of Concordia’s Lutheran Teacher Education program is to equip teachers to nurture and educate children within the context of the Gospel of Jesus Christ and the Lutheran Confessions. The program is designed for students who wish to teach in the elementary or high schools of Lutheran Church–Canada (LCC).

Students typically enter this program with differing educational backgrounds:

1. They wish to complete their first undergraduate degree and the Education (After Degree) program at Concordia. These students consult the Coordinator of Religious Studies (Applied Emphasis) and apply to Concordia for admission to a three- or four-year Bachelor of Arts or Bachelor of Science degree program (section 3.2). After earning their undergraduate degrees, they then apply to Concordia for admission to the Bachelor of Education (After Degree) program (section 3.4.1). For important information about undergraduate planning, these students need to consult section 12.2.1.
2. They have already earned an undergraduate degree and wish to enter the Bachelor of Education (After Degree) program at Concordia. These students consult the Coordinator of Religious Studies (Applied Emphasis) and apply to Concordia for admission to the Bachelor of Education (After Degree) program (section 3.4.1). For important information about meeting LCC requirements, these students need to also consult section 12.2.2.
3. They have earned a Bachelor of Education degree and wish to enter the Lutheran Teacher Colloquy Program (section 12.2.2). These students consult the Coordinator of Religious Studies (Applied Emphasis) and apply to Concordia for admission (section 3.0).

12.2.1 UNDERGRADUATE PLANNING FOR LUTHERAN TEACHER EDUCATION

Concordia students who plan to complete an Arts or Science degree for admission to Concordia’s Bachelor of Education (After Degree) program and who wish to become teachers in LCC elementary or high schools are advised to contact the Coordinator of Religious Studies (Applied Emphasis) regarding their undergraduate programs and the LCC certification requirements.

To become eligible for placement by the Council of Presidents, LCC requires Concordia teacher candidates to:

1. complete the following courses, normally as part of their first degree:
 - a) REL 101 and 102
 - b) REL 252 and 253
 - c) REL 359, 375, and 376
 - d) RELA 301 and 303

2. achieve a minimum overall GPA of 2.3 in the required courses.
3. participate in an interview process beginning in their first year of the Bachelor of Education (After Degree) program.
4. successfully complete the Bachelor of Education (After Degree) program.

12.2.2 LUTHERAN TEACHER COLLOQUY PROGRAM

The Lutheran Teacher Colloquy program prepares provincially certified teachers who are members of LCC congregations to meet the certification requirements of the Church. Such teachers may be presently serving in, or desire to serve in LCC elementary or secondary schools. The intent of the program is to equip teachers to nurture and educate children within the context of the Gospel of Jesus Christ and the Lutheran Confessions.

A. ADMISSION

Individuals who are provincially certified teachers and members of an LCC congregation apply to the Lutheran Teacher Colloquy Program through their District President.

Students entering the colloquy program with the approval of their District President consult the Coordinator of Religious Studies (Applied Emphasis) and apply to Concordia for admission (section 3.0).

B. PROGRAM REQUIREMENTS

Candidates for the Lutheran Teacher Colloquy program and for placement by the Council of Presidents of LCC must:

1. complete 27 credits, to include:
 - a) 6 credits chosen from REL 101, 102, or 248
 - b) REL 252 and 253
 - c) REL 359, 375, and 376
 - d) RELA 301 and 303
2. achieve a minimum overall GPA of 2.3 in the required courses.
3. take an oral examination.

12.3 PRE-SEMINARY

Through Concordia’s Pre-Seminary program students earn an undergraduate degree for entrance into a seminary and for eventual ministry within Lutheran Church–Canada (LCC) or other synodical and denominational church bodies. While most pastoral candidates from a seminary become parish pastors, some continue their studies to specialize in other ministries, including institutional, military, and campus chaplaincy, teaching, foreign missions, ethnic ministry, and ministry to the deaf.

For further information about pastoral ministry and seminary admission requirements, students should contact Concordia Lutheran Seminary in Edmonton, Alberta, Concordia Lutheran Theological Seminary in St. Catharines, Ontario, or another seminary of their choice. Students should also ask seminaries for information regarding undergraduate course selection.

A. ADMISSION

A broad liberal arts program, including courses in English, public speaking, humanities, philosophy, history, psychology, religious studies, social sciences, and natural sciences, is a great asset for entry into seminary studies. Therefore, students are advised to apply to Concordia for admission into a three- or four-year Bach-

elor of Arts degree program, choosing a concentration or major according to their area of interest. Pre-Seminary students should seriously consider completing the Pre-Seminary minor (section 10.4.22), which includes introductory Greek and Hebrew courses necessary for admission to a seminary as well as other courses that are ideally suited to students who wish to enter a seminary.

B. REGISTRATION

Students are advised to discuss their course selections with the Coordinator of Religious Studies (Applied Emphasis) to facilitate eventual admission into seminary. Pre-Seminary students are also advised to meet with Registration Advisors to determine how the Language Other than English course selections fit into their undergraduate programs.

12.4 PARISH NURSE PROGRAM

Note: The Parish Nurse program is being discontinued at Concordia starting in 2012-2013. Students presently enrolled in the program will be able to complete their studies; however, no new applications will be received.

A Parish Nurse is a professional registered nurse in a staff position within a Christian congregation or health care organization. As a member of the faith community and the health care system, the Parish Nurse links faith and health to combine professional nursing practice with Christian ministry.

Parish Nurses focus primarily on preventative health and spiritual care. The Parish Nurse is a catalyst in promoting health, healing and wholeness of individuals, families, congregations, and the wider community.

Parish Nursing is an autonomous professional role, but as a position within a church it is a shared role. In collaboration with pastors, other professionals, and lay workers from within the local congregation and the wider community, Parish Nurses may be involved in various health-related activities geared to all age levels.

A. ADMISSION

The Parish Nurse Program is open only to licensed Registered Nurses. Students apply to Concordia for admission to the Parish Nurse Program (section 12.0) presenting proof of a current Registered Nurse license from the appropriate provincial board.

B. PROGRAM REQUIREMENTS

Candidates for certification through the Parish Nurse program must:

1. complete 9 credits, to include RELA 302, 375, and 485
2. achieve a minimum overall GPA of 2.3 in the required courses.

C. CERTIFICATION

Concordia University College of Alberta issues the Parish Nursing Certificate to students who successfully complete the required course work.

12.5 CERTIFICATE PROGRAMS

12.5.1 CHURCH MUSIC CERTIFICATE

A. ADMISSION

Note: Concordia provides novice instruction in a variety of areas; students may be asked to take additional courses at Concordia to meet admission requirements before entering the certificate

program, depending on their background and experience.

1. Interview with Music Department representative, which will outline the specific program, complete with requirement sheet to take to Admissions.
2. The admission to the certificate program is normally high school completion, and at least one year of post-secondary education (examples include Bible School, university instruction at Concordia or elsewhere), or over age 21.
3. Harmony Gr. 2 RCM (or equivalent) or higher; if this requirement is not met, MUS 211 and 212 will need to be added to the course requirements.
4. Ample study on private instrument. Individual should be at least at the Gr. 6 RCM level (or equivalent) on their primary instrument to enter this certificate program; the 'church music instrument' choices are piano, organ, handbells, voice or guitar, unless a strong case can be made for using another instrument for this program and for church music leadership.
5. Some previous experience in congregational music (may include directing/singing in choir, preparing/participating in ensembles, working with adults/children).

B. PROGRAM REQUIREMENTS

1. 30 credits required, to include:
 - a) MUS 261
 - b) MUS 262
 - c) MUS 315
 - d) MUS 321
 - e) MUS 395 and 396
 - f) 4.5-6 credits in primary private lessons (MUP 126-227) in major instrument/voice
 - g) 1.5 credits of secondary private lessons (MUP 122; if piano is not the major instrument, then it is strongly suggested that piano lessons fill this requirement; if piano is the primary instrument, then 1.5 credits in one of the other four designated church music instruments, with a strong suggestion towards fulfilling this requirement in voice).
 - h) 3 credits of an ensemble (MUP 142/3 series, MUP 164/5 series, MUP 166/7 series, MUP 168/9 series): choral or instrumental
 - i) 6 credits, choosing at least three credits from each of the following areas:
 - i) one Religious Studies course (REL 101 or 150, or any senior level REL course)
 - ii) at least 3 credits chosen from MUS 630, MUS 631, MUED 213, RELA 288, RELA 302 or SOC 100
2. achieve a minimum overall GPA of 2.3 in the required courses, with no grade less than C-.

Note: MUS 211 and 212 needed, if not proven to be at least this level at entry into program

Students must complete a minimum of 18 credits at Concordia.

C. CERTIFICATION

Concordia University College of Alberta issues the Church Music Certificate to students who successfully complete the required course work.

12.5.2 YOUTH MINISTRY CERTIFICATE

A. ADMISSION

Students must meet the Open Studies admission requirements and have the consent of the Coordinator of the Religious Studies (Applied Emphasis) program.

B. PROGRAM REQUIREMENTS

1. 30 credits required, to include:
 - a) RELA 301
 - b) RELA 304
 - c) REL 101 or REL 150
 - d) REL 252
 - e) REL 253
 - f) REL 375 or REL 376
 - g) SOC 100
 - h) SOC 377
 - i) 6-21 credits chosen from DRA 352, EDPS 200, RELA 288, RELA 302, RELA 444, RELA 490 or REL 311
2. achieve a minimum overall GPA of 2.3 in the required courses.

Students must complete a minimum of 24 credits at Concordia.

C. CERTIFICATION

Concordia University College of Alberta issues the Youth Ministry Certificate to students who successfully complete the required course work.

12.6 OTHER CHURCH WORK CAREERS

Students planning to pursue other church work careers such as Deaconess, Director of Christian Education, and Director of Christian Outreach enrol in the Faculty of Arts, choosing a concentration in Religious Studies. Normally students who choose these career paths complete their first two years on the Concordia campus and then transfer to a post-secondary institution of the Lutheran Church–Missouri Synod (LCMS) in the United States. Students are advised to contact the LCMS college or university of their choice for details regarding program planning and requirements.

13.0 GRADUATE PROGRAMS

Concordia University College of Alberta is a community of learning grounded in scholarship, freedom, and the Christian faith, preparing students to be independent thinkers, ethical leaders, reflective servants in their occupations, and citizens for the common good.

13.0.1 GRADUATE STUDIES ACADEMIC SCHEDULE 2013-2014

July 2013

- 1 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documentation for the Fall semester

August 2013

- 5 Civic Holiday: Campus closed
- 20 Faculty of Graduate Studies: Deadline for submitting applications for course exemptions for Fall semester courses
- 28 Online *Confirmation Schedules* for the Fall semester become available

September 2013

- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documentation for the Winter semester
- 2 Labour Day: Campus closed
- 2 Regular university program: Last day to confirm registration online for the Fall semester
- 3 Regular university program: Fall semester and full-year classes begin
- 3 All Programs: Student fees are due
- 4 Opening Convocation
- 4 On-site processing of student loan certificates for all students
- 3-9 Regular university program: Course Change Week for Fall semester and full-year courses
- 9 Regular university program: Last day to add or drop Fall semester and full-year courses
- 9 Regular university program: Last day to change from audit to credit for Fall semester and full-year courses
- 9 Regular university program: Census Day
See *Fee Assessment*, section 5.3
- 16 Regular university program: Last day to change from credit to audit for Fall semester and full-year courses
- 30 All programs: Last day for domestic students (Canadian citizens and permanent residents) to pay Fall semester fees without penalty
- 30 Regular university program: Last day to receive 50% reduction on Fall semester Education Fees for total withdrawal from Concordia

October 2013

- 1 Regular university program: Last day for candidates to submit their *Application for a Concordia University College of Alberta Degree/Certificate*
- 14 Thanksgiving Day: Campus closed
- 15 Regular university program: Last day to submit applications for the Concordia Bursary program
- 31 Regular university program: Last day to receive 25% reduction on Fall semester Education Fees for total withdrawal from Concordia

November 2013

- 1 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documentation for the Winter semester
- 8 Regular university program: Last day to withdraw from Fall semester courses
- 11 Remembrance Day: Campus closed
- 11-15 Regular university program: Fall break, no classes
- 18 Regular university program: Canada Graduate Scholarships-Master's applications are due for NSERC competition

December 2013

- 4 Regular university program: Last day of Fall semester lectures
- 5 Faculty of Graduate Studies: Deadline for submitting applications for course exemptions for Winter semester courses.
- 7 Online *Confirmation Schedules* for the Winter semester become available
- 7-16 Regular university program: Semester examinations
- 19 Christmas break: Campus closes at 4:00 p.m.

January 2014

- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documentation for the spring semester
- 3 Campus reopens at 8:00 a.m.
- 5 Regular university program: Last day to confirm registration online for the Winter semester
- 6 Regular university program: Winter semester begins and classes resume
- 6 All Programs: Student fees are due
- 6-10 Regular university program: Course Change Week for Winter semester courses
- 10 Regular university program: Last day to add or drop Winter semester courses
- 10 Regular university program: Last day to change from audit to credit for Winter semester courses
- 10 Regular university program: Last day to withdraw from full-year courses
- 10 Regular university program: Census Day
See *Fee Assessment*, section 5.3
- 13 Regular university program: Canada Graduate Scholarships-Master's applications are due for CIHR and SSHRC competitions
- 13 Regular university program: Richard W. Kraemer Memorial Scholarship applications are due
- 17 Regular university program: Last day to change from credit to audit for Winter semester courses
- 31 All programs: Last day for domestic students (Canadian citizens and permanent residents) to pay Winter semester fees without penalty

FAILURE TO ADHERE TO DEADLINES CAN RESULT IN ACADEMIC AND FINANCIAL PENALTIES

31 Regular university programs: Last day to receive 50% reduction on Winter semester Education Fees for total withdrawal from Concordia

February 2014

15 Regular university programs: Last day to submit applications for the Concordia Bursary program for students beginning their studies in January.

17 Family Day: Campus closed

17-21 Reading Week: No classes

28 Regular university programs: Last day to receive 25% reduction on Winter semester Education Fees for total withdrawal from Concordia

March 2014

1 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documentation for the spring semester

14 Regular university program: Last day to withdraw from Winter semester courses

April 2014

8 Regular university program: Last day of Winter semester lectures

11-23 Regular university program: Final examinations

15 Faculty of Graduate Studies: Last day for submission to the Faculty of Graduate Studies of unbound theses for students in thesis-based programs to ensure graduation at May Convocation. Last day for Departments to submit reports of completion of course-based master's program to the Faculty of Graduate Studies to ensure graduation at May Convocation.

18-21 Easter Holiday: Campus closed (See Library website for Library hours)

May 2014

1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documentation for the Fall semester

5 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Spring semester begins

5 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Student fees are due

10 University program: Convocation

12 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Spring semester Census Day

19 Victoria Day: Campus closed

30 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day to receive 50% reduction on spring semester Education Fees for total withdrawal from Concordia

30 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day for domestic students (Canadian citizens and permanent residents) to pay spring semester fees without penalty

June 2014

30 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day to receive 25% reduction on spring semester Education Fees for total withdrawal from Concordia

30 Faculty of Graduate Studies: Last day for Canadian citizens and permanent residents to submit applications and supporting documentation for the Fall semester

July 2014

1 Canada Day holiday: Campus closed

4 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Last day to withdraw from spring semester courses

25 Master of Information Systems Security Management and Master of Information Systems Assurance Management programs: Spring semester ends

August 2014

4 Civic Holiday: Campus closed

13.0.2	Educational Objectives
13.1	Graduate Regulations
13.1.1	Admission
	A. General Admission Requirements
	B. Application
	C. English Language Requirement
	D. Admission Classification
13.1.2	Registration
	A. Academic Standing
	B. Maintenance of Registration
13.2	Graduate Degree Regulations
13.2.1	Student Support
13.2.2	Areas of Responsibility
	A. Graduate Students
	B. Supervisors
	C. Fees
	D. Academic Appeals
	E. Graduation and Convocation
13.3	Graduate Degree Programs
13.3.1	Master of Arts in Biblical and Christian Studies
	A. Educational Objectives
	B. Admission Requirements
	C. General Academic Requirements
	D. Program Requirements
	E. Graduation Requirements
13.3.2	Master of Information Systems Assurance Management
	A. Educational Objectives
	B. Admission Requirements
	C. General Academic Requirements
	D. Program Requirements
	E. Graduation Requirements
13.3.3	Master of Information Systems Security Management
	A. Educational Objectives
	B. Admission Requirements
	C. General Academic Requirements
	D. Program Requirements
	E. Graduation Requirements
13.4	Graduate Diploma Programs
13.4.1	Graduate Diploma in Information Assurance
	A. Admission Requirement
	B. Program Requirements
	C. Graduation Requirements
13.4.2	Graduate Certificate in Psychological Assessment
	A. Admission Requirement
	B. Program Requirements
	C. Graduation Requirements
13.5	Graduate Certificate Programs
13.5.1	Graduate Certificate in Animal-Assisted Therapy
	A. Admission Requirement
	B. Program Requirements
	C. Graduation Requirements
13.5.2	Graduate Certificate in Psychological Assessment
	A. Admission Requirement
	B. Program Requirements
	C. Graduation Requirements
13.5.3	Graduate Certificate in Public Health Leadership
	A. Admission Requirements
	B. Program Requirements
	C. Graduation Requirements
13.5.4	Graduate Certificate in Public Health Strategic Communication
	A. Admission Requirements
	B. Program Requirements
	C. Graduation Requirements
13.5.5	Graduate Certificate in Public Health for Vulnerable Populations
	A. Admission Requirements
	B. Program Requirements
	C. Graduation Requirements
13.6	Graduate Awards
13.6.1	Alberta Scholarship Programs
	A. Graduate Student Scholarship
	B. Queen Elizabeth II Graduate Scholarship
13.6.2	Canada Graduate Scholarship-Master's
	A. J. Armand Bombardier Canada Graduate Scholarship (SSHRC)
	B. Sir Fredrick Banting and Dr. Charles Best Canada Graduate Scholarship (CIHR)

C. Alexander Graham Bell Canada Graduate Scholarship (NSERC)

13.5.3	Concordia Awards
13.5.4	Concordia Bursary Program
13.5.5	Academic Awards
13.6	Graduate Financial Aid

13.0.2 EDUCATIONAL OBJECTIVES

The central education objective of Concordia University College of Alberta is consistent with its mission: to be recognized nationally and internationally for its graduates' knowledge, skill, integrity, and wisdom.

This objective is the foundation for the Faculty's more specific objectives:

1. To provide students with advanced instruction in a specialized field of study.
2. To require students to become thoroughly conversant with the major scholarly and/or professional contributions to their field.
3. To develop in students the ability to conduct advanced research.
4. To enable students to work both independently and cooperatively with their peers and with professionals in their field.
5. To educate students in the effective oral and written communication of their research results.
6. To foster in students the highest ethical and professional standards.

13.1 GRADUATE REGULATIONS

Graduate students are subject to policies in other sections of this Calendar that apply to all Concordia students. See in particular *Registration Procedures*, section 4.1, *Registration Regulations*, section 4.2, *Confirming and Changing Registration*, section 4.3, *Student Life*, section 8.0, and *Academic Regulations*, section 9.0.

13.1.1 ADMISSION

Concordia welcomes applications from those who wish to pursue graduate studies and research, including students from other provinces and countries.

There is no general right of admission to the Faculty of Graduate Studies; Concordia may at its discretion refuse admission to any applicant. Due to the limited enrolment capacity of Concordia's graduate programs, admission is competitive; meeting the minimum admission requirements does not guarantee admission.

Graduate Admission Applications, transcripts, and supporting documents are received and compiled by the Faculty of Graduate Studies. Completed applications are reviewed by the appropriate Master's Program Committee (MPC), which makes recommendations to the Dean of Graduate Studies as to the student's admissibility according to the graduate program's requirements. All applicants are notified in writing as to the admission decision of the Dean of Graduate Studies.

Successful applicants are required to pay a non-refundable pre-registration deposit (section 5.2) to confirm their acceptance of the offer of admission. Normally, an applicant's decision to accept an offer of admission must be received within three weeks of the offer date.

An admission decision is normally valid only for the academic year in which it is granted. If applicants are accepted by Concordia and choose not to register in their program on the original start date, they may request a deferral to start their program on the next available start date in the same academic year. If applicants desire a

deferral, they must submit a new application (which will normally not be subject to re-assessment) and pay the application fee again.

If applicants do not register in their program during the academic year for which they have been accepted but later wish to be considered for admission, they must submit a new application which will be subject to re-assessment.

A. GENERAL ADMISSION REQUIREMENTS

The minimum requirements to the Faculty of Graduate Studies are outlined below. Applicants are reminded that individual graduate programs may impose additional admission requirements.

To be considered for admission, applicants must present the following minimum requirements:

1. A four-year baccalaureate degree from Concordia or its equivalent from a recognized institution. Individual graduate programs may recommend applicants as qualifying/probationary students (e.g., those with three-year degrees).
2. An admission grade point average (AGPA) of 3.0 (on Concordia's 4-point scale) or equivalent on the most recent 60 credits of undergraduate (or graduate) study. The AGPA is calculated using the most recently attempted credits, including failing marks. Normally, courses completed in the spring and summer session immediately preceding the term of admission are not calculated in the AGPA.
3. Demonstrated fulfilment of the *English Language Requirement*, section C.

Applicants must be recommended for admission to the Faculty of Graduate Studies by the Master's Program Committee (MPC) of the graduate program to which they are seeking admission.

For further requirements and exceptions, see section D.4.

B. APPLICATION

Applicants are advised to consult section 13.0, *Graduate Studies Academic Schedule* regarding the due date for application documents. Applicants are encouraged to visit <http://graduatestudies.concordia.ab.ca> well in advance of admission deadlines to maximize consideration for admission.

Concordia's *Graduate Admission Application* is available online at <http://graduatestudies.concordia.ab.ca>. An application for admission to a graduate program is complete when all of the following have been received by the Faculty of Graduate Studies:

1. The *Graduate Admission Application*, completed in full.
2. Official transcripts and degree certificates from all post-secondary institutions attended.
3. Official transcripts of graduate admission tests required for admission to the graduate program.
4. Original supporting documents required for admission to the graduate program.
5. Demonstrated fulfilment of the *English Language Requirement*, section C.
6. Payment of the *Application Fee*, section 5.0.1.
Incomplete applications are not considered.

1. Ownership of Documents

All documents, including official transcripts, received by the Faculty of Graduate Studies become the property of Concordia University College of Alberta and are not returned to the student under any circumstance. Concordia does not release these documents to third parties unless required by law.

2. Misrepresentation

Misrepresentation, falsification of documents, or withhold-

ing requested information are serious offences. If at any time it is discovered that students have misrepresented facts, falsified documents, or withheld requested information on official Faculty of Graduate Studies forms, they may be subject to one or more of the following penalties:

1. Verbal and/or written reprimand
2. Disciplinary or academic probation
3. Cancellation of admission and/or registration
4. Requirement to withdraw from the institution
5. Placement on Document Alert, a national warning notification list used by post-secondary institutions
6. Prosecution under the Criminal Code of Canada.

C. ENGLISH LANGUAGE REQUIREMENT

English is the principal language of instruction at Concordia. To ensure that graduate students have the best opportunity to achieve academic success, all applicants whose first language is not English (regardless of citizenship or country of origin) are required to demonstrate English language proficiency prior to admission, in one of the following ways:

1. Successful completion of a degree or its academic equivalent from a recognized academic institution in which English is the primary language of instruction (Note: The Faculty of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English.)
2. A satisfactory score on one of the following approved English language proficiency examinations as described below:
 - TOEFL (Test of English as a Foreign Language). The minimum satisfactory score is 550 (PBT) or 80 (iBT). When requesting that official TOEFL test scores be sent to Concordia University College of Alberta, students should indicate Concordia's institution code, 0916.
 - IELTS (International English Language Testing System) academic module. The minimum satisfactory overall score is 6.0, with no individual band below 5.5.
 - MELAB (Michigan English Language Assessment Battery). The minimum satisfactory score is 85.
 - CAEL (Canadian Academic English Language) Assessment. The minimum satisfactory overall score is 60, with at least 60 on each subtest.

D. ADMISSION CLASSIFICATION

Students are admitted to the Faculty of Graduate Studies at Concordia University College of Alberta on the basis of their previous academic record. Students may be admitted as full-time or part-time and are classified as one of the following:

1. **Regular graduate students** are students who, having met all the admission requirements, are registered in a faculty-approved graduate program at Concordia University College of Alberta.
2. **Qualifying Graduate Students** meet the admission requirements for a graduate program but lack the background in a chosen area of specialization to pursue graduate studies in that area. Qualifying graduate students are registered in the Faculty of Graduate Studies but are not candidates for a degree/diploma/certificate.

During the qualifying period, which normally should not exceed one year or five full-course equivalents, students are required to complete courses specified by the department concerned.

In addition to the required courses, the student may be permitted to take one or more graduate courses with the permission of the MPC. Upon the student's satisfactory completion of qualifying work, the department may recommend that the student be reclassified as one of the following: (a) probationary graduate student or (b) regular graduate student. This reclassification is not automatic and is dependent on the student's academic performance.

Qualifying graduate students are required to pay the tuition fees for all courses taken during the qualifying period. Neither the non-program courses taken nor the fees paid during the qualifying period may be credited toward a subsequent degree/diploma/certificate program.

3. **Probationary Graduate Students** are those whose academic record is either (a) difficult to assess, as may be the case of students from foreign universities, or (b) below the academic standard required by a department.

A probationary graduate student is admitted under the following conditions:

- In the first one-semester term in which the probationary graduate student registers, he or she must take the courses and workload specified by the department at the time of admission.
- The probationary graduate student must meet all probationary conditions and achieve the minimum grades established by the department.
- The probationary conditions will be clearly stated in the student's admission letter, followed by the statement that if the student fails to satisfy the stated conditions, the student may not be allowed to continue in the program.

After the first term of probationary registration, the following regulations apply:

- Full-time Students:** If the full-time probationary graduate student satisfies all of the probationary conditions of admission, the department recommends that the student be accepted as a regular graduate student. All graduate courses successfully completed during the probationary term may be credited toward the student's graduate degree/diploma/certificate.
- Part-time Students:** If the part-time probationary graduate student meets all of the probationary conditions in the first term, the department may recommend a second term of probationary registration and shall specify the conditions of that registration.
- If a student fails to meet all of the conditions of admission as a probationary graduate student, the department recommends one of the following to the Faculty of Graduate Studies:
 - that the student be allowed to register for a second one-semester term as a probationary graduate student. This written recommendation to the Faculty of Graduate Studies must include the following: (a) an indication of how an Incomplete or Failure in a course will be managed and (b) a specification of the minimum number of graduate courses that are to be taken by the student.
 - that the student may be permitted to register as a qualifying student provided that he or she has not already been admitted as a qualifying student.
 - that the student not be permitted further registrations in the program. This written recommendation to the Faculty of Graduate Studies must include a rationale for the decision.

Any student who fails to meet the conditions of a second probationary registration may not continue in the program.

Probationary graduate students are not considered to be candidates for a degree/diploma/certificate.

4. **Special Graduate Students** are those who take graduate courses without proceeding to a graduate degree/diploma/certificate at Concordia. They must meet the general admission requirements of the Faculty of Graduate Studies. However, with the consent of the Dean of Graduate Studies and the appropriate Director, students may be admitted as special graduate students for graduate certificate courses even though they do not meet general requirements for Graduate Studies.

A special graduate student is not a candidate for a degree/diploma/certificate at Concordia and will not receive any residence or fee credit toward a subsequent degree/diploma/certificate program at Concordia for work completed as a special graduate student.

Admission as a special graduate student does not imply eligibility for admission to a degree/diploma/certificate program in any department. Individuals who wish to study under this classification must apply and be admitted each year in which they take courses.

Special graduate students require written permission from the department concerned to register in a course.

Probationary status as a special graduate student may be granted on an individual basis.

5. **Visiting Graduate Students** are those who are registered at another university that does not have an exchange agreement with Concordia. Students must obtain written permission from their host institution and from Concordia to take one or more courses for transfer credit toward the graduate degree program at their home institution.

1. Transfers, Course Exemptions, and Substitution

- Thesis-based programs:** The total credit weight required for any thesis-based program may not be reduced by more than six credits through any combination of transfer credit and course exemption from the requirement set out in each department's program. Refer to *Exceptions*, section D.3
- Course-based programs:** The number of courses nearest to, but not exceeding, one third (1/3) of the total units of course weight of a student's program can be met through transfer credit and/or course exemption if recommended by the department and approved by the Faculty of Graduate Studies on a case-by-case basis.

In exceptional circumstances and with the explicit prior approval of the Faculty of Graduate Studies, up to one half (1/2) of the total units of course weight for the program may be met through transfer credit and/or course exemption.

2. Definitions

- Transfer Credit** refers to the formal transfer of credit for a course(s) which has been earned outside the program. Transfer credit for certain courses may be granted by the Faculty of Graduate Studies, provided the courses have not been counted toward a previous degree/diploma/certificate or program and were not used to satisfy admission requirements of the Faculty of Graduate Studies.
- Course Exemption** refers to the reduction in required credit weights of a student's program by removal of specific courses normally required. In special circumstances, the Faculty of Graduate Studies may approve exemption of certain courses if the student has completed appropriate equivalent course

work at Concordia or elsewhere, but the program may not be reduced by more than the value set out above.

- i) Course exemptions are recommended by the administrator of the program area to the Dean of Graduate Studies.
 - ii) Decisions concerning course exemptions can not be appealed under Concordia's appeal procedures
 - iii) Applications for a course exemption for any course must be submitted to the Faculty of Graduate Studies Office at least two weeks before the term in which the course is offered. See *Graduate Studies Academic Schedule* section 13.0.1.
- c) **Course Substitution** means that a department may, at its discretion, exempt specific required courses from a student's program to substitute more appropriate courses equivalent in weight to the courses exempted.
- d) **Limits.** The description of each graduate program in this *Calendar* contains a listing of the required and optional courses.

3. Exceptions

For students who have commenced an equivalent graduate program at a recognized university and are relocating to Concordia, consideration will be given to departmental recommendations for transfer credit which exceeds the limit stated above. See department program descriptions for exemptions specific to individual programs.

Students should note that they cannot apply directly for transfer credit or course exemption; the department, through the MPC, must petition the Faculty of Graduate Studies.

13.1.2 REGISTRATION

A. ACADEMIC STANDING

1. Grading System

Descriptor	Alpha Grade	Grade Point Value
Excellent	A+	4
	A	4
	A-	3.7
Good	B+	3.3
	B	3
Satisfactory	B-	2.7
	C+	2.3
Fail	C	2
	C-	1.7
	D+	1.3
	D	1
	F	0
Other Final Grades:		
CR Credit (C+ or higher)		
NC No Credit		

2. Academic Standards

For students in the Faculty of Graduate Studies, the normal passing grade is C+. A student who receives two or more grades below a C+ may be Required to Withdraw from the program, regardless of his/her overall GPA in the program.

All students in graduate programs must maintain a minimum cumulative Grade Point Average of 2.7. In cases where the cumulative Grade Point Average falls between 2.3 and 2.7, gradu-

ate programs may recommend that the student be Required to Withdraw from the program, or that the student be permitted to continue in the program for a specified probation period; continued unsatisfactory performance may result in the student being Required to Withdraw from the program.

A student must obtain a minimum Grade Point Average of 2.7 to graduate from the program.

The above are minimum grades and grade point averages acceptable for the Faculty of Graduate Studies. Graduate programs may require higher grades than these.

3. Master of Arts (MA) Examination Committee (thesis-based programs)

The MA Examination Committee will consist of the following members:

- a) A neutral chair, chosen from a department other than the student's department; the chair functions solely to guide the process of the examination.
- b) The student's supervisor
- c) An external examiner, chosen from a department other than the student's department
- d) A second reader from the graduate faculty in the student's department.

4. Grading of MA Thesis

Following the completion of the MA examination, the MA Examination Committee will assign one of the following verbal evaluations to the thesis:

- Acceptable, with no revisions
- Acceptable, with minor revisions
- Acceptable, with major revisions
- Unacceptable

Students whose theses are judged to be "Acceptable, with minor/major revisions" will be required to resubmit their theses by the established time limit for their program. Refer to *Time Limits*, section 13.1.2.B.2.

"Unacceptable" theses will be assigned a mark of "no credit".

In cases in which the MA Examination Committee judges a thesis to be of exceptional quality, the Committee may make a formal recommendation to the Dean of Research and Graduate Studies that the student be awarded a Faculty of Graduate Studies Thesis Award or any other thesis award that may be instituted at Concordia. When such thesis awards are approved, the name of the award will be noted on the student's academic transcript.

B. MAINTENANCE OF REGISTRATION

Students must maintain continuous registration in the program. Students who do not register in any academic year are considered to have withdrawn from their graduate program.

Course-based programs: Students in course-based graduate programs must register in a minimum of 3 credits of course work or in M REG 600 *Maintaining Registration* for at least one term in each September-to-August period to keep the program active.

Thesis-based programs: In order to keep their program active, students registered in thesis-based programs must register each Fall and Winter semester until the program is completed. Students not registered in course work or thesis must register in M REG 600 both terms of Fall and Winter in order to keep their programs active.

Students who have registered in Fall/Winter and are working only on thesis research during May to August do not need to register separately for this period.

Full-time students who are registered in full-time thesis in the

second year of the program will be assessed a per-credit thesis fee at the rate of 6 credits in the Fall term and 6 credits in the Winter term. Fees for continuing thesis registration after the second year of full-time registration will be assessed a per-credit fee at the rate of 6 credits per term.

Note: All students in thesis based programs are required to register in and be assessed fees for a minimum of 12 credits thesis: see "#6 Minimum credit requirement for registration" below.

Failure to maintain registration: Students who fail to keep the program active as described above will be considered to have withdrawn from their program. If they wish to resume work on the program, they must apply for readmission by submitting a new application and paying the application fee. They will have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission.

Leave of absence: Students who anticipate an interruption in their program must apply for a leave of absence to the Master's Program Committee of their program for approval by the Faculty of Graduate Studies (see #7).

Incompletes and extensions: Students are required to complete the requirements of all courses (including research projects in course-based programs) within the time limits of an academic term. In exceptional circumstances, students may apply for time extensions for the purpose of completing course requirements (see #8 below).

1. Residence

Residence is defined as the period during which the student is registered in the program, taking courses at Concordia.

The normal minimum residence requirement shall be 12 months full-time continuous registration in the program. Graduate programs may indicate residence requirements for part-time studies.

2. Time Limits

The time limit (or maximum period of time permitted to complete the requirements for a degree) is calculated from the start of the term in which the student first registers in that specific program.

Thesis-based master's students normally must complete all the requirements within four years of the term in which they first register as probationary graduate students or as regular graduate students:

Course-based master's students normally must complete all requirements within six years of the term in which they first register as probationary graduate students or as candidates in the master's program, unless the department has indicated a shorter time limit.

In exceptional circumstances, a candidate who has failed to complete all the requirements for the degree within the appropriate period specified above may be granted an extension upon departmental recommendation and approval by the Faculty of Graduate Studies.

3. Registration at the end of programs

Course-based programs: When a student in a course-based program completes all of the course work and other requirements and the department submits a Notice of Final Completion for Course-Based Master's Degree to the Faculty of Graduate Studies, the student's name will be forwarded to the Registrar's Office to be included in the list of graduates for the next convocation.

Thesis-based programs: Students in thesis-based master's programs must register in Theses during the registration period in which the thesis and accompanying evidence of program completion is submitted to the Faculty of Graduate Studies. This enables the Faculty of Graduate Studies to award credit for the thesis at that time. Thesis-based programs are not recorded as complete until

the thesis and accompanying documentation have been submitted to the Faculty of Graduate Studies.

4. Registration Status

A student's registration status is determined automatically by the total number of credits (including a project or a thesis, where appropriate) in which the student is enrolled in a given semester. Audited courses are not included in the calculation of registration status.

Full-time registration: These students are registered in 60% or more of the full (normal) semester course load of their graduate program.

Part-time registration: These students are registered in less than 60% of the full (normal) semester course load of their graduate program.

This means, for example, that in a course-based program in which the full (normal) course load is 15 credits/semester, students must register in at least 9 credits/semester to be considered full time. In a thesis-based program in which the full (normal) course load is 9 credits/semester, students must register in at least 6 credits/semester to be considered full-time.

M REG 600 Maintaining Registration: Students who are not registered in any courses in a given term, and are not working on a thesis or project research, but still wish to maintain their status as graduate students register in M REG 600. The time during which a student is registered in *Maintaining Registration* is counted in the time limit for completion of the degree program.

Fees for M REG 600 are assessed at a rate equivalent to a 3-credit registration (see section 5.0, *Fees*)

5. Registration Procedure

All registrations for newly admitted and continuing graduate students, as well as for Special and Visiting students, will be processed by the Registrar's Office

Step 1. Registration Counselling: All graduate students in degree/diploma/certificate programs must consult with their department and discuss their program with their supervisor prior to registering.

Research Project Registration for students in course-based master's programs involves registering in the appropriate 500-level course. Registration in this course is restricted to students in a course-based graduate degree program.

Thesis Registration is restricted to students in thesis-based graduate degree programs. Qualifying, Special, and Visiting graduate students may not register in Thesis.

Step 2. Register: Once newly-admitted and continuing graduate students in degree programs have determined their program requirements in consultation with their departments, they register through the Faculty of Graduate Studies office.

Step 3. Confirm Registration: To retain their registration, all students must confirm their registration online before the deadlines published in the *Graduate Studies Academic Schedule*, section 13.0.1. For policies governing the confirming and changing of registration, refer to *Confirming and Changing Registration*, section 4.3

6. Minimum credit requirements for registration

Course based programs: Over the duration of their program, students in course-based master's programs must register in and be assessed fees for a minimum of 24 credits. This is a minimum requirement; students are required to fulfil the department requirements, which may be higher than the minimum of 24 credits.

Thesis-based programs: Over the duration of their program, students in thesis-based master's programs must register in and be assessed fees for a minimum of 12 credits thesis and 12 credits course work, for a total of 24 credits. This is a minimum requirement; students are required to fulfil the department's thesis-based program requirements, which may be higher than the minimum of 24 credits.

7. Leave of Absence

Leave of Absence (LOA) status may be granted when a student is unable to work on his/her program as a result of serious constraints such as family emergencies, medical requirements, and parental or caregiving responsibilities; but work, holiday, or travel during a single term is not justification for a formal leave of absence.

A student may apply for a leave of absence for a period of four months, eight months, or twelve months. The leave will begin on the first day of an academic term. Whenever possible, the student should apply for the leave of absence before the starting date of the anticipated leave, or as soon as possible after the event necessitating the leave occurs. It is preferable if the beginning and end of a leave coincide with the beginning and end of an academic semester or registration year. Leave is not granted retroactively, nor to a student whose registration is not current or whose time in the program has elapsed. The leave time is not included in the time period for completion of the degree.

During a leave of absence the student is expected not to be working on a graduate program; the student on LOA does not pay fees and is not entitled to those services that are normally provided to students.

Graduate students on LOA are not eligible to receive awards. The leave period is not included in the time period for award tenure. It is the student's responsibility to ensure that the proposed leave is compatible with the regulations of any granting agency from which funding would normally be received during the leave period, and that such agencies are informed of the proposed leave. Recipients of student loan funding should clarify the consequences that such a leave will have on their repayment status. Information can be found at www.studentaid.alberta.ca. International students should consult the immigration authorities regarding their immigration status during the proposed leave.

Registration in courses during the leave period will be cancelled. If the cancellation occurs before the fee payment deadline for that term, the courses will not show on the transcript. If the cancellation occurs after the add/drop deadline, the courses will be shown with the notation W (withdrew). Tuition fees will be assessed in the normal fashion for any terms in the program before or after the leave period. If the student is enrolled in any portion of the term after the add/drop deadline for that term, fees will be assessed for that term. General fees will be assessed when the leave period overlaps the annual registration date, to maintain the student's status in the program and to allow access to Concordia facilities.

Leave of Absence Procedure:

1. student negotiates the leave with his/her supervisor and obtains from the supervisor a formal letter of approval to grant a leave.
2. student and the supervisor seek approval of the Master's Program Committee and obtain a letter of approval to grant a leave.
3. student submits the following documents to the Faculty of Graduate Studies for approval:
 - a) a formal written request by the student for the leave, explaining the reasons for the request, and including any appropriate supporting documentation (such as a letter from a doctor);
 - b) the supervisor's letter of approval to grant a leave;
 - c) the Master's Program Committee's letter of approval to grant a leave.

If the Faculty of Graduate Studies approves the request, the Faculty will notify the Registrar's Office.

8. Incompletes and Extensions

The Faculty of Graduate Studies adheres to the policy on incomplete work as it is defined in *Incomplete Work*, section 9.2.4. Graduate students who require extensions to the deadline

for the completion of course work must, in consultation with their instructor, submit an Application for Incomplete to the Faculty of Graduate Studies office on or before the last day of lectures for courses. In such cases, instructors will assign a grade of I (Incomplete) to a student for the course (including for a research project for a course-based program). Students who fail to submit completed work by the date designated by the instructor will be assigned a grade of F (Fail) for the incomplete work. (The Faculty of Graduate Studies may consider a written request from a Master's Program Committee for an extension beyond the deadline set by the Faculty of Graduate Studies office only under exceptional circumstances.)

When the student completes the course requirements, the instructor forwards the student's final grade to the Faculty of Graduate Studies for approval; the approved new grade is then recorded by the Registrar's Office, and the grade of I (Incomplete) is removed from the student's record. If the course requirements are not met by the extended deadline, the student will receive a grade of F (Fail) for the incomplete work, which will be factored into the calculation of the final course grade.

For research projects in course-based programs only:

If a student anticipates that he/she will not be able to meet the course requirements of the research project by the typical 4-week extension deadline, the students may apply to his/her Master's Program Committee for a four-month extension. If the Master's Program Committee approves this application, the committee will recommend to the Faculty of Graduate Studies that the student be allowed to re-register in that course. The new deadline will be the last class of the semester immediately following the term in which the student was originally registered in the research course. This application for re-registration and four-month extension must be made before the original extension deadline date: that is, while the student is officially in the course and in Incomplete status.

The re-registration must be in the term immediately following the term of the original registration. The fee for this re-registration will be 50% of the full fee for the course.

The grade for the term in which the student registered remains on the transcript as I (Incomplete). The grade for the term in which the student re-registers will be the final grade and will be based on the work that is completed; any incomplete work is assigned a mark of F (Fail).

Should a student require a further four-month extension to complete the research project, that student will again have to apply to the Master's Program Committee. If the Master's Program Committee approves the application, the cost for the second re-registration will be 100% of the full fee for the course.

9. Thesis Registration (Thesis-based programs)

Thesis registration will always be considered a full-time registration. Students are required to register in Thesis 712 in each semester in which they are working on their thesis, for a minimum of two semesters and thereafter each semester until the thesis is satisfactorily completed. Students are required to register in the term in which they defend the thesis and complete the degree requirements.

At the completion of a graduate program, the thesis will be given the number of credits that have been assigned to it in the program design.

Students wishing to convocate at the Spring convocation of a particular year must submit the final draft of the master's thesis to the thesis supervisor no later than the first day of classes after the Winter semester Reading Week. Students seeking degree conferral at the end of September or the end of January must consult with the Chair of the Master's Program Committee.

Thesis 712: (Full-time registration): Students are required to register in Thesis 712 in two semesters and to pay the tuition

fees for two full-time Thesis registrations (fees equivalent to 6 credits per semester).

13.2 GRADUATE DEGREE REGULATIONS

13.2.1 STUDENT SUPPORT

Concordia University College of Alberta values the uniqueness, the potential, the integrity, and the well-being of every student that it serves. The Concordia Graduate Student Association (CGSA) safeguards the interests of graduate students. The Association provides the opportunity for graduate students to support one another and to deal with common concerns. It is from this Association that a representative is drawn to serve on the Graduate Policy Committee (GPC).

Concordia's graduate faculty are expected to be committed to the graduate programs and to the intellectual development of graduate students through sustained participation in activities involving graduate students, such as colloquia, conferences, scholarly presentations, and other public lectures and events.

A limited number of teaching and research assistantships may be offered to well-qualified candidates. Information concerning further available assistantships, graduate scholarships, and research grants is regularly published by the Faculty of Graduate Studies.

13.2.2 AREAS OF RESPONSIBILITY

A. GRADUATE STUDENTS

Graduate students are ultimately responsible for their own programs. They are expected to read the *Calendar* and any other relevant documents to become familiar with all regulations and deadlines relating to their programs. The students' fundamental responsibilities include ensuring that their registration is accurate and does not lapse, submitting appropriate forms to the Faculty of Graduate Studies office for signature and processing, and paying all fees required by the deadline dates set out in the *Calendar*.

Graduate students should do the following:

- make themselves aware of the contents of the graduate portions of the *Calendar* and take responsibility for their own program requirements as specified in the *Calendar*;
- maintain open communication with their supervisor and MPC Chair concerning any problem either real or perceived;
- inform the supervisor regularly about progress;
- make research results accessible to an appropriate audience;
- be aware of deadlines for possible scholarship applications, and seek advice and assistance from the MPC Chair in making applications.

B. SUPERVISORS

Graduate students will normally pursue their program of study and complete a thesis under a single supervisor. But it is also possible for a student to work under co-supervisors, who would agree to share the supervisory duties and responsibilities.

The supervisor is directly responsible for the supervision of the student's program. In this capacity, the supervisor assists the student in planning a program, ensures that the student is aware of all program requirements, degree regulations, and general regulations of the Faculty of Graduate Studies, provides counsel on all aspects of the program, and stays informed about the student's research activities and progress. The supervisor also ensures that students conduct their research in a manner that is as effective, safe, and

productive as possible. The supervisor prepares a program of studies for the student and attends the candidate's examinations, ensuring that these are scheduled and held in accordance with regulations. In thesis-based programs, the supervisor reviews the thesis in draft and in final form.

The supervisor, with the support of the individual graduate program area, should do the following:

- provide an environment for the student that is conducive to research and in which the student can grow intellectually;
- provide appropriate guidance to the student on the nature of research and the standard expected, and be accessible to give advice and constructive comment; at the beginning of the supervisory relationship, the student should be made aware of the normal expectations held by the supervisor and the department;
- with the student, establish a realistic timetable for completion of various phases of the program;
- consider a graduate student as a "junior colleague in research";
- ensure that there are sufficient material and supervisory resources for each graduate student under supervision;
- work with the student to establish the supervisory committee as soon as possible after the start of the program and ensure that it maintains contact and formally meets at least once a year with the student;
- when going on leave or an extended period of absence, ensure that the student is adequately supervised by the provision of an acting supervisor (who should be a member of the supervisory committee);
- ensure that the student is aware of his/her guidelines (as listed above) and, when necessary, assist the student in meeting these;
- set up committee meetings and examinations after consulting with, and with the full knowledge of, the student.

C. FEES

All graduate fees are indicated in *Fees*, section 5.0.

D. ACADEMIC APPEALS

Graduate students may appeal matters of concern regarding Concordia's provision of education and academic services affecting their role as students, in accordance with Concordia's policies governing student academic appeals, as set out in the *Calendar*.

1. Informal Appeals

If grievances of an academic nature arise during a graduate program, the student should first attempt to resolve the matter by discussing the grievance with the instructor or supervisor concerned. If the matter is not resolved at this level, the student should consult with the Chair of the Master's Program Committee (MPC).

Grievances involving the grading of course work come under the authority of the MPC for each program. If such grievances cannot be resolved by the instructor, the student may request a reappraisal of the grading of course work. This reappraisal shall be administered by the Chair of the MPC, which shall establish its own procedures. Grades may be raised or lowered as a result of the reappraisal. Decisions of the MPC with respect to grades are final and may not be appealed.

2. Formal Appeals

With the exception of the four areas listed at the end of this section, grievances that are not resolved at the MPC level may be appealed to the Dean of Research and Graduate Studies if there is

evidence that a miscarriage of justice has occurred. The student must submit a signed letter of appeal to the Dean of Research and Graduate Studies. This letter must include the decision that is being appealed, the grounds for appeal, and the remedy sought by the appellant. The letter must be accompanied by all relevant evidence to support the claim. If the Dean determines that there is no cause for appeal, the appeal will not proceed. If the Dean determines that there is cause for appeal, the Dean will forward the appeal letter and supporting documentation to the Academic Appeals Committee established by the Graduate Policy Committee (GPC).

The Academic Appeals Committee shall consist of three members, as well as a non-voting Chair. Two members of the committee and the Chair shall be faculty members eligible to teach and examine in the Faculty of Graduate Studies. The other member shall be a full-time graduate student in good academic standing and recommended by the Graduate Students' Association. The non-voting Chair is responsible to ensure appropriate process. No member of the committee may have been previously involved in the case. Decisions of the Academic Appeals Committee are final.

The Academic Appeals Committee shall have no authority to hear an appeal with respect to the following matters in the Faculty of Graduate Studies:

1. academic decisions regarding the assignment of grades in individual courses;
2. academic decisions regarding an examination, project evaluation, or thesis defense;
3. decisions to refuse admission or readmission to the Faculty of Graduate Studies;
4. decisions relating to the granting of credit for courses taken or to be taken outside of Concordia University College of Alberta.

3. Reappraisal of Final Grades

If a student can provide evidence that a mistake has been made in the calculation of the final grade in a course, the student should follow the Informal Appeals procedure as detailed in section D.1.

A student may apply for a formal reappraisal of a final grade(s) only if he or she can provide evidence that a miscarriage of justice has occurred in the final assessment of the student's course work.

Without such evidence, the reappraisal will not proceed. The final grade may be raised or lowered as a result of the reappraisal.

There are two levels of appeal. The student must begin with the first level. If the student is dissatisfied with the level-1 decision and the appropriate conditions exist (see below), the student has the right to proceed to a level-2 appeal:

Level 1: Within fifteen (15) days of the Registrar's Office posting grades online, the student shall document his or her concerns in writing and discuss them with the instructor. Such reappraisal shall involve a review of the course requirements, together with a check of the computation of weighted components used in calculating the final grade. The instructor will inform the student of changes, if any, in writing as soon as possible.

Level 2: If the student is not satisfied with the outcome of the appeal to the instructor because the student believes some injustice has been done, or has substantial new evidence that could not be presented to the instructor, he or she shall inform the Registrar's Office, in writing, within seven (7) days of the notification of the decision by the instructor. The letter must include the decision that is being appealed, the grounds for appeal, and the remedy sought by the appellant. If all three are not specified in the appeal letter, or if the Chair of the student's Master's Program Committee decides that sufficient grounds do not exist, the appeal will not be heard. Reappraisals are dealt with by the Chair of the Master's Program

Committee in consultation with the instructor and one other faculty member in the student's program. Such reappraisal of grades shall again involve a review of the course requirements, together with a check of the computation of weighted components used in calculating the final grade. The Registrar's Office shall inform the student in writing of the result of the reappraisal.

Decisions of the Reappraisal Committee are final and may not be appealed.

E. GRADUATION AND CONVOCATION

There are three conferral dates each year, normally held in September, January, and May. For further information, see *Graduation*, section 9.7.

In order to convocate, students in thesis-based programs must complete all course work and submit the number of unbound copies of the thesis required by their department to the Faculty of Graduate Studies by the deadline dates specified in the *Graduate Studies Academic Schedule*, section 13.0.1.

Students in course-based programs must complete all program requirements prior to the deadlines set out in the *Academic Schedule*.

13.3 GRADUATE DEGREE PROGRAMS

13.3.1 MASTER OF ARTS IN BIBLICAL AND CHRISTIAN STUDIES

The Master of Arts in Biblical and Christian Studies is a program designed to enable students who have an undergraduate degree in the study of Christianity to continue their studies at the master's level. This program is anchored in Concordia's mission, "to provide its students with a quality education in a Christian context while sharing the Gospel of Jesus Christ, enabling them to develop a sense of vocation and preparing them for leadership in the world." Concordia values "the importance of providing graduate education that engages students in creative research and that builds on, supports, and enlivens Concordia's research and undergraduate learning environments."

We are looking for students who seek an informed, graduate-level understanding about the historical and theological issues at stake in Christianity, as well as a deeper understanding of the nature of their own spirituality. The specialized focus of our degree (aspects of the academic study of Christianity) will assist our students to acquire the critical knowledge and research skills which are necessary in this area.

A. EDUCATIONAL OBJECTIVES

Through graduate work followed by a thesis, students will receive grounding in methodology and have the opportunity to specialize in one of the following three key areas in Christian Studies: Hebrew Scriptures, New Testament, or Christian Theology and History. Graduates from this program will have a solid foundation for doctoral studies in Canada and throughout the world. They will also be able to pursue a range of career opportunities open to well-educated individuals who have the tools of critical and analytical scholarship. We intend that our graduates become knowledgeable leaders in educational and social institutions, as well as in churches.

The program has the following specific objectives:

- To provide students with advanced instruction in the academic study of Christianity
- To require students to be thoroughly conversant with the major scholarly contributions in their field.

- To develop in students the ability to conduct advanced research.
- To enable students to work independently and cooperatively with their peers and with professional academics in the field.
- To enable students to be skilled and effective communicators of their knowledge and research findings.
- To prepare students with the knowledge base and skills that will qualify them for a PhD program in Biblical and Christian Studies at universities offering such programs.
- To foster in students the highest ethical and professional standards, and to provide an educational experience that makes possible the transformation and deepening of insight, perspective, values, and direction for the student.

B. ADMISSION REQUIREMENTS

In addition to meeting the Admission and General Admission requirements for the Faculty of Graduate Studies (refer to section 13.1.1), students applying to the Master of Arts in Biblical and Christian Studies program must meet the following requirements:

- Students should complete 36 undergraduate credits in Religious Studies, usually including 6 credits in one of the following concentration areas: 1) Hebrew Scriptures, 2) New Testament, 3) Christian Theology/History.
- A minimum admission grade point average (AGPA) of 3.0 (on Concordia's 4-point scale) or equivalent on the most recent 60 credits of undergraduate (or graduate) study.
- Students must have completed six credits of a language other than English. Those students who intend to study Hebrew Scriptures will have completed Biblical Hebrew. Those students who intend to study New Testament will have completed Classical/Koine Greek. Those students who intend to study Historical and Theological aspects of Christianity will have completed one of Latin, French, or German. Students who do not have these requirements upon application to the program will have their cases reviewed by the Master's Program Committee (MPC). That committee may prescribe placement exams or make-up courses.

Applicants must also submit the following with their applications:

- A recent written sample of work in the area of Biblical or Christian Studies, normally a research paper produced in the last two years of a BA program. Papers specifically prepared for application also will be accepted.
- A statement of interest (approximately 500 words).
- At least two letters of reference from two faculty members of the institution in which they completed most of their work in Religious Studies. One letter from an instructor in fields related to the study of Christianity (History or Philosophy) will be accepted. One letter must be from an instructor who has taught in the area of the student's proposed graduate concentration (Hebrew Scriptures, New Testament, Christian Theology/History) and who can speak to the student's competence in that area.

C. GENERAL ACADEMIC REQUIREMENTS

The Master of Arts in Biblical and Christian Studies degree will be awarded for the successful completion of 30 credits with a GPA of 3.0 (B) or better.

For further information, please see *Graduate Studies Academic*

Schedule, section 13.0.1, *Admission*, section 13.1.1, *Student Life*, section 8.0, and *Academic Regulations*, section 9.0.

D. PROGRAM REQUIREMENTS

The requirements of the Master of Arts in Biblical and Christian Studies program are as follow:

30 credits required, to include:

- 9 credits in chosen concentration (including a course in directed reading)
- 6 credits in related area(s) of study
- 3 credits in Principles/Methodology of Biblical and Christian Studies
- 12 credits of Thesis

Graduate courses can be found in section 14.0, *Course Descriptions*, under the subject heading Biblical and Christian Studies (BCS).

E. GRADUATION REQUIREMENTS

Students graduate on one of the three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.3.2 MASTER OF INFORMATION SYSTEMS ASSURANCE MANAGEMENT

In all sectors of the economy, there is an increasing demand for skilled professionals with expertise in information security, assurance, auditing and governance. The Master of Information Systems Assurance Management (MISAM) meets these needs by providing in-depth education in information systems audit, assurance, and governance. Students learn both the theory and practice of information systems auditing and assurance and the role this plays in enterprise and information technology governance. Students are well prepared to enter information systems assurance, audit and governance roles immediately upon graduation as well as write two world-wide industry based certification exams in these areas. The MISAM program is delivered in a continuous learning format, consisting of sixteen courses and a major research project. The program is normally completed over four semesters.

A. EDUCATIONAL OBJECTIVES

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a quality education in a Christian context while sharing the gospel of Jesus Christ, and in this way to develop in students a sense of vocation that is enriched by a high standard of morality and of ethical awareness. This first objective is the foundation for the more specific objectives of MISAM, which is designed to enable students to do the following:

- To understand the process of auditing and in-depth knowledge of information systems auditing and general understanding of financial auditing.
- To gain first-hand experience in conducting risk based information systems audits and in communicating the results to the enterprise.
- To identify sources of risk for the loss of enterprise information and to develop methods of the financial resources available to mitigate these risks and provide assurance.
- To gain a deep knowledge and appreciation of the role governance plays in the success of public and private sector organizations.

- To understand the role of information systems security in relation to the other business assurance processes in an enterprise.
- To develop a plan for the enterprise to recover from disasters and to test the plan in order to ensure that the plan is ready to be implemented when needed.
- To investigate information systems security incidents and develop and implement solutions to recover or minimize any loss of information.
- To develop an appropriate information security framework for an enterprise, including plans and policies which reflect recognized international standards from implementing security policy (based on identifying stakeholders, security teams and infrastructure, data resource owners, data custodians, and audit methods used to determine compliance).

B. ADMISSION REQUIREMENTS

Applications are encouraged from those individuals who possess an undergraduate baccalaureate degree. A four-year degree in business is preferred but a computing science degree is also accepted. All other degrees are given consideration since there may be industry certifications or work experience which might assist the application process. Space is limited and admission is competitive. Meeting the minimum admission requirements does not guarantee admission. To be considered for admission, applications must present the following requirements:

1. Four-year Bachelor's degree from a recognized educational institution, preferably in Business/Management, Management of Information Systems or Computing Science. Students entering the program require a minimum grade point average of 3.0 on the 4 point scale, or its equivalent during the last 60 credits of undergraduate (or graduate) study. Students with a three-year degree, for example, Concordia's three-year BSc, may be admissible but may be required to take qualifying courses.
2. A resume with a statement of career objectives.
3. A 3.0 GPA on at least two courses in financial accounting (one introductory and one intermediate) and one course in management accounting.
4. A security clearance.
5. Demonstrated fulfillment of Concordia's English Language Requirement.

C. GENERAL ACADEMIC REQUIREMENTS

1. Students must successfully complete 48 course credits in the program.
2. Students must successfully complete 12 credits in a research project, which may or may not include a practicum (ISAM 570 or ISAM 571). Whether the student chooses a practicum-based research project or a research project only, the research must be presented to an audience comprising of faculty (including the faculty advisor), peers, and persons actively involved in the security industry.
3. Students must maintain a minimum grade point average of 3.0 with no course grade less than 2.3 (C+). Students who do not maintain satisfactory standing may be placed on academic probation, required to withdraw from the program, or asked to retake the course.

For further information, please see the Academic Schedule, Admission, Student Life, and Academic Regulations sections of the Concordia calendar.

D. PROGRAM REQUIREMENTS

60 credits required, to include:

- a) ISAM 512
- b) ISAM 521
- c) ISAM 522
- d) ISAM 539
- e) ISAM 542
- f) ISAM 547
- g) ISAM 563
- h) ISAM 570 or 571
- i) ISSM 521
- j) ISSM 538
- k) ISSM 541
- l) ISSM 543
- m) ISSM 545
- n) ISSM 551
- o) ISSM 553
- p) Two of ISSM 507, 525, 531, 533, 536, 541 or 561

E. GRADUATION REQUIREMENTS

Students graduate on one of the three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E

13.3.3 MASTER OF INFORMATION SYSTEMS SECURITY MANAGEMENT

In all sectors of the economy, there is an increasing demand for skilled professionals with expertise in information security. The Master of Information Systems Security Management (MISSM) meets these needs by providing in-depth education in security protocols, design, software, and management. Students explore protection strategies, including the planning, design, implementation, and management of complete network security solutions in multiple operating-system environments and configurations. Graduates will be able to assess and implement necessary safeguards to ensure the security of information systems. Program content includes network security policies, standards, and management; building and maintaining security firewalls; cryptography; international and national information security laws; ethics; disaster and recovery planning; risk management and analysis; and digital forensics.

The MISSM program is delivered in a continuous learning format, consisting of seventeen courses including a research component. The program is normally completed over four semesters. The intensity of the program (a) allows students to meet their educational goals in an efficient and timely manner and (b) enables students who possess a more general degree to focus on the specific knowledge and skills required in the emerging field of information systems security. The program is open to both full- and part-time students.

A. EDUCATIONAL OBJECTIVES

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a quality education in a Christian context while sharing the gospel of Jesus Christ, and in this way to develop in students a sense of vocation that is enriched by a high standard of morality and of ethical awareness

This first objective is the foundation for the more specific objectives of MISSM, which is designed to enable students to do the following:

- To identify sources of risk for the loss of enterprise information and to develop methods of minimizing the identified risks based on the priorities established by senior management and the financial resources available to mitigate these risks.
- To understand the role of information systems security in relation to the other business processes in an enterprise.
- To develop a plan for the enterprise to recover from disasters where information ceases to be available to users. They will also have the skills to test the plan and to ensure that the plan is ready to be implemented when needed.
- To investigate information systems security incidents and develop and implement solutions to recover or minimize the loss of information.
- To securely install operating system software and to use this software to build login servers and application servers which are highly resistant to penetration by unauthorized users (both internal and external).
- To securely install servers on different operating environments.
- To develop an appropriate information security framework for an enterprise, including plans and policies which reflect recognized standards for implementing security policy (based on identifying stakeholders, security teams and infrastructure, data resource owners, and auditing used to ensure compliance).
- To determine legal issues involved in information systems security policy and architecture, and to know when to seek advanced legal help and/or help from law enforcement authorities.
- To manage projects involving cryptographic architectures for security and to implement a variety of solutions involving cryptography.
- To develop strategies for all methods of access control to an organization's information systems and media containing organizational information (physical methods and network methods).
- To ensure that an organization meets the appropriate federal or provincial privacy legislation.

B. ADMISSION REQUIREMENTS

Applications are encouraged from those individuals who possess an undergraduate baccalaureate degree. A four-year degree in computing science, science, or business is preferred, but all degrees are given consideration. Space is limited and admission is competitive. Meeting the minimum admission requirements does not guarantee admission.

To be considered for admission, applicants must present the following requirements:

1. An undergraduate degree from a recognized educational institution: normally a four-year Bachelor's degree (preferably in business, engineering or computing science); students with a three-year degree (for example, Concordia's three-year BSc) may be admissible but may be required to take qualifying courses; students with an applied degree plus three years of work experience (in addition to the work experience which was part of the applied degree) may also be considered for admission.
2. An admission grade point average (AGPA) of at least 3.0 (on Concordia's 4-point scale) or equivalent on the most recently completed 60 credits.

3. A security clearance.
4. Demonstrated fulfilment of Concordia's *English Language Requirement*, section 13.1.1.C.
5. A minimum grade of 3.0 on a general Network Technology course and 3.0 on an Operating Systems course or equivalent knowledge. Concordia reserves the right to assess equivalent courses from other institutions. A student may also challenge that he or she has obtained the knowledge from this course as a result of course work, work experience, or other experience. In these cases, the student will be allowed to write a qualifying exam for one or both of these courses (a fee is charged for this service). If successful in this entrance exam (a mark not less than 3.0), the student would be admitted to the program provided he or she meets all other requirements.
6. Students who graduated from the After-Degree Diploma in Information Systems Security (ADDISS) Program may apply and request advanced standing in the courses they took in the program, provided they have a minimum GPA of 3.0 in the ADDISS program with no mark less than C+. Concordia reserves the right to assess and determine admissibility. Students must demonstrate that they have worked in and remain current in the field. ADDISS graduates from 2004 or earlier will not necessarily be given advanced standing in all previously completed courses.

Note:

All grades used in calculating the AGPA are adjusted according to Concordia's grade conversion scale.

C. GENERAL ACADEMIC REQUIREMENTS

1. Students must successfully complete 48 course credits in the program.
2. Students must successfully complete 12 credits in a research project, which may or may not include a practicum (ISSM 570 or ISSM 571), and culminating in a formal report of the student's research evaluated by an internal committee.
3. Students must maintain a minimum grade point average of 3.0 with no course grade less than "C+". Students who do not maintain satisfactory standing may be placed on academic probation, required to withdraw from the program, or asked to retake the course.

For further information, please see *Graduate Studies Academic Schedule*, section 13.0.1, *Admission*, section 13.1.1, *Student Life*, section 8.0, and *Academic Regulations*, section 9.0.

D. PROGRAM REQUIREMENTS

60 credits required, to include:

- a) ISSM 507
- b) One of ISSM 503 or ISSM 542
- c) ISSM 521
- d) ISSM 525
- e) ISSM 531
- f) ISSM 533
- g) ISSM 535
- h) ISSM 536
- i) ISSM 538
- j) ISSM 539
- k) ISSM 541
- l) ISSM 543
- m) ISSM 545
- n) ISSM 551
- o) ISSM 553
- p) ISSM 561
- q) ISSM 570 or ISSM 571

E. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.4 GRADUATE DIPLOMA PROGRAMS

13.4.1 GRADUATE DIPLOMA IN INFORMATION ASSURANCE

A. ADMISSION REQUIREMENTS

Admission requirements are:

1. Four-year Bachelor degree* from a recognized educational institution, preferably in business/management, management of information systems or computing science. Students entering the program require a minimum GPA of 3.0 or equivalent in the last 60 credits of undergraduate study;

*Note: Students with a three-year Bachelor degree may be admissible but may be required to take qualifying courses.
2. A resume with a statement of career objectives;
3. A GPA of 3.0 in at least two courses in financial accounting (one introductory and one intermediate) and one course in management accounting or equivalent course work;
4. A security clearance;
5. Demonstrated fulfilment of Concordia's English Language Requirement.

B. PROGRAM REQUIREMENTS

1. 18 credits required, to include:
 - a) ISAM 512
 - b) ISAM 521
 - c) ISAM 522
 - d) ISAM 542
 - e) ISAM 547
 - f) ISAM 563
2. achieve a minimum overall GPA of 3.0 in the required courses.
3. complete program within 4 years

C. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.4.2 GRADUATE DIPLOMA IN PSYCHOLOGICAL ASSESSMENT

These post-Masters programs are intended to meet the needs of many practicing psychologists in Alberta to further their professional education and work towards a doctoral degree.

A. ADMISSION REQUIREMENTS

A Master's Degree in a mental health discipline or related discipline from a recognized educational institution, or equivalent combination of education and experience. A security clearance is also required.

B. PROGRAM REQUIREMENTS

1. 18 credits required, to include:
 - a) 12 credits chosen from PSY 636, PSY 634, PSY 653 or PSY 677
 - b) 6 credits chosen from PSY 605, PSY 611, PSY 621, PSY 630 or PSY 631
2. achieve a minimum overall GPA of 3.0 in the required courses.

C. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.5 GRADUATE CERTIFICATE PROGRAMS

Graduate Certificate programs provide students with the opportunity to study graduate-level course work without committing to a graduate degree. These programs recognize specialized education in a particular discipline and may ladder to a graduate diploma or a graduate degree. The minimum admission requirement is a baccalaureate degree or equivalent combination of education and experience (some programs may require a graduate degree), and students are required to complete a minimum of 9 credits of graduate-level course work.

13.5.1 GRADUATE CERTIFICATE IN ANIMAL ASSISTED THERAPY

This post-masters certificate is intended to meet the needs of mental health professionals who wish to incorporate animal assisted therapy in their practise. This program is the first of its kind in English speaking Canada.

A. ADMISSION REQUIREMENTS

A Master's Degree in Psychology or related discipline from a recognized educational institution, or equivalent combination of education and experience and have a 3.0 GPA in the last 60 credits of post-secondary education.

B. PROGRAM REQUIREMENTS

1. 12 credits required, to include:
 - a) PSY 601
 - b) PSY 602
2. achieve a minimum overall GPA of 2.7 in the required courses.

C. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.5.2 GRADUATE CERTIFICATE IN PSYCHOLOGICAL ASSESSMENT

These post-Masters programs are intended to meet the needs of many practicing psychologists in Alberta to further their professional education and work towards a doctoral degree.

A. ADMISSION REQUIREMENTS

A Master's Degree in a mental health discipline or related discipline from a recognized educational institution, or equivalent combination of education and experience.

B. PROGRAM REQUIREMENTS

1. 9 credits required, to include:
 - a) 6 credits chosen from PSY 636, PSY 634, PSY 653 or PSY 677
 - b) 3 credits chosen from PSY 605, PSY 611, PSY 621, PSY 630 or PSY 631
2. achieve a minimum overall GPA of 3.0 in the required courses.

C. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.5.3 GRADUATE CERTIFICATE IN PUBLIC HEALTH LEADERSHIP

Leadership is recognized as a growing need in public health. The multidisciplinary nature of both health policy and health management presents both challenges and opportunities. The core disciplines include human resource management, public finances, health policy, law, organizational and personal ethics, and organization studies as applied to health care. The goal is to address problems relevant to health policy, health services delivery, outcome measurement, patient safety, leadership, and organizational management relevant to health care organizations and systems.

A. ADMISSION REQUIREMENTS

A four-year baccalaureate degree from a recognized educational institution (in a field such as environmental health, nursing, or related health sciences) or equivalent combination of education and experience and have a 3.0 GPA in the last 60 credits of post-secondary education.

B. PROGRAM REQUIREMENTS

1. 9 credits required, to include:
 - a) PHLD 600
 - b) PHLD 602
 - c) PHLD 605
 - d) PHLD 610
 - e) PHLD 612
 - f) PHLD 615
2. achieve a minimum overall GPA of 2.7 in the required courses.
3. complete program within 3 years

C. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.5.4 GRADUATE CERTIFICATE IN PUBLIC HEALTH STRATEGIC COMMUNICATION

Health communication has been defined as “the main currency

of healthcare in the 21st century” (Clancy quoted in Krisberg, 2004). Health Communication is a multidisciplinary field with the objective to share public health information to multiple audiences. The goals of public health communication is to influence, engage, and support individuals, communities, health professionals, special groups, policy makers, and the public to champion, introduce, adopt, or sustain a behaviour, practice, or policy that will ultimately improve health outcomes. The diversity of the audience for public health information necessitates that public health professionals be sensitive to the public’s needs, cultural practices, and environments where they work and live. Additionally, the public health professional must take into account the best research evidence and translate (communicate) this evidence into action.

A. ADMISSION REQUIREMENTS

A four-year baccalaureate degree from a recognized educational institution (in a field such as environmental health, nursing, or related health sciences) or equivalent combination of education and experience and have a 3.0 GPA in the last 60 credits of post-secondary education.

B. PROGRAM REQUIREMENTS

1. 9 credits required, to include:
 - a) PHSC 620
 - b) PHSC 621
 - c) PHSC 623
 - d) PHSC 624
 - e) PHSC 627
 - f) PHSC 628
2. achieve a minimum overall GPA of 2.7 in the required courses
3. complete program within 3 years

C. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.5.5 GRADUATE CERTIFICATE IN PUBLIC HEALTH FOR VULNERABLE POPULATIONS

In Canada, the importance of reducing health disparities has emerged as an imperative for health policy makers and public health practitioners. Over the next ten years, jurisdictions across Canada will see rising rates of chronic preventable diseases such as obesity, diabetes, heart disease, stroke, tobacco-related illnesses, and environmental illnesses. These problems are, and will continue to be, particularly acute in specific vulnerable populations.

A. ADMISSION REQUIREMENTS

A four-year baccalaureate degree from a recognized educational institution (in a field such as environmental health, nursing, or related health sciences) or equivalent combination of education and experience and have a 3.0 GPA in the last 60 credits of post-secondary education.

B. PROGRAM REQUIREMENTS

1. 9 credits required, to include:
 - a) PHVP 630
 - b) PHVP 631
 - c) PHVP 634
 - d) PHVP 635

e) PHVP 637

f) PHVP 638

2. achieve a minimum overall GPA of 2.7 in the required courses.
3. complete program within 3 years

C. GRADUATION REQUIREMENTS

Students graduate on one of three degree-conferral dates following successful completion of their program requirements. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.6 GRADUATE AWARDS

13.6.1 ALBERTA SCHOLARSHIP PROGRAMS

Funded by a \$100-million endowment from the Alberta Heritage Savings Trust Fund, the Alberta Scholarship Programs are designed to stimulate the pursuit of excellence by recognizing outstanding achievement and by encouraging and assisting Albertans to achieve their fullest potential - whether intellectual, cultural, social, or physical. A list of scholarships is available from Admissions and Financial Aid or through the Alberta Learning Information Service (ALIS) website, www.alis.alberta.ca.

A. GRADUATE STUDENT SCHOLARSHIP

Annual \$3,000 award to a graduate student who displays outstanding academic achievement. The recipient must have completed a minimum of 80% of a full-course load and achieved a minimum GPA of 3.5 in his/her first year of study, be continuing full-time in the second year of their program of study, and be a citizen or permanent resident of Canada and resident of Alberta. No application is required.

B. QUEEN ELIZABETH II GRADUATE SCHOLARSHIP

Annual awards up to \$10,800 to graduate students who display outstanding academic achievement and scholarship and research capacity. Recipients must present a minimum GPA of 3.5 in their qualifying year of study, be registered full-time in the first or second year of their program, be citizens or permanent residents of Canada at the time of their application and be Alberta residents as defined by the Alberta Scholarship Programs. Recipients cannot simultaneously hold a Canada Graduate Scholarship. An application is required.

13.6.2 CANADA GRADUATE SCHOLARSHIP-MASTER'S

The Canada Graduate Scholarships–Master's program offers **non-renewable** twelve-month awards, valued at \$17,500 and tenable at recognized Canadian universities, to students who intend to pursue full-time studies at the master's level in a discipline or field of study supported by the Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council of Canada (NSERC) or the Social Sciences and Humanities Research Council (SSHRC). The Government of Canada established these prestigious scholarships to ensure a reliable supply of highly qualified personnel to meet the needs of Canada's knowledge economy. Canada Graduate Scholars will help renew faculty at Canadian universities and will be the research leaders of tomorrow. Each eligible Canadian university has received an allocation; Concordia University College of Alberta is allocated two scholarships for SSHRC, one nomination for the CIHR and two nominations for

the NSERC national competitions. Students may submit only one application per year for master's-level funding to either CIHR, NSERC, or SSHRC.

Application deadlines: refer to the *Graduate Studies Academic Schedule*, section 13.0.1.

A. J. ARMAND BOMBARDIER CANADA GRADUATE SCHOLARSHIP (SSHRC)

Eligibility to Apply for an Award:

To qualify to apply for this scholarship, you must: be a citizen or permanent resident of Canada; not be under SSHRC sanction for financial or research misconduct; be applying for support to pursue your **first** graduate degree (i.e., master's or equivalent): all previous studies at the graduate level, regardless of discipline, will be included in determining eligibility; have achieved a first-class average, as determined by your university, in **each** of the last two years of full-time study or equivalent; if not currently registered at a university, have completed your bachelor's degree no earlier than January 1, 2009

Program Eligibility:

The scholarship is tenable only in a master's degree program in a discipline supported by SSHRC that includes significant research training. Research training normally involves completing course work in research methods and/or statistics appropriate for the discipline or field of study; acquiring knowledge and experience sufficient to assess and interpret research and scholarship in the field; and demonstrating the ability to conduct original research by the completion of a thesis, major research paper, or project. Awards must be taken up in May, September, or January following the date of the award.

B. SIR FREDRICK BANTING AND DR. CHARLES BEST CANADA GRADUATE SCHOLARSHIP (CIHR)

Eligibility to Apply for an Award:

To qualify to apply for this scholarship, you must: be a citizen or permanent resident of Canada; be in the last year of a bachelor's degree or have been registered for no more than ten months as a full-time student in a master's or PhD program, if registered in a PhD program were admitted to the program directly from your bachelor's degree; be applying for support to pursue your **first** graduate degree (i.e., master's or equivalent): all previous studies at the graduate level, regardless of discipline, will be included in determining eligibility; demonstrate an exceptionally high potential for research achievement and productivity.

Program Eligibility:

The scholarship is tenable only in a master's degree program in a health-related field. The student should be under the supervision of a researcher who holds research funds obtained through a recognized competitive peer review process. These awards must be held at a Canadian institution. Awards must be taken up between July and October following the date of the award.

C. ALEXANDER GRAHAM BELL CANADA GRADUATE SCHOLARSHIP (NSERC)

Eligibility to Apply for an Award:

To qualify to apply for this scholarship, you must: be a citizen or permanent resident of Canada; hold, or expect to hold (at the time you take up the award), a degree in science or engineering from a university whose standing is acceptable to NSERC (if you have a degree in a field other than science or engineering, NSERC may accept your application at its discretion), or have been registered for no more than twelve months as a full-time student in a master's or PhD program (as of December 31st in the year of application), if registered in a PhD program were admitted to the program directly from your bachelor's degree: be applying for support to pursue your **first** graduate degree (i.e., master's or equivalent); have obtained a first-class average in each of the last two completed years of study, all previous studies at the graduate level, regardless of discipline, will be included in determining eligibility, demonstrate an exceptionally high potential for research achievement and productivity.

Program Eligibility:

The scholarship is tenable only in the following year in a master's degree program in one of the areas of the natural sciences and engineering supported by NSERC. The student should be under the supervision of a

researcher who holds research funds obtained through a recognized competitive peer review process. These awards must be held at a Canadian institution. Awards must be taken up in May, September or January following the date of the award, and will not extend beyond the 28th month of your master's program.

13.6.3 CONCORDIA AWARDS

Richard W. Kraemer Memorial Scholarship

An annual \$1,500 award to a student enrolled in the Master of Arts in Biblical and Christian Studies degree program. There are no restrictions on citizenship. The scholarship will be awarded on the basis of superior academic achievement and research potential. Preference will be given to a graduate student who is conducting research in the area of church history. Donor: Friends and family of Dr. Richard Kraemer and Mount Calvary Lutheran Church. An application is required.

13.6.4 CONCORDIA BURSARY PROGRAM-APPLICATION REQUIRED

While students are expected to make plans for funding their education through primary sources such as personal and family savings, scholarships and awards, and employment earnings, etc., domestic and international students experiencing financial difficulties while attending Concordia may apply for bursary assistance to supplement their existing funds. A Concordia bursary is awarded based on financial need and is meant to supplement, not replace, other financial assistance. For further information on other forms of financial assistance, such as government student loans, see *Financial Aid*, section 6.0 or visit <http://financialaid.concordia.ab.ca>.

The bursary amounts can vary, depending on a student situation. Students who have demonstrated financial need but have not applied for government financial assistance may be eligible for a \$500 bursary. Students who are current recipients of government financial assistance may be eligible for a varying amounts up to a maximum of \$1,500 per academic year. Students who begin their studies in January will only be eligible for half awards. The lifetime maximum amount of bursary assistance is \$6,000.

To be eligible for a Concordia Bursary, applicants must:

1. Demonstrate financial need based on a modest standard of living
2. Be enrolled in a graduate degree program.
3. Be registered full-time (minimum 60% full-course load)
4. Have achieved satisfactory academic standing on their most recent course work at the time of application as defined by their program of study (*Academic Standing*, section 9.3.4).

5. Have not previously declared bankruptcy or defaulted on a student loan.

Student must complete an application online through *Services for Students* (<http://onlineservices.concordia.ab.ca/student>) and submit supporting documents by October 15th.

13.6.5 ACADEMIC AWARDS-NO APPLICATION REQUIRED

Governor General's Academic Medal (Gold)

A gold medal presented on behalf of and in the name of the Governor General of Canada to the student graduating with the highest academic standing in a graduate (i.e., master's) degree program. This medal is awarded for academic excellence only.

The selection for the Governor General Gold Academic Medal is the responsibility of the Graduate Scholarship Committee which is comprised of the members of the Admissions and Scholarship Committee and the Dean of Graduate Studies.

The following points shall serve as guidelines for the awarding of the Medal:

1. Open to students enrolled in the Masters of Information System Security Management, Masters of Information Systems Assurance Management, and the Master of Arts on Biblical and Christian Studies degree programs.
2. Normally, only students whose course progression has the great integrity are considered; i.e. students who complete their program in the normal length of the program.
3. Academic standing is based on both the graduate grade point average (GGPA), calculated using the required credits for degree, the strength of the research record, and/or the strength of the thesis. The strength of the research record and/or the strength of the thesis are based on the recommendations of the Graduate Program.
4. Thesis advisors and secondary readers will provide written statements that evaluate the thesis quality based on the originality of the work and the contribution to the field.

13.7 GRADUATE FINANCIAL AID

For complete information refer to *Financial Aid*, section 6.0.

14.0 COURSE DESCRIPTIONS

14.0.1	Course Selection Notes
14.0.2	Course Information
14.1	Accounting
14.2	Art History
14.3	Biblical and Christian Studies (Master)
14.4	Biochemistry (Chemistry)
14.5	Biochemistry (Biology and Environmental Science)
14.6	Biology
14.7	Biology/Environmental Science
14.8	Business
14.9	Career Development (Arts)
14.10	Career Development (Professional Education)
14.11	Chemistry
14.12	Classics
14.13	Comparative Literature
14.14	Computing Science
14.15	Dance
14.16	Drama
14.17	Earth Science
14.18	Economics
14.19	Education
14.20	Education (After Degree)
14.21	Education (Professional Development)
14.22	English
14.23	Environmental Health (After Degree)
14.24	Environmental Science
14.25	Finance
14.26	French
14.27	German
14.28	Graduate Studies
14.28.1	Maintaining Registration
14.28.2	Thesis
14.29	Greek
14.30	Hebrew
14.31	History
14.32	Human Resource Management
14.33	Information Systems Assurance Management (Master)
14.34	Information Systems Security
14.35	Information Systems Security Management (Master)
14.36	Information Technology
14.37	Latin
14.38	Leadership
14.39	Management
14.40	Marketing
14.41	Mathematics
14.42	Music
14.42.1	Applied Music
14.42.2	Music Ensemble
	A. Choral Ensemble
	B. Handbell Ensemble
	C. Symphony Orchestra
	D. Wind Ensemble
14.42.3	Professional Development
14.43	Music Education
14.44	Native Studies
14.45	Parish Nursing
14.46	Philosophy
14.47	Physical Activity
14.48	Physical Activity Team
14.49	Physical Education and Sport Studies (Arts)
14.50	Physical Education and Sport Studies (Education)
14.51	Physics
14.52	Political Economy
14.53	Political Science
14.54	Psychology
14.55	Psychology (Professional Development)
14.56	Public Health
14.57	Religious Studies
14.58	Religious Studies (Applied Emphasis)
14.59	Religious Studies (Applied Emphasis) Parish Services-Certification
14.60	Sociology

14.61	Spanish
14.62	Special Topics in the Arts
14.63	Writing
14.64	Courses not Currently Offered

Concordia reserves the right to make whatever changes circumstances may require, including the cancellation of a particular course.

14.0.1 COURSE SELECTION NOTES

1. Not all courses listed are offered every year; some are offered every second or third year. These courses are denoted by an asterisk (*).

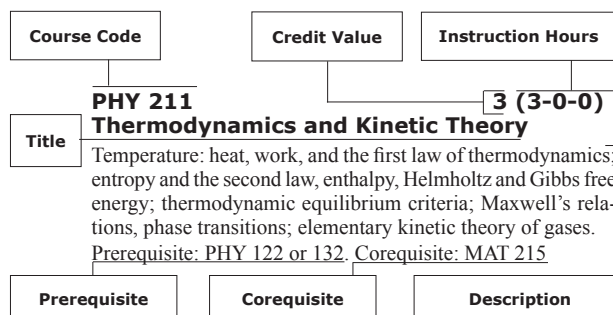
For information about course availability, students should consult the department offering the course. The *Concordia Alpha-Listing Timetable* is the official list of courses offered in a given academic year and is available online or from the Registrar's Office at the time of registration. The *Alpha-Listing Timetable* also indicates courses that are available to Open Studies students at the time of their registration.

2. First-year students may not register in senior-level courses except with the consent of the Registrar and the department.
3. Enrolment in some courses may be limited to students in particular programs, or restricted for other academic reasons.
4. Students working toward a Concordia Arts or Science degree may not count more than 18 credits from courses outside the Faculties of Arts and Science toward their degrees. Courses offered through the Faculty of Education and the Faculty of Professional Studies (e.g., Management) are outside the Faculties of Arts and Science. Faculty information is indicated under the course section headings. For complete information, students should consult the *General Academic Requirements* for their program.

14.0.2 COURSE INFORMATION

Course sections are listed alphabetically by discipline. Within the sections for the different disciplines, courses are listed in alpha-numerical order by course code.

Each course listing contains the course's code, title, credit value, instruction hours, description of the course content and, if applicable, notes, prerequisites, and corequisites.



Course Code

Course codes are alpha-numeric. The alphabetical code indicates the discipline of study (e.g., BIO for Biology, ENG for English, PSY for Psychology, etc.); the three-digit numerical code is interpreted as follows:

100-199: junior-level courses, normally taken by first-year students.

- 200-399: senior-level courses open to students with at least second-year standing (18 credits or more).
- 400-499: senior-level courses for students completing Concordia degrees, normally taken in the third or fourth year of undergraduate studies.
- 500-599: master's degree courses and senior-level courses open only to students admitted to an after-degree program.
- 600-699: master's degree courses and senior-level courses open only to students with an applicable degree and other required qualifications.

Credit Value

The credit value indicates the weight of the course used for calculating the Grade Point Average and for meeting degree requirements. Normally, 1.5- and 3-credit courses are completed at the end of one semester and 6-credit courses at the end of the academic year (two semesters).

Instruction Hours

The numbers within the parentheses indicate the hours of instruction in a week required by that course:

- The first number indicates lecture hours.
- The second number indicates seminar hours (s), or lecture-lab (L).
- The third number indicates laboratory hours.

For example, 6 (3-1s-3) indicates a 6-credit course with 3 hours of lecture, 1 hour of seminar, and 3 hours of lab per week for the full two semesters.

Prerequisites

Prerequisites are courses that students must have successfully completed before registering in the course.

Corequisites

Corequisites are courses in which students must register during the same term of study; corequisites may have been successfully completed previous to registration in the course.

14.1 ACCOUNTING

Faculty of Professional Studies
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

ACCT 101 3 (4-1s-0) **Introductory Financial Accounting**

Postulates, principles, the accounting cycle, capital and income measurement, financial statement preparation and analysis, emphasis on reporting to shareholders, creditors, and other external decision-makers. Note: Credit may be obtained for only one of ACCT 101 or 311. Prerequisite: Pure Mathematics 30 or Applied Mathematics 30. Corequisite: ECO 101.

ACCT 102 3 (4-1s-0) **Introductory Management Accounting**

Managerial accounting systems with an emphasis on information needed by management to properly plan and control business operations. Corporate planning and control concepts, strategic planning, pricing, budgeting, and relevant costs for decision-making purposes are reviewed. Note: Credit may be obtained for only one of ACCT 102 or 322. Prerequisite: ACCT 101.

ACCT 301 3 (3-0-0) **Intermediate Financial Accounting I**

Builds upon the financial accounting framework that was developed in ACCT 101. It extends the student's understanding of generally accepted accounting principles through an in-depth review and examination of various assets on the balance sheet

and revenue and expense issues. Students acquire an awareness of the underlying rationale of existing accounting alternatives as well as an appreciation of the characteristics and limitations of accounting. Prerequisite: ACCT 101.

ACCT 303 3 (3-0-0) **Intermediate Management Accounting**

Extends the basic cost concepts, procedures, and systems covered in ACCT 102 and introduces additional managerial accounting tools. The mastery of techniques for implementation and evaluation of cost systems for management and decision making is emphasized. Prerequisite: ACCT 102.

ACCT 401 3 (3-0-0) **Income Taxation**

An overview of the income taxation system in Canada (including the Goods and Services Tax). Introduces students to the skills required to locate and interpret provisions of the Income Tax Act and to assess the implications for decision-makers. Prerequisite: ACCT 301.

ACCT 402 3 (3-1-0) **Auditing Theory and Application**

An examination of the framework of auditing and the context within which an audit (including related procedures) is conducted. Prerequisite: ACCT 301.

ACCT 403 3 (0-0-3) **Accounting Information Systems**

A comprehensive introduction to accounting information systems in today's business environment and the impact that these systems have on organizations and the accounting profession. Topics include hardware and software of computer systems, basic transaction processing, file and database concepts, systems theory, systems documentation tools, internal controls, security, artificial intelligence and auditing. The system development life cycle approach, including systems analysis, design and operational concepts will also be covered. Prerequisites: ACCT 301 and BUS 250 or equivalent courses.

ACCT 404 3 (3-0-0) **Intermediate Financial Accounting II**

This course builds upon the financial accounting framework developed in ACCT 101 and ACCT 301. The course provides an in-depth review and examination of liabilities and shareholders' equity on the balance sheet, as well as, examining areas of a more specialized nature, including earnings per share, accounting for corporate income taxes, leases, pensions, changes in accounting policies, correction of accounting errors, and the Statement of Cash Flow. Students acquire an awareness of the underlying rationale of existing accounting alternatives as well as an appreciation of the characteristics and limitations of accounting. Prerequisite: ACCT 301 or equivalent courses.

ACCT 405 3 (3-0-0) **Advanced Management Accounting**

The course expands upon the concepts and techniques taught in the first- and second-level management accounting courses and practice applying those concepts and techniques in real-life case situations. The cases will offer an opportunity for students to define problems and apply management accounting knowledge. Topics include responsibility accounting, performance management and strategy analysis control system design (including governance and audit). Prerequisites: ACCT 102 and 303 or equivalent courses.

ACCT 406 3 (3-1s-0) **Advanced Financial Accounting**

This course analyzes the concepts and practices underlying financial reporting in more complex areas such as business combinations, multinational operations, joint ventures and not-for-profit organizations. The translation of foreign currency transactions and the translation of foreign currency financial statements are also covered. Prerequisite: ACCT 404 or equivalent courses.

14.2 ART HISTORY

Faculty of Arts

ARTH 101 3 (3-0-0)

Survey of Western Art I

A survey of Western Art to the end of the Middle Ages.

ARTH 102 3 (3-0-0)

Survey of Western Art II

A survey of Western Art from the beginning of the Renaissance to the present day.

14.3 BIBLICAL AND CHRISTIAN STUDIES

Faculty of Arts

Courses listed in this section are open to students in the Master of Arts in Biblical and Christian Studies program. Other students may take courses as Special Graduate Students or Visiting Graduate Students. In all cases, students should consult with the Dean of Graduate Studies and the Chair of the Master of Arts in Biblical and Christian Studies program. Undergraduate courses can be found in section 14.57, under the subject heading Religious Studies (REL).

GRADUATE COURSES

BCS 500 3 (0-3s-0)

Principles and Methodology in Biblical and Christian Studies

This course questions the nature of theological investigation, exploring different methodologies in the process of answering theological questions. Particular attention will be paid to the implications of the resultant methodologies for faith, reason, practice, and tradition. Prerequisite: As per statement of admission to graduate program.

BCS 502 3 (0-3s-0)

Intermediate Hebrew Grammar and Readings

Development of Hebrew grammar, vocabulary and reading beyond the introductory level to the intermediate level in the five major genres of Hebrew literature: Historical, Legal, Prophetic, Wisdom and Psalms. Prerequisites: As per statement of admission to graduate program. HEBR 101 and 102 or equivalent proficiency.

BCS 503 3 (0-3s-0)

Hebrew Exegesis of Qoheleth

Exegesis of the Hebrew text of Qoheleth (Ecclesiastes) in terms of grammar, linguistics, genre, literary style, and content for the purpose of discussing the theological implications of the text. Prerequisites: As per statement of admission to graduate program. BCS 502 or HEBR 101 and 102.

BCS 511 3 (3-0-0)

Religion and Pop Culture

Interdisciplinary critical analysis of religious ideas and imagery presented in pop culture, including the media of television, comedy, sports, consumerism, advertising, film, fashion, literature, comic books, technology, music, and internet. Note: Credit may be obtained for only one of BCS 511, REL 311, or STA 311. Prerequisite: As per statement of admission to graduate program.

BCS 516 3 (0-3s-0)

Themes in the Book of Isaiah

An in-depth analysis of key themes in the Book of the Prophet Isaiah. Prerequisites: As per statement of admission to graduate program. HEBR 101 and 102 or equivalent proficiency.

BCS 520 3 (3-0-0)

Special Topics in the Pentateuch

An in-depth study of special themes or topics in the first five books of the Hebrew Scriptures, with special reference to exegesis and history. Note: Credit may be obtained for only one of BCS 513, 520, REL 320, or 330. Prerequisite: As per statement of admission to graduate program.

BCS 521 3 (3-0-0)

The Historical Literature of the Old Testament

Critical study of the Historical Literature of the Old Testament in terms of historiography, content and correlations with archaeology and comparative literature in the ancient Near East, as well as the content and theology of Joshua, Judges, Ruth, Samuel, Kings, Chronicles, Ezra, Nehemiah and Esther. Note: Credit may be obtained for only one of BCS 521 or REL 321. Prerequisites: As per statement of admission to graduate program.

BCS 530 3 (0-3s-0)

Readings in the Greek New Testament

A rapid reading of major portions of the Greek New Testament, with special emphasis on problems of text, language, and grammar. Some readings from Greek literature contemporary with the New Testament may also be featured. Prerequisites: As per statement of admission to graduate program. GRK 101 and 102 or equivalent proficiency.

BCS 532 3 (0-3s-0)

Studies in Luke-Acts

Major literary, theological, and socio-cultural themes in Luke's double work, including such topics as the sharing of possessions, the role of women in Jesus' ministry and the early church, characterization and plot development, Luke's view of salvation history and attitudes towards the Jewish people and Judaism. Prerequisite: As per statement of admission to graduate program.

BCS 535 3 (3-0-0)

Johannine Literature

This course examines the Gospel of John, three Johannine letters, and the book of Revelation both against the background of the first century Jewish-Hellenistic history and their theological relevance in our time. Note: Credit may be obtained for only one of BCS 535 or REL 365. Prerequisites: As per statement of admission to graduate program. GRK 101 and 102 or equivalent proficiency.

BCS 536 3 (0-3s-0)

The Historical Jesus

The course will examine the various quests for the historical Jesus from Reimarus to the present day. It will evaluate the various methodologies used with a view to arriving at a better understanding of the historical Jesus. Prerequisite: As per statement of admission to graduate program.

BCS 538 3 (3-0-0)

The Dead Sea Scrolls

A survey of the documents found at Qumran and their value in reconstructing the faith and practice of a religious community within the context of Second Temple Judaism and early Christianity. Note: Credit may be obtained for only one of BCS 538 or REL 338. Prerequisite: As per statement of admission to graduate program.

***BCS 540** 3 (3-0-0)

The Rise of Western Christendom

Often referred to as the "Dark Ages", the period from c. 400 to c. 1000 was the period in which the Roman world was transformed into its three "heirs" that have defined the history of the West ever since: the Byzantine Empire (Eastern Europe), Western Christendom, and Islamic civilizations. This course will evaluate the transformation of late antiquity and the rise of Western Christendom in the early Middle Ages, focusing especially on the relationship between the Christian church and society. Note: Credit may be obtained for only one of BCS 540, HIS 340 or REL 340. Prerequisite: As per statement of admission to graduate program.

BCS 542 3 (3-0-0)

Topics in Medieval Church History

Readings in primary sources and secondary scholarly interpretations focused on a selected theme prominent in the history of Western Christendom during the "long" Middle Ages (c. 400 to 1550), tracing origins in Late Antiquity to challenge and transformation in the sixteenth-century Reformation. Topics that may be offered include: The Cult of the Saints, Relics, and Pilgrimage; Spiritual

and Temporal Authority; Universities and Cloisters: Scholastics and Monastic Theology. Prerequisite: As per statement of admission to graduate program.

BCS 543 **3 (0-3s-0)**
Studies in Reformation Themes

Historical and theological overview of the changes in the history of Western Christendom, especially during the sixteenth century Reformation period. Topics that may be covered include: Precursors to the sixteenth century Reformation; the Lutheran, Zwinglian, and Calvinist Reformations; the English Reformation; the Radical Reformation; the Counter Reformation. Prerequisite: As per statement of admission to graduate program.

BCS 544 **3 (0-3s-0)**
Faith and Philosophy

This seminar discusses the task of understanding God from philosophical and theological perspectives. Questions will address epistemological issues regarding God, language as it relates to God, and the relationship between philosophical arguments for God relative to faith in God. Prerequisite: As per statement of admission to graduate program.

BCS 545 **3 (0-3s-0)**
The Early Church Fathers

This course studies the theology, worship and ethics of mainstream Christianity as evidenced by influential writers of the second and third centuries (the "Apostolic Fathers") against the backdrop of alternative Christianities and the larger Roman society. Note: Credit may be obtained for only one of BCS 545 or REL 342. Prerequisite: As per statement of admission to graduate program.

BCS 551 **3 (3-0-0)**
History of Christianity in Canada

An in-depth study of the history of Christianity in Canada from its earliest beginnings to the present. The course will include an analysis of major trends and themes. Note: Credit may be obtained for only one of BCS 551 or REL 351. Prerequisite: As per statement of admission to graduate program.

BCS 564 **3 (3-0-0)**
Topics in the Gospel of Matthew

An in-depth analysis of specific topics in Matthew's Gospel. Note: Credit may be obtained for only one of BCS 537, BCS 564, or REL 364. Prerequisites: As per statement of admission to graduate program. GRK 101 and 102 or equivalent proficiency.

BCS 567 **3 (3-0-0)**
Topics in Pauline Literature

An in-depth analysis of one or more of Paul's epistles. Note: Credit may be obtained for only one of BCS 534, BCS 567, or REL 367. Prerequisites: As per statement of admission to graduate program. GRK 101 and 102 or equivalent proficiency.

BCS 570 **3 (0-3s-0)**
The Eastern Church

This course is an in-depth study of the history, theology, and traditions of eastern (i.e., Greek/Slavic) Orthodox Christianity. Note: Credit may be obtained for only one of BCS 570 or REL 370. Prerequisite: As per statement of admission to graduate program.

BCS 576 **3 (3-0-0)**
The Lutheran Confessions

An in-depth theological study of the Book of Concord within its historical context in the light of current scholarly discussion of the era of confessionalization and the issues treated in the Book of Concord. Attention will be paid to the theological method and the historical shaping of the issues in the dispute in the Lutheran reformation. A working knowledge of Latin and German is desirable. Note: Credit may be obtained for only one of BCS 576 or REL 376. Prerequisite: As per statement of admission to graduate program.

BCS 590 **3 (3-0-0)**
Philosophy of Religion

This course analyses various perspectives on the relationship between faith (Christian faith in particular) and reason. It includes examinations of various traditional attempts to use reason as a foundation for, or in support of, faith, attempts to use reason to argue against faith, as well as perspectives according to which all attempts are ill-conceived. Put otherwise, it examines views according to which faith and reason are in agreement, views according to which they conflict with one another, and views according to which neither is the case. Note: Credit may be obtained for only one of BCS 590, PHIL 290, PHIL 490, or REL 290. Prerequisite: As per statement of admission to graduate program.

BCS 5XX **3 (0-3s-0)**
Special Topic in Biblical and Christian Studies

This course allows students to study a topic in the Master of Arts in Biblical and Christian Studies (MABCS) area not covered by, or covered in greater depth than, other courses in the curriculum. The content of each instance of the course and specifics of assessments features will be determined by the MABCS Master's Program Committee on a case-by-case basis. Prerequisite: Consent of the MABCS Master's Program Committee.

BCS 611 **3 (0-3s-0)**
Studies in Christianity and Pop Culture

Critical analysis of religious ideas and imagery presented in pop culture including the media of television, comedy, sports, consumerism, advertising, film, fashion, literature, comic books, technology, music and internet. Prerequisite: As per statement of admission to graduate program.

BCS 613 **3 (0-3s-0)**
Studies in the Pentateuch

A critical study of the first section of the Hebrew Bible, including historical, theological, literary, and archaeological issues. Prerequisite: As per statement of admission to graduate program. GRK 101 and 102, or HEBR 101 and 102 or equivalent proficiency.

BCS 634 **3 (0-3s-0)**
Studies in Pauline Literature

An in-depth study of one or more related topics in Pauline literature. Prerequisites: As per statement of admission to graduate program. GRK 101 and 102 or equivalent proficiency.

BCS 637 **3 (0-3s-0)**
Studies in the Gospel of Matthew

An in-depth study of one or more related topics in the Gospel of Matthew. Prerequisites: As per statement of admission to graduate program. GRK 101 and 102 or equivalent proficiency.

BCS 645 **3 (0-3s-0)**
The Early Church Fathers

This course is an in-depth independent study of the theology, worship and ethics of mainstream Christianity as evidenced by influential writers of the second and third centuries (the "Apostolic Fathers") against the backdrop of alternative Christianities and the larger Roman society. Prerequisite: As per statement of admission to graduate program.

BCS 651 **3 (0-3s-0)**
Studies in the History of Christianity in Canada

An in-depth study of the history of Christianity in Canada from its earliest beginnings to the present. The course will include an analysis of major trends and themes. Prerequisite: As per statement of admission to graduate program.

BCS 670 **3 (0-3s-0)**
Studies in the Eastern Church

This course is an in-depth study of the history, theology, and traditions of Eastern (i.e., Greek/Slavic) Orthodox Christianity. Prerequisite: As per statement of admission to graduate program.

14.4 BIOCHEMISTRY

Faculty of Science
Department of Chemistry

BIOCH 200 3 (3-0-0) Introductory Biochemistry

An introduction to the fundamental principles of biochemistry. Protein structure and function; lipids and the structure of biological membranes, nucleotides and the structure of nucleic acids; bioenergetics and the metabolism of carbohydrates, lipids, and nitrogen; the integration and regulation of cellular metabolism. Designed for students who require a one-term introduction to the fundamental principles of biochemistry and for students who intend to take further courses in biochemistry. Note: Credit may be obtained for only one of BIOCH 200, or 203 and 205. Prerequisites: CH 101 or 205 and CH 161 or 261. Corequisite: CH 163 or 263 is recommended but not required.

14.5 BIOCHEMISTRY

Faculty of Science
Department of Biology and Environmental
Science

BIOCH 310 3 (3-0-0) Bioenergetics and Metabolism

Focuses on the transformation of energy in living systems and the accompanying biophysical and biochemical processes and activities. Note: Credit may be obtained for only one of BIOCH 310 or BIO 310 Prerequisites: BIOCH 200, CH 101 or 205, CH 102 or 206, and CH 161 or 261.

BIOCH 320 3 (3-0-0) Biological Structure and Catalysis

A comprehensive introduction to the biochemistry of proteins, carbohydrates, and lipids. Topics include the role of enzymes in biological processes, biological membranes, transport, and biosignaling. Note: Credit may be obtained for only one of BIOCH 320 or BIO 320. Prerequisites: BIOCH 200, CH 101 or 205, CH 102 or 206, CH 161 or 261, and CH 163 or 263.

BIOCH 340 3 (3-0-0) Nucleic Acids

A comprehensive introduction to the biochemistry of nucleic acids. Topics include the structure and function of DNA and RNA, nucleic acid metabolism and the control of gene expression. Note: Credit may be obtained for only one of BIOCH 340 or BIO 340. Prerequisites: BIOCH 200, CH 101 or 205, CH 102 or 206, and CH 163 or 263.

BIOCH 343 3 (3-0-0) Cellular Communication and Symbiosis

Communication between cells. Topics include mechanisms of communication in immunology, neurophysiology, reproduction biology and symbiosis. Both vertebrate and invertebrate systems are discussed. Note: Credit may be obtained for only one of BIOCH 343 or BIO 343. Prerequisites: BIOCH 200 and BIO 201.

BIOCH 350 3 (1-0-3L) Laboratory Methods in Biochemistry

Intended for students enrolled in a Biochemistry Minor. Prerequisites: BES 107 and BIOCH 200.

14.6 BIOLOGY

Faculty of Science
Department of Biology and Environmental
Science

BIO 100 3 (3-0-3/2) Introduction to Biological Systems

A general biology course covering current topics in biology, including cellular reproduction and genetics, biological diversity, animal and plant form and function, and communities and ecosystems. Note: This course is not accepted for credit toward a Biology or Environmental Science major, concentration, or minor.

BIO 201 3 (3-0-3/2) Cellular Biology

The ultrastructure and metabolism of cells. Plasma membrane structure and function; cytoskeleton involvement in intracellular transport, mitosis, and cytokinesis; the endomembrane system, protein targeting, exocytosis and endocytosis; nuclear structure and function; cell cycle control and cancer. Note: Credit may be obtained for only one of BES 201 or BIO 201. Prerequisites: BES 107, BES 108, and 6 credits of Chemistry.

BIO 207 3 (3-0-3) Molecular Genetics and Heredity

The chromosomal and molecular basis for the transmission and function of genes. The construction of genetic and physical maps of genes and genomes. Strategies for the isolation of specific genes. Examples of regulatory mechanisms for the expression of the genetic material in both prokaryotes and eukaryotes. Note: Credit may be obtained for only one of BES 207 or BIO 207. Prerequisite: BES 107.

BIO 225 3 (3-0-3) Comparative Anatomy of Vertebrates

Comparative anatomy of the vertebrates with special emphasis on mammals. Note: Credit may be obtained for only one of BES 225 or BIO 225. Prerequisite: BES 108.

*BIO 243 3 (3-0-3) Animal Physiology

Functional biology at the organ-system level. Emphasis on vertebrate physiology, with some invertebrate examples. Note: Credit may be obtained for only one of BES 243 or BIO 243. Prerequisites: BES 107 and 6 credits of Chemistry.

*BIO 245 3 (3-0-3) Plant Physiology

An introductory course on water and energy relations in vascular plants, evapotranspiration, mineral nutrition, membrane transport, ascent of water, translocation, net carbon assimilation, growth, development, hormone action, and water stress. Note: Credit may be obtained for only one of BES 245 or BIO 245. Prerequisites: BES 107 and 6 credits of Chemistry.

BIO 265 3 (3-0-3) General Microbiology

Physiology, metabolism, and replication of bacteria and eukaryotic microorganisms. Gene regulation in bacteria. Ecology and interrelationships of microorganisms; biotechnology and industrial microbiology. Laboratories focus on the identification of microorganisms using biochemical and molecular biological criteria. Note: Credit may be obtained for only one of BES 265 or BIO 265. Prerequisites: BES 107 and 108. Corequisite: BIO 207 or BIOCH 200.

BIO 302 3 (3-0-3) Developmental Biology

The growth and differentiation of organisms, gametogenesis, fertilization, embryogenesis, morphogenesis, embryonic induction, regeneration, aging, and cell death. Prerequisites: BES 107, BES 108, and 6 credits of Chemistry. BIO 201 is recommended.

BIO 307 3 (3-0-0) Advanced Molecular Genetics

Molecular genetics of eukaryotic and prokaryotic organisms. Topics include aspects of gene regulation, analysis of the features and nature of genomes, genes, and chromosomes. The second half of the course will focus on aspects of human genetic diseases, namely the development, diagnosis and treatment of such disorders. Note: Credit may be obtained for only one of BIO 307, BIO 377 or BIO 420. Prerequisite: BIO 207.

BIO 310 3 (3-0-0) Bioenergetics and Metabolism

Focuses on the transformation of energy in living systems and the accompanying biophysical and biochemical processes and activities. Note: Credit may be obtained for only one of BIO 310

or BIOCH 310. Prerequisites: BIOCH 200, CH 101 or 205, CH 102 or 206, and CH 161 or 261.

***BIO 320** **3 (3-0-0)**
Biological Structure and Catalysis

A comprehensive introduction to the biochemistry of proteins, carbohydrates, and lipids. Topics include the role of enzymes in biological processes, biological membranes, transport, and biosignalling. Note: Credit may be obtained for only one of BIO 320 or BIOCH 320. Prerequisites: BIOCH 200, CH 101 or 205, CH 102 or 206, CH 161 or 261, and CH 163 or 263.

BIO 330 **3 (0-0-0)**
Work Experience

Senior Biology students may receive credit for practical experience obtained outside the classroom in the work environment. Students who are considering taking this course must first apply to the Department Coordinator for permission to have previous work experience evaluated for credit. Note: Credit may be obtained for only one of BIO 330 or ENSC 335. Prerequisite: Consent of the Department.

BIO 340 **3 (3-0-0)**
Nucleic Acids

A comprehensive introduction to the biochemistry of nucleic acids. Topics include the structure and function of DNA and RNA, nucleic acid metabolism and the control of gene expression. Note: Credit may be obtained for only one of BIO 340 or BIOCH 340. Prerequisites: BIOCH 200, CH 101 or 205, CH 102 or 206, and CH 163 or 263.

BIO 343 **3 (3-0-0)**
Cellular Communication and Symbiosis

Communication between cells. Topics include mechanisms of communication in immunology, neurophysiology, reproduction biology and symbiosis. Both vertebrate and invertebrate systems are discussed. Note: Credit may be obtained for only one of BIOCH 343 or BIO 343. Prerequisites: BIO 201, BIOCH 200, and 6 credits of senior-level Biology.

BIO 350 **3 (3-0-3)**
Parasitology

Parasitology is the scientific study of the biological relationship known as parasitism. This course is a survey of parasites of human and animals, using selected taxa to illustrate the parasite/host adaptation with respect to their morphology, physiology, behaviour, life history, and ecology. Based on this basic knowledge, discussion will focus on the occurrence, symptomatology, pathogenesis, epidemiology and control of representative parasitic diseases of human and animals. Laboratories will provide opportunities for students to study specimen and samples of important taxa of parasites, as well as to conduct experiments to explore parasitic relationships and life histories. Prerequisite: a 200-level Biology course.

***BIO 355** **3 (3-0-0)**
Virology

General concepts of viral structure and replication. DNA, RNA and retroviruses and their life cycles with detailed examples of specific viruses. Bacterial, plant, and other non-animal viruses and their role in the ecosystem. Molecular genetics of viruses and their role in evolution. Elements of viral epidemiology and pathogenesis. Prerequisite: BIO 265.

***BIO 366** **3 (3-0-3)**
Molecular Biology and Biotechnology

Introduction to the theory and practice of common techniques of biotechnology and genetic engineering. Current applications of molecular biology are discussed. Note: Credit may be obtained for only one of BIO 365 or 366. Prerequisites: BIOCH 200, BIO 207 and BIO 265.

BIO 450 **3 (0-3s-0)**
Independent Study

A senior course designed to permit students to receive credit for independent study under the guidance of a faculty member. Students wishing to enrol in this course should discuss their proposed area of study with the Department Coordinator who will, in consultation with the appropriate faculty member, decide if the student has permission to enrol in the course. Prerequisite: Consent of the Department.

BIO 465 **3 (3-0-0)**
Advanced Microbiology and Biotechnology

The molecular biology of bacterial genes with specific examples. Genetics of bacteria and bacteriophages. Energy, oxidative and biosynthetic metabolism of bacteria, Archaea and Eukaryotic microorganisms, with examples of biotechnology applications and bioremediation. Cell biology of microorganisms: chemotaxis, secretion, cell walls, and production of toxins. Use of microorganisms in large scale industrial processes and in molecular cloning and protein expression. Prerequisite: BIO 265.

BIO 470 **3 (0-2s-0)**
Senior Seminar in Biology

A course designed to introduce students to special topics not covered in other courses in the Department. Guest lectures will be featured and students will present seminars. Open to Biology majors in the third or fourth year of their program. Prerequisite: 9 credits of senior-level Biology.

BIO 480 **3 (3-0-0)**
Advanced Research Methods

Critical examination of research methods in Biology and development of written research proposals. Note: Credit may be obtained for only one of BIO 480 or ENSC 485. Prerequisites: MAT 151, BES 227, 12 credits of senior-level Biology and 6 credits of Chemistry.

BIO 488 **3 (0-0-3)**
Independent Research I

An independent research project on current topics in Biology. Before starting the research, projects must be approved by the instructor. Students in the three-year program may enrol with Departmental permission. Prerequisite: BIO 480.

BIO 489 **3 (0-0-3)**
Independent Research II

A continuation of BIO 488, involving an independent research project on current topics in Biology. Oral communication, laboratory and library research techniques are emphasized. Prerequisite: BIO 488.

14.7 BIOLOGY/ENVIRONMENTAL SCIENCE

Faculty of Science
 Department of Biology and Environmental Science

BES 107 **3 (3-0-3)**
Introduction to Cell Biology

Introductory cell structure and function. Origin of life, development of prokaryotic and eukaryotic cell lineages, energy conversions, the compartmentation of biochemical functions within a cell, and intercellular communication. Genetic control of cell activities, mechanisms of molecular genetics, and their application in genetic engineering and biotechnology. Prerequisites: Biology 30 or Science 30 or BIO 100, and Chemistry 30 or CH 150.

BES 108 **3 (3-0-3)**
Organisms in Their Environment

The effect of the environment on organisms, and the effect of activities of organisms on the current environment. Evolution of the major groups of organisms, reflection of evolutionary origins

in classification of major lineages. The involvement of organisms in major ecosystem processes, the stability of those systems, and human impact on the processes. Prerequisites: Biology 30 or Science 30 or BIO 100 or ENSC 101, and Chemistry 30 or CH 150.

BES 208 **Principles of Ecology** **3 (3-0-3)**

A comprehensive survey of general ecology concepts that can stand alone or serve as preparation for advanced ecology courses. Labs emphasize the collection, analysis, and interpretation of data from ecological experiments and field studies to illustrate and complement the lecture material. Prerequisite: BES 108.

BES 210 **Flora and Fauna of Alberta** **3 (3-0-3)**

The identification, distribution, habits, and life histories of the aquatic and terrestrial macro flora and fauna of Alberta. Factors affecting local variation are discussed. Collection methods, estimation of population size, and identifying the age of organisms are among the topics covered in the labs. Prerequisite: BES 108.

***BES 215** **Behavioural Ecology** **3 (3-0-3)**

Animal behaviour from an ecological and physiological perspective. Prerequisite: BES 108.

***BES 220** **Soil Science** **3 (3-0-3)**

The formation, classification, composition, and conservation of soils with an emphasis on the soils of Alberta. Chemical and physical properties affecting plant growth and nutrition are studied. Prerequisite: BES 108.

BES 227 **Science Communication** **3(3-0-3/2)**

This course covers all aspects of science communication, including communication with peers, the public, the media, industry and government. Emphasis is placed on experimental data design, data analysis, interpretation and presentation. Students will gain practical experience in processing and presenting results of research. Oral presentation skills will allow students to develop their communication skills, and examination of published research will help the students develop their laboratory report writing skills in the sciences. This course is only open to Science students (in a science major, concentration or minor). Prerequisite: 3 credits of Science.

BES 250 **Survey of the Invertebrates** **3 (3-0-3)**

A lecture and laboratory course designed to acquaint the student with the major invertebrate taxa. Emphasizes functional anatomy and life cycles. Prerequisite: BES 108.

BES 304 **Aquatic Biology** **3 (3-0-3)**

An introduction to the structure and functioning of freshwater ecosystems with emphasis on the biological, chemical and physical processes that affect organismal distribution, abundance, life cycles, adaptations, and the ecological roles that organisms have in aquatic ecosystems. Environmental problems resulting from human disturbances to aquatic ecosystems are examined. The lab portion of this course provides students with hands-on experience in sampling, analyzing and interpreting features of lake, wetland and stream ecosystems. Note: Credit may be obtained for only two of BES 206, BES 304 or ENSC 333. Prerequisites: BES 208 and MAT 151.

BES 308 **Population and Community Ecology** **3 (3-0-3)**

Principles of population and community ecology as they apply to plants and animals; population consequences of variation among individuals; habitat structure and population structure; habitat selection and foraging theory; life tables, demography, and the evolution of life history patterns; population dynamics and population regulation; ecological succession; classification

and ordination of communities; application of molecular biology to the study of populations, mating systems and forensics. Note: Credit may be obtained for only one of BES 308 or ENSC 308. Prerequisite: BES 208.

BES 339 **Conservation Biology** **3 (3-0-0)**

An introduction to the principles and methods of conservation biology that focuses on the global and regional patterns of biological diversity, ecological processes underlying those patterns, threats to global biological diversity, and solutions to dealing with those threats. Note: Credit may be obtained for only one of BIO 339 or BES 339. Prerequisite: BES 208.

14.8 BUSINESS
Faculty of Professional Studies
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

BUS 110 **Business Fundamentals** **3 (3-0-0)**

An interdisciplinary approach to the basic elements involved in Canadian business. The theory of choice, behaviour theories, institutional arrangements, and several other business issues. Note: Credit may be obtained for only one of BUS 110 or 310.

BUS 112 **Business Statistics** **3 (3-0-1)**

An introductory-level statistics course covering basic statistical concepts, analytical techniques, and methods of analysis. The focus is to build student knowledge and confidence with respect to the use of statistics in a variety of business applications. Course content includes descriptive statistics, probability, statistical inference, sampling techniques, measures of central tendency, expectations and variance. Note: Credit may be obtained for only one of BUS 112, MAT 151, PSY 211, or SOC 210. Prerequisite: Pure Mathematics 30 or Applied Mathematics 30.

BUS 120 **Organizational Behaviour** **3 (3-0-0)**

Introduction to the behavioural, political, and organization dynamics within an organization. Topics covered include organizational structure, culture, individual differences, personality, and motivation. Prerequisite: BUS 110.

BUS 201 **Introduction to e-Business** **3 (3-0-0)**

The advent of the Internet and world wide web has had a profound effect on the ways that firms conduct business. Firms must rethink how they generate and deliver value, as well as how they attract and retain customers. The purpose of this course is to help students develop a broad understanding of the emerging forces that shape e-business. Prerequisite: BUS 110.

BUS 210 **Principles of Business Law** **3 (3-0-0)**

An overview of the Canadian legal system is provided with an emphasis on the underlying considerations of social policy. The nature, philosophy, sources and policy objectives of the law are considered and analysed in the context of selected topics chosen from the fields of tort and contract. Prerequisite: BUS 110.

BUS 220 **Principles of Management** **3 (3-0-0)**

An understanding of the management roles and skills necessary in exercising those roles is developed. Topics include the core principles of management, planning, organizing, leading, and controlling. Prerequisite: BUS 110.

BUS 250 **Management Information Systems** **3 (1.5-0-1.5)**

This course covers information, business, technology, and the integrated set of activities used to run many organizations, includ-

ing, but not limited to; supply chain management, relationship management, outsourcing and e-business. Strategic information systems decision making and database development tools are used. Prerequisite: BUS 110.

14.9 CAREER DEVELOPMENT

Faculty of Arts

CDV 300 3 (3-0-0) Theories of Career Development

A survey of dominant theories, models and concepts within the career development field, including a history of the field. Structural, process, dynamic and eclectic approaches are included, with special attention being paid to recent Canadian work.

CDV 302 3 (3-0-0) The Nature of Work

A critical analysis of the world of work and its relationship to career development practice. Traditional labour market concepts (supply and demand, types of employment) trend analysis and modern "work dynamic" concepts (sector analysis and work alternatives).

14.10 CAREER DEVELOPMENT

Faculty of Professional Studies
Department of Career Development

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

CDV 200 6 (3-0-0) Career Counselling Theory and Practice

A conceptual and practical study of career counselling. Students will learn career counselling theory and practice, including fundamental counselling skills that apply in all helping relationships or working alliances. Note: Credit may be obtained for only one of CDV 200 or CDV 400.

CDV 201 3 (3-0-0) Career Development Resources

A critical analysis of the many types and uses of resources in career development, from assessment tools to self-help books to multimedia products. How to find, review, select and use resources in a variety of career development settings such as counselling, consulting and facilitating. Note: Credit may be obtained for only one of CDV 201 or CDV 301.

CDV 303 3 (3-0-0) Group Approaches to Career Development

A theoretical and practical study of group interventions in career development. Students will learn concepts of and various methods of facilitation within a variety of group settings.

CDV 304 3 (3-0-0) Specialized Issues in Career Development

A theoretical and practical study of specialized issues in career development. Specifically, students will learn concepts of and methods for working with specific populations (e.g., youth, older workers, Native Canadians) and individuals with specific barriers/issues (e.g., addictions, dysfunctional history).

CDV 305 3 (3-0-0) Career Development in Organizations

A primarily conceptual study of the role, functions and structures of career development within organizations of all forms (with a moderate amount of application). Students will learn the variety of ways that career development interventions are effectively integrated within organizational settings.

CDV 306 3 (3-0-0) Career Development and Learning, Training and Education

A conceptual and practical study of the roles of and relationships between learning, training, education and career development. Students will learn concepts and strategies for professional

development, workplace learning, competency profiling, institutional learning and other issues related to learning and career development.

14.11 CHEMISTRY

Faculty of Science
Department of Chemistry

CH 101 3 (3-1s-3) Introductory University Chemistry I

Atoms, molecules, reactions, and stoichiometry; ideal gases; thermochemistry, calorimetry, and Hess' law; chemical equilibrium in the gaseous and liquid phases; acids and bases; solubility products; atomic structure and bonding. Note: Credit may be obtained for only one of CH 101 or 205. Prerequisite: Chemistry 30 or CH 150.

CH 102 3 (3-1s-3) Introductory University Chemistry II

Bonding; chemistry of the transition metals and coordination chemistry; basic thermodynamics and spontaneity of reactions; redox reactions, electrochemistry, and the Nernst equation; basic chemical kinetics. Note: Credit may be obtained for only one of CH 102 or 206. Prerequisite: CH 101.

CH 150 3 (3-0-3/2) The Core of Chemistry

An introductory course for non-science students to (i) illustrate basic scientific thinking and philosophy, as applied to chemistry; (ii) demonstrate the ubiquity, importance, excitement, and value of chemistry; (iii) give a brief grounding in important chemical concepts, such as atoms, periodic table, chemical bonding, chemical reactivity, acid-base reactions, redox reactions; and (iv) provide students with basic information for informed and balanced discussion on such topics as food chemistry and nutrition, chemistry and medicine, air and water quality, feeding the world. This course is not accepted toward a Chemistry major, concentration, or minor.

CH 211 3 (3-0-4) Quantitative Analytical Chemistry I

The fundamental chemistry of quantitative analysis: principles, methods, and experimental applications of analysis. Handling and treatment of data using simple statistics. The course surveys the major titrimetric methods (acid-base, precipitation, complexation, and reduction-oxidation) with a significant focus on aqueous equilibria. Laboratory work focuses on the development of precise laboratory skills using the volumetric and gravimetric analysis of organic and inorganic compounds. Prerequisite: A minimum grade of C- in CH 102 or 206.

CH 213 3 (3-0-4) Quantitative Analytical Chemistry II

A continuation of CH 211; theory, methods, and practice of separation techniques; identification of analytes, including chromatography, spectrophotometry, potentiometry, voltammetry, and selective ion electrodes. Sampling, errors, reliability and treatment of data, and use of the analytical literature. Note: Credit may be obtained for only one of CH 213 or 497. Prerequisite: A minimum grade of C- in CH 211.

CH 261 3 (3-1s-3) Basic Organic Chemistry I

Structure, three-dimensional shape, physical properties, and reactivity of simple organic compounds based on their functional groups; introduction to structure determination. Highlights applications to compounds of importance and interest in the natural and industrial world, including petrochemicals, halogenated organics, and polymers. Laboratory work introduces basic manipulative techniques and illustrates some of the more important reactions covered in lectures. Note: Credit may be obtained for only one of CH 161 or 261. Prerequisite: Chemistry 30, or equivalent. Open to first-year students but recommended for second-year students.

CH 263 **Basic Organic Chemistry II** **3 (3-1s-3)**
 A continuation of CH 261. Special attention given to biologically important molecules, as well as to compounds of significance to industry, including fats, detergents, aromatics, sugars, pharmaceuticals, amino-acids, and biopolymers. Laboratory work includes problem solving and illustrates some of the more important reactions covered in lectures. Note: Credit may be obtained for only one of CH 163 or 263. Prerequisite: CH 261 or equivalent. Open to first-year students but recommended for second-year students.

CH 271 **Chemical Thermodynamics** **3 (3-2s-3/3)**
 Laws of thermodynamics with applications to systems with chemical change; fundamental equations; Gibbs free energy and equilibrium in multi-phase systems; Clapeyron equation and phase equilibria. Introduction to the chemical potential and chemical equilibria. Prerequisites: MAT 113 or 114 and a minimum grade of C- in CH 102.

CH 273 **Physical Chemistry** **3 (3-1.5s-1.5)**
 Chemical potential and the theory of chemical equilibrium; theory of real gases and other non-ideal systems; activity and standard states; electrochemical cells and chemical potential; colligative properties; kinetic theory of gases; thermodynamics of surfaces; adsorption, surface tension; simple theories of chemical kinetics and reaction mechanisms; catalysis; transport properties. Note: Credit may be obtained for only one of CH 273 or 499. Prerequisite: A minimum grade of C- in CH 271.

CH 303 **Introductory Environmental Chemistry** **3 (3-0-0)**
 An introductory course in the chemistry of environment. The chemical nature of environmental processes are examined with a major focus on atmospheric and aquatic chemistry, urban pollution, climate change, and acid rain. In addition, the use and environmental fate of heavy metals, chlorinated organic chemicals, and pesticides are discussed. Note: CH 213, 263, and 271 are all recommended (but not required) and credit may be obtained for only one of CH 303 or 493. Prerequisites: A minimum grade of C- in CH 161 or 261, and CH 211.

CH 321 **Industrial Chemistry** **3 (3-0-1)**
 Overview of the chemical, biochemical, and pharmaceutical industry in Alberta, the principal processes, scale-up of laboratory methods, modelling of processes, economic factors, automation, data management, feedback loops, quality assurance, safety, and project development. The course surveys areas such as metallurgy, the production of common inorganic chemicals, the petrochemical industry, and the production of various polymers. Chemical production related to agriculture and forestry are studied. The course also surveys the production of fine (or speciality) organic chemicals such as dyes and pharmaceuticals. The lab for this course consists of field trips to various industrial facilities in the Edmonton area. Prerequisites: A minimum grade of C- in CH 102 or 206, and CH 163 or 263 (CH 263 is recommended).

CH 331 **Introductory Inorganic Chemistry** **3 (3-0-3)**
 Atomic and periodic properties of the elements. A survey of Main Group elements and compounds with particular focus on bonding models (Valence Bond and Molecular Orbital Theory). The structures and properties of Main Group inorganic compounds are also covered. Practical laboratory work consists of the synthesis and characterization of inorganic compounds with a significant reliance on spectroscopic techniques. Prerequisites: A minimum grade of C- in CH 102 or 206, and CH 163 or 263.

CH 332 **Basic Inorganic Chemistry II: Transition Metals** **3 (3-0-3)**
 A continuation of CH 331 with an emphasis on Transition Metal

compounds. Covers the structure, bonding, properties, and reactivity of coordination compounds. Topics include Crystal Field Theory, Molecular Orbital Theory, electronic spectra, reaction mechanisms, and electron transfer reactions. A brief introduction into organometallic chemistry is also given. Practical work focuses on the synthesis and analysis of coordination and organometallic compounds. Note: Credit may be obtained for only one of CH 332 or 494. Prerequisites: A minimum grade of C- in CH 102 or 206, CH 163 or 263, and CH 331.

CH 365 **Organic Chemistry** **3 (3-0-4)**
 Analysis and exploration of organic reactions with emphasis on mechanisms and stereochemistry, including concerted reactions. Use of physicochemical methods and applications to synthesis. Laboratory work covers more advanced techniques and problem solving, and illustrates some of the more important reactions covered in lectures. Note: Credit may be obtained for only one of CH 365 or 496. Prerequisites: A minimum grade of C- in CH 102 or 206, and CH 163 or 263.

CH 367 **Advanced Organic Chemistry: Synthesis and Reactions** **3 (3-0-4)**
 Overview of strategies entailed in synthesis of organic compounds, including retro-synthetic analysis, use of synthons, 'green' routes, solid phase synthesis, asymmetric synthesis, stereo- and regio-selective synthesis, role of organo-metallics, and how to use the literature. Laboratory work introduces various advanced synthetic procedures and gives experience in devising a multistage synthesis of a target molecule. Labs may involve off-site visits. Note: Credit may be obtained for only one of CH 367 or 486. Prerequisite: A minimum grade of C- in CH 163 or 263.

CH 382 **Quantum Chemistry** **3 (3-1s-0)**
 Introductory quantum chemistry with an emphasis on applications. Fundamentals of quantum mechanics, potential well, hydrogen atom, many-electron atoms, Hartree-Fock approximation, diatomic molecules, neutral molecules. Introduction to spectroscopy and computational chemistry methods. Note: Credit may be obtained for only one of CH 382, CH 492, or PHY 301. Prerequisites: MAT 115 and a minimum grade of C- in 3 credits of senior-level Chemistry.

CH 395 **Molecular Modelling** **3 (0-3L-0)**
 A practical, "hands-on" course. Chemical modelling. Molecular mechanics, semiempirical, and ab initio methods. Calculations of molecular properties. Examples range from simple molecules to large molecules. Introduction to drug design. Quantum chemical software is used. Prerequisite: 3 credits of senior-level Chemistry.

CH 437 **Inorganic Chemistry III: Organometallic Chemistry** **3 (3-0-0)**
 A continuation of the inorganic chemistry stream and an introduction into organometallic chemistry. The course focuses on the bonding and reactivity of organometallic compounds. Attention is also given to the applications of organometallic compounds in industrial and organic syntheses. There is a significant reliance on spectroscopic techniques to illustrate the characteristics and properties of organometallic compounds. Prerequisites: A minimum grade of C- in CH 163 or 263, and CH 332. Corequisite: CH 271. CH 365 recommended but not required.

CH 466 **Organic Chemistry and the Biosphere** **3 (3-0-4)**
 Families of organic compounds that are important in the biosphere, including those of current interest. Isolation, structure determination, analytical detection, aspects of synthesis, and possible role *in vivo* and mechanism of action. Students review literature on one such family or subfamily of compounds for presentation to

the class. Students' choices will somewhat alter the syllabus each time the course is offered. Laboratory work covers more advanced techniques, problem solving, and illustrates some of the more important topics covered in lectures. Note: Credit may be obtained for only one of CH 466 or 498. Prerequisites: A minimum grade of C- in CH 102 or 206, and CH 163 or 263.

CH 471 **3 (3-0-0)**
Spectroscopic Methods

Utilization of spectroscopy in structure determination with a major focus on Vibrational (IR, Raman) and NMR spectroscopic techniques. Topics related to IR spectroscopy include: molecular symmetry, group theory with an emphasis on applications to Vibrational spectroscopy, selection rules in IR and Raman spectroscopy, and the analysis of vibrational spectra of polyatomic molecules. Additional material related to Rotational spectroscopy will be presented. Topics related to NMR spectroscopy include: discussion of first order NMR spectra, classical description of magnetic resonance experiments, the rotating frame of reference, relaxation effects, Fourier transform NMR spectroscopy, and a survey of common two-dimensional NMR experiments. Focus will be on both theory and practical applications. Prerequisites: A minimum grade of C- in CH 263 and CH 271. CH 382 or 492 is recommended but not required.

CH 479 **3 (3-0-0)**
Molecular Kinetics

Rate laws for simple and complex reactions, reaction mechanisms, potential energy surfaces, molecular dynamics, theories of reaction rates, catalysis, with application to gas and liquid phase reactions, photochemical reactions in chemistry and biology, and enzyme catalysis. Prerequisite: A minimum grade of C- in CH 271. Corequisite: CH 273 or CH 499.

CH 486 **3 (3-0-4)**
Advanced Chemical Studies

An enhanced version of CH 367, taken as a capstone course in the third or fourth year of a Chemistry concentration or major. Additional reading, research, or project work, by agreement with the instructor, leading to a substantial written report. Note: Credit may be obtained for only one of CH 367 or 486. Prerequisites: A minimum grade of C- in CH 102 or 206 and CH 163 or 263 (preferred), third-year standing, and consent of the Department.

CH 491 **3 (15 weeks)**
Chemical Research

A minimum of six weeks of original research carried out in the summer months (May-August), likely at an off-campus location. In addition, another six weeks spent in the undergraduate laboratories at Concordia. These would be paid positions, subject to available funding. The project to be completed during the Fall semester. Open only to students who have completed their third year and are entering their fourth year in the Chemistry four-year degree program. Prerequisites: A minimum grade of C- in CH 163 or 263, CH 273, CH 332, and consent of the Department.

CH 493 **3 (3-1s-0)**
Advanced Chemical Studies

An enhanced version of CH 303, to be taken as a capstone course in the third or fourth year of a Chemistry concentration or major. Additional reading, research, or project work, by agreement with the instructor, leading to a substantial written report. Note: Credit may be obtained for only one of CH 303 or 493. Prerequisites: A minimum grade of C- in CH 161 or 261, CH 211, third-year standing, and consent of the Department. Corequisites: CH 163 or 263, and CH 213. CH 271 recommended but not required.

CH 494 **3 (3-0-3)**
Advanced Chemical Studies

An enhanced version of CH 332, to be taken as a capstone course in the third or fourth year of a Chemistry concentration or major. Additional reading, research, or project work, by agreement with the instructor, leading to a substantial written report. Note: Credit

may be obtained for only one of CH 332 or 494. Prerequisites: A minimum grade of C- in CH 102 or 206, CH 163 or 263, CH 331, third-year standing, and consent of the Department.

CH 496 **3 (3-0-4)**
Advanced Chemical Studies

An enhanced version of CH 365, to be taken as a capstone course in the third or fourth year of a Chemistry concentration or major. Additional reading, research, or project work, by agreement with the instructor, leading to a substantial written report. Note: Credit may be obtained for only one of CH 365 or 496. Prerequisites: A minimum grade of C- in CH 102 or 206, CH 163 or 263, third-year standing, and consent of the Department.

CH 497 **3 (3-0-4)**
Advanced Chemical Studies

An enhanced version of CH 213, to be taken as a capstone course in the third or fourth year of a Chemistry concentration or major. Additional reading, research, or project work, by agreement with the instructor, leading to a substantial written report. Note: Credit may be obtained for only one of CH 213 or 497. Prerequisites: A minimum grade of C- in CH 211, third-year standing, and consent of the Department.

CH 498 **3 (3-0-4)**
Advanced Chemical Studies

An enhanced version of CH 466, to be taken as a capstone course in the third or fourth year of a Chemistry concentration or major. Additional reading, research, or project work, by agreement with the instructor, leading to a substantial written report. Note: Credit may be obtained for only one of CH 466 or 498. Prerequisites: A minimum grade of C- in CH 102 or 206, CH 163 or 263 (preferred), third-year standing, and consent of the Department.

CH 499 **3 (3-1.5s-1.5)**
Advanced Chemical Studies

An enhanced version of CH 273, to be taken as a capstone course in the third or fourth year of a Chemistry concentration or major. Additional reading, research, or project work, by agreement with the instructor, leading to a substantial written report. Note: Credit may be obtained for only one of CH 273 or 499. Prerequisites: A minimum grade of C- in CH 271, third-year standing, and consent of the Department.

14.12 CLASSICS

Faculty of Arts

CLAS 102 **3 (3-0-0)**
Greek and Roman Mythology

Survey of classical mythology. Readings of ancient and modern works (in English translation).

CLAS 201 **3 (3-0-0)**
Literature of Greece and Rome

Introduction to the literature of Greece and Rome. Reading of a limited number of major works (in English translation) including epic, drama, and history.

CLAS 357 **3 (3-0-0)**
Greek and Roman Religions

A comparative study of ancient Greek and Roman religions, examining mythologies, ideologies, and practices with respect to religious, historical, and social factors. Note: Credit may be obtained for only one of CLAS 357 or REL 302. Prerequisite: One of CLAS 102, REL 101, or REL 150. REL 253 strongly recommended.

14.13 COMPARATIVE LITERATURE

Faculty of Arts

C LIT 201 **3 (3-0-0)**
Literature of the European Tradition I

The classics of European literature in English translation representing the major periods and genres from antiquity to the seventeenth century. Prerequisite: ENG 100 or ENG 111 and ENG 112.

C LIT 202 **3 (3-0-0)**
Literature of the European Tradition II

The masterpieces of European literature in English translation from Neoclassicism to the present day through a representative selection of authors and playwrights. Prerequisite: ENG 100 or ENG 111 and ENG 112.

14.14 COMPUTING SCIENCE

Faculty of Science
Department of Mathematical and Computing Sciences

CMPT 111 **3 (3-0-3)**
Introduction to Computing Science

An overview of computing science concepts. History of computing. Computer software and hardware. Algorithms and their properties. Control constructs of sequence, selection, and repetition. Basic data types and data representation. Overview of programming languages from assembly to high level languages. Introduction to program translation principles. Students will be required to do some programming.

CMPT 112 **3 (3-0-3)**
Introduction to Software Development

An introduction to software development principles through the study of traditional elementary programming, object-oriented programming, debugging, and standard algorithms with their analysis. Problem solving, algorithm design, top-down development, program testing and documentation, advanced data types, data manipulation, sequence selection, loops, parameters, arrays, strings, and files. Discussion of basic algorithms for constructing efficient and robust solutions to problems. Note: CMPT 111 is highly recommended for students without programming experience.

***CMPT 220** **3 (3-0-3)**
Basic Algorithms and Data Structures

Introduction to data structures. Basic concepts including abstract data type and its implementations, algorithm analysis, Big-O notation and recursion. Dynamic data structures (linked lists, stacks, queues, trees, search trees, heaps, priority queues, sets, hash tables) and their associated algorithms (traversal, sorting, searching, retrieval). Introduction to graph theory. Students will undertake a programming project. Prerequisite: A minimum grade of C- in CMPT 112.

***CMPT 221** **3 (3-0-1.5)**
Algorithms

Systematic study of basic concepts and techniques in the design and analysis of algorithms, illustrated from various problem areas. Topics include review of fundamental tools (algorithm analysis, basic data structures, searching, sorting, fundamental techniques), graph algorithms (graphs, weighted graphs, matching and flow), Internet algorithmics (text processing, number theory and cryptography, network algorithms), NP and computational intractability, computational geometry, algorithmic frameworks. Analysis techniques to estimate run-time efficiency. Prerequisites: A minimum grade of C- in CMPT 220, MAT 113 or 114, and MAT 200.

***CMPT 227** **3 (3-0-3)**
Computer Organization and Architecture

General introduction to architectures and organization concepts of contemporary computer systems. Topics include the von Neumann computer model, data representation, computer arithmetic, digital logic and how it relates to Boolean algebra, machine and assembly language, the processor datapath and control, pipelining, memory hierarchies, input/output systems, alternative architectures, system software, performance measurement and analysis, network organization and architecture. Prerequisite: A minimum grade of C- in CMPT 220.

***CMPT 301** **3 (3-0-3)**
Practical Programming Methodology

A course on software development. Topics include study of the principles, methods, tools, and practices of the professional programmer for software development and maintenance. Functions, data structures, classes and inheritance. Emphasis on solving problems. Requires extensive programming. Prerequisite: A minimum grade of C- in CMPT 220.

***CMPT 340** **3 (3-0-1.5)**
Numerical Methods

An introduction to numerical methods: floating-point number representation, errors and role of stability in numerical calculations; direct and iterative solutions of linear systems of equations; methods for solving non-linear equations; interpolation; least-squares approximation of functions; Fourier transform; numerical integration; and numerical solution of initial value problems for ordinary differential equations. Note: Credit may be obtained for only one of CMPT 340 or MAT 340. Prerequisites: A minimum grade of C- in CMPT 111 or CMPT 112, and MAT 120 and MAT 214.

***CMPT 421** **3 (3-0-0)**
Introduction to Combinatorics

Methods and applications of combinatorial mathematics including graph theory (matchings, chromatic numbers, planar graphs, independence and clique numbers) and related algorithms, combinatorial designs (block designs, Latin squares, projective geometries), error correcting codes. Note: Credit may be obtained for only one of CMPT 421 or MAT 421. Prerequisites: A minimum grade of C- in MAT 120 and 321.

***CMPT 474** **3 (3-0-0)**
Formal Languages, Automata and Computability

Formal grammars; normal forms; relationship between grammars and automata; regular expressions; finite state machines, state minimization; pushdown automata; Turing machines; computability; complexity; introduction to recursive function theory. Note: Credit may be obtained for only one of CMPT 474 or MAT 424. Prerequisites: A minimum grade of C- in CMPT 112 or IT 102, MAT 120, and MAT 200.

14.15 DANCE

Faculty of Arts

DAN 340 **3 (0-3L-0)**
Modern Dance

Introduction to the study of creative dance techniques, improvisation, composition, and performance through theory and practical experience. An additional fee is charged (section 5.1).

14.16 DRAMA

Faculty of Arts
Department of Drama

DRA 101 **3 (3-0-0)**
Introduction to Theatre Art

The World of Theatre and selective histories; the role of theatre spaces; directors, designers and actors in today's theatre; how theatre can enrich our lives. A lecture course; no acting required.

DRA 102 **3 (3-0-0)**
Play Analysis

Reading and critiquing a variety of play scripts. This leads to applying creative solutions to the problems surrounding the live production of these plays. The class observes a filmed performance of each play. No acting required.

DRA 149 **3 (0-6L-0)**
Introduction to Dramatic Process

Exploring speech, movement, and improvisation through acting, ensemble work, and theatre games, and participation in non-scripted dramas of different forms.

***DRA 247** **3 (0-6L-0)**
Introduction to and Development of Oral Communication

A speech and acting course that explores communication by way of voice and body. Through individual and group projects based on the interpretation of literature, students strengthen their presentation skills.

DRA 307 **3 (0-6L-0)**
Special Projects in Theatre Performance or Production I

Participation in the rehearsal and performance of a major Drama Department theatre production. Students audition or interview to participate in the course as performers, technicians, or stage-managers. Admission into this course will be by audition/interview for actors or interview for stage managers and technicians. Auditions and interviews will occur before the semester in which the student wishes to enrol begins. Prerequisites: DRA 149 and consent of the Department.

DRA 308 **3 (0-6L-0)**
Special Project in Theatre Performance or Production II

Participation in the rehearsal and performance of a major Drama Department theatre production or a dramatic production deemed suitable by the department. Students may participate in the course as performers, technicians, or stage-managers. Admission into this course will be by audition/interview for actors or interview for stage managers and technicians. Auditions and interviews will occur before the semester in which the student wishes to enrol begins. Note: Credit may be obtained for only one of DRA 308 or 309. Prerequisites: DRA 307 and consent of the Department.

DRA 309 **6 (0-12L-0)**
Extended Special Project in Theatre Performance or Production

Participation in the rehearsal and performance of a major Drama Department theatre production or a dramatic production deemed suitable by the department. Students may participate in the course as performers, technicians, or stage-managers. Note: Credit may be obtained for only one of DRA 308 or 309. Prerequisites: DRA 307 and consent of the Department.

***DRA 325** **3 (0-6L-0)**
Creativity in Theatre for Young Audiences

Theory and practice of the creative process of drama in theatre for young audiences. Students explore the creative potential of the actor (movement, imagination, speech) as expressed through the interdisciplinary nature of performing for or performing with young audiences. Ensemble acting required. Note: Credit may be obtained for only one of DRA 325 or 425. Prerequisite: DRA 149.

***DRA 350** **3 (2-0-4)**
An Introduction to Film-Making and Appreciation

An examination of the global film industry as both an art form and a business. Students will experience selected film and production activities in order to enhance their appreciation of the industry. Note: Credit may be obtained for only one of DRA 350 or 450. Prerequisite: One of DRA 101, 102, 149, or consent of the Department.

DRA 352 **3 (0-3L-0)**
Fundamentals of Public Speaking

Basic techniques of oral communication and public speaking with an emphasis on speech construction.

***DRA 353** **3 (0-6L-0)**
Scene Study I

Acting, including the analysis and enactment of scripted scenes and characterization. Note: Credit may be obtained for only one of DRA 353 or 453. Prerequisite: DRA 149.

***DRA 383** **3 (0-6L-0)**
Fundamentals of Directing and Play Production

A focus on basic techniques of directing explored through practical exercises. Students also examine other elements of play production including basic set, lighting, and costume design as well as practical methods of promoting plays as an event. Note: Credit may be obtained for only one of DRA 383 or 483. Prerequisite: DRA 101 or 102. Corequisite: DRA 149.

***DRA 425** **3 (0-6L-0)**
Studies in Advanced Theatre for Young Audiences

Students complete DRA 325 with additional assignments including a showcase project arranged with the instructor. This is an advanced course that corresponds to the vocational interests of students and that normally takes place in the final year of their program. Note: Credit may be obtained for only one of DRA 325 or 425. Prerequisites: DRA 101 or 102, DRA 149, and consent of the Department.

***DRA 450** **3 (2-0-4)**
Studies in Advanced Film-Making

Students complete DRA 350 with additional assignments including a showcase film project (24 edited minutes) arranged with the instructor. This is an advanced course that corresponds to the vocational interests of students and that normally takes place in the final year of their program. Note: Credit may be obtained for only one of DRA 350 or 450. Prerequisites: DRA 101 or 102, DRA 149, and consent of the Department.

***DRA 453** **3 (0-6L-0)**
Studies in Advanced Acting

Students complete DRA 353 with additional assignments including a showcase solo or duo acting project arranged with the instructor. This is an advanced course that corresponds to the vocational interests of students and that normally takes place in the final year of their program. Note: Credit may be obtained for only one of DRA 353 or 453. Prerequisites: DRA 101 or 102, DRA 149, and consent of the Department.

***DRA 483** **3 (0-6L-0)**
Studies in Advanced Play Production

Students complete DRA 383 with additional assignments including a showcase project arranged with the instructor. This is an advanced course that corresponds to the vocational interests of students and that normally takes place in the final year of their program. Note: Credit may be obtained for only one of DRA 383 or 483. Prerequisites: DRA 101 or 102, DRA 149, and consent of the Department.

14.17 EARTH SCIENCE

Faculty of Science
 Department of Physics and Earth Science

EAS 101 **3 (3-0-3)**
Introduction to Physical Earth Science

Formation of the earth and its internal structure. Introduction to minerals, rocks, structural geology, and plate tectonics; mineral and energy resources. Geomorphic agents, processes, and landforms.

EAS 102 **3 (3-0-3)**
Introduction to Environmental Earth Science

Heating of the earth's surface and energy balances; nature of the atmosphere, winds, and global heat transfer mechanisms; moisture, instability, and storm systems. Basic weather forecasting. Hydrologic cycle and water balance. World climate and climatic change. Ecosystem dynamics and terrestrial biomes. Soil characteristics and classification.

14.18 ECONOMICS

Faculty of Arts
Department of Political Economy

ECO 101 3 (3-0-0)

Introduction to Microeconomics

Economic analysis, problems, and policies with emphasis on the Canadian economy; consumers and firms in competitive and monopolistic markets; the distribution of income; the use of the environment; government economic policies.

ECO 102 3 (3-0-0)

Introduction to Macroeconomics

An introduction to macroeconomic concepts, problems, and methods of analysis with emphasis on the Canadian economy. Topics include national income accounting; the specification and definition of key macroeconomic variables; the relationship between Canada and the international economy; the formation of and constraints on monetary and fiscal policy; theories of unemployment and inflation.

ECO 218 3 (3-0-0)

The Canadian Economy to 1945

Analysis of Canadian economic development to 1945, with particular emphasis on Confederation, the National Policy, western settlement, industrialization, and the Depression. Prerequisites: ECO 101 and 102.

ECO 219 3 (3-0-0)

The Canadian Economy Since 1945

Analysis of Canadian economic development since 1945, with particular emphasis on recurrent policy issues such as macroeconomic performance, trade liberalization, industrial policies, intergovernmental fiscal arrangements, and regional development. Prerequisites: ECO 101 and 102.

ECO 281 3 (3-0-0)

Intermediate Microeconomic Theory I

The theory of consumer behaviour; theory of production and cost; price and output determination under competition, monopoly, and other market structures. Prerequisites: ECO 101, ECO 102 and Pure Mathematics 30.

ECO 282 3 (3-0-0)

Intermediate Macroeconomic Theory I

An introduction to analytical macroeconomic modelling. Topics include flexible and fixed wage models of price, interest rate, output, and employment determination with emphasis on the relationship between the labour market and aggregate supply; the impact of fiscal, monetary, and supply shocks; open economy macroeconomics with fixed and flexible exchange rates and prices, as well as international capital mobility. Prerequisites: ECO 101, ECO 102 and Pure Mathematics 30.

ECO 301 3 (0-3s-0)

Economics of Globalization

This course examines the theory, evidence, institutions, market mechanisms, political, social and cultural perspectives and policies related to globalization, which will enable students to develop a critical understanding of globalization issues. Prerequisite: ECO 102.

ECO 341 3 (3-0-0)

Money and Banking

Analysis of money and credit in the exchange process. Financial intermediation, commercial banking, central banking, and regulation of banking and financial sectors. The money supply process and elementary issues of monetary control. Corequisite: ECO 281.

ECO 350 3 (3-0-0)

The Economics of Public Expenditures

Analysis of public sector expenditures in Canada. The rationale for government spending and the problems in provision of public services. Prerequisite: ECO 281.

ECO 369 3 (3-0-0)

Economics of the Environment

Application of ideas and principles of economics to environmental issues. Focus is on the impact of economic development on the environment, problems of measurement of environmental deterioration, and analysis of policies aimed at protection of the environment. Current Canadian environmental topics. Prerequisite: ECO 101.

14.19 EDUCATION

Faculty of Education

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

ED 199 3 (3-0-1)

Introduction to the Profession of Teaching

The multiple roles of a teacher and the expectations of teachers in these roles; the professional life of a teacher and the historical and contemporary issues that influence it; curricula, pedagogy, instructional effectiveness, and children's learning styles. Includes in-school visitations.

EDFD 341 3 (3-0-0)

Concepts of Childhood in History

Origins of modern concepts of childhood and their relationship to educational thought and practice. Note: EDFD 341 cannot be used towards the Social Science core requirement or towards a concentration or minor in History. Credit may be obtained for only one of EDFD 341 or HIS 225. Prerequisite: ED 199.

EDPS 200 3 (2-1s-0)

Educational Psychology for Teaching

Theories, research, and issues in educational psychology and their classroom application. Topics typically covered include human development, learning, and instruction, student motivation, and individual differences in student abilities. Open to first-year students.

EDPS 341 3 (3-0-0)

Psychology of Exceptional Children and Youth

An overview of major approaches to teaching children and youth with significant differences in ability and/or social and emotional development. Adaptations in the environment, teaching strategies, assessment and curriculum are discussed. Societal influences on current practices and support services are also considered. Note: Credit may be obtained for only one of EDPS 341 or PSY 359.

14.20 EDUCATION (AFTER-DEGREE)

Faculty of Education

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

Courses listed in this section are open only to students in the Bachelor of Education (After Degree) Program.

EDUC 501 6 (3-1s-0)

Introduction to Planning in the Elementary School

The theoretical perspectives that influence the design and implementation of elementary school programs. The principles and practices of yearly, unit, and lesson plans. Students will design units and lessons suitable for implementation in an elementary school. The laboratory section of the course focuses on the infusion of technology and its application to digital program planning.

EDUC 502 3 (0-13L-0) 3 weeks

Advanced Planning in the Elementary School

The principles of program and lesson design and the design and delivery of unit and lesson plans for an elementary school classroom experience related to EDUC 532. Other topics relevant to curriculum design and delivery may be addressed as needed. Prerequisite: EDUC 501. Corequisites: EDUC 532 and 542.

EDUC 503 3 (3-0-0)
Advanced Planning in the Elementary School II

Effective communication and technology processes for productivity within the context of the Alberta Program of Studies. Students will demonstrate ability to use different productivity processes and knowledge of program and classroom methodologies to design programs for an elementary school experience. Communicating progress and working with the wider school and parent community will be explored. Prerequisite: EDUC 501.

EDUC 511 9 (0-10L-5) 9 weeks
Curriculum Design and Instructional Methods in the Elementary School

Examination of theory, content, and instructional processes in all core and some optional subjects taught in the elementary school. Experience with various methods of teaching and planning for teaching.

EDUC 521 3 (3-0-0)
Literature and Literacy for Elementary School

Students gain a practical and theoretical orientation to ways of using children's literature to teach language arts across the Elementary School Curriculum. Prerequisite: EDUC 511.

EDUC 522 3 (0-3L-0)
Mathematics Education for Elementary School

Students gain a practical and theoretical orientation to the Elementary School Mathematics Curriculum. Prerequisite: EDUC 511.

EDUC 523 3 (0-3L-0)
Science Education for Elementary School

The Elementary School Science Program (Alberta Education) and the two main areas of skill emphasis: science inquiry and problem-solving through technology. In science inquiry the focus is on asking questions and finding answers based on evidence; in problem solving through technology the focus is on practical tasks - finding ways to make and do things to meet a given need. Prerequisite: EDUC 511.

EDUC 524 3 (3-0-0)
Social Studies Education for Elementary School

Students gain a practical and theoretical orientation to the elementary school social studies curriculum. Prerequisite: EDUC 511.

EDUC 531 3 (4 weeks)
Field Experience in the Elementary School II

Work with a cooperating teacher in designing lessons, organizing learning environments, setting learning tasks, managing classroom behaviours, and evaluating children's progress. Prerequisites: EDUC 511 and consent of the Department. Corequisites: A current security clearance (refer to section 11.1.1.D.8).

EDUC 532 9 (9 weeks)
Field Experience in the Elementary School III

Students assume full responsibility for an elementary school classroom in one of Concordia's partner schools over a graduated and directed period of time. Supervision and evaluation of students will be a dual responsibility between a certificated teacher and a Concordia education faculty member. Prerequisites: EDUC 531, EDUC 541, and consent of the Department. Corequisites: EDUC 502, EDUC 542 and a current security clearance (refer to section 11.1.1.D.8).

EDUC 541 3 (2-1s-0)
Reflections on Field Experience I & II: Inclusive Education

An examination of pedagogical and classroom management techniques that promote effective learning for all students and reduce or eliminate the need for exclusion from the regular classroom or classroom activities. Positive discipline, differentiated instruction, universal design for learning, and individualized programming are presented and discussed in terms of what they can offer the inclusive school and classroom. Corequisite: EDUC 531.

EDUC 542 3 (0-3s-0) 10 weeks
Reflections on Field Experience III

Students examine issues and concerns encountered in their EDUC 532 field experience. The class will include interactions with on-line materials, speakers, group discussions, and tools for reflective practice. Prerequisites: EDUC 531 and EDUC 541. Corequisites: EDUC 502 and EDUC 532.

EDUC 551 3 (3-0-0)
The Organizational Framework of Teaching

Examination of the rather complex system within which teachers work. The structure of the teacher's work environment - the organizational, legal, and social structures that are evident in contemporary schools.

EDUC 561 3 (3-0-0)
Teaching and Schooling in Western Civilization

How western educational thought has influenced teaching and schooling. The development of schooling from Plato to the present.

EDUC 571 3 (3-0-0)
Learning, Instructional Psychology and Educational Practice

Theories of learning, and the applicability of theories of learning to instruction. Topics that are relevant to learning and pedagogy, including cognition, motivation, assessment and measurement of learning, instructional science, the context of learning, and factors that facilitate learning in the classroom.

14.21 EDUCATION (PROFESSIONAL DEVELOPMENT)

Faculty of Education

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

Courses listed in this section are open only to students with a Bachelor of Education degree and a valid Alberta Teaching Certificate, or with permission from the Faculty of Education.

EDUC 600 3 (1-1s-1)
Inclusion: Teaching Students With Special Needs in a Regular Classroom Setting

Classrooms in today's elementary and junior high schools include students with a wide range of characteristics and learning needs. In a single classroom a teacher may face students with behaviour problems, learning disabilities, attention disorders, above average gifts and talents, E.S.L., and developmental delays in addition to students with normal learning attributes. This course will provide teachers with a philosophical and research foundation upon which to build practical teaching strategies and models for the delivery of excellent programs in highly diversified classrooms. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 601 3 (1-1s-1)
Classroom Management: Establishing an Excellent Learning Environment for All Students

Classrooms in today's elementary and junior high schools include students with wide-ranging behaviour characteristics and learning styles. One of the challenges for teachers is planning for and effectively managing all of the complex behaviours that occur in classrooms. This course provides teachers with knowledge and skills that can be used as a foundation for developing effective strategies to use in pro-active approaches to classroom management. Management techniques and strategies that have proven to be effective are demonstrated and practised. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 603 3 (0-0-3)
Integration of the Information and Communication Technology Curriculum in the Elementary Classroom

An advanced curriculum-planning course combining methodologies of teaching with the Alberta Program of Studies and the Pro-

gram of Studies in Information and Communication Technology. Students will engage in the design and development of teaching and learning resources and demonstrate selected outcomes from Alberta Education's Information and Communication Technology curriculum.

EDUC 604 **Assessment Practices in Alberta Classrooms** **3 (3-0-0)**

This course is designed to enhance the skills of educators in the area of assessment, providing an in-depth study of formal and informal assessment practices in Alberta. Topics include the theory and practical implementation of a variety of assessment purposes, methods, and strategies: performance based assessment, rubrics, checklists, observations, anecdotal notes, and self assessment. Interpretation and reporting of data from large scale assessments and standardized tests will also be discussed. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 605 **Instructional Leadership in Alberta Schools** **3 (3-0-0)**

A broad survey of theory and research on instructional leadership in an inclusive school setting in Alberta. Concepts, principles and practices pertaining to instructional leadership in Alberta schools will be examined. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 606 **Curriculum Studies and Classroom Practices in Alberta Schools** **3 (3-0-0)**

A broad survey of theory and research on curriculum studies. The connections between curriculum and effective instructional and assessment practices in an inclusive school setting in Alberta will also be examined. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 607 **The Nature of Educational Research** **3 (3-0-0)**

An introduction to the paradigms of educational inquiry, the framing of research questions, and research processes and methods. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 608 **Understanding Professional Practice and Professional Development** **3 (3-0-0)**

An introduction to the constructs and processes of understanding professional practice and professional development within a school leadership context. Various approaches to school improvement will be considered, integrating theory and practice with application of the course concepts to participants' work environments. Critiquing professional development plans and designing a professional development portfolio will be included. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 609 **Governance and Educational Law** **3 (3-0-0)**

This course provides participants with a basic overview of Negligence, False Imprisonment, Assault and Battery, Administrative Procedural Fairness, Criminal Law, and the Criminal Youth Justice Act within the context of the Canadian education. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 610 **Critical Pedagogy and Social Justice** **3 (3-0-0)**

This course draws on critical pedagogy and social justice perspectives in order to analyze central issues and dilemmas associated with historical and existing patterns of power relationships. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 611 **Issues in First Nations, Metis, and Inuit Education** **3 (3-0-0)**

A study of special issues pertaining to First Nations, Metis and Inuit education from the perspectives of both Aboriginal and

Non-aboriginal writers and educators. Topics include the learning process, language, adult and teacher education, healing education, and curriculum modifications. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 612 **Methods in Christian Religious Education** **3 (3-0-0)**

This course is a professional development opportunity for educators intending to teach in Christian settings, and focuses on the Catholic curriculum as approved by Alberta Education. It provides opportunities to actively discern appropriate pedagogy for religious education and for participants to grow in their own faith and theological understandings. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

14.22 ENGLISH

Faculty of Arts
Department of English

Extended descriptions of the following English courses are available online at www.english.concordia.ab.ca.

ENG 100 **A Survey of English Literature from the Middle Ages to the Twentieth Century** **6 (3-0-0)**

A survey of English literature by writers of the British Isles, from its beginnings in medieval times up to our own days: the best foundation for all subsequent study of literature in English. Note: Strongly recommended for students planning a major, concentration, or minor in English. Credit may be obtained for only one of ENG 100, 110 or 111 and 112. Prerequisite: A minimum average of 65% in English 30 or English Language Arts 30-1.

ENG 111 **Literature and Composition I** **3 (3-0-0)**

Introduction to literary studies and essay writing. Note: Credit may be obtained for only one of ENG 100, 110 or 111.

ENG 112 **Literature and Composition II** **3 (3-0-0)**

Intermediate literary studies and essay writing. Note: Credit may be obtained for only one of ENG 100, 110 or 112. Prerequisite: ENG 111.

***ENG 303** **Poetry** **3 (3-0-0)**

Major modes, forms, and kinds of English poetry, with examples from the fourteenth to the twentieth century. Develops basic principles of formal poetic analysis through close readings of poems. Prerequisite: ENG 100 or ENG 111 and 112.

***ENG 304** **The Short Story** **3 (3-0-0)**

The short story tradition in English, including its historical development. Critical analysis focuses on stories written in the nineteenth and twentieth centuries. Prerequisite: ENG 100 or ENG 111 and 112.

***ENG 323** **Chaucer** **3 (3-0-0)**

Selections from Geoffrey Chaucer's dream visions and *The Canterbury Tales*. Prerequisite: ENG 100 or ENG 111 and 112.

***ENG 324** **The Later Middle Ages** **3 (3-0-0)**

The literature of fourteenth- and fifteenth-century England, excluding Chaucer. Prerequisite: ENG 100 or ENG 111 and 112.

***ENG 330** **The Early English Renaissance** **3 (3-0-0)**

The literature of sixteenth-century England, including Shakespeare's non-dramatic poetry, showing the influence of Renaissance ideas and literary forms. Prerequisite: ENG 100 or ENG 111 and 112.

- *ENG 331** **3 (3-0-0)**
The Later English Renaissance
 The literature of seventeenth-century England, including Milton, in the light of intellectual developments of the period. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 338** **3 (3-0-0)**
Shakespeare
 Representative plays from various periods in Shakespeare's life and from the different genres: tragedy, comedy, romance, history, and problem plays. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 339** **3 (3-0-0)**
Further Studies in Shakespeare
 Further study of Shakespeare, covering plays not studied in ENG 338. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 341** **3 (3-0-0)**
The Augustan Age
 Representative works by writers from the Restoration and early eighteenth century. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 342** **3 (3-0-0)**
Eighteenth-Century English Novel
 A historical survey of the development of the English novel during the eighteenth century. Reading lists will vary but may include novels by some or all of the following authors: Daniel Defoe, Samuel Richardson, Henry Fielding, Laurence Sterne, Tobias Smollett, Frances Burney, and Jane Austen. Note: Credit may be obtained for only one of ENG 306 or 342. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 343** **3 (3-0-0)**
The Age of Sensibility
 Works of representative writers of the later eighteenth century, including the precursors of Romanticism. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 350** **3 (3-0-0)**
British Romantic Literature
 Representative literature (including poetry, fiction, and non-fiction prose) of the Romantic period, focusing on selected works of the major Romantic poets (Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats). Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 354** **3 (3-0-0)**
Victorian Poetry
 Representative works by British poets writing between the 1830s and 1900. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 355** **3 (3-0-0)**
Currents of Thought in Victorian Prose
 An introduction to the political, religious, artistic, educational, and social issues facing the Victorians as examined by some of the greatest prose writers in English, including Carlyle, Ruskin, Newman, Mill, Huxley, Arnold, Morris, and Dickens. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 356** **3 (3-0-0)**
Nineteenth-Century English Novel
 A historical survey of the development of the English novel during the nineteenth century. Reading lists will vary but may include novels by some or all of the following authors: Jane Austen, Emily Brontë, Charles Dickens, William Makepeace Thackeray, George Eliot, and Henry James. Note: Credit may be obtained for only one of ENG 307 or 356. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 365** **3 (3-0-0)**
Early Twentieth-Century British Literature
 Representative works from 1900 to 1940. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 366** **3 (3-0-0)**
Mid-Twentieth Century British Literature
 Representative works from 1940 to 1980. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 367** **3 (3-0-0)**
Contemporary British Literature
 Representative works from 1980 to the present. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 381** **3 (3-0-0)**
Canadian Literature to 1900
 A critical and historical study of representative Canadian literature to 1900. Note: Credit may be obtained for only one of ENG 371 or 381. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 382** **3 (3-0-0)**
Early Twentieth-Century Canadian Literature
 A critical and historical study of representative Canadian literature from 1900 to 1940. Note: Credit may be obtained for only one of ENG 373, 377 or 382. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 383** **3 (3-0-0)**
Mid-Twentieth Century Canadian Literature
 A critical and historical study of representative Canadian literature from 1940 to 1980. Note: Credit may be obtained for only one of ENG 375, 378 or 383. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 384** **3 (3-0-0)**
Contemporary Canadian Literature
 A critical and historical study of representative Canadian literature from 1980 to the present. Note: Credit may be obtained for only one of ENG 375, 378 or 384. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 392** **3 (3-0-0)**
American Literature to 1900
 Representative works up to 1900 by American writers such as Emerson, Hawthorne, Poe, Stowe, Whitman, Melville, Dickinson, Twain, James, and Chopin. Note: Credit may be obtained for only one of ENG 359 or 392. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 393** **3 (3-0-0)**
Early Twentieth-Century American Literature
 Representative works of American novelists, poets, and playwrights from 1900 to 1940. Note: Credit may be obtained for only one of ENG 361 or 393. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 394** **3 (3-0-0)**
Mid-Twentieth Century American Literature
 Representative works of prose, drama, and poetry by American writers from 1940 to 1980. Note: Credit may be obtained for only one of ENG 362 or 394. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 395** **3 (3-0-0)**
Contemporary American Literature
 Representative works of American novelists, poets and playwrights since 1980. Note: Credit may be obtained for only one of ENG 362 or 395. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 396** **3 (3-0-0)**
Early Twentieth-Century Drama
 Selected early twentieth-century plays from Ibsen to Pinter. Note: Credit may be obtained for only one of ENG 368 or 396. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 397** **3 (3-0-0)**
International English Literature I
 A literary and cultural study of representative international literature in English from 1950 to 1980. Note: Credit may be obtained for only one of ENG 380 or 397. Prerequisite: ENG 100 or ENG 111 and 112.
- *ENG 398** **3 (3-0-0)**
International English Literature II
 A literary and cultural study of representative international literature in English since 1980. Note: Credit may be obtained for

only one of ENG 380 or 398. Prerequisite: ENG 100 or ENG 111 and 112.

***ENG 399** **3 (3-0-0)**
Classics of Children's Literature in English

This critical survey of children's classics examines a variety of genres and introduces students to the development of children's literature. Note: Credit may be obtained for only one of ENG 389 or 399. Prerequisite: ENG 100 or ENG 111 and 112.

***ENG 402** **3 (0-3s-0)**
Special Topics in English Literature: The Novels of Edith Wharton

This senior seminar allows third- or fourth-year English students the opportunity to study in greater depth specific authors, genres, historical periods, or literary issues. Prerequisites: 12 credits senior-level English courses and third-year standing.

***ENG 403** **3 (0-3s-0)**
Special Topics in English Literature: Women Novelists of the Eighteenth Century

This senior seminar allows third- or fourth-year English students the opportunity to study in greater depth specific authors, genres, historical periods, or literary issues. Prerequisites: 12 credits senior-level English courses and third-year standing.

***ENG 404** **3 (0-3s-0)**
Special Topics in English Literature: The World of Charles Dickens

This senior seminar allows third- or fourth-year English students the opportunity to study in greater depth specific authors, genres, historical periods, or literary issues. Prerequisites: 12 credits senior-level English courses and third-year standing.

***ENG 405** **3 (0-3s-0)**
Special Topics in English Literature: European Literature in the Middle Ages

This senior seminar allows third- or fourth-year English students the opportunity to study in greater depth specific authors, genres, historical periods, or literary issues. Prerequisites: 12 credits senior-level English courses and third-year standing.

***ENG 406** **3 (0-3s-0)**
Special Topics in English Literature: Renaissance Drama, Excluding Shakespeare

This senior seminar allows third- or fourth-year English students the opportunity to study in greater depth specific authors, genres, historical periods, or literary issues. Prerequisites: 12 credits senior-level English courses and third-year standing.

ENG 480 **3 (0-3s-0)**
Independent Studies

In consultation with members of the English Department, the student will undertake an independent study of an approved topic. A student must first secure approval for his or her topic from both a supervising professor and the department coordinator before being permitted to register for this course. Prerequisites: 12 credits senior-level English courses, third-year standing, and consent of the Department.

ENG 491 **3 (0-3s-0)**
Literary Criticism I

A seminar in literary theory and applied criticism. Students will survey primarily a variety of traditional critical approaches to the middle of the twentieth century, and apply some of these approaches to selected texts. Note: Credit may be obtained for only one of ENG 490 or 491. Prerequisites: 6 credits senior-level English courses and third-year standing.

ENG 492 **3 (0-3s-0)**
Literary Criticism II

A seminar in literary theory and applied criticism. Students will survey primarily a variety of twentieth-century and contemporary approaches, and apply some of these approaches to selected texts.

Note: Credit may be obtained for only one of ENG 490 or 492. Prerequisites: 6 credits senior-level English courses and third-year standing.

14.23 ENVIRONMENTAL HEALTH (AFTER DEGREE)

Faculty of Professional Studies
Department of Public Health

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

Courses listed in this section are open only to students in the Bachelor of Environmental Health (After Degree) program or with permission of the Department.

ENVH 501 **3 (3-0-0)**
Environmental Management I

An overview of the health concerns relating to our air and waste management systems. Topics include air toxins and pollutants; management methods for ambient and indoor air quality; soil chemistry; management of contaminated sites; waste management methods. Prerequisites: 3 credits of senior-level chemistry (analytical preferred) and 3 credits of general microbiology.

ENVH 502 **3 (3-0-0)**
Environmental Management II

An overview of the health concerns related to our water and sewage systems. Topics include identification of chemical and bacterial hazards; risk management of public and private water supplies; source protection and pollution concerns for ground and surface water; water quality for recreational water; municipal and private sewage treatment systems and their relationship to water quality. Prerequisite: ENVH 501.

ENVH 511 **3 (3-0-0)**
Health Risk Assessment I

Basic risk assessment and management principles and the application of risk assessment processes in the public and environmental health fields. Topics include hazard identification, dose-response determination, and exposure and site assessment. Prerequisites: 3 credits of physiology and 3 credits of senior-level chemistry (analytical preferred).

ENVH 512 **3 (3-0-0)**
Health Risk Assessment II

Discussion of advanced risk assessment and management principles in public and environmental health issues. Introduces land use planning including consideration for incompatible developments or site selection. Advanced methodologies in communicating risk to the general public through different media within the framework of risk communications theory and research. Prerequisite: ENVH 511.

ENVH 513 **3 (3-0-0)**
Environmental and Public Health Law

The key elements of municipal, provincial, and federal legislation designed to protect the environment and human health. Special emphasis on those areas that public health officials are likely to encounter in discharging their duties. Topics include the process by which legislation is drafted, passed, and reviewed by the three levels of government.

ENVH 521 **3 (3-0-3)**
Methodologies in Environmental Health Practice I

An introduction to investigative principles and protocols as they apply to environmental health. Students develop and apply models for inspection, investigation, and risk analysis. Case scenarios include evaluation of food establishments, personal care facilities, housing, aquatic facilities, insect and vermin control, communicable disease control, nuisances and general sanitation. Principles are applied through visits to premises and the preparation of professional reports linking theory to practice.

ENVH 522 **3 (3-0-3)**
Methodologies in Environmental Health Practice II
 An exploration of advanced investigative protocols as they apply to environmental health. Students develop and apply models for inspection, investigation, and risk analysis. Case scenarios include evaluation of occupational health issues, emergency preparedness planning, and institutional and industrial practices. Principles are applied through visits to premises and the preparation of professional reports linking theory to practice. Prerequisite: ENVH 521.

ENVH 523 **3 (3-0-0)**
Ethical Issues in Environmental Health
 Addresses areas of current interest in environmental and occupational health that raise significant ethical issues, such as professional codes of conduct, the right to know, genetic screening in the workplace, and cost-benefit analysis in standard setting. Increases awareness of the ethical dilemmas in the field and provides a framework for analysis and decision making when confronted with ethical issues.

ENVH 533 **3 (3-0-0)**
Health Promotion and Environmental Health Education
 Examination of the changing concepts of health promotion and health-promoting behaviour, population health, and health determinants from a health practitioner's perspective. Education materials, print materials, and teaching experiences will be prepared and practised with particular emphasis on community development and action. Principles of educational programming, advertising, and marketing will be explored.

ENVH 543 **3 (3-0-0)**
Public Health Administration and Management
 The nature, principles and global development of public health. The development of the Canadian health system as well as its organization, financing, and delivery of public health services are examined. The role of the environmental health practitioner within policy development and analysis is investigated and practised. Applications of management practices to public health issues are introduced.

ENVH 551 **3 (3-0-0)**
Communicable Disease Control
 The natural history of significant human pathogens and the measures public health officials take to control them. Topics include enteric, respiratory, sexually transmitted, blood-borne, and travel-related diseases. Emerging pathogens are discussed. The role of infection control, outbreak investigation, and vaccinations are presented. Prerequisite: 3 credits of general microbiology.

ENVH 552 **3 (3-0-0)**
Epidemiology
 Overview of the epidemiological methods used to identify and control the outbreak of human diseases. Emphasis is on the study of diseases important to public health in Canada. Epidemiology is then applied to the evaluation of health services. Prerequisite: 3 credits of statistics.

ENVH 553 **3 (3-0-0)**
Environmental Microbiology
 The ecology of specific natural and man-made environments, microbiological information, and the public health significance of the organisms present in these environments. Discussion about the survival, dissemination, impact, and control of specific microorganisms in the environment with a particular focus on the supply, processing, and storage of food and food products. Discussion of water, waste water, and air microbiology. Prerequisite: 3 credits of general microbiology.

ENVH 556 **3 (3-0-0)**
Environmental Chemistry
 Basic chemical principles of equilibrium, reaction kinetics, and reaction types to develop an understanding of the complex interac-

tions that occur in environmental pollution. Illustrations applicable to chemical and toxicological aspects of environmental issues such as primary and secondary air pollutants, water quality, persistent bioaccumulative pollutants, and toxic metal contamination. This course will provide an appreciation of the analytical methodologies and quantitative aspects of assessing chemical contamination to provide an ability to critique and interpret environmental studies, reports, and literature. Prerequisite: 3 credits of senior-level chemistry (analytical preferred). Organic chemistry or introductory environmental chemistry recommended.

ENVH 557 **3 (3-0-0)**
Environmental Toxicology
 Introduction to the biochemical and biophysical principles governing toxicity including the significance of entry route, dosage, tissue distribution, time course, metabolism, excretion, cellular action, host susceptibility factors, and assays. The impact of toxic exposures on selected organ systems is then developed and applied to systematic study of the major families of residential and industrial chemicals and physical hazards with a particular emphasis on carcinogenic agents. The ability to critique and interpret data will be emphasized. Note: Credit may be obtained for only one of ENVH 557 or 558. Prerequisite: 3 credits of senior-level chemistry (analytical preferred). Organic chemistry or introductory environmental chemistry are recommended.

ENVH 559 **3 (3-0-0)**
Environmental Health Communications
 A collection of professional development seminars and activities relevant to the practice of environmental public health including determinants of health, professional writing, communications training, critical appraisal of public health research, and an introduction to healthcare computer networks, data management structures and application software. Note: Open only to student in the BEH(AD) program or with consent of the Department.

ENVH 561 **12 (0-0-0)**
Field Experience in Public Health Inspection
 A twelve-week field experience working under the direction of a supervising public health inspector or environmental health officer in selected community or public health agencies. This is the recommended course for students wishing to pursue national certification as a public health inspector or environmental health officer through the Board of Certification of the Canadian Institute of Public Health Inspectors. Note: Credit may be obtained for only one of ENVH 561 or 571. Prerequisites: Satisfactory completion of all course work and consent of the Department.

ENVH 571 **12 (0-0-0)**
Applied Research Project in Health Sciences
 An applied research opportunity in association with a community or public health agency, private industry, a public or private laboratory, an occupational health and safety department, or other non-public health setting related to environmental health. A major research paper will be prepared to report on the findings. Note: Credit may be obtained for only one of ENVH 561 or 571. Prerequisites: Satisfactory completion of all course work and consent of the Department.

14.24 ENVIRONMENTAL SCIENCE

Faculty of Science
 Department of Biology and Environmental
 Science

ENSC 101 **3 (3-0-3/2)**
Introduction to Environmental Studies
 An introduction to environmental studies including perspectives from the sciences, social sciences, and humanities. Emphasis is placed on a holistic approach to environmental studies using laboratory exercises, and class discussions. This course will survey a variety of topics including pollution, biodiversity,

fossil fuels, recycling, land degradation and agriculture, and human population dynamics. Note: May not be used for credit toward a Biology or Environmental Science major, concentration, or minor. Credit may be obtained for only one of BES 203, BES 204, ENSC 101, or ENSC 204.

ENSC 204 **3 (3-0-0)**
Environmental Science: Problems and Solutions

A survey of the nature and characteristics of the major environmental issues prevalent in terrestrial and aquatic ecosystems. Discussions concentrate on the causes of and solutions to these problems. Note: Credit may be obtained for only one of BES 203, BES 204, ENSC 101 or ENSC 204. Prerequisites: BES 108 and 3 credits in Chemistry.

ENSC 318 **3 (0-1s-5)**
Field Ecology in Alberta

This is a field course designed to be taken during the summer following either the second or third year of studies. Field investigations provide the student with experience analyzing the features of various terrestrial and aquatic habitats throughout Alberta, and allow them to evaluate the potential effects of human activity in those environments. Credit is assigned at the end of the Fall semester. In addition to the regular tuition and lab fees, there is a special fee to cover transportation, accommodation, and shared meals. Prerequisites: ENSC 204 and one of BES 206 or BES 208.

ENSC 319 **3 (0-1-5)**
Field Course in Marine, Freshwater and Terrestrial Ecosystems

This course provides students with an opportunity to develop practical skills in environmental monitoring, assessment, and management practices as they apply to global environmental issues. Projects focus on environmental quality, impact assessment, habitat structure, biodiversity and sustainability. This course is designed to be taken during the year (summer or Christmas break) following the second or third year of studies. Field exercises are conducted at an area outside of Alberta, with the destination to be decided each year. The destination will be announced before the beginning of Fall semester, and interested students should apply to the department coordinator by November 1 or March 1, depending on when the course will run. Tuition and all fees (normally non-refundable) must be paid one month before departing on the course, including an additional fee charged to cover the costs of transportation, accommodation and other course-related activities. This fee will depend on the destination, since the course will be run only on a cost-recovery basis. Prerequisites: BES 208 and ENSC 204.

ENSC 335 **3 (0-0-0)**
Work Experience

Senior Environmental Science students may receive credit for practical experience obtained outside the classroom in the work environment. Students who are considering taking this course must first apply to the Department Coordinator for permission to have previous work experience evaluated for credit. Note: Credit may be obtained for only one of BIO 330 or ENSC 335. Prerequisite: Consent of the Department.

ENSC 346 **3 (3-0-0)**
Environmental Physiology

The understanding of the effect of environmental variables (both natural and anthropogenic) on the functioning of a variety of organisms. Prerequisites: ENSC 204 and one of BIO 243 or 245.

ENSC 350 **3 (3-0-3)**
Environmental Toxicology

Basic concepts of toxicology and the ways in which they apply to selected plant and animal systems. Laboratories focus on specific examples of bioassays, standard methods of data collection, analysis, and interpretation. Prerequisites: ENSC 204, 3 credits of senior-level Biology or Environmental Science, and 6 credits of Chemistry.

ENSC 355 **3 (3-0-0)**
Environmental Policy

Processes in government, industry and non-government organizations aimed at developing and implementing environmental policy. Special emphasis on those areas that government, industry, environmental managers and researchers are likely to encounter in performance of their work. Includes the process by which Canadian legislation is written, passed and reviewed. Policies dealing with transboundary issues are reviewed. Credit may be obtained for only one of BES 235 or ENSC 355. Prerequisite: ENSC 204.

ENSC 415 **3 (3-0-3/2)**
Risk Assessment

Basic risk assessment and risk management principles and the application of risk assessment and environmental assessment processes. Topics include hazard identification, dose-response determination, risk analysis and perception, and exposure and site assessment. Practical application of risk assessment and management principles will be discussed, with hands-on, practical experience in evaluating risk and in communicating risk to industry, government, environmental groups, and the general public. Prerequisites: ENSC 204, 6 credits of senior-level Biology or Environmental Science, and 6 credits of Chemistry. ENSC 350 is recommended.

ENSC 430 **3 (3-0-0)**
Environmental Remediation

A review of the current principles of environmental remediation. Hydrogeology, waste management, soil science and reclamation, air and water management, and oil and gas development will be among the topics covered. Prerequisites: BES 208, ENSC 204, and 3 credits of 300-level Environmental Science courses.

ENSC 455 **3 (0-3s-0)**
Independent Study

A senior course designed to permit students to receive credit for independent study under the guidance of a faculty member. Students wishing to enrol in this course should discuss their proposed area of study with the Department Coordinator who will, in consultation with the appropriate faculty member, decide if the student has permission to enrol in the course. Prerequisite: Consent of the Department.

ENSC 475 **3 (0-2s-0)**
Senior Seminar in Environmental Science

A course designed to introduce students to special topics not covered in other courses in the Department. Guest lectures will be featured and students will present seminars. Open to Environmental Science majors in the 3rd or 4th year of the program. Prerequisite: 9 credits of Environmental Science.

ENSC 485 **3 (3-0-0)**
Advanced Research Methods

Critical examination of research methods in Environmental Science and development of written research proposals. Note: Credit may be obtained for only one of BIO 480 or ENSC 485. Prerequisites: BES 227, ENSC 204, MAT 151, 9 credits of senior-level Environmental Science and 6 credits of Chemistry.

ENSC 493 **3 (0-0-3)**
Independent Research I

An independent research project on current topics in Environmental Science. Before starting the research, projects must be approved by the instructor. Students in the three-year program may enrol with permission. Prerequisite: ENSC 485.

ENSC 495 **3 (0-0-3)**
Independent Research II

A continuation of ENSC 493, this is a capstone course involving an independent research project on current topics in Environmental Science. Oral communication, field, laboratory, and library research techniques are emphasized. Prerequisite: ENSC 493.

14.25 FINANCE

Faculty of Professional Studies
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

FIN 201 **3 (3-1s-0)** **Corporate Finance**

An introductory finance course that discusses the fundamental principles of corporate finance. Topics include financial statement analysis, long-term financial planning, stock and bond valuation, net present value, and discounted cash flows. Prerequisites: ACCT 101 and BUS 112.

FIN 220 **3 (3-0-0)** **Personal Finance**

An examination of the knowledge and tools required to manage personal finances and an explanation of the various concepts related to personal finance and wealth management. Topics include financial investments and estate planning, personal taxation, asset management, consumer loans, insurance and investments. Emphasis is placed on the understanding and analysis of financial institutions and strategies.

FIN 310 **3 (3-0-0)** **Public Finance**

An examination of public and government finance including best practices, challenges and reforms of budgeting and financial management in the public sector. Students gain an understanding of the government budgeting process including how budgets are formulated; what forces and factors shape government budgets; resource allocation in the public sector; the impact of globalization on budgets and public bodies; and the feasibility of government sector reform initiatives. Prerequisite: FIN 201.

FIN 315 **3 (3-0-0)** **Mergers and Acquisitions**

This course is concerned with determining the fair market value of companies, determining inter-corporate synergies, merging companies and launching friendly and unfriendly takeover bids. Included will be employee Management Buy Outs (“MBOs”), Leverage Buy Outs (“LBOs”), and the issue of securities as a method of acquisition. Legal considerations in Canada and the United States will also be examined. **Open only to students in the Bachelor of Management program.** Prerequisite: FIN 201.

FIN 320 **3 (3-0-0)** **Investment Management**

This course examines the fundamentals of investment and provides students with the tools that they require to both understand and conduct various investment analyses that support responsible decision making. The course covers the nature of investments, investment decisions, investment alternatives, investment funds, securities, markets, risk and return, capital market theory and instrument valuations including common stock and bonds. Prerequisite: FIN 201.

FIN 325 **3 (3-1s-0)** **Managerial Finance**

An analysis of the fundamental valuation techniques used in finance. Topics include capital budgeting, risk management, asset and security valuation, and corporate capital structure. Note: Credit may be obtained for only one of FIN 325 or MGT 325. Prerequisite: FIN 201.

FIN 400 **3 (3-0-0)** **Financial Institutions**

An examination of the way in which capital markets function and the pivotal role played by financial institutions. Particular emphasis is placed on the coverage of Canadian markets and institutions, risk management, and risk-return tradeoffs available to investors. Prerequisites: FIN 201 and third-year standing.

FIN 420 **3 (3-0-0)** **International Business Finance**

This course develops a broad conceptual framework for making international financial decisions. Topics include purchasing power parity, spot and forward exchange rate fundamentals, and foreign exchange risk. The intent is to provide an effective base of information so that students understand the issues and risks involved in international financial management and have exposure to some of the tools necessary to effectively manage these risks. Note: Credit may be obtained for only one of FIN 302 or 420. Prerequisite: FIN 201.

14.26 FRENCH

Faculty of Arts
Department of Modern Languages

FR 101 **3 (5-0-0)** **Beginners' French I**

In this beginning-level course, students learn basic French grammatical structures and a wide variety of practical vocabulary, and are introduced to aspects of contemporary francophone culture and civilization. Students gain skills in four main areas: oral comprehension, speaking, reading, and writing. Note: Not open to students with credit in French 30. Students already fluent in French will not be admitted, at the discretion of the instructor.

FR 102 **3 (5-0-0)** **Beginners' French II**

Promotes further competence in spoken and written French, and a greater understanding of francophone culture and civilization. Note: Not open to students with credit in French 30. Prerequisite: French 20 or FR 101. Students already fluent in French will not be admitted, at the discretion of the instructor.

FR 203 **6 (5-0-0)** **Intermediate French**

This course is designed to strengthen students' skills in oral comprehension, speaking, reading, and writing, through study and reinforcement of basic language structures. Students review and increase their command of vocabulary and current idiom, read and discuss short literary texts, and view related audiovisual materials in order to increase reading ability and gain insight into francophone culture. Note: This course is open to first-year students. Credit may be obtained for only one of FR 150, 152, or 203. Prerequisite: French 30 or FR 102.

FR 250 **6 (4-0-1)** **Advanced French**

Continued training in the comprehension and production of the spoken and written word, comprising grammar, composition, and literature. The grammatical component of FR 250, along with that of FR 203, covers all the structures which are necessary to know at the undergraduate level. Prerequisite: FR 203.

FR 303 **3 (3-0-0)** **Twentieth-Century Francophone Literature**

A useful introduction to literature in French, this course is designed to promote an understanding and appreciation of contemporary francophone literature. It also examines current trends in a constantly evolving language and culture. Conducted entirely in French, it provides students with the opportunity to increase their language skills in all areas, while broadening their cultural knowledge through the study of literature of the modern francophone world. Note: Credit may be obtained for only one of FR 303 or 492. Prerequisite: FR 250.

FR 312 **3 (3-0-0)** **French Literature from the Eighteenth Century to the Mid-Twentieth Century**

French literature from the eighteenth century to the first half of the twentieth century, through the study of works of representative writers of the periods. Note: Credit may be obtained for only one of FR 312 or 493. Prerequisite: FR 250.

FR 372 3 (3-0-0)**French Phonetics**

An introduction to French phonetics focusing on the recognition and elimination of pronunciation difficulties for English speakers. Note: Language of instruction is English. Pre- or Corequisite: FR 203.

FR 390 3 (3-0-0)**Introduction to Children's Literature in French**

A critical and historical survey of children's literature from France and other francophone countries. The reading of works of literature is accompanied by the viewing of relevant audiovisual materials such as films and videos. Note: Credit may be obtained for only one of FR 390 or 494. Prerequisite: FR 250.

FR 492 3 (3-0-0)**Advanced French Literary Studies**

Students complete FR 303 with additional assignments including a research project arranged with the instructor. A capstone course for French concentrations in the final year of their program. Note: Credit may be obtained for only one of FR 303 or 492. Prerequisite: FR 250.

FR 493 3 (3-0-0)**Advanced French Literary Studies**

Students complete FR 312 with additional assignments including a research project arranged with the instructor. A capstone course for French concentrations in the final year of their program. Note: Credit may be obtained for only one of FR 312 or 493. Prerequisite: FR 250.

FR 494 3 (3-0-0)**Advanced French Literary Studies**

Students complete FR 390 with additional assignments including a research project arranged with the instructor. A capstone course for French concentrations in the final year of their program. Note: Credit may be obtained for only one of FR 390 or 494. Prerequisite: FR 250.

14.27 GERMAN

Faculty of Arts
Department of Modern Languages

GERM 101 3 (5-0-0)**Beginners' German I**

An entry-level course designed to give students a good command of spoken and written German and an introduction to German culture and civilization. Not open to students who have credit in German 30. Also, credit may be obtained for only one of GERM 100 or GERM 101. Students already fluent in German will not be admitted, at the discretion of the instructor.

GERM 102 3 (5-0-0)**Beginners' German II**

As a sequel course to GERM 101, this course is designed to give students further intensive training in oral and written German. It promotes a greater understanding of German culture and civilization. Not open to students who have credit in German 30. Also, credit may be obtained for only one of GERM 100 or GERM 102. Students already fluent in German will not be admitted, at the discretion of the instructor. Prerequisite: GERM 101 or equivalent.

GERM 210 6 (5-0-0)*Intermediate German**

This course will help to increase the students' abilities in reading and writing German and to develop greater skills in speaking the language, with a focus on contemporary issues. Note: Open to first-year students. Prerequisite: German 30 or GERM 102.

14.28 GRADUATE STUDIES

Faculty of Graduate Studies

Courses listed in this section are open only to students in the Graduate programs.

14.28.1 MAINTAINING REGISTRATION**M REG 600 3 (0-0-0)****Maintaining Registration**

M REG 600 is a special registration designation for graduate students who wish to keep their programs active while they are not working on courses, a research project, or a thesis.

14.28.2 THESIS**THES 712 12 (0-0-0)****Full-time Thesis**

The registration designation for full-time work dedicated to the research and writing of the master's thesis in a thesis-based program. Students register in THES 712 if they have completed all of the course work in a master's program. Note: Only students registered in a thesis-based program may register in THES 712. Prerequisite(s): Completion of the course work in a master's program.

14.29 GREEK

Faculty of Arts

GRK 101 3 (3-2L-0)**Introductory Classical Greek I**

Introductory classical Greek, including elements of Greek grammar and reading simple texts. Note: Not open to students with matriculation credit in Greek. Credit may be obtained for only one of GRK 100 or 101.

GRK 102 3 (3-2L-0)**Introductory Classical Greek II**

A continuation of Introductory Classical Greek I. Note: Not open to students who have matriculation credit in Greek. Note: Credit may be obtained for only one of GRK 100 or 102. Prerequisite: GRK 101.

14.30 HEBREW

Faculty of Arts
Religious Studies Division

HEBR 101 3 (3-0-2)**Biblical Hebrew I**

Basic vocabulary and grammar of classical biblical Hebrew and selected readings from the Hebrew Bible. Note: Credit may be obtained for only one of HEBR 100 or 101.

HEBR 102 3 (3-0-2)**Biblical Hebrew II**

A continuation of the study of basic vocabulary and grammar of classical biblical Hebrew and selected readings from the Hebrew Bible. Note: Credit may be obtained for only one of HEBR 100 or 102. Prerequisite: HEBR 101.

HEBR 301 3 (0-3s-0)**Advanced Hebrew Readings I**

Students will develop the ability to sight translate the Hebrew of the Old Testament through grammar review and advanced grammar, building vocabulary familiarity, and rapid reading of Hebrew prose narrative. Prerequisite: HEBR 100 or 102.

HEBR 302 3 (0-3s-0)**Advanced Hebrew Readings II**

Students will further develop their ability to sight translate the Hebrew of the Old Testament through readings in intermediate

Hebrew grammar, expanding depth in Hebrew vocabulary and rapid reading in Hebrew poetry. Prerequisite: HEBR 301.

14.31 HISTORY

Faculty of Arts
Department of History

- HIS 111** **The Early Modern World** **3 (3-0-0)**
A survey of world history from the fifteenth through the eighteenth century.
- HIS 112** **The Modern World** **3 (3-0-0)**
A survey of world history since the beginning of the nineteenth century.
- HIS 206** **History of Christianity** **3 (3-0-0)**
A historical survey of the beliefs and practices of Christianity from the New Testament to modern time. Note: Credit may be obtained for only one of HIS 206 or REL 248.
- *HIS 207** **Europe in the Central Middle Ages** **3 (3-0-0)**
A survey of Western European history from Charlemagne through the twelfth century. Topics include Romans, Christians and Franks, the Carolingian renewal, Vikings, the agricultural revolution, kings and emperors, economy of manor and town, religious reforms and crusades, and the growth of feudal monarchies.
- *HIS 208** **Europe in the Later Middle Ages** **3 (3-0-0)**
A survey of Western European history from 1200 to 1500. Topics include universities and scholasticism, styles of art and literature, the Black Death, growth of trade and capitalism, the evolution of city-states and monarchies, Hundred Years War, and the changes in church institutions and forms of religious expression.
- *HIS 212** **The Renaissance** **3 (3-0-0)**
A survey of the Renaissance with emphasis on Italy from about 1350 to 1550.
- *HIS 213** **The Sixteenth Century** **3 (3-0-0)**
A survey of the major historical movements and leading figures in Europe at the time of the Reformation and the religious wars.
- *HIS 218** **Late Imperial Russia and the Soviet Union (1762-1991)** **3 (3-0-0)**
The history of the Russian Empire and the Soviet Union from the reign of Catherine the Great to the collapse of the Soviet Union in 1991. Topics include Russia's attempts to reform its social and economic backwardness, the development of the Stalinist system, and internal politics under Khrushchev, Brezhnev, and Gorbachev.
- HIS 221** **Rebellions and Revolutions** **3 (3-0-0)**
Rebellions and revolutions have occurred throughout human history and have resulted in major changes in political, social, economic and cultural institutions. This course is a comparative analysis of the events and ideas that have motivated important rebellions and revolutions in the 18th, 19th and 20th centuries.
- *HIS 225** **The Western Family in Historical Perspective** **3 (3-0-0)**
A survey of family life from prehistoric times to the end of the twentieth century. The focus will be on the lives of women and children, and from the nineteenth century onward will include references to Canada and the United States. Note: Credit may be obtained for only one of EDFD 341 or HIS 225.

- *HIS 246** **Pre-Colonial Tropical Africa** **3 (3-0-0)**
The history of Africa from the theories on the origins of human beings down to the eve of colonization in the mid-nineteenth century. Topics include the great African empires, the slave trade, early Islam, the Bantu peoples, Arab colonization of East Africa, arrival of settlers in South Africa, nineteenth-century jihads, explorers, traders and missionaries, and the colonial enclaves to circa 1880.
- *HIS 247** **Tropical Africa—Colonization to Independence** **3 (3-0-0)**
The history of Africa from the partition to independence in South Africa (c. 1993). Topics include the conquest, the imposition of colonial rule, social and economic change under colonialism, apartheid in South Africa, impact of the world wars, independence movements, and the end of colonial rule.
- *HIS 250** **American History to 1865** **3 (3-0-0)**
Surveys the major historical episodes of the American nation before the end of the Civil War. Emphasizes the factual aspects of that period; introduces the interpretive dimensions of historical events where appropriate.
- *HIS 251** **American History Since 1865** **3 (3-0-0)**
Surveys the major historical episodes of America from the end of the Civil War to the present. Emphasizes the factual aspects of that period; introduces the interpretive dimensions of historical events where appropriate.
- HIS 260** **Canadian History 1500-1867** **3 (3-0-0)**
Introduces the major political, economic, social, and cultural themes of pre-Confederation Canadian historical development.
- HIS 261** **Canadian History 1867-Present** **3 (3-0-0)**
Introduces the major political, economic, social, and cultural themes of post-Confederation Canadian historical development.
- HIS 290** **Introduction to Historical Research Methods** **3 (3-0-0)**
This course will introduce students to the practical aspects of historical research methods and the writing of history. Students will learn how to formulate a research question, how to work with historical sources, and how to write and present historical research.
- *HIS 300 Series** **Special Topics in History** **3 (0-3s-0)**
This lecture or seminar allows students the opportunity to study in greater depth a particular historical period, theme, or issue. The specific topics will vary from year to year. This course may be taken as part of a series of history courses in different topics with permission of the History Department Coordinator. Prerequisites: 6 credits in History.
- HIS 309** **Luther and the Reformation** **3 (3-0-0)**
A critical study of Luther, his theology, and impact on the Reformation. Note: Credit may be obtained for only one of HIS 309 or REL 359
- *HIS 315** **From Discord to Concord: Europe in the Late 20th Century** **3 (3-0-0)**
The history of Europe after World War II. Topics include post-war reconstruction and the Cold War, the European Economic Community, Europe's role in the United Nations and NATO, the fall of communism, the reunification of Europe, neo-fascist movements, and the threat of terrorism.
- *HIS 333** **Europe in the Age of Totalitarianism** **3 (3-0-0)**
The major political and social developments that led to the rise and

fall of twentieth-century totalitarian regimes in Germany, Italy, Eastern Europe, and the Soviet Union. Topics include the strategies and ideologies employed by dictatorships, and their usage of violence, surveillance, and consensus-building.

***HIS 340** **3 (3-0-0)**
Light on Europe in the "Dark Ages"

Often referred to as the "Dark Ages", the period from c. 400 to c. 1000 was the period in which the Roman world was transformed into its three "heirs" that have defined the history of the West ever since: the Byzantine Empire (Eastern Europe), Western Christendom, and Islamic civilizations. This course will evaluate the transformation of late antiquity and the rise of Western Christendom in the early Middle Ages, focusing especially on the relationship between the Christian church and society. Note: Credit may be obtained for only one of BCS 540, HIS 340 or REL 340.

***HIS 352** **3 (3-0-0)**
The History of Technological Change From Earliest Times to the End of the First Industrial Revolution (c. 1850)

An examination of the history of technological change in the west from the early irrigation civilizations of the middle east to the end of the First Industrial Revolution (c. 1850). The course focuses on why and how technological change took place and the impact of this change upon the lives of the people in the areas affected.

***HIS 353** **3 (3-0-0)**
The History of Technology from the End of the First Industrial Revolution (c. 1850) to the Present Day

An examination of the history of technological change in the west from the end of the First Industrial Revolution (c. 1850) until the present day. The course focuses on why and how technological change took place and the impact of this change upon the lives of the people in the areas affected.

***HIS 354** **3 (3-0-0)**
The History of Science From Aristotle to the Scientific Revolution

A survey of the history of science from the time of Aristotle to the eve of the Scientific Revolution. Topics include the idea of science, science in Greece, Greek and Roman medicine, science in the Islamic world, the mathematical sciences in antiquity, the role of the universities, medieval science and medicine, the Copernican Revolution, and the development of scientific academies in Europe.

***HIS 355** **3 (3-0-0)**
The History of Science From the Scientific Revolution to the Present Day

A survey of the history of science from the Scientific Revolution to the present day. Topics include the Scientific Revolution; the progress of scientific thinking in Portugal, Spain, Italy, England, France, Scotland, the Netherlands, and Sweden to 1800; the evolution of Chemistry; theories on the origins of the earth; the role of the scientific academies; the emergence of the professional scientist; Darwin, evolution, and Social Darwinism; eugenics and heredity; the crisis between science and religion; the development of physics as a discipline; medicine in the seventeenth, eighteenth, and nineteenth century; biology and race; science and women; and big science.

***HIS 365** **3 (3-0-0)**
The Canadian West to 1885

A course emphasizing native life, the fur trade, and European colonization to 1885.

***HIS 366** **3 (3-0-0)**
The Canadian West Since 1885

A survey of the major political, economic, social, and cultural developments in western Canada since 1885, and their shaping of the region's identity.

HIS 410 **3 (0-3s-0)**
The Craft of History

The capstone learning experience for history concentrations. Method, interpretation, and the problems that historians face in practising the craft of history. Prerequisites: 6 credits chosen from HIS 111, 112, 207, 208, 212, 213, 218, 225 or 315; 6 credits chosen from HIS 246, 247, 250, 251, 333, 352, 353, 354, or 355; and 6 credits chosen from HIS 260, 261, 365, 366, 415, or 416.

***HIS 415** **3 (3-0-0)**
Public History

A historiographical workshop on the practical application of theory and the implications of often very casual decisions about method or medium or management. An issues-oriented course to be taken in conjunction with HIS 416, a field placement for students (History concentrations preferred). Prerequisites: 12 credits of History and consent of the Department.

***HIS 416** **3 (18 weeks)**
Public History Field Placement

A practicum or field experience for students at a museum, archives, or historic site operated by Alberta Community Development. To be taken in conjunction with HIS 415 (History concentrations preferred). Provides an ongoing grounding in research, writing, and critical analysis. Prerequisites: HIS 415 and consent of the Department.

14.32 HUMAN RESOURCE MANAGEMENT

Faculty of Professional Studies
 Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

HRM 220 **3 (3-0-0)**
Introduction to Human Resource Management

An introduction to the roles and functions of human resource management. The course takes the perspective that human resource management plays an important and growing role in the effectiveness and success of organizations and is a shared responsibility of the human resource department and the organization's managers.

HRM 321 **3 (3-0-0)**
Staffing and Recruitment

The concept of staffing strategy is increasing exponentially in importance. Organizations, to attract and retain excellent employees, are developing future oriented staffing models. These models take the form of staffing attraction strategies, staffing support systems, core-staffing systems, and staffing systems and retention management. This course examines the importance of staffing for organizational effectiveness and key staffing strategy decisions regarding staffing levels and staffing quality. Note: Credit may be obtained for only one of HRM 321 or MGT 426. Prerequisite: HRM 220.

HRM 323 **3 (3-0-0)**
Current Issues in Human Resource Management

Examines the development and implementation of human resource management policies and practices that facilitate organizational effectiveness and success. As background for the identification of these policies and practices, current trends and issues as well as their potential implications are discussed. Prerequisite: HRM 220.

HRM 326 **3 (3-0-0)**
Employee and Labour Relations

In this course, students will gain a deeper knowledge and understanding of employee and labour relations in Canada. Topics include evolution of labour movements and employment legislations, labour-management relationships, challenges of employee and labour relations as well as practical perspectives and contem-

porary alternatives for resolving employee and labour relations issues. Prerequisite: HRM 220.

HRM 327 **3 (3-0-0)**
Organizational Learning, Training, and Development

In this course, students will examine individual and organizational strategies designed to stimulate learning in organizations. More specifically, students will learn concepts, theories, and practical issues associated with the assessment, development, implementation, and evaluation of training and development systems within organizations. Prerequisite: HRM 220.

HRM 400 **3 (3-0-0)**
Negotiation and Conflict Resolution

Students will understand and apply the principles of integrative negotiating to create solutions that go beyond the win/win solution to the best/best solution that benefits the whole organization. Note: Credit may be obtained for only one of HRM 400 or MGT 425. Prerequisites: HRM 220 and third-year standing.

HRM 420 **3 (3-0-0)**
Compensation System Design and Implementation

Compensation systems affect an organization's ability to attract and retain productive employees. They also can affect performance and employee loyalty. The objective of this course is to help students understand the various components and elements of compensation systems so they can develop and implement compensation systems that are capable of facilitating and supporting organizational performance and effectiveness. Note: Credit may be obtained for only one of HRM 325 or 420. Prerequisite: HRM 220.

HRM 424 **3 (3-0-0)**
Comparative Industrial Relations

An analysis of the industrial relations practices in a number of industrially-developed market economies—compared to those in Canada and the United States. The course includes a review of the social, political, and economic state of the countries, as well as an examination of key events prompting their current collective bargaining practices. The roles of unions, management, and governments are examined as they respond to social and economic forces common to industrialized market economies. Note: Credit may be obtained for only one of HRM 324 or 424. Prerequisite: HRM 220.

HRM 480 **3 (3-0-0)**
Strategic Human Resource Management

In this course, students will study the design and impact of strategic human resource management on organizational productivity, effectiveness, and sustainable competitive advantage. More specifically, students will examine factors and issues in: organizations' alignment of corporate and human resource strategies; the strategic role of human resource management in executive decision-making; the design, development, execution, and evaluation of HR strategies; and the philosophies and approaches to strategic and effective human resource management in various organizational structures and settings. Prerequisites: 6 credits of senior-level HRM courses and third-year standing.

**14.33 INFORMATION SYSTEMS
 ASSURANCE MANAGEMENT**

Faculty of Professional Studies
 Department of Information Systems Security

Courses listed in this section are open only to students in the Master of Information Systems Assurance Management program.

GRADUATE COURSES

ISAM 512 **3 (0-3s-0)**
Financial Accounting and Analysis for Information Systems Auditors

This course provides a rigorous discussion of core concepts of

financial accounting, how accounting information is used in the organizational decision making and governance process, the importance of financial statements, as well as how to analyze and interpret financial statements using ratio and variance analysis. This course also discusses various financial and non-financial methods used to manipulate financial statements in and attempt to boost revenues and cash flows and/or decrease/hide liabilities in a way which misrepresents financial position ultimately affecting stakeholders' perceptions of the enterprise. A financial-statement fraud case-study approach is used to help students gain a better understanding of financial-statements fraud. In addition, the course covers the importance of governance as it relates to financial statements and information as well as how the Sarbanes Oxley Act of 2002 has changed financial corporate governance and senior official responsibilities.

ISAM 521 **3 (0-0-3s)**
Information Systems Audit I

This course provides a comprehensive discussion of the processes involved in conducting an information systems audit using a risk-based approach. This course is a prerequisite for ISAM 522 as it lays the foundation for further discussion of information systems audits. Prerequisite: ISAM 512.

ISAM 522 **3 (0-0-3s)**
Information Systems Audit II

This course examines the use of various standards, guidelines, laws and methods, which are used in information systems audits. The discussion serves both to set the governance framework, the information systems audit works within and the choices for specific courses of action to meet the requirements of the audit. Prerequisite: ISAM 521.

ISAM 539 **3 (0-0-3s)**
Research Methods II

The reading and research-intensive seminar course is designed to help students to understand and analyze selected problems in information systems assurance management. Upon successful completion of this course, students will acquired a solid understanding of the selected problems and each registered student will have developed a research proposal, which will be used as a basis for registration in either ISAM 570 or ISAM 571. ISAM 539 is a third-semester seminar course that builds on concepts covered in ISSM 538 and also on knowledge and skills from other first- and second-semester MISSM and MISAM courses. In ISAM 539, students continue to work on research proposals started in ISSM 538, deepen their understanding of information systems security, learn to think critically about research problems, read literature critically and creatively in the fields of their research interest, evaluate the quality of research publications, and develop confidence that the identified problems can be addressed by graduate research. Students also apply critical and creative reading methods in evaluating and improving the quality of drafts of their own and peers' research proposals. MISAM Research Committee members oversee students' progress toward the course goals and are actively involved in ensuring that each student is making adequate progress in his or her research. Prerequisite: Completion or registration in all courses required, except the final research.

ISAM 542 **3 (0-0-3s)**
Fraud Examination: Theories and Methods

Fraud examination will cover the principles and methodology of fraud detection and deterrence; an integral component to effective corporate compliance. The course includes such topics as: fraud theories, skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriation, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. Note: Credit may be obtained for only one of MGT 430 or ISAM 542.

ISAM 547 **3 (0-3s-0)**
Enterprise Governance

This course provides discussion of the changes to enterprise governance over the last 50 years. This discussion provides a springboard to discuss current governance methods and practices and the changes expected in the future. Key events which shaped our governance methods are also covered. Included in this discussion is the impact that the Sarbanes Oxley Act of 2002 has had on corporate governance and governance in general. Its impact on enterprise governance and IT governance is highlighted through a discussion of standards which help to ensure effective governance such as COSO, COBIT and others. This course is taught by a multidisciplinary team of instructors.

ISAM 563 **3 (0-0-3s)**
IS Governance and Assurance Seminar and Case Study: I

This course is the first of two capstone courses in information systems audit and is taken at the very end of the program just before the student enters the research phase of the MISAM program. Seminar topics may vary but the main focus is to examine a comprehensive case study and prepare and present a plan for conducting a substantial audit related to a public or private enterprise. Students will be evaluated in their presentations for many areas including planning the engagement, content of the audit plan, plans for execution, plans for management of stakeholders, contingency plans for unforeseen events and plans for minimizing costs. Prerequisite: ISAM 521.

ISAM 564 **3 (0-0-3s)**
IS Governance and Assurance Seminar and Case Study: II

This course is the second of two capstone courses in information systems audit and is taken at they very end of the program just before the student the research phase of the MISAM program. Seminar topics may vary but the main focus is to examine a comprehensive case study and prepare and present a plan for conducting a substantial audit related to a public or private enterprise. Students will be evaluated in their presentations for many areas including planning the engagement, content of the audit plan, plans for execution, plans for management of stakeholders, contingency plans for unforeseen events and plans for minimizing costs. Prerequisite: ISAM 563.

ISAM 570 **12 (0-0-3s)**
Practicum Research Project

ISAM 570 is a course where the student completes a research project while they are employed. The project must culminate in the production of a formal research document, which contributes to the information systems security and audit, assurance or governance field/body of knowledge. The employment can add perspective to the research and can also form the entire subject to the research. Each student will conduct their research with the approval of the committee responsible for research in the MISAM program. The committee ensures that the project meets the standard for successful completion of the course and follows closely the previous committee-approval proposal. Prerequisite: Completion or registration in all courses required for the degree, except the final research.

ISAM 571 **12 (0-0-3s)**
Research Project

ISAM 571 is a course where the student completes a research project culminating in the production of a formal research document which contributes to the information systems security and audit, assurance or governance field/body of knowledge. Each student will conduct their research with the approval of the committee responsible for research in the MISAM program. The committee ensures that the project meets the standard for successful completion of the course and follows closely the previous committee-

approval proposal. Prerequisite: Completion or registration in all courses required for the degree, except the final research.

14.34 INFORMATION SYSTEMS SECURITY

Faculty of Professional Studies
Department of Information Systems Security

ISS 403 **3 (0-3L-0)**
Operating Systems

An in-depth review of the main operating systems used to secure computer information networks. Students study the architecture of current versions of Microsoft NT, Windows, Linux, and UNIX, and they study the means for securing these environments using standard security methods suggested by the vendors of the server operating systems. During the course, students install operating systems, and they build and secure networks that incorporate these operating systems. This course may be taken only with the consent of the Department.

14.35 INFORMATION SYSTEMS SECURITY MANAGEMENT

Faculty of Professional Studies
Department of Information Systems Security

Courses listed in this section are open only to students in the Master of Information Systems Assurance Management program and the Master of Information Systems Security Management program.

GRADUATE COURSES

ISSM 503 **3 (2-0-1s)**
Operating Systems Security

This course has two components: a theory component to teach concepts and principles that underlie modern operating systems, and a practice component to relate theoretical principles with operating system implementation. In the theory component, you will learn about processes and processor management, concurrency and synchronization, memory management schemes, file systems and secondary storage management security and protection, etc. The practice component will complement the theory component through some specific assignments illustrating the use and implementation of these concepts.

ISSM 507 **3 (0-3L-0)**
Organizational Behaviour

Organizational behaviour integrates content from several fields including psychology, sociology, economics, organization theory, statistics, and others. This material is then applied to organizations to explain the motivation of people and how the potential of the human side of business is best harnessed. This content is a crucial area of knowledge in information systems security because of the constantly changing security environment and the changing importance of the roles of security officers. Topics such as work motivation, work attitudes, socialization, leadership, decision making, and management of change will all help prepare students for the challenges faced as a security professional or manager.

ISSM 521 **3 (0-3L-0)**
TCP/IP Security

A deep review of the TCP/IP protocol suite, with a focus on protocol analysis, and supplemented with various issues relevant to network security professionals, such as ARP cache poisoning, IP source address spoofing, DNS cache poisoning, and many others. Students will gain practical experience constructing internetworks and implementing servers for various application layer protocols. Students will also engage in exercises intended to illustrate many of the network security issues covered in the course.

ISSM 525 **3 (0-3L-0)**
Securing an E-Commerce Infrastructure

Securing the e-commerce infrastructure, taking into account data architecture and management and advanced network protocols. In the e-commerce environment, both information security needs of organizations and privacy needs of customers and clients are examined.

ISSM 531 **3 (0-3L-0)**
Advanced Network Security

Topics will include: intrusion/extrusion detection, network security monitoring, and network event reconstruction. Theory will include problems with and strategies for designing an environment conducive to network monitoring and intrusion detection. Practice will include implementing network security monitoring and intrusion detection in a test environment. Students will gain knowledge and experience identifying, interpreting, and reconstructing intrusions, and other security relevant network events. Prerequisite: ISSM 521.

ISSM 533 **3 (0-3L-0)**
Cryptology and Secure Network Communications

This course in cryptography focuses on securing data through authentication, cryptographic algorithms, access control, public key encryption and public key distribution using best practices for secure communications. Students assess and evaluate cryptographic systems and how they can be incorporated into an information security system and the security plan for the enterprise. Students implement secure sites (on web servers) that require secure sockets layer for secure transactions. Emerging trends in encryption are discussed to prepare students for the ongoing changes which will be required to keep ahead of hackers. Prerequisite: ISSM 521.

ISSM 535 **3 (0-3L-0)**
Firewall Fundamentals

The theory behind firewall architecture design and implementation, including the principles behind zone-based design. Students will gain hands-on experience in complex firewall architecture design, and will implement that design--and the associated firewall rule sets--in internetworks populated with various TCP/IP clients and servers. This course will also include discussion of new approaches such as distributed firewall architecture. Prerequisite: ISSM 521.

ISSM 536 **3 (0-3L-0)**
Digital Forensics

In-depth coverage of live incident response and file system forensic analysis. The course will include the use of various tools and techniques used to extract information from digital media, with a focus on information that is difficult to find using normal methods. These tools and techniques will be supplemented with theoretical discussion, both of the structure of the media itself and of the nature and limitations of digital evidence. The course will cover the most commonly used operating systems and file systems.

ISSM 538 **3 (3-0-0)**
Research Methods I

Students develop a literature review on a topic of interest in information security which will later be used (if approved by the Master's Program Committee) as the basis to register in ISSM 539. Prerequisite: At least four courses from the MISSM program.

ISSM 539 **3 (0-3s-0)**
Research Methods II

Students develop a research plan and proposal which will later be used (if approved by Concordia's Master's Program Committee) as the basis to register in either ISSM 570 or ISSM 571. Prerequisite: ISSM 538.

ISSM 541 **3 (3L-0-0)**
Management Accounting

Financial management theory and financial statement analysis. Students use rate-of-return, break-even, scenario analysis, and other methods to evaluate projects and organizational perfor-

mance. Students also learn how to make financial proposals for new equipment needed for an information security enhancement. To a more limited degree, IT security auditing is also discussed along with the importance of IT auditing to the enterprise.

ISSM 542 **3 (2-0-1s)**
Financial Accounting

This course covers accounting theory, models and standards used to record accounting events which then are used to create various internal reports, external reports and compliance reports which are of use to stakeholders and regulatory bodies. Hands-on exercises with transaction recording, report creation and analysis of standard financial reports is an integral component of the course. Various assignments challenge students to apply these to interim assignments and a final case study.

ISSM 543 **3 (3L-0-0)**
Systems Development and Project Management

An in-depth study of the concepts and techniques for designing, developing and/or revising software using a planned approach. Both the software development life-cycle model and project management approach is presented. Students apply project management concepts in this course to group and individual projects.

ISSM 545 **3 (3L-0-0)**
Security Policies, Standards and Management

This course provides students with the standards for creating an enterprise-wide security policy. Topics include: security management principles; defining security requirements; planning and documenting security policies; asset identification and control; system access control; and Internet security. Students also learn how to formulate, administer, manage and evaluate security policies and standards based on best standards for information systems security (ISO 17799), best practices for security auditing (COBIT) and the protection of private information required by Canadian laws.

ISSM 551 **3 (3L-0-0)**
Disaster Recovery and Planning

An in-depth coverage of disaster recovery planning including, techniques to prevent, detect, and recover from loss of information availability. Students are instructed in ways to formulate a disaster and recovery plan, and test and implement the plan in a simulated lab environment. Prerequisite: ISSM 521.

ISSM 553 **3 (3L-0-0)**
Risk Management

Principles, concepts and techniques applied to information systems security risk analysis and the role of enterprise risk management are explored in this course. Topics covered include the use of risk assessment methodology tools, how to conduct a cost benefit analysis related to the implementation of specific controls and safeguards in order to ensure informational confidentiality availability and integrity. Through lectures, presentations and labs, students also gain familiarity with issues related to internal and external threats, and how these threats affect the IT risk management process.

ISSM 561 **3 (3L-0-0)**
Information Technology Law and Ethics

An overview of international and Canadian laws, legislation, and legal issues relevant to the information systems security profession. Topics covered include the legal protection of information and systems technology, as well as balancing the legal rights to privacy for users. Legal "due diligence" responsibilities of information security professionals are also discussed.

ISSM 563 **3 (0-0-3s)**
Governance and Assurance Seminar and Case Study

This course in information systems audit is taken at the very end of the program just before the student enters the research phase of the MISAM program. Seminar topics may vary but the main focus is to examine a comprehensive case study and prepare and

present a plan for conducting a substantial audit related to a public or private enterprise. Once this planning phase is completed, the audit will be completed as the second phase of the course. Students will be evaluated in their presentation for many areas including planning the engagement content of the audit plan, plans for execution, plans for management of stakeholders, contingency plans for unforeseen events, plans for minimizing costs and for the final audit results and report. Prerequisite: ISSM 521.

ISSM 570 **12 (0-0-0)**
Practicum Research Project

A research project culminating in the production of a formal report evaluated by an internal committee. Each student will conduct his or her research in a professional work environment with the approval and under the supervision of (a) a work-experience supervisor in the sponsoring institution and (b) Concordia's Information Systems Security Director (or a designate of the director) and the Master's Program Committee. Prerequisites: Successful completion of all core ISSM courses and a minimum grade point average of 3.0.

ISSM 571 **12 (0-0-0)**
Research Project in Subject Area

A research project culminating in the production of a formal report evaluated by an internal committee. Each student will conduct his or her research with the approval and under a research supervisor, Concordia's Information Systems Security Director (or a designate of the director), and the Master's Program Committee. Prerequisites: Successful completion of all core ISSM courses and a minimum grade point average of 3.0.

14.36 INFORMATION TECHNOLOGY

Faculty of Science
Department of Mathematical and Computing
Sciences

IT 101 **3 (2-1s-0)**
Introduction to Computers and Computer Networks

A study of computer systems and networking concepts. Topics include computer system components, data representation, logic and arithmetic circuits, operating systems, topologies, network architectures, LANs, WANs, networking protocols, OSI model, TCP/IP, network addressing, network equipment and cabling, wireless networks and emerging technologies.

***IT 102** **3 (1.5-0-3)**
Operating Systems and Graphical User Interfaces

An introduction to common operating systems and graphical user interfaces including DOS, the Microsoft Windows family, the MacOS, VMS and UNIX-like operating systems such as Linux, UNIX, BSD, FreeBSD, etc. Prerequisite: A minimum grade of C- in one of CMPT 111, 112 or IT 101.

***IT 201** **3 (3-0-0)**
Introduction to Computer Security

A review of the major issues of computer security. Classification of security threats; physical security; passwords; encryption; firewalls and routers; security policies; intrusion detection systems; security audits. Prerequisite: A minimum grade of C- in one of CMPT 111, 112 or IT 101.

***IT 202** **3 (3-1.5L-0)**
The World Wide Web

An introduction to HTML, image maps, server-side-includes, cgi-programming, java applets. Access control. Configuration of an Apache web server. Prerequisite: A minimum grade of C- in one of CMPT 111, 112 or IT 101.

***IT 301** **3 (3-3L-0)**
Introduction to Computer Graphics

A discussion of current graphics formats, their differences and weaknesses including gif, jpeg, png, eps, postscript, pdf, tiff, mpeg, avi, etc. Presentation graphics. "Draw" and "paint"-type programs,

CAD and image processing software. Prerequisite: A minimum grade of C- in one of CMPT 111, 112 or IT 101.

***IT 302** **3 (3-3L-0)**
Introduction to Databases

Logical data modelling process, flatfile databases, and relational databases. Query processing. Introduction to the structured query language (SQL). Note: Credit may be obtained for only one of BUS 250 or IT 302. Prerequisite: A minimum grade of C- in one of CMPT 111, 112 or IT 101.

14.37 LATIN

Faculty of Arts

LAT 101 **3 (3-2L-0)**
Introductory Latin I

Elements of Latin grammar and reading of simple texts. Not open to students with credit in Latin 30 or LAT 100.

LAT 102 **3 (3-2L-0)**
Introductory Latin II

A continuation of LAT 101. Not open to students with credit in Latin 30 or LAT 100. Prerequisite: LAT 101.

14.38 LEADERSHIP

Faculty of Professional Studies
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

Courses listed in this section are open only to students in the Bachelor of Management program or with permission of the Department.

LDR 310 **3 (3-0-0)**
Fundamentals of Project Management

This course provides students an understanding of how to effectively manage all phases of a project. Students will learn the project management framework of initiation, planning, execution, control, and closing. An overview of project management software is provided with students using a specific type to complete a group project. Note: Credit may be obtained for only one of LDR 310 or MGT 423. Prerequisite: Third-year standing.

LDR 320 **3 (3-0-0)**
Organizational Leadership

A range of leadership issues and approaches as they relate to contemporary organization are studied. Data collection methods used by leaders to acquire the information they need for decision making are identified. Approaches to communicating decisions and information are also discussed. Students gain an understanding of how leaders and followers can work together to address issues related to performance while transforming the people of the organization to higher levels of satisfaction and productivity. Note: Credit may be obtained for only one of LDR 320 or MGT 421. Prerequisite: Third-year standing.

LDR 410 **3 (3-0-0)**
Organizational Analysis and Design

An examination of the dynamics, processes, and challenges inherent in analysing and then designing (or redesigning) an organization for optimal performance. Students will explore a comprehensive process for guiding an organizational design effort—from problem definition and analysis, through design recommendations, to implementing the new design into the workplace. Note: Credit may be obtained for only one of LDR 410 or MGT 315. Prerequisite: BUS 120.

LDR 420 **3 (3-0-0)**
Leadership Psychology

This course explores a wide range of psychological aspects of leadership including leadership styles and gender-related issues, power, motivation, teams, coaching, and mentoring. Students also

learn about organizational behaviour and explore how organizational behaviour concepts influence leadership effectiveness. Prerequisite: MGT 300.

14.39 MANAGEMENT

Faculty of Professional Studies
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

Courses listed in this section are open only to students in the Bachelor of Management program or with permission of the Department.

MGT 300 **Foundations of Leadership** **3 (3-0-0)**

The foundational framework of knowledge and critical thinking skills needed by all future organizational leaders. Learners examine theories, values, issues, and skills of leadership, motivation and communication using case studies, texts, articles and electronic discussion activities. Note: Credit may be obtained for only one of LDR 300, MGT 300, 311, 312, 314, or 321. Prerequisite: BUS 220.

MGT 310 **Communicating Effectively** **3 (3-0-0)**

Students will examine the various types of communication including dyadic communication, small group communication, formal and informal communication, and the relationship of communication to organizational satisfaction and effectiveness. In addition, students will learn how communication defers in leader-member exchange and mass-communication of charismatic leader/large group interaction.

MGT 320 **Operations Management** **3 (3-0-0)**

This course builds upon the corporate financial framework developed in FIN 201. The course provides students with a broad understanding and knowledge of several operations management concepts. Such concepts include (but are not limited to) operations strategy, process and services design, forecasting, inventory management, scheduling, and quality management. Emphasis will be placed on the application of these concepts to actual business situations. Students acquire an awareness and understanding of the design, operations and control of production and operations systems by engaging in field study projects within business enterprises. Prerequisite: FIN 201.

MGT 323 **Business and Society** **3 (3-0-0)**

Managerial and administrative issues in the public or non-market sector are reviewed including the social, political and legal environments of business. Prerequisite: BUS 220.

MGT 324 **e-Supply Chain Management** **3 (3-0-0)**

This course provides a framework for assessing the impact of e-business on supply chain management (SCM). This course offers an in-depth review and examination of the concepts, processes, and strategies used in the development and management of global supply chains. Specific topics include global supply chain management, procurement, electronic commerce, information technologies, and logistics activities. Prerequisites: FIN 201 and MGT 320.

MGT 327 **Small Business Management** **3 (3-0-0)**

An exploration of small business as a career alternative, this course addresses the nature of entrepreneurship and the elements of start-up: opportunity identification, feasibility analysis, the integration of marketing and operating strategies, venture finance, and the business plan. Prerequisite: Third-year standing.

MGT 374 **Ethical Theory and Business** **3 (3-0-0)**

An introduction to basic ethical concepts and principles that are relevant to business. A survey of basic ethical perspectives (Religious, Christian and Philosophical) will establish the conceptual foundation that students will then apply in considering examples and cases from the business world. The course will also address the use of ethics in solving moral dilemmas that arise in business interactions. Note: Credit may be obtained for only one of MGT 374 or REL 374. Prerequisite: Third-year standing.

MGT 402 **Global Strategic Leadership** **3 (3-0-0)**

Provides students with an understanding of global issues and cross-cultural concepts focusing on people, groups, values and cultures. Students will learn how to build teams of culturally diverse people while respecting local values and maintaining unity of focus and accomplishment. The focus is to understand and respect diversity and how to adapt an organization's best practices to local customs and culture. Prerequisite: MGT 300.

MGT 410 **International Business: Factors and Influences** **3 (3-0-0)**

To be successful in today's work world, individuals need an understanding of the geopolitical, social and cultural systems that affect them in multinational organizations. Students will examine government, geography, culture, education, and social systems and their interaction. Students will develop an assessment plan for a geographical region, i.e., Asia, Europe, Central/South America, and Africa. Prerequisite: MGT 300.

MGT 417 **Principles of Strategic Management** **3 (3-0-0)**

This course builds upon the knowledge and understanding of people and leadership to begin building a comprehensive approach related to the design, planning, and implementation of strategies and tactics designed to accomplish goals and objectives. Students will examine techniques of strategic planning and learn when and where each is effective. Students will also examine how to identify abilities and skills of employees thus tying the concepts of individual development and group formation into the strategic planning process. Prerequisites: MGT 300 and third year standing.

MGT 429 **Senior Applied Project** **3 (0-3s-0)**

Effective environmental research, information analysis, and problem solving are essential to organizational planning and decision making. In this course, students apply their training and skills in research, strategic and change management, communication, and specific professional/technical fields to generate viable solutions for real-life organizational concerns and problems. Prerequisite: MGT 417.

MGT 430 **Special Topics in Management: Fraud Examination-Theories and Methods** **3 (0-3s-0)**

Fraud examination will cover the principles and methodology of fraud detection and deterrence in an enterprise; an integral component to effective corporate compliance. The course includes such topics as: fraud theories, skimming, cash larceny, cheque tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, non-cash misappropriations, corruption, accounting principles and fraud, fraudulent financial statements, and interviewing witnesses. This course is a must for any business student who wants to differentiate him/herself in the marketplace. Prerequisites: 12 credits of senior-level Management courses and third-year standing.

MGT 431 **Special Topics in Management: Social Media: An Interdisciplinary Approach** **3 (0-3s-0)**

This course offers students the opportunity to study a special in-

terest topic in business or management. It is an advanced course intended for students in the third or fourth year of the Bachelor of Management program and will, in many cases, build on knowledge gained from existing courses in the program. This course explores the use of social media at every level of society. As the course seeks to investigate the extent of pervasiveness of social media, students will research and propose how social media can be used positively in respective areas of interest such as business, education, society and information management. For example, in business, students can propose social media applications in finance, marketing, leadership and human resources management. In education, students can recommend applications in learning of math, music, sciences, language and environmental health. In society, students can generate ideas for application in government, sociology, psychology, and pastoral ministries. In information management, students can formulate frameworks for ethics, privacy, security and terrorism management. The student is expected to learn and share insights into the future of social media--identifying and proposing ways to stop abuse and enhance the effective use of social media to benefit society. Prerequisites: 12 credits of senior-level Management courses and third-year standing.

MGT 474 **3 (3-0-0)**
Business Ethics: Concepts and Cases

A continuation of the discussion of ethical examples in business and management and draws upon situations and cases emphasizing senior-level ethical concepts and principles. Students are required to complete a project. Those students who have elected a minor are encouraged to focus their project in that area. Note: Credit may be obtained for only one of MGT 474 or REL 474. Prerequisite: MGT 374 or REL 374.

MGT 496 **9 (450 hours)**
Work Experience

A 450-hour work experience in which students receive a hands-on opportunity to work in an organization. The practicum is identified by the student and overseen by the Faculty of Professional Studies. The student will take on the employment duties and responsibilities assigned by the sponsoring organization and approved by the Faculty supervisor. Evaluations of the practicum are completed by both the student and practicum supervisor. Note: Credit may be obtained for only one of MGT 496 and 497, or 499. Prerequisites: Third-year standing and consent of the Department.

MGT 497 **3 (0-3-0)**
Skills Development

This course involves completing four classroom based modules designed to enhance learning from the work experience, communication skills, proposal development abilities, networking and career skills. These modules are designed to enhance students' career preparedness and to begin the process of building networks in the business community. Employer meetings and functions will be planned. Student attendance is mandatory. Note: Credit may be obtained for only one of MGT 496 and 497, or 499. Prerequisites: Third-year standing and consent of the Department.

MGT 499 **12 (12 weeks)**
Practicum or Field Placement

A 450-hour work experience in which students receive a hands-on opportunity to work in an organization. The practicum is identified by the student and overseen by the Faculty of Professional Studies. Students also complete four classroom-based modules designed to enhance learning, communication skills, proposal development, networking abilities and career skills. Open only to students in the Bachelor of Management program with permission of the department. Note: Credit may be obtained for only one of MGT 496 and 497, or 499. Prerequisites: Third-year standing and consent of the Department.

14.40 MARKETING

Faculty of Professional Studies
 Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

MARK 201 **3 (3-0-0)**
Introduction to Marketing

The fundamental principles of marketing are introduced, including buyer behaviour; identifying, segmenting and targeting markets; the market mix; and strategic marketing. Prerequisites: ECO 101 and ECO 102.

MARK 300 **3 (3-0-0)**
Strategic Marketing

The creative and systematic use of marketing concepts and strategies in the design and evaluation of strategic plans at all levels of the organization. The strategic role of marketing within an organization and its integration with other functional units is studied. Students are expected to develop a working knowledge of a family of strategic marketing planning processes, concepts, methods, and strategies. Prerequisite: MARK 201.

MARK 320 **3 (3-0-0)**
Advertising and Promotion

A focus on the promotional mix with an emphasis on the advertising and promotion functions. The framework used is that of integrated marketing communications. Communications theory and models are studied and related to practical applications. The viewpoint taken is that of the promotions manager, rather than that of the advertising technician. Prerequisite: MARK 201.

MARK 400 **3 (3-0-0)**
Consumer Behaviour

Psychological theory and research that is particularly applicable to the understanding of consumer behaviour. How this theory and research in consumer behaviour can be effectively employed in marketing decision-making. Note: Credit may be obtained for only one of MARK 321 or 400. Prerequisite: MARK 201.

MARK 420 **3 (3-0-0)**
International Marketing

The ability of organizations to successfully introduce new products and services and thereby penetrate international markets has become a defining strategic challenge. This course examines marketing strategies, plans, approaches, and initiatives utilized by leading international firms to establish and increase global market share and successfully overcome existing and emerging barriers to entry. Prerequisite: MARK 201.

MARK 423 **3 (3-0-0)**
Marketing Research

The research methods and analytical techniques required to support marketing decisions and to assist in the formation of marketing strategies, including new product development, pricing, distribution and sales approaches. Students learn how to use tools to address behavioural, financial, and numerical analysis and how to apply the analysis in business decisions. Prerequisite: MARK 201.

14.41 MATHEMATICS

Faculty of Science
 Department of Mathematical and Computing Sciences

MAT 102 **3 (3-0-1.5)**
Mathematical Motif

A course in mathematical thought and effective thinking. An introduction to what mathematics is and what it means to do mathematics. An exploration of some of the great ideas of mathematics including numbers from the integers to the reals, from the finite to infinity and beyond, and contortions of space. This course is not

accepted toward a Mathematics major, concentration, or minor. Prerequisite: Applied or Pure Mathematics 20, Mathematics 20-1, or Mathematics 20-2.

MAT 103 **3 (3-0-0)**
Mathematical Methods for the Life Sciences

An introduction to mathematical methods used in the life sciences including combinatorial methods, probability theory and elementary inferential statistics, matrix theory and Markov chains, and dynamic systems. Note: Open only to students with a major, concentration, or minor in Biology or Environmental Science. Prerequisite: Pure Mathematics 30, Mathematics 30-1, or Mathematics 30-2.

MAT 105 **3 (3-0-1.5)**
The Heart of Mathematics

A course of mathematical thought and effective thinking. An introduction to what mathematics is and what it means to do mathematics. An exploration of some of the great ideas of mathematics including geometry from 1 to 4 dimensions, fractals, certainty about uncertainty and decision making. Note: This course is not accepted toward a Mathematics major, concentration, or minor. Prerequisites: Applied or Pure Mathematics 20, Mathematics 20-1, or Mathematics 20-2.

MAT 110 **3 (3-0-1.5)**
Pre-Calculus

A course intended for students who feel that they are weak in mathematics or have little or no computer skill. The primary goals are to upgrade the student's background in mathematics and to introduce the use of a computer algebra system in preparation for calculus. This course is also a preparation for linear algebra. Note: This course is not accepted toward a Mathematics major, concentration, or minor. Prerequisite: Applied or Pure Mathematics 20, Mathematics 20-1 or Mathematics 20-2.

MAT 113 **3 (0-5L-0)**
Elementary Calculus I

Differentiation of polynomial, rational, and trigonometric functions. Indefinite and definite integrals. Applications and approximations. Introduction to a computer algebra system. Note: Not open to students with credit in Mathematics 31. Credit may be obtained for only one of MAT 113 or 114. Prerequisite: A minimum grade of 75% in Pure Mathematics 30 or Mathematics 30-1 or MAT 110.

MAT 114 **3 (0-5L-0)**
Elementary Calculus I

Differentiation of polynomial, rational, and trigonometric functions. Indefinite and definite integrals. Applications and approximations. Introduction to a computer algebra system. Note: Credit may be obtained for only one of MAT 113 or 114. Prerequisites: Mathematics 31 and one of Pure Mathematics 30 or Mathematics 30-1.

MAT 115 **3 (0-3L-0)**
Elementary Calculus II

Exponential, logarithmic and inverse trigonometric functions. Indeterminate forms. Techniques of integration. Improper integrals. Applications. Prerequisite: A minimum grade of C- in MAT 113 or 114.

MAT 120 **3 (0-4.5L-0)**
Linear Algebra I

Matrix algebra and systems of linear equations. Vector equations of lines and planes. Matrix inverses and invertibility. Euclidean n -spaces, subspaces, and bases. Dot product and orthogonality. Determinants. Introduction to linear transformations, eigenvalues, eigenvectors and to a computer algebra system. Prerequisite: Pure Mathematics 30 or Mathematics 30.

MAT 151 **3 (3-0-1.5)**
Introduction to Statistical Methods

Data collection and presentation, descriptive statistics. Probability

distributions, sampling distributions and the central limit theorem. Point estimation and hypothesis testing. Correlation and regression analysis. Goodness of fit and contingency table. One- and two-factor (fixed effects) ANOVA. Sign Test, Wilcoxon Signed-Ranks and Rank-Sums Tests, Kruskal Wallis Test, Rank Correlation and Runs Test. Introduction to spreadsheets and dedicated statistics software. Note: Credit may be obtained for only one of BUS 112, MAT 151, PSY 211, or SOC 210. Prerequisite: Pure Mathematics 30 or Mathematics 30-1, or Mathematics 30-2.

MAT 200 **3 (1-3s-0)**
Foundations of Mathematics

An introduction to proofs and axiomatic set theory. Restricted to students with a major, concentration, or minor in Mathematics, or to students with permission of the Department. Note: Open to first-year students. Prerequisite: Pure Mathematics 30, Mathematics 31, Mathematics 30-1, or Mathematics 30-2.

MAT 214 **3 (0-3L-0)**
Intermediate Calculus I

Infinite series. Taylor series. Parametric equations and polar coordinates. Three dimensional analytic geometry. Vector functions, tangent vectors, arc length parameters and curvature. Partial derivatives. Prerequisite: A minimum grade of C- in MAT 115. MAT 120 is recommended as a prerequisite or corequisite.

***MAT 215** **3 (0-3L-0)**
Intermediate Calculus II

First order and second order linear differential equations with constant coefficients. Multiple integrals in two and three dimensions. Rectangular, polar, cylindrical and spherical coordinates. Line and surface integrals. Green's, divergence, and Stoke's theorems. Prerequisite: A minimum grade of C- in MAT 214.

***MAT 220** **3 (3-0-0)**
Symbolic Logic

A quick review of sentential logic, a detailed study of predicate logic, and an introduction to some more advanced topics (e.g., modal logic, and "metalogical" issues and theorems). May use computer-assisted instruction. Note: MAT 220 cannot be used towards the Philosophy core requirement for the four-year Bachelor of Arts program or towards a major, concentration or minor in Philosophy. Credit may be obtained for only one of MAT 220, PHIL 220, or PHIL 420. Prerequisite: MAT 200 or PHIL 125.

MAT 223 **3 (3-0-0)**
Introduction to Abstract Algebra

An introduction to axiomatic set theory, universal algebra and its applications to group, ring, and field theory including congruences, quotient algebras, and homomorphisms. Prerequisites: A minimum grade of C- in MAT 120 and 200.

***MAT 224** **3 (0-3L-0)**
Linear Algebra II

General vector spaces. Inner product spaces. Orthonormal bases. Gram-Schmidt process. QR-decomposition. Least squares. Change of basis. Eigenvalues, eigenvectors, and diagonalization. Orthogonal diagonalization. Linear transformations. Quadratic forms. Applications. Prerequisites: One of Mathematics 31, MAT 113 or MAT 114, and a minimum grade of C- in MAT 120 and 200.

MAT 300 **3 (0-3s-0)**
Independent Studies in Mathematics

In consultation with a member of the Mathematics Department, the student undertakes an independent study of an approved advanced topic not covered in any other course. Open only to Mathematics majors. Prerequisites: MAT 200 and an additional 15 credits of senior-level Mathematics courses, with a minimum grade of C- in each course, and consent of the Department.

***MAT 321** **3 (3-0-0)**
Introduction to Discrete Mathematics

Techniques of discrete mathematics. Topics include: principles of counting, generating functions, principle of inclusion/exclusion,

pigeonhole principle, recurrence relations, graphs and trees. Prerequisites: A minimum grade of C- in MAT 120 and 200.

MAT 331 **3 (0-3L-0)**
Introduction to Differential Equations

First-order ODEs, direction fields, exact and numerical methods of solution, existence and uniqueness, applications and modelling. Second-order ODEs, with constant coefficients, homogeneous and non-homogeneous; methods of undetermined coefficients and variation of parameters; applications and modelling. Power series solutions of second-order ODEs about ordinary and singular points. Laplace Transform Methods. Prerequisites: A minimum grade of C- in MAT 120 and 214.

***MAT 340** **3 (3-0-1.5)**
Numerical Methods

An introduction to numerical methods: floating-point number representation, errors and role of stability in numerical calculation; direct and iterative solutions of linear systems of equations; methods for solving non-linear equations; interpolation; least-squares approximation of functions; Fourier transform; numerical integration; and numerical solution of initial value problems for ordinary differential equations. Note: Credit may be obtained for only one of CMPT 340 or MAT 340. Prerequisites: A minimum grade of C- in CMPT 111 or CMPT 112, and MAT 120 and MAT 214.

MAT 400 **3 (0-3s-0)**
Thesis in Mathematics

Supervised by a faculty member in the Mathematics Department, the student undertakes an independent study of an approved topic and completes a written thesis. The grade is determined solely by the quality of the thesis and its oral defence. The topic will normally be an extension of material covered in 400-level Mathematics courses successfully taken by the student. Open only to Mathematics majors in their fourth year. A 3-credit course over the full academic year. Prerequisites: MAT 200, 3 credits of 400-level Mathematics, an additional 12 credits of senior-level Mathematics, with a minimum grade of C- in every course, and consent of the Department.

MAT 401 **3 (3-0-0)**
Real Analysis I

Real analysis, including the real numbers system, metric spaces (connectedness, completeness, and compactness), and the Riemann and Lebesgue Integrals. Prerequisites: A minimum grade of C- in MAT 200 and 215.

***MAT 402** **3 (3-0-0)**
Real Analysis II

A continuation of MAT 401. The Lebesgue Integral, Normed Linear Spaces, Fundamental Theorems of Calculus, and Stieltjes Integrals. Prerequisites: A minimum grade of C- in MAT 224 and 401.

***MAT 421** **3 (3-0-0)**
Introduction to Combinatorics

Methods and applications of combinatorial mathematics including graph theory (matchings, chromatic numbers, planar graphs, independence and clique numbers) and related algorithms, combinatorial designs (block designs, Latin squares, projective geometries), error correcting codes. Note: Credit may be obtained for only one of CMPT 421 or MAT 421. Prerequisites: A minimum grade of C- in MAT 120 and 321.

***MAT 422** **3 (3-0-0)**
Topics in Abstract Algebra

Topics in advanced abstract algebra including group, ring and galois theory and universal algebra. Prerequisites: A minimum grade of C- in MAT 223 and 224.

***MAT 424** **3 (3-0-0)**
Formal Languages, Automata and Computability

Formal grammars; normal forms; relationship between grammars and automata; regular expressions; finite state machines, state

minimization; pushdown automata; Turing machines; computability; complexity; introduction to recursive function theory. Note: Credit may be obtained for only one of CMPT 474 or MAT 424. Prerequisites: A minimum grade of C- in CMPT 112 or IT 102, MAT 120, and 200.

***MAT 441** **3 (3-0-0)**
Game Theory

An introductory course in Game Theory including such topics as non-cooperative finite games (two person zero-sum [constant-sum] games, n -person games), cooperative finite games, linear programming. Prerequisites: A minimum grade of C- in MAT 120, 151, and 200.

***MAT 442** **3 (3-0-0)**
Topics in Probability Theory and Statistics

Topics in advanced probability and statistics including stochastic processes, random walks, and time series analysis. Prerequisites: A minimum grade of C- in MAT 120, 151, 200 and 215.

***MAT 491** **3 (0-3L-0)**
Mathematical Modelling

Develops students' problem-solving abilities along heuristic lines and illustrates the process of Applied Mathematics. Students are encouraged to recognize and formulate problems in mathematical terms, solve the resulting mathematical problem, and interpret the solution in real world terms. Prerequisites: A minimum grade of C- in MAT 200, 215, and 331.

***MAT 492** **3 (0-3L-0)**
Partial Differential Equations

Introduction to partial differential equations, boundary value problems, special functions, numerical solutions, and Fourier and Laplace transform techniques. Prerequisites: A minimum grade of C- in MAT 200, 215, and 331.

14.42 MUSIC

Faculty of Arts
 School of Music

All courses in the School of Music are open to all students, including first-year students who have the suitable prerequisites or equivalent.

MUS 100 **3 (3-0-0)**
Rudiments of Music

Fundamentals of music theory approached through aural and written training. For beginners as well as music students with a weak background in theory. Note: Credit may be obtained for only one of MUS 100 or MUS 111.

MUS 101 **3 (3-0-0)**
Music of the Western World

A study of music literature with an emphasis on listening and analytical tools. A brief study of the history of Western music is included.

MUS 211 **3 (3-0-0)**
Music Theory I

Rhythmic, melodic, and harmonic materials of music; contrapuntal methods, diatonic chords, triadic inversions, cadences, and chord progressions of 'common practice music', including analysis and part-writing. Note: Credit may be obtained for only one of MUS 155 or MUS 211. Prerequisites: Music literacy reflected in one of MUS 100, Royal Conservatory Rudiments II or consent of the Department. Corequisites: MUS 213 taken concurrently is strongly recommended.

MUS 212 **3 (3-0-0)**
Music Theory II

Contrapuntal and harmonic practice of the 'common practice' including triadic inversion, non-harmonic tones, seventh chords, and diatonic modulation, including analysis and part-writing. Note: Credit may be obtained for only one of MUS 156 and MUS 212.

Prerequisite: A minimum grade of C- in MUS 211. Corequisite: MUS 214 taken concurrently is strongly recommended.

MUS 213 1.5 (0-3L-0)
Aural and Keyboard Skills I

The aural perception of materials covered in MUS 211 through the practice of sight-singing, dictation, and keyboard harmony. Note: Credit may be obtained for only one of MUS 152 and MUS 213. Pre- or Corequisite: MUS 211.

MUS 214 1.5 (0-3L-0)
Aural and Keyboard Skills II

The aural perception of materials covered in MUS 212 through the practice of sight-singing, dictation, and keyboard harmony. Note: Credit may be obtained for only one of MUS 153 and MUS 214. Prerequisite: A minimum grade of C- in MUS 213. Pre- or Corequisite: MUS 212.

***MUS 261 3 (3-0-0)**
Church Music History

An overview of church music history in light of Biblical references, historical evolution, and Lutheran tradition. Includes analysis of the role of music in worship. Note: Credit may be obtained for one of MUS 261 or MUS 331. Prerequisite: 3 credits of Music or consent of the Department.

***MUS 262 3 (3-0-0)**
Congregational Song

History, analysis and practical application of congregational song, including chant, chorales, metrical psalms, hymns, folk songs, spirituals, gospel songs, praise choruses, and global song, with an emphasis on leading corporate singing. Discussion of the church year, lectionary, and philosophy of church music also included. Note: Credit may be obtained for only one of MUS 262 or MUS 332. Prerequisite: 3 credits of Music or consent of the Department.

***MUS 263 3 (3-0-0)**
Contemporary Worship Leadership

Studies in contemporary worship leadership, including philosophy, research, and practical application in and-led worship. Prerequisite: 3 credits of Music or consent of the Department.

***MUS 281 3 (3-0-0)**
History of Western Music: Antiquity through Baroque

A survey of the history of music from antiquity to 1750. Composers, compositions, styles, forms, and trends in musical development are included. Prerequisite: Music literacy reflected in one of MUS 100, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.

***MUS 282 3 (3-0-0)**
History of Western Music: Classical to Present

A survey of the history of music from 1750 to the present. Composers, compositions, styles, forms, and trends in musical development are included. Prerequisite: Music literacy reflected in one of MUS 100, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.

***MUS 295 3 (3-0-0)**
Introduction to Music Therapy

An introduction to music therapy, the study of the prescribed, structured use of music to restore, maintain and/or improve individuals' physical, emotional, social, spiritual, cognitive, and psychological well-being. Note: Credit may be obtained for only one of MUS 295 or MUS 355. Prerequisite: Music literacy reflected in one of MUS 100, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.

***MUS 296 3 (3-0-0)**
Introduction to Audio Technologies

An introduction to acoustics, including those of musical instruments; history and application of recording technologies, including computer hardware, software and MIDI; and application of

theories of music technologies. Note: Credit may be obtained for only one of MUS 296 and MUS 350. Prerequisite: Music literacy reflected in one of MUS 100, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.

***MUS 311 3 (3-0-0)**
Theory of 19th Century Music

Nineteenth-century chromatic harmonies including secondary dominants, chromatic modulation, borrowed chords, Neapolitan and augmented sixth chords, enharmonic modulations, including analysis and part-writing. Note: Credit may be obtained for only one of MUS 255 and MUS 311. Prerequisite: A minimum grade of C- in MUS 212. Corequisite: MUS 313 taken concurrently is strongly recommended.

***MUS 312 3 (3-0-0)**
Theory of 20th Century Music

Twentieth-century music materials: mixed and complex meter, modes and modal harmonies, mixed modes, 5-, 6- and 8-note scales, exotic scales, non-tertian harmonies, upper tertians and combined chords, polychords and polytonality, pitch class sets, interval vectors and serialism parallelism, pandiatonicism, etc. Note: Credit may be obtained for only one of MUS 256 and MUS 312. Prerequisites: A minimum grade of C- in both MUS 212 and MUS 213. Corequisite: MUS 314 taken concurrently is strongly recommended.

***MUS 313 1.5 (0-3L-0)**
Aural and Keyboard Skills for 19th Century Music Theory

The aural perception of materials covered in MUS 311. Note: credit may be obtained for only one of MUS 252 and MUS 313. Prerequisite: A minimum grade of C- in MUS 214. Pre- or Corequisite: MUS 311.

***MUS 314 1.5 (0-3L-0)**
Aural and Keyboard Skills for 20th Century Music Theory

The aural perception of materials covered in MUS 312. Note: Credit may be obtained for only one of MUS 253 and MUS 314. Prerequisite: A minimum grade of C- in MUS 214. Pre- or Corequisite: MUS 312.

***MUS 315 3 (1-2s-0)**
Arranging

Introduction to arranging music based on traditional models, including scoring, harmonization, instrumentation, and orchestration. Note: Credit may be obtained for only one of MUS 259 and MUS 315. Prerequisites: MUS 212 and MUS 214.

***MUS 316 3 (0-3s-0)**
Composition

Compositional techniques of the twentieth and twenty-first century, including modality, additive chord structures, asymmetric and complex meter, pitch cells and the like. Note: Credit may be obtained for only one of MUS 260 and MUS 316. Prerequisites: MUS 212 and MUS 214.

MUS 321 3 (3-0-0)
Introduction to Conducting

Conducting skills are studied and developed, including baton technique, preparation, downbeat, releases, beat patterns, musical style, fermatas, cues, left hand independence, tempo changes, score preparation, instrumental and choral rehearsal techniques, and related topics. Note: Credit may be obtained for only one of MUS 232 and MUS 321. Pre- or Corequisites: MUS 211 and MUS 213.

***MUS 361 3 (3-0-0)**
Choral and Vocal Methods

The vocal mechanism, vocal/choral tone, diction, vocal development, children's and changing voices, planning and techniques for choral or rehearsal and/or vocal studio. Note: Credit may be obtained for only one of MUS 230 and MUS 361. Prerequisites: MUS 211 and 213. Choral or vocal MUP course is recommended.

MUS 370 Series 3 (0-3s-0)*Studies in Music Pedagogy**

Designed for the studio teacher, this course includes setting up a studio (including business aspects), and how to teach aspects of technique, musicianship, and repertoire appropriate to the medium. A study of repertoire from beginners' books to standard works and graded series is included. Note: Credit may be obtained for only one of the MUS 300 series and the MUS 370 series without permission of the Department. Prerequisites: One of relevant junior-level MUP course or Royal Conservatory grade 8, MUS 211 and MUS 213 or consent of the Department.

MUS 380 Series 3 (0-3s-0)*Studies in Music Literature**

Analytical techniques for repertoire, including score preparation and study, sources and programming, as well as a historical overview of performance literature in the relevant area, using score analysis and listening skills. Note: Credit may be obtained for only one of the MUS 380 series courses without permission of Department. Prerequisites: MUS 211 and MUS 213.

MUS 395 1.5 (0-1.5s-0)**Church Music Practicum/Project Preparation**

Preparation and research towards a chosen project, or regular observance of/communication with a church musician. Prerequisite: Consent of the Department.

MUS 396 1.5 (0-0-1.5)**Church Music Practicum/Project**

Church music practicum or project, as outlined in MUS 395. Prerequisite: MUS 395.

MUS 415 1.5 (1-0-0)**Advanced Composition I**

Private composition lessons. An additional fee is charged (section 5.1). Note: Credit may be obtained for only one of MUS 359 and MUS 415. Prerequisite: MUS 316.

MUS 416 1.5 (1-0-0)**Advanced Composition II**

Private composition lessons. An additional fee is charged (section 5.1). Note: Credit may be obtained for only one of MUS 360 and MUS 416. Prerequisites: MUS 415 and consent of the Department.

MUS 490 3 (0-1.5s-1.5)**Topics in Music**

Seminar on diverse topics in the field. Note: Open only to students with a music concentration or major. Prerequisite: Third-year standing.

MUS 495 1.5 (0-1s-0)**Senior Music Project Preparation**

Preparation and research for a senior project under a project supervisor. Prerequisites: Fourth-year standing in the four-year Bachelor of Arts (music major) program and MUS 490.

MUS 496 1.5 (0-1s-0)**Senior Music Project**

Senior project under a project supervisor. Prerequisite: MUS 495.

MUS XXX 3 (3-0-0)**Special Topic in Music**

This course allows students the opportunity to study a topic in music not covered by, or in greater depth than, other courses in Concordia's curriculum. Prerequisite: Will vary.

14.42.1 APPLIED MUSIC

Students in applied music are generally expected to provide their own instrument.

MUP 114 1.5 (1-1s-0)*Class Guitar I**

Fundamental guitar skills, aural training, and music reading as they apply to solo and ensemble guitar playing.

MUP 115 1.5 (1-1s-0)*Class Guitar II**

A continuation of MUP 114. Prerequisite: MUP 114

MUP 116 1.5 (1-1s-0)*Class Voice I**

Fundamental vocal skills, aural training, and music reading as they apply to choral and vocal singing.

MUP 117 1.5 (1-1s-0)*Class Voice II**

A continuation of MUP 116. Prerequisite: MUP 116.

MUP 122 and 123 1.5 (1-0-0)**Applied Music (Novice Level or Secondary Area)**

Private or group music lessons in the student's performance area, either as a novice or as a secondary performance area. Note: May not be used toward a Music major, concentration, or minor. An additional fee is charged (section 5.1). Prerequisite: MUP 122 is the prerequisite for MUP 123.

MUP 222, 223, 322, 323, 422, and 423 1.5 (1-0-0)**Applied Music (Secondary Area)**

Private music lessons in the student's secondary area of study.

An additional fee is charged (section 5.1). Prerequisite: Audition, credit in the immediately preceding course, or consent of the Department.

MUP 126 1.5 (1-0-0)**Applied Music (Primary Area)**

Private music lessons in the student's primary area of study. An additional fee is charged (section 5.1). Prerequisites: Audition and Music Literacy as reflected in one of MUS 100, MUS 111, MUS 211, Royal Conservatory Rudiments II or MUP 123 (in appropriate area) or consent of the Department.

MUP 127, 226, 227, 326, 327, 426, and 427 1.5 (1-0-0)**Applied Music (Primary Area)**

Private music lessons in the student's primary area of study. An additional fee is charged (section 5.1). Prerequisite: Audition, credit in the immediately preceding course, or consent of the Department. MUP 126 is the prerequisite for MUP 127.

MUP 495 1.5 (0-1s-0)**Recital Preparation in Applied Music**

Private music lessons in the student's primary area of study, including the preparation and research for substantial performance in recital. Prerequisites: MUP 327, MUS 490 and consent of the Department. Corequisite: May not be taken concurrently with any MUP course in a student's primary area without consent of the Department. An additional fee is charged (section 5.1)

MUP 496 1.5 (0-1s-0)**Applied Music (Recital)**

Private music lessons in the student's primary area of study, including a substantial performance in recital. Prerequisite: MUP 495. Corequisite: May not be taken concurrently with any MUP course in a student's primary area without consent of the Department. An additional fee is charged (section 5.1)

14.42.2 MUSIC ENSEMBLE

Note: Students who have earned credits in MUS 144, 145, 244, 245, 344, 345, 444, or 445 should contact the School of Music regarding course selection.

A. CHORAL ENSEMBLE**MUP 142, 143, 242, 243, 342, 343, 442, and 443 1.5 (0-6L-0)**

Participation in a choral ensemble which develops vocal techniques, musicianship, and reading skills through the study of a variety of choral literature. The Concordia Concert Choir, through regular practice and rehearsal, prepares for extensive performance both locally and regionally in concert and worship

settings. An additional fee is charged (section 5.1). Prerequisite: Audition or consent of the Department.

B. HANDBELL ENSEMBLE

MUP 164, 165, 264, 265, 364, 365, 464, and 465
1.5 (0-3L-0)

Participation in a Concordia handbell ensemble. These ensembles develop handbell techniques, musicianship, and reading skills through the study of a variety of handbell literature. Through regular practice and rehearsal, they prepare for performance both locally and on tour. An additional fee is charged (section 5.1). Prerequisite: Audition or consent of the Department.

C. SYMPHONY ORCHESTRA

MUP 166, 167, 266, 267, 366, 367, 466, and 467
1.5 (0-3L-0)

Participation in the Concordia Symphony Orchestra (or other approved orchestral ensemble) which develops instrumental techniques, musicianship, and reading skills through the study of a variety of symphonic literature. The Concordia Symphony Orchestra also involves community musicians. Prerequisites: Audition and consent of the Department. Normally open to qualified string students only.

D. WIND ENSEMBLE

MUP 168, 169, 268, 269, 368, 369, 468, and 469
1.5 (0-3L-0)

Participation in a Concordia accredited wind ensemble. These ensembles develop instrumental techniques, musicianship, and reading skills through the study of a variety of wind literature. They also involve community musicians. Prerequisites: Audition and consent of the Department.

14.42.3 PROFESSIONAL DEVELOPMENT

Courses listed in this section are open only to students who have already completed a bachelor's degree or are in their last year of undergraduate study.

MUS 630 and 631 1.5 (0-1.5s-0)
Topics in Choral Conducting, Techniques, and Literature

Selected topics in conducting, techniques, and literature are covered including relevant observation, research, and application. Prerequisites: MUS 212, MUS 214, MUS 321, MUS 361, MUP 343 and consent of the Department.

14.43 MUSIC EDUCATION

Faculty of Education

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

MUED 213 3 (3-0-0)
Music Education for Young Children

Introduction to music education, including pedagogical practices and materials that apply to the development of musical knowledge and understanding with young children ages 3-7. A combination of the fundamentals of Kodaly and Orff Schulwerk as they are applied to early childhood music pedagogy will be introduced. Credit may be obtained for only one of MUED 212 or 213. Prerequisite: Music literacy reflected in one of MUS 100, MUS 111, MUS 211, Royal Conservatory Rudiments II or consent of the Department.

MUED 214 3 (3-0-0)
Music Literacy for Children

Introduction to music education, including pedagogical practices and materials that apply to the development of music literacy with children ages 8-12. The fundamentals of Kodaly and Orff Schul-

werk will be applied to the development of musical understanding with older children. Credit may be obtained for only one of MUED 212 or 214. Prerequisite: Music literacy reflected in one of MUS 100, MUS 111, MUS 211, Royal Conservatory Rudiments II or consent of the Department.

14.44 NATIVE STUDIES

Faculty of Arts

NS 152 6 (4-0-1)
Introductory Cree

An overview of the Plains Cree language beginning with the Cree sound system, basic conversation, the basics of the structure of the Cree language, and writing of the Cree language using Roman orthography. Note: Not open to students with matriculation standing in Cree.

14.45 PARISH NURSING

Religious Studies Division—Church Work Programs

Note: The Parish Nurse program is being discontinued at Concordia starting in 2012-2013. Students presently enrolled in the program will be able to complete their studies; however, no new applications will be received.

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

Courses listed in this section are open to licensed Registered Nurses.

***PN 302** 3 (3-0-0)
Parish Administration and Team Ministry (distance delivery)

Principles for effective leadership; styles of leadership, parish organizational structures, and models of team ministry skills to work with volunteers. Decision making, problem solving, and dealing with conflict and conflict resolution. Note: Credit may be obtained for only one of PN 302 or PS 302

***PN 375** 3 (3-0-0)
Christian Doctrine (distance delivery)

An examination of Christian doctrines from their Biblical roots to their confessional restatement in the creeds and confessions of the Christian church, with specific emphasis upon Lutheran faith and practice. Note: Credit may be obtained for only one of PN 375 or REL 375

***PN 485** 3 (3-0-0)
Parish Nursing (distance delivery)

An introduction to the basic concepts of the newly-emerging professional practice of parish nursing which has as its basis the Christian faith and seeks health promotion with a preventative focus, through church ministry. At its center is spiritual care with faith and health clearly linked. The attitudes, knowledge, and skills needed for the role of "parish nurse" in a local Christian church, a health-related organization, or other community context, are systematically examined. Specific functions of the role (e.g., health education, personal health counselling, advocacy, and linking to resources) are described and important practical issues regarding parish nursing practices and professional standards are addressed.

14.46 PHILOSOPHY

Faculty of Arts
Department of Philosophy

PHIL 101 3 (3-0-0)
Contemporary Moral and Political Issues

An introduction to the discipline of philosophy through philosophical analysis of controversial political and ethical issues. Topics may include the ethics of suicide, abortion, euthanasia, censorship, war and violence, capital punishment, sexuality, and

the environment. Will include introductions to the most prominent basic ethical theories in the history of philosophy. May also include introductions to the most prominent relevant political philosophies and their implications regarding the appropriate legal regulation of the behaviours discussed. Note: Credit may be obtained for only one of PHIL 101, 160, or 201.

PHIL 102 3 (3-0-0)

Introduction to Philosophy

An introduction to the methodology and subject matter of philosophy. An overview that explores philosophy's various sub-disciplines. Special attention to the nature of reality and our knowledge of it. Note: Credit may be obtained for only one of PHIL 102 or 202.

PHIL 125 3 (3-0-0)

Introduction to Logic

Elementary methods and principles for analysing reasoning as it occurs in everyday contexts. Topics are likely to include argument analysis and construction, deductive and inductive reasoning, informal fallacies, categorical logic, sentential logic. May use computer-assisted instruction.

***PHIL 200 3 (3-0-0)**

Metaphysics

A philosophical discussion of several basic questions concerning the nature of reality. Topics may include freedom and determinism, the mind-body problem, space and time, universals and particulars, realism and anti-realism. Note: Credit may be obtained for only one of PHIL 200 or 400. Prerequisite: 3 credits of Philosophy.

PHIL 201 3 (3-0-0)

Contemporary Moral and Political Issues

A senior-level introduction to the discipline of philosophy through philosophical analysis of controversial political and ethical issues. Topics may include the ethics of suicide, abortion, euthanasia, censorship, war and violence, capital punishment, sexuality, and the environment. Will include introductions to the most prominent basic ethical theories in the history of philosophy. May also include introductions to the most prominent relevant political philosophies and their implications regarding the appropriate legal regulation of the behaviours discussed. Note: Credit may be obtained for only one of PHIL 101, 160, or 201.

PHIL 202 3 (3-0-0)

Introduction to Philosophy

A senior-level introduction to the methodology and subject matter of philosophy. An overview that explores philosophy's various sub-disciplines. Special attention to the nature of reality and our knowledge of it. Note: Credit may be obtained for only one of PHIL 102 or 202.

***PHIL 215 3 (3-0-0)**

Epistemology

Introduction to the theory of knowledge. What is knowledge? Under what circumstances does a person know something? How is knowledge acquired? When is a belief, or set of beliefs, justified or warranted or rational? Note: Credit may be obtained for only one of PHIL 215 or 415. Prerequisite: 3 credits of Philosophy.

***PHIL 220 3 (3-0-0)**

Symbolic Logic

A quick review of sentential logic, a detailed study of predicate logic, and an introduction to more advanced topics (e.g., modal logic, and "metalogical" issues and theorems). May use computer-assisted instruction. Note: Credit may be obtained for only one of MAT 220, PHIL 220, or PHIL 420. Prerequisite: MAT 200 or PHIL 125.

PHIL 240 3 (3-0-0)

Western Philosophy – Ancient and Medieval

An introduction to some of the main problems and theories that have dominated philosophical thought in the Western world, through study and critical discussion of selected philosophical

classics from the ancient and medieval periods. Readings include a major work of Plato or Aristotle and a major work of Augustine, Anselm, or Aquinas.

PHIL 241 3 (3-0-0)

Western Philosophy – Modern

An introduction to some of the main problems and theories that have dominated philosophical thought in the Western world, through study and critical discussion of selected philosophical classics from the modern period. Readings include a major work of Descartes, Leibnitz, Spinoza, or Pascal and a major work of Locke, Berkeley, Hume, or Reid.

***PHIL 250 3 (3-0-0)**

Ethics

An examination of the questions of right and wrong, good and evil, and reasons for action, through a study of the competing ethical theories of philosophers such as Aristotle, Kant, and Mill. Discussion of the doctrine of Ethical Relativism forms a substantial contemporary component of the course. Note: Credit may be obtained for only one of PHIL 250 or 450. Prerequisite: 3 credits of Philosophy.

***PHIL 260 3 (3-0-0)**

Philosophy of Human Nature

The most important theories of human nature found in the histories of philosophy, theology, psychology, and biology. Selections from representative authors such as Plato, Aristotle, Mencius, Biblical authors, Augustine, Seneca, Aquinas, Descartes, Hume, Marx, Nietzsche, Freud, Sartre, Beauvoir, Skinner, Lorenz, and Wilson. Note: Credit may be obtained for only one of PHIL 260 or 460. Prerequisite: 3 credits of Philosophy.

***PHIL 270 3 (3-0-0)**

Political Philosophy

This course is intended to provide students with a thorough historical survey of political theories which fundamentally inform the Western tradition. The core concepts of political philosophy will be examined through a close reading of primary texts. Students will be provided with a firm grounding in political theory through study and a critical discussion of these philosophical classics. Studied texts will include Plato's *Republic*, Aristotle's *Politics*, Machiavelli's *Prince*, Marx's *Manifesto*, and Rawls' *Theory of Justice*. Note: Credit may be obtained for only one of PHIL 270, 470, or PSCI 270. Prerequisite: 3 credits of Philosophy or Political Science recommended.

***PHIL 275 3 (3-0-0)**

Reasoning: Scientific and Religious

The purposes of this course are to compare the reasoning and methodology found in science with those found in religion, and to consider whether and how religious considerations could rightly be used in science, and vice versa. The course begins with an analysis of scientific reasoning and methodology, drawing from contemporary philosophy of science. It then examines, for the sake of comparison, examples of religious reasoning drawn from contemporary philosophy of religion and theology. Credit may be obtained for only one of PHIL 275, 475, or REL 275. Prerequisite: REL 101 or 150.

***PHIL 290 3 (3-0-0)**

Philosophy of Religion

Important problems in the history of philosophic thinking about religion, such as the problem of evil, the question of miracles, and the problem of religious language, among others. Note: Credit may be obtained for only one of BCS 590, PHIL 290, 490, or REL 290. Prerequisite: 3 credits of Philosophy.

***PHIL 400 3 (3-0-0)**

The Philosopher's Craft: Metaphysics

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 200. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites.

Note: Credit may be obtained for only one of PHIL 200 or 400. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 415** **3 (3-0-0)**
The Philosopher's Craft: Epistemology

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 215. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of PHIL 215 or 415. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 420** **3 (3-0-0)**
The Philosopher's Craft: Symbolic Logic

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 220. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of MAT 220, PHIL 220, or 420. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 450** **3 (3-0-0)**
The Philosopher's Craft: Ethics

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 250. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of PHIL 250 or 450. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 460** **3 (3-0-0)**
The Philosopher's Craft: Philosophy of Human Nature

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 260. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of PHIL 260 or 460. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 465** **3 (3-0-0)**
The Philosopher's Craft: Philosophy of Science

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 265. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of PHIL 265 or 465. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 470** **3 (3-0-0)**
The Philosopher's Craft: Political Philosophy

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 270. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of PHIL 270, 470, or PSCI 270. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 475** **3 (3-0-0)**
The Philosopher's Craft: Reasoning - Scientific and Religious

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 275. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of PHIL 275, 475 or REL 275. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 490** **3 (3-0-0)**
The Philosopher's Craft: Philosophy of Religion

Students receive tutorial guidance in producing a major philosophy paper of high quality. Taken in conjunction with PHIL 290. The main elements of mature philosophical writing. A capstone course for Philosophy concentrations; open to others with prerequisites. Note: Credit may be obtained for only one of BCS 590, PHIL 290, 490, or REL 290. And credit may be obtained for only one 400-level PHIL course. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

PHIL XXX **3 (3-0-0)**
Special Topic in Philosophy

This course allows students the opportunity to study a topic in philosophy not covered by, or in greater depth than, other courses in Concordia's curriculum. Prerequisite: Will vary.

14.47 PHYSICAL ACTIVITY

Faculty of Education

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

PAC 111 **1.5 (0-3L-0)**
Basketball

Acquisition of theoretical knowledge and personal skill in the individual and team activities of basketball. Note: Credit may be obtained for only one of PAC 111 or PAT 111.

PAC 118 **1.5 (0-3L-0)**
Soccer

Acquisition of theoretical knowledge and personal skill in the individual and team activities of soccer. Note: Credit may be obtained for only one of PAC 118 or PAT 118.

PAC 131 **1.5 (0-3L-0)**
Badminton

Acquisition of theoretical knowledge and personal skill in basic badminton strokes and strategies. Students must supply their own racquets. Note: Credit may be obtained for only one of PAC 131 or PAT 131.

PAC 135 **1.5 (0-3L-0)**
Tennis

Acquisition of theoretical knowledge and personal skill in the basic tennis strokes (forehand, backhand, serve, and volley) and strategies. Students must provide their own equipment.

PAC 137 **1.5 (0-3L-0)**
Volleyball

Acquisition of theoretical knowledge and personal skill in the fundamental skills of volleyball. Students will be taught in individual and small group settings. Note: Credit may be obtained for only one of PAC 137, PAT 137 or 138.

PAC 181 **1.5 (0-3L-0)**
Cross Country Skiing

Acquisition of theoretical knowledge and personal skill in classical/skiing and hill manoeuvres. Note: One required day trip will be scheduled on a weekend during the course. Students must supply their own equipment.

14.48 PHYSICAL ACTIVITY TEAM

Faculty of Education

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

PAT 111 **3 (0-6L-0)** **Intercollegiate Basketball**

Athletic performance in basketball including required participation in all scheduled team events. Note: A 3-credit course offered over the full academic year. Note: Credit may be obtained for only one of PAC 111 or PAT 111. Prerequisite: Consent of the instructor based on successful completion of the team selection process.

PAT 118 **1.5 (0-3L-0)** **Intercollegiate Soccer**

Athletic performance in soccer including required participation in all scheduled team events. Note: A 1.5-credit course offered over the Fall semester. Note: Credit may be obtained for only one of PAC 118 or PAT 118. Prerequisite: Consent of the instructor based on successful completion of the team selection process.

PAT 131 **1.5 (0-3L-0)** **Intercollegiate Badminton**

Athletic performance in badminton including required participation in all scheduled team events. Note: A 1.5-credit course offered over the full academic year. Note: Credit may be obtained for only one of PAC 131 or PAT 131. Prerequisite: Consent of the instructor based on successful completion of the team selection process.

PAT 138 **3 (0-6L-0)** **Intercollegiate Volleyball**

Athletic performance in volleyball including required participation in all scheduled team events. Note: A 3-credit course offered over the full academic year. Note: Credit may be obtained for only one of PAC 137, PAT 137 or 138. Prerequisite: Consent of the instructor based on successful completion of the team selection process.

PAT 147 **3 (0-6L-0)** **Intercollegiate Ice Hockey**

Athletic performance in ice hockey including required participation in all scheduled team events. Note: A 3-credit course offered over the full academic year. Prerequisite: Consent of the instructor based on successful completion of the team selection process.

PAT 211 **3 (0-6L-0)** **Intercollegiate Basketball**

Athletic performance in basketball including required participation in all scheduled team events. Note: A 3-credit course offered over the full academic year. Prerequisites: PAC 111 or PAT 111, and consent of the instructor based on successful completion of the team selection process.

PAT 218 **1.5 (0-3L-0)** **Intercollegiate Soccer**

Athletic performance in soccer including required participation in all scheduled team events. Note: A 1.5-credit course offered over the Fall semester. Prerequisites: PAC 118 or PAT 118, and consent of the instructor based on successful completion of the team selection process.

PAT 231 **1.5 (0-3L-0)** **Intercollegiate Badminton**

Athletic performance in badminton including required participation in all scheduled team events. Note: A 1.5-credit course offered over the full academic year. Prerequisites: PAC 131 or PAT 131 and consent of the instructor based on successful completion of the team selection process.

PAT 238 **3 (0-6L-0)** **Intercollegiate Volleyball**

Athletic performance in volleyball including required participation in all scheduled team events. Note: A 3-credit course offered over the full academic year. Note: Credit may be obtained for only one

of PAT 237 or 238. Prerequisites: PAC 137, PAT 137 or 138 and consent of the instructor based on successful completion of the team selection process.

PAT 247 **3 (0-6L-0)** **Intercollegiate Ice Hockey**

Athletic performance in ice hockey including required participation in all scheduled team events. Note: A 3-credit course offered over the full academic year. Prerequisites: PAT 147 and consent of the instructor based on successful completion of the team selection process.

14.49 PHYSICAL EDUCATION AND SPORT STUDIES

Faculty of Arts

PESS 101 **3 (3-0-0)** **Introduction to Physical Education, Health and Wellness**

An introduction to the disciplines within the broad field of health and wellness, with topics covering personal and societal foci. Topics include historical foundations of physical education, nutrition, environmental conditions, fitness, and sport.

PESS 201 **3 (3-0-0)** **Human Growth and Motor Development Across the Lifespan**

This motor development and learning course focuses on the study of terminology, concepts, and principles appropriate to learning, growth, and development, and to skills acquisition in a variety of sport activities. It is a course that approaches motor development across the lifespan. Information is presented that is important to individuals preparing for a career involving movement. Attention is given to information that recognizes individual differences (both mental and physical). Prerequisite: PESS 101.

14.50 PHYSICAL EDUCATION AND SPORT STUDIES

Faculty of Education

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

PESS 245 **3 (3-0-0)** **Introduction to Coaching**

The principles of coaching as they relate to the development of the athlete, the role of the coach, and the organization of sport in contemporary society. The course will include Part A and Part B Theory of the National Coaching Certification Program.

PESS 293 **3 (0-3L-0)** **Introduction to the Movement Activities of Children Aged 5-12**

Free play and organized physical activities of children 5-12 in recreational, educational, and sports environments. Involves practical physical activity and the observation of children.

14.51 PHYSICS

Faculty of Science

Department of Physics and Earth Science

PHY 111 **3 (3-1s-3)** **Introduction to University Physics I**

An algebra-based course in Physics for students without credit in Physics 30. Physical measurements, errors. Basic mechanics: vectors, kinematics and dynamics of particles, forces in equilibrium, linear and rotational motion, conservation of energy, and linear momentum. Solids and fluids. Note: Credit may be obtained for only one of PHY 111, 121, or 131. Not open to students with credit in Physics 30. Prerequisite: Pure Mathematics 30 or Mathematics 30.

PHY 112 3 (3-1s-3)**Introduction to University Physics II**

An algebra-based course in Physics. Oscillations, waves, sound, light. Geometrical optics--optical instruments. Physical optics--interference. Basic DC electricity. Basic thermal physics. Note: PHY 112 may not be taken for credit towards the Physics minor. Note: Credit may be obtained for only one of PHY 112, 122, or 132. Prerequisite: PHY 111.

PHY 121 3 (3-0-3)**Introductory General Physics I**

An algebra-based course in Physics for students with credit in Physics 30. Physical measurements, errors. Mechanics: vectors, kinematics and dynamics of particles and extended bodies, forces in equilibrium, linear and rotational motion, conservation of energy, and linear momentum. Gravitation. Relativity. Solids and fluids. Note: Credit may be obtained for only one of PHY 111, 121, or 131. Prerequisites: Physics 30 and Pure Mathematics 30 or Mathematics 30.

PHY 122 3 (3-0-3)**Introductory General Physics II**

An algebra-based course in Physics. Oscillations, waves, sound, light. Geometrical optics, physical optics. Basic DC electricity. Basic thermal physics. Note: Credit may be obtained for only one of PHY 112, 122, or 132. Prerequisite: One of PHY 111, 121, or 131.

PHY 131 3 (3-1s-3)**Basic Physics I**

A calculus-based course in Physics. Physical measurements, errors. Mechanics: vectors, kinematics and dynamics of particles and extended bodies, forces in equilibrium, linear and rotational motion, conservation of energy and linear momentum. Gravitation. Relativity. Note: Credit may be obtained for only one of PHY 111, 121, or 131. Prerequisites: Physics 30 and Pure Mathematics 30 or Mathematics 30. Mathematics 31 recommended. Corequisite: MAT 113 or 114.

PHY 132 3 (3-1s-3)**Basic Physics II**

A calculus-based course in Physics. Oscillations, waves, sound, light. Geometrical optics, optical instruments. Physical optics, interference, diffraction. Basic thermal physics. Note: Credit may be obtained for only one of PHY 112, 122, or 132. Prerequisites: MAT 113 or 114 and PHY 121 or 131. Corequisite: MAT 115.

PHY 175 3 (3-0-3/2)**Physics of Music**

Oscillations, waves, resonance. Musical sound, musical scales, pure and complex tones, Fourier analysis. Traditional and modern musical instruments. Basics of acoustics. Sound recording and reproduction. Hands-on laboratory experience. Note: This course is not accepted toward a Physics minor. Prerequisites: Pure Mathematics 30 and music literacy, reflected in one of MUS 100, MUS 111, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.

PHY 204 3 (3-0-3/2)**Introductory General Physics III**

Electricity and Magnetism. Electrostatics, electric field, potential. Capacitors, electric current, electric circuits. Electromagnetic induction, Faraday's Law, Lenz's law, AC circuits, electromagnetic waves. Note: Credit may be obtained for only one of PHY 204 or 281. Prerequisites: MAT 113 or 114 and one of PHY 112, 122, or 132.

PHY 211 3 (3-0-0)**Thermodynamics and Kinetic Theory**

Temperature: heat, work, and the first law of thermodynamics; entropy and the second law, enthalpy, Helmholtz and Gibbs free energy; thermodynamic equilibrium criteria; Maxwell's relations, phase transitions; elementary kinetic theory of gases. Prerequisite: PHY 122 or 132. Corequisite: MAT 215.

PHY 281 3 (3-0-3/2)**Electricity and Magnetism**

Calculus-based version of PHY 204. Electric fields, Gauss' law, electric potential. Capacitance, dielectrics. Electric current, resistance, DC circuits. Electromagnetic induction, Ampere's law, Faraday's law, Lenz's law, AC circuits. Maxwell's equations. Electromagnetic waves. Note: Credit may be obtained for only one of PHY 204 or 281. Prerequisites: MAT 115 and PHY 132.

PHY 301 3 (3-1s-0)**Quantum Mechanics**

Introductory quantum mechanics with emphasis on applications. Fundamentals of quantum mechanics, potential well, hydrogen atom, many-electron atoms, Hartree-Fock approximation, diatomic molecules, neutral molecules. Introduction to spectroscopy and computational methods. Note: Credit may be obtained for only one of CH 382, 482, 492 or PHY 301. Prerequisites: MAT 115; one of PHY 111, 121, or 131 and one of PHY 122 or PHY 132.

PHY 302 3 (3-1-0)**Chapters of Modern Physics**

Relativity, solid-state physics, nuclear structure and radioactivity, particle physics, astrophysics, and cosmology. Prerequisite: PHY 122 or 132. Corequisite: MAT 215.

14.52 POLITICAL ECONOMY

Faculty of Arts
Department of Political Economy

POEC 400 3 (0-3s-0)**Special Topics in Canadian Public Policy**

An interdisciplinary capstone course for the Political Economy concentration dealing with the economic and institutional context of policy-making in Canada through an analysis of a series of policy case studies. Open only to third-year Political Economy concentrations. Prerequisites: ECO 101, 102, 281 and 282 and PSCI 101, 102 and 220.

14.53 POLITICAL SCIENCE

Faculty of Arts
Department of Political Economy

PSCI 101 3 (3-0-0)**Introduction to Government**

An introduction to the ideas and institutions of Canadian, British, and American governments, considering ideologies, constitutions, legislatures, executives, the public service, courts, federal and other divisions of government authority, and other selected topics.

PSCI 102 3 (3-0-0)**Introduction to Politics**

An introduction to the processes of democratic politics, including public opinion, elections, political parties, political participation, voting behaviour and interest groups, and other selected topics.

PSCI 220 6 (3-0-0)**Canadian National Government and Politics**

This course deals with the Canadian state and governmental institutions, including the executive, Parliament, and the courts; various societal influences on the state, the context in which they develop, and the way citizens express them through processes and organizations such as parties, interest groups and elections. Prerequisites: PSCI 101 and 102.

PSCI 259 3 (3-0-0)**International Relations I: The International System and Global Conflict**

This course introduces students to the basic concepts and theories of international relations. It analyzes the interaction of states focusing on the origins of conflict and war and the conditions for peace and cooperation. It also examines the role of non-state actors including international organizations like the United Na-

tions in preventing and dealing with international conflict and emerging challenges such as transitional terrorism. Note: Credit may be obtained for only one of PSCI 259 or 260. Prerequisite: PSCI 101 or 102.

PSCI 261 **3 (3-0-0)**
International Relations II: Global Governance and the International Political Economy

This course introduces students to the basic concepts and theories of international relations, examining the origins and impact of international economic inequality. It focuses on the development of systems of governance, international political economy including the role of actors such as states, international organizations, multinational enterprises and other non-governmental organizations and social movements in addressing issues such as globalization, poverty, the protection of human rights and sustainable development. Note: Credit may be obtained for only one of PSCI 260 or 261. Prerequisite: PSCI 101 or 102.

***PSCI 270** **3 (3-0-0)**
Political Philosophy

This course is intended to provide students with a thorough historical survey of political theories which fundamentally inform the Western tradition. The core concepts of political philosophy will be examined through a close reading of primary texts. Students will be provided with a firm grounding in political theory through study and critical discussion of these philosophical classics. Studied texts will include Plato's *Republic*, Aristotle's *Politics*, Machiavelli's *Prince*, Marx's *Manifesto* and Rawls's *Theory of Justice*. Note: Credit may be obtained for only one of PHIL 270, 470, or PSCI 270. Prerequisite: 3 credits of Philosophy or Political Science recommended.

PSCI 276 **3 (3-0-0)**
Problems of Political Development

The examination of the common problems of developing nations, particularly the problems of achieving economic development and the establishment of democratic political systems. The course focuses on both theories of political development and the actual experiences of a group of Asian, African, and Latin American countries. Prerequisites: PSCI 101 and 102.

PSCI 280 **3 (3-0-0)**
Comparative Politics

An introduction to the study of comparative politics in the postwar period of selected advanced, industrial countries, including Britain, France, Germany, Japan and Russia. The course also examines the origins and development of the European Union. Note: Credit may be obtained for only one of PSCI 280 or 380. Prerequisites: PSCI 101 and 102.

PSCI 361 **3 (0-3s-0)**
Ethical Issues in the Global Political Economy

Introduces senior students from a number of disciplines to ethical issues and principles arising from the globalization of the international economic system, especially the intensification of the movement of goods, services, and capital in the global political economy. Students will discuss issues such as labour standards (including child labour), poverty, debt, social justice, environmental degradation, bribery and corruption, corporate codes of conduct, human rights, and intellectual property (including biodiversity, gene patenting and access to vital medicines). Each of these issues is addressed from the perspectives of four sets of key actors in the global political economy: multinational corporations, non-governmental organizations (NGOs), national governments, and international governmental organizations.

PSCI 365 **3 (0-3s-0)**
Canadian Foreign Policy

A senior-level seminar that examines contemporary issues in Canadian foreign policy and analyzes the societal setting of foreign policy, the governmental decision-making process, the

role of ideas and the impact of globalization on policy-making. This is done through a review of the major literature in the field and detailed discussion of several major case studies including: national defence and security, UN peacekeeping, human security, trade and investment, development assistance and regional, bilateral and multilateral relations. Open only to students in the Political Economy concentration or the Political Science minor. Prerequisite: PSCI 220 or 260.

14.54 PSYCHOLOGY

Faculty of Arts
 Department of Psychology

PSY 104 **3 (3-0-0)**
Basic Psychological Processes

An introductory study of human behaviour that covers physiology, sensation, perception, learning, memory, cognition, motivation, states of consciousness, and methodology. A prerequisite for all other courses in the Department, normally followed by PSY 105.

PSY 105 **3 (3-0-0)**
Individual and Social Behaviour

An introductory study of human behaviour that covers development, intelligence, personality, abnormal personality, psychotherapy, social psychology, and methodology. A prerequisite for many courses in the Department. Prerequisite: PSY 104.

PSY 211 **3 (3-0-1)**
Statistical Methods for Psychological Research

An introductory course in basic statistical methods as used in the Social Sciences. Includes descriptive, inferential, and correlational/predictive techniques. Note: Credit may be obtained for only one of BUS 112, MAT 151, PSY 211, or SOC 210. Prerequisite: PSY 104. Pure Mathematics 30 or Mathematics 30 is strongly recommended.

PSY 223 **3 (3-0-0)**
Developmental Psychology

The study of human behaviour as it develops throughout the life-span. Includes physiological, cognitive, and social aspects of psychological development with an emphasis on infancy, childhood, and adolescence. Prerequisites: PSY 104 and 105.

PSY 233 **3 (3-0-0)**
Personality

An introductory survey of representative theoretical points of view and research relevant to the major problems of study of personality. Prerequisites: PSY 104 and 105.

PSY 234 **3 (1.5-1.5-0)**
Personality Disorders in Modern Life

An examination of the theoretical and empirical perspectives of personality disorders. These perspectives will be considered in the context of modern movies. The course may be offered in an hybrid format (i.e., in-class and online lectures). Prerequisites: PSY 104 and 105.

PSY 241 **3 (3-0-0)**
Social Psychology

The study of the influence of others on individual behaviour, including topics such as socialization, attitude formation and change, person perception, and group processes. The course may be offered in an hybrid format (i.e., in-class and online lectures). Note: Credit may be obtained for only one of PSY 241 or SOC 241. Prerequisites: PSY 104 and 105.

PSY 250 **3 (3-0-0)**
Human Sexual Behaviour

A study of the psychology of human sexual behaviour. Topics examined include the physiology of human sexual response, social structures relating to sexuality and sex roles, and the individual emotional aspects of human sexual intimacy. Sexual disorders, sexual aggression, and sexually transmitted diseases are discussed,

as are psychological and ethical aspects of attraction, intimacy, and communication. Prerequisites: PSY 104 and 105.

PSY 258 **Cognition** **3 (3-0-0)**

An introduction to the field of cognitive psychology, focusing on how people acquire and use knowledge. Topics include attention, perception, multiple memory systems, and processes of encoding, storing, and retrieving information. Prerequisite: PSY 104.

PSY 267 **Sensation and Perception** **3 (3-0-0)**

The psychological and physiological bases of sensory and perceptual processes, including vision, audition, taste, smell, touch, proprioception, and basic psychophysics. Prerequisites: Biology 30 or BIO 100 and PSY 104.

PSY 275 **Brain and Behaviour** **3 (3-0-0)**

An introduction to brain mechanisms involved in sensation, perception, movement, motivation, learning, and cognition, as studied in both humans and lower animals. Prerequisite: PSY 104.

PSY 281 **Principles of Behaviour Change** **3 (3-0-0)**

This course focuses on the basic principles of habituation, modelling, classical, and operant conditioning. The course may be offered in an hybrid format (i.e., in-class and online lectures). Prerequisite: PSY 104.

PSY 305 **Ethical Issues in Professional Psychology** **3 (0-3s-0)**

Guidelines for ethical conduct in the professional practice of psychology and research standards in the behavioural and biomedical sciences are examined. Note: Open only to students in the third year of the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisite: PSY 339.

PSY 311 **Intermediate Statistics** **3 (3-1L-0)**

An intermediate course in statistical methods used in the social sciences with a focus on multivariate experimental and correlational techniques and the use of statistical software. Prerequisite: A minimum grade of C- in one of MAT 151, PSY 211, or SOC 210. **The Psychology Department strongly recommends students take PSY 211 as the prerequisite for this course.**

PSY 319 **Research Designs and Intermediate Statistical Methods in Psychology** **3 (3-1s-0)**

Issues of importance to researchers in the social sciences are covered, including ethics, measurement, sampling, and validity of experimental and non-experimental designs. Communication skills (both written and oral) will be emphasized. Prerequisite: A minimum grade of C- in one of MAT 151, PSY 211, or SOC 210. **The Psychology Department strongly recommends students take PSY 211 as the prerequisite for this course.**

PSY 321 **Qualitative Research Methods** **3 (3-0-0)**

An introduction to the rationale for using qualitative research methods in psychology and related disciplines. Clear guidance is provided on how to carry out basic qualitative research in psychology, including projects employing grounded theory, interpretative phenomenology, case studies, discourse analysis, and participatory action research. Prerequisite: PSY 319 or SOC 315.

PSY 324 **Adult Development and Human Aging** **3 (3-0-0)**

A survey of the varied issues in adult development and aging. Topics include coping and adjustments across the life-span, intimate relationships and lifestyles, cognitive changes in normal and pathological aging, social and health factors, death and dying. Prerequisites: PSY 104 and 105.

PSY 332 **Communication and Counselling Skills** **3 (0-3L-0)**

Communication and counselling skills are presented. Opportunities for students to practise skills are a key component of the course. Acquisition of skills should allow students to improve communication in their relationships and enable them to facilitate client development. Note: Open only to students in the third year of the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisite: PSY 339. Corequisite: PSY 486.

PSY 333 **Introduction to Group Counselling** **3 (0-3L-0)**

This course allows students to gain practical experience in the various theoretical approaches to group work. It stimulates thought about ethical and practical issues that are typically encountered by group leaders and participants. Students become familiar with major areas of group work such as task and work groups, guidance and psychoeducational groups, counselling and interpersonal groups, and psychotherapy and personality-reconstruction groups. An applied component of the course allows students the opportunity to engage in experiential exercises related to group processes and practices. Note: Open only to students in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisites: PSY 233, 332, and 339.

PSY 339 **Abnormal Psychology** **3 (3-0-0)**

The study of psychopathological disorders and their treatment. Topics covered include the major disorders as described in the DSM-IV. Psychotherapeutic techniques include psychodynamic, humanistic, and behavioural treatments. Other techniques may be included. Prerequisite: PSY 233.

PSY 350 **Corrections and Forensics: Criminal Behaviour** **3 (3-0-0)**

The goals for this course are to understand the criminal justice system, corrections, and criminal behaviour. Some aspects of normal and abnormal human development are discussed. Aspects of psychological assessment and treatment of criminal offenders are reviewed. Note: This course may be limited to students in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisites: PSY 104 and 105, or SOC 100.

PSY 359 **Atypical Development** **3 (3-0-0)**

An introduction to theory and research on childhood exceptionalism, including cognitive, learning, neurological, and behavioural exceptionalism. Note: Credit may be obtained for only one of EDPS 341 or PSY 359. Prerequisite: PSY 223.

PSY 385 **Applications of Learning** **3 (3-0-0)**

An examination of the ways in which principles of learning and cognition are applied to the human change process. Assessment, diagnosis, and the application of cognitive-behavioural principles are examined. Biomedical applications of therapy are also covered. This course may be offered in an hybrid format (i.e., in-class and online lectures). Note: This course is intended to follow PSY 281. Prerequisite: PSY 281.

PSY 399 **Psychology of Women** **3 (3-0-0)**

Explores a wide variety of issues that concern women. A lifespan development approach is used as a framework to study issues of relevance to women and their psychological development. Prerequisites: PSY 104 and 105.

PSY 400 Series **Individual Study in Psychology** **3 (0-3L-0)**

This course allows senior undergraduate students to pursue topics in Psychology in greater depth than by other courses in the curriculum. Content and level of study to be determined by the Department. Note: Open only to students in the four-year Bachelor

of Arts in Psychology (Applied Emphasis) program. Prerequisites: Third- or fourth-year standing and consent of the Department.

PSY 405 **3 (0-3s-0)**
Special Topics in Psychology

A seminar course in the history and systems of psychology. Focuses on the major schools of thought instrumental in shaping the discipline of psychology. Open only to Psychology students in the final year of the three-year Psychology concentration. Prerequisite: PSY 319.

PSY 420 **3 (3-0-0)**
Psychology of Religion

This course will seek to provide students with an introduction to the major issues, theories, and research approaches to the psychology of religion. Other issues discussed include the roles that religion can play on the beliefs, motivations, emotions, and behaviours of individuals and groups. Prerequisites: PSY 104 and 105.

PSY 431 **3 (3-0-0)**
Theory and Practice of Psychometrics

A critical appraisal of assessment techniques used for clinical counselling and classification purposes. Topics include reliability, validity, and utility of testing. Students will have the opportunity to practice selected psychometric techniques. This course may be offered in a hybrid format (i.e., online and in-class lectures). Note: Enrolment may be limited to students in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisite: A minimum grade of C- in one of MAT 151, PSY 211, or SOC 210.

PSY 433 **3 (0-3L-0)**
Personality Assessment

A broad survey of the major methods, techniques, issues, and problems of personality assessment. Students will have the opportunity to administer and score various personality inventories. This course may be offered in a hybrid format (i.e., online and in-class lectures). Open only to students in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisites: PSY 339 and 431.

PSY 434 **3 (0-3L-0)**
Intellectual Assessment

A broad survey of the major methods and issues of intellectual assessment. Students will have an opportunity to administer and score various intellectual assessment instruments. Open only to students in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisites: PSY 339 and 431.

PSY 435 **3 (3-0-0)**
Clinical and Counselling Psychology: Theories and Applications

The theories and applications of clinical and counselling psychology with a particular focus on counselling/psychotherapy. The history and development of the professional roles of clinical and counselling psychologists, fields of specialization, assessment and diagnosis, and integration of methods of intervention are covered. Research and evidence-based practice in clinical and counselling psychology are reinforced. Prerequisite: PSY 339.

PSY 452 **3 (3-0-0)**
Forensic Psychological Assessment

This course will teach students about present practices in forensic psychological assessment and treatment, including how to read a warrant and the Criminal Code of Canada, prepare hospital file summaries, administer a complete fitness for trial evaluation, as well as teach the basics of risk and criminal responsibility assessment. Students will learn how to administer specialized malingering and personality tests. Treatment of individuals found not responsible by reason of mental disorder for criminal acts will be discussed. Field trips to mental health and/or legal facilities will be involved. Note: Open only to students in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisites: Fourth-year standing and PSY 350. Corequisite: PSY 433.

***PSY 477** **3 (3-0-0)**
Human Neuropsychology

The relation between brain function and human behaviour and the application of neuropsychology in applied and clinical settings. Note: Credit may be obtained for only one of PSY 377 or PSY 477. Prerequisite: PSY 275.

PSY 486 **6 (0-1s-6)**
Field Placement I

An off-campus field placement where students work under the supervision of a cooperating agency professional to gain experience in the field. Field placements include hospitals, educational and forensic institutions, private practices, and other agencies. In addition to the Field Supervisor, each student is assigned to a Faculty Advisor and a Field Placement Coordinator who acts as a liaison between the student and the outside agency. Seminars are held to complement placement experiences. Open only to students with at least third-year status in the four-year Bachelor of Arts in Psychology (Applied Emphasis) program. Criteria for progression to the second semester of PSY 486 include: (a) logging a minimum of 65 hours in the field placement by the last day of classes in December, as confirmed by the Field Placement Supervisor, (b) receiving a satisfactory field placement evaluation as assessed by the Psychology Department at the end of the first semester, and (c) achieving a minimum grade of B in PSY 305 and 332. Prerequisites: PSY 339, a current security clearance, and consent of the Department. Note: Other requirements may be necessary depending on the specific needs of the field placement agency (e.g. Intervention Record Check, record of immunization) Corequisites: PSY 305 and 332 (corequisites must be taken no later than the Fall semester of the year in which the student is enrolled in PSY 486).

PSY 496 **6 (0-1s-6)**
Field Placement II

An off-campus field placement where students work under the supervision of a cooperating agency professional to gain experience in the field. Field placements include hospitals, educational and forensic institutions, private practices, and other agencies. In addition to the Field Supervisor, each student is assigned to a Faculty Advisor and a Field Placement Coordinator who acts as a liaison between the student and the outside agency. Seminars are held to complement placement experiences. Open only to students with fourth-year standing in the four-year Bachelor of Arts in Psychology (Applied Emphasis: Enhanced Stream) program. Criteria for progression to the second semester of PSY 496 includes: (a) logging a minimum of 65 hours in the field placement by the last day of classes in December as confirmed by the Field Placement Supervisor, and (b) receiving a satisfactory field placement evaluation as assessed by the Psychology Department at the end of the first semester. Prerequisites: PSY 486, a current security clearance, and consent of the Department. Note: Other requirements may be necessary depending on the specific needs of the field placement agency (e.g. Intervention Record Check, record of immunization)

14.55 PSYCHOLOGY (PROFESSIONAL DEVELOPMENT)

Faculty of Arts
 Department of Psychology

PSY 601 **6 (3-3-0)**
An Introduction to Animal Assisted Mental Health - Basic Principles and Application

This course will provide interested master's level mental health professionals with an in-depth understanding of the basics of Animal Assisted Mental Health (AAMH) necessary for understanding the basic principles and applications of the field. Prerequisite: Master's degree in a mental health profession.

PSY 602 **6 (3-3-0)**
Ethics of Animal Assisted Mental Health

This course will provide interested master's level mental health

professionals with an in-depth understanding of the basics of Animal Assisted Mental Health (AAMH) necessary for best practices in AAMH. Animal assisted practitioners require a thorough understanding of animal behaviour, human-animal interactions, potential animal diseases, animal screening and training processes and much more. Students will learn the ethical standards necessary to ensure safe and ethical human-animal therapeutic interactions. Prerequisites: Master's degree in a mental health profession and PSY 601.

PSY 605 **3 (0-0-3)**
Ethical and Professional Issues in Psychological Practice

Students will develop an in-depth understanding of ethical issues and professional standards in counselling and clinical psychology. Students will learn how to identify and resolve ethical issues relevant to the practice of counselling and clinical psychology, following the Canadian Code of Ethics for Psychologists of the Canadian Psychological Association (CPA) and the College of Alberta Psychologists' (CAP) Guidelines and Standards in the professional practice of psychology. Prerequisite: Master's in Psychology, Social Work, or Marriage and Family counseling or equivalent or consent of the Department.

PSY 611 **3 (3-1-0)**
Quantitative Data Analysis

This course covers statistical methods used to summarize and make inferences from quantitative data. Inferential statistics include: chi-square, t-test, ANOVA, ANCOVA, correlation, regression and multiple regression. Prerequisites: Master's in Psychology, Marriage and Family counseling or equivalent, consent of the Department and an undergraduate course in introductory statistics.

PSY 621 **3 (0-0-3)**
Qualitative Research Methods and Critical Analysis

This course will introduce students to the rationale for using qualitative research methods in psychology and related disciplines. Clear guidance will be provided on how to carry out basic qualitative research in psychology, including projects employing grounded theory, interpretative phenomenology, case studies, discourse analysis, and participatory action research. Central issues to be addressed in the course include: (a) major debates and unresolved issues surrounding this form of research; (b) when to use qualitative methods as opposed to quantitative methods; (c) how to conduct qualitative research; (d) cutting edge theory, (f) evolving methodologies, and (g) in-depth examination of applied work based on qualitative methods. Ambitious students in this course will obtain the background and opportunity to produce an article using one or several qualitative research methods. This article could be suitable for publication. The methods lend themselves to counselling, clinical, and educational inquiries in field settings. Prerequisite: Master's in Psychology, Social Work, or Marriage and Family counselling or equivalent or consent of the Department.

PSY 630 **3 (0-3-0)**
Group Counselling

The purpose of this course is to introduce students to the theory and practice of group counselling, and to provide hands-on experience in the group process. It stimulates thought about ethical and practical issues that are typically encountered by group leaders and participants. Students will have the opportunity to apply their theoretical learning in the context of an experiential teaching group. Prerequisites: Master's in Psychology, Social Work, Marriage and Family counselling or equivalent and consent of the Department.

PSY 631 **3 (0-1.5-1.5)**
Theory and Practice of Psychometrics

A critical appraisal of assessment techniques used for clinical counselling and classification purposes. Topics include reliability, validity, and utility of testing. Prerequisites: Master's in Psychol-

ogy, or related discipline as assessed by instructor and an undergraduate course on Psychometrics or consent of the Department.

PSY 633 **3 (0-1.5-1.5)**
Advanced Personality Assessment

Students will develop an in-depth understanding of the nature of personality assessment. Emphasis will be on the interview process, mental status examinations, objective and projective tests. Students will have an opportunity to complete tests for this course and provide a self-assessment. Prerequisites: Master's in Psychology, Educational Psychology or equivalent as assessed by the instructor and an undergraduate course on Psychometrics or consent of the Department.

PSY 634 **6 (3-3-0)**
Intellectual Assessment Practicum

This course will provide a combination of theory and practical experience in the area of intellectual assessment, covering the historical development, major theories of intelligence and intellectual development and practical "hands on" experience in the administration, scoring, interpretation and report writing for both child and adult intellectual batteries. The course will be organized in the first semester around a combination of class lectures, demonstrations of testing and scoring procedures, in class observation of students administering intellectual tests to each other, case study presentations, after class participation in test administration and scoring exercises. The second semester will be based on a practicum placement with a Registered Psychologist, under whose field supervision the student will practice the administration of intellectual test batteries in an applied setting and be responsible for developing interpretation and report writing skills. Note: Enrolment may be limited by availability of approved practicum placement sites. Prerequisites: Master's in Psychology, Educational Psychology or equivalent as assessed by the instructor and an undergraduate course on Psychometrics or consent of the Department.

PSY 636 **6 (1.5-1.5-3)**
Advanced Personality Assessment

This course will provide a combination of theory and practical experience in the area of personality assessment. The first semester of this course will involve a combination of lectures, administration and scoring procedures for various personality inventories. The second semester will be based on a practicum placement with a Registered Psychologist, with the purpose of gaining practical experience in the area of personality assessment. Prerequisite: Master's in Psychology, Educational Psychology or equivalent as assessed by the instructor and an undergraduate course on Psychometrics or consent of the Department.

PSY 653 **6 (3-3-0)**
Forensic Psychological Assessment

This course will provide a combination of theory and practical experience in the area of forensic psychological assessment, covering the major theories of criminal behaviour and practical experience in administering, scoring, interpreting, and report writing. Students will learn about specialized risk assessment instruments and how assessment results can inform and direct intervention. Both semester classes will include class lectures, demonstrations of testing and scoring procedures of various risk assessment instruments, and interpretation and report writing discussions and exercises. Prerequisites: Master's in Psychology, Educational Psychology or equivalent as assessed by the instructor and an undergraduate course on Psychometrics or consent of the Department.

PSY 677 **6 (3-3-0)**
Human Neuropsychology Practicum

Students will develop an in-depth understanding of the basics of neuroanatomy and neuropathology critical for understanding the mechanisms and consequences of brain injury and neurological diseases, become familiar with the strengths and weaknesses of the two most commonly used neuropsychological batteries and

have the opportunity to work under the direct supervision of a neuropsychologist in learning to administer, score, interpret and write clinical consultation reports for neuropsychological evaluations. Note: Enrolment may be limited by availability of approved practicum placement sites. Prerequisites: Master's in Psychology, or equivalent as assessed by the instructor and PSY 275 or consent of the Department.

14.56 PUBLIC HEALTH

Faculty of Professional Studies
Department of Public Health

Courses listed in this section are open only to students with professional public health experience, including but not limited to, health inspectors, nurses, nutritionists, and doctors, or with consent of the Department.

PHLD 600 **1.5 (0-1s-0)** **Management Principles for Public Health Professionals**

Students will develop an in-depth understanding of the theory and practice of management skills required as Public Health Professionals and other public health practitioners. Topics covered include the core key functions of management, planning, organizing, leading and controlling, social responsibility, and managing change. Note: Credit may be obtained for only one of ENVH 600 or PHLD 600. Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHLD 602 **1.5 (0-1s-0)** **Project Planning for Public Health Professionals**

Students will develop an in-depth understanding of working successfully in a project environment. Topics covered will include communications; resource considerations, cost planning, and performance (evaluation); and completing the project. Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHLD 605 **1.5 (0-20 hrs-0)** **Ethical Decision Making in Public Health**

Students will apply knowledge and personally integrate the challenges of ethical leadership by extending the learning into their work place. Through self-exploration of personal ethics and a self-directed interview-based study, students will develop a professional integrated case study in ethical reasoning. Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHLD 610 **1.5 (0-1s-0)** **Leadership Principles for Public Health Professionals**

Students will apply the foundational framework of knowledge and critical thinking skills needed for effective leadership of public health organizations. Topics covered include theories, values, issues and skills of leadership, tools for effective motivation, and the relationship of communication to organizational effectiveness. Note: Credit may be obtained for only one of ENVH 610 or PHLD 610. Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHLD 612 **1.5 (0-1s-0)** **Resource Management for Public Health Professionals**

Students will examine the role of human resource management in a public health setting. The strategic importance of effective human resources management in a knowledge-based learning organization is becoming increasingly important. Topics covered

will include staffing for organizational effectiveness, work design, training and development, labour relations, health and safety, performance management, and legal issues. Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHLD 615 **1.5 (0-18 hrs-0)** **Ethical Leadership and Critical Choice**

Through an intensive, interpersonal format, students will develop knowledge and enhance thought on reconciling personal values with professional responsibilities in public health, on ethical reasoning in the moment, modelling a high moral standard in public health service, and on competent ethical reasoning when facing moral dilemmas in public service. Note: Credit may be obtained for only one of ENVH 605 or PHLD 615. Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHSC 620 **1.5 (0-18 hrs-0)** **Public Health Communications: From Theory to Practice**

Students develop an in-depth understanding of current health communication theories as well as the approaches and action areas of public health communication. Contextual issues including cultural, geographic, socioeconomic, ethnic, age, and gender will be addressed. The theories are extended to the planning, implementation, and evaluation of communication strategies. Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHSC 621 **1.5 (0-18 hrs-0)** **Public Health Communication: Becoming a knowledge Broker**

Knowledge Translation is defined by the Canadian Institutes of Health Research (CIHR) as a dynamic and iterative process that includes the synthesis, dissemination, exchange, and ethically sound application of knowledge to improve health. Students in this course will become familiar with the knowledge-to-action framework. Applying the knowledge-to-action cycle, students will learn the skills of knowledge brokering, bridging the gaps between research, policy, and decision making in Public Health. Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHSC 623 **1.5 (0-18 hrs-0)** **Public Health Advocacy**

Public Health Advocacy is defined as the process by which the actions of individuals or groups attempt to bring about social and or organizational change on behalf of a particular health goal, program, interest, or population. Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHSC 624 **1.5 (0-18 hrs-0)** **Community Engagement in Public Health**

Community engagement refers to the process of getting communities involved in decisions that affect them. Collaborative work between the public health professional and the community is essential in promoting health and preventing disease. Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHSC 627 **1.5 (0-18 hrs-0)** **Strategic Risk Communication in Public Health Practice**

Risk communication involves the two-way exchange of information between interested parties in order to make decisions about how to best manage risk. Risk communication can occur in many

forms, from providing information to target audiences (primarily one-way) to highly interactive stakeholder engagement and citizen dialogue (two-way). Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHSC 628 **1.5 (0-18 hrs-0)**
Social and Behavioural Change in Public Health

Theories of health behaviour identify the targets for change and the methods for accomplishing these changes. Theories also inform the evaluation of change efforts by helping to identify the outcomes to be measured, as well as the timing and methods of study to be used. Note: Limited to participants with experience in public health practice or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHVP 630 **1.5 (0-1s-0)**
Urban Health and Healthy Public Policy

Where people live affects their health and chances of leading flourishing lives. An ever-growing proportion of the global living population lives in urban areas. The proportion of Canadians (80%) who live in urban areas has increased steadily since Confederation. Urban areas are often unhealthy places to live, characterized by heavy traffic, pollution, noise, violence and social isolation. People in urban areas experience increased rates of noncommunicable disease and injury, with the poor typically exposed to the worst environments. This course will examine ways to tackle these challenges and improve urban public health. Note: Limited to participants with experience in public health or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHVP 631 **1.5 (0-1s-0)**
Aboriginal Health and Healthy Public Policy

This course will examine the major health problems affecting Aboriginal Canadians today. Students will have the opportunity to critically examine and reflect on the causes of these problems and their solutions embedded within the historical, social, cultural and political realities of Aboriginal peoples today. At the end of the course, students will have acquired a broad, critical understanding of the major challenges confronting Aboriginal people in Canada and the health impacts of these challenges. The course will prepare students to undertake positions in public health that involve the policies and programs for Aboriginal peoples living in urban centres and Aboriginal communities. Note: Limited to participants with experience in public health or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHVP 634 **1.5 (0-1s-0)**
Public Health for Children and Youth at Risk

This course will examine the social, political, and cultural factors that shape the health of socially disadvantaged children from infancy through adolescence in Canada. A life course perspective will be used to examine the role childhood plays in creating and maintaining socioeconomic health inequalities in later adulthood. At the end of this course, students will understand the impacts that latency effects, pathway effects and cumulative effects have on health across the lifespan. Students will be able to describe recent trends in governmental approaches aimed at reducing health disparities among socially vulnerable children and youth in Canada, and compare these approaches internationally. The course will prepare students to undertake positions in public health that involve the planning of policies and programs aimed at reducing health inequalities among socially vulnerable children and youth. Note: Limited to participants with experience in public health or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHVP 635 **1.5 (0-1s-0)**
Public Health and Labour Market Disadvantage

Employment and working conditions are important determinants of health, providing individuals an income as well as a sense of

identity, belonging and structure in their day-to-day lives. Canadians who are disadvantaged in the labour market are a vulnerable population. This includes individuals who are frequently unemployed, underemployed, or employed in unhealthy or insecure work environments. This course will use a multilevel perspective to (1) examine the impacts of labour market disadvantage on health; (2) introduce students to pathways that may explain these impacts; and (3) identify actions to reduce labour market disadvantage and its health impacts on Canadians. Note: Limited to participants with experience in public health or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHVP 637 **1.5 (0-1s-0)**
Public Health and Socially Marginalized Populations

This course will examine the public health impacts of social marginalization among key groups in Canada. The degree to which these populations experience income and employment disparities and discrimination as compared to other wealthy developed nations of the OECD will be critically examined. Implications for strengthening public policies in Canada to improve the health and well being of socially marginalized groups in Canada will be discussed and debated. Note: Limited to participants with experience in public health or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

PHVP 638 **1.5 (0-1s-0)**
Interpersonal Violence and Public Health

This course considers the causes and public health consequences of interpersonal violence in Canadian society. Upon completion of this course students will be able to (1) identify and describe, in epidemiologic terms, the nature and magnitude of interpersonal violence against women and children in Canada; (2) describe the major biological, psychological, socio-cultural, and political causes of violence; (3) critically evaluate Canada's approach to preventing interpersonal violence against women and children, and assisting victims as compared to international efforts in other developed countries; and (4) identify policies and programs that will fill the gaps in our current efforts. Note: Limited to participants with experience in public health or consent of the Department. Prerequisite: Undergraduate degree or equivalent.

14.57 RELIGIOUS STUDIES

Faculty of Arts
 Department of Religious Studies

Graduate courses can be found in section 14.3, under the subject heading Biblical and Christian Studies (BCS).

UNDERGRADUATE COURSES

REL 101 **3 (3-0-0)**
Western Religious Traditions

An introduction to the study of religion and the major Western traditions: Judaism, Christianity, and Islam. Note: Credit may be obtained for only one of REL 101 or 150.

REL 102 **3 (3-0-0)**
Eastern Religious Traditions

An introduction to traditions originating in Asia such as Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Daoism, and Shinto. Corequisite: REL 101 or 150.

REL 150 **3 (3-0-0)**
Introduction to the Christian Faith

Christian belief and practice from its Old Testament roots, life and ministry of Jesus Christ, and the proclamation of the early church. Note: Credit may be obtained for only one of REL 101 or 150.

***REL 201** **3 (3-0-0)**
World Missions

A Biblical perspective for world mission, an introduction to the history of Christian missions, crosscultural understanding, politi-

cal impact upon mission efforts, the challenge to become a world Christian, and how the evangelistic mission of the local parish relates to "making disciples of all nations". Note: Credit may be obtained for only one of RELA 201 or REL 201. Prerequisite: REL 101 or 150.

***REL 202** **Theology and History of Evangelism** **3 (3-0-0)**

Theological, historical, and methodological perspectives of the evangelism ministry of the Church. Addresses the many facets of evangelism and outreach through lectures, class readings, discussion, and student presentations. Note: Credit may be obtained for only one of RELA 202 or REL 202. Prerequisite: REL 101 or 150.

REL 248 **The Christian Tradition** **3 (3-0-0)**

An historical survey of the beliefs and practices of Christianity, from New Testament to modern times. Note: Credit may be obtained for only one of HIS 206 or REL 248. Prerequisite: REL 101 or 150.

REL 252 **Old Testament Literature** **3 (3-0-0)**

Background, authorship sources, literary qualities and general teaching of the various books of the Old Testament, and the formation of the Old Testament. Prerequisite: REL 101 or 150.

REL 253 **New Testament Literature** **3 (3-0-0)**

The life of Jesus, the development of New Testament Christianity in its Jewish and Hellenistic contexts, and the formation of the New Testament. Prerequisite: REL 101 or 150.

***REL 275** **Reasoning: Scientific and Religious** **3 (3-0-0)**

The purposes of this course are to compare the reasoning and methodology found in science with those found in religion, and to consider whether and how religious considerations could rightly be used in science, and vice versa. The course begins with an analysis of scientific reasoning and methodology, drawing from contemporary philosophy of science. It then examines, for the sake of comparison, examples of religious reasoning drawn from contemporary philosophy of religion and theology. Note: Credit may be obtained for only one of PHIL 275, 475, or REL 275. Prerequisite: REL 101 or 150.

REL 290 **Faith and Reason** **3 (3-0-0)**

This course analyses various perspectives on the relationship between faith (Christian faith in particular) and reason. It includes examinations of various traditional attempts to use reason as a foundation for, or in support of, faith, attempts to use reason to argue against faith, as well as perspectives according to which all such attempts are ill-conceived. Put otherwise, it examines views according to which faith and reason are in agreement, views according to which they are in conflict with one another, and views according to which neither is the case. Note: Credit may be obtained for only one of BCS 590, PHIL 290, 490, or REL 290. Prerequisite: REL 101 or 150.

***REL 302** **Greek and Roman Religions** **3 (3-0-0)**

A comparative study of ancient Greek and Roman religions, examining mythologies, ideologies, and practices with respect to religious, historical, and social factors. Note: Credit may be obtained for only one of CLAS 357 or REL 302. Prerequisite: One of CLAS 102, REL 101, or REL 150. REL 253 is strongly recommended.

***REL 305-310** **Special Topics in World Religions** **3(3-0-0)**

This senior-level class will compare how a specific issue, concept, or practice occurs in selected world religions. The specific religions covered in the course, as well as the topic, will vary depending upon the instructor. Prerequisite: One of REL 101, 102, or 150

***REL 311** **Religion and Pop Culture** **3 (1-2s-0)**

Interdisciplinary critical analysis of religious ideas and imagery presented in pop culture including the media of television, comedy, sports, consumerism, advertising, film, fashion, literature, comic books, technology, music and internet. Note: Credit may be obtained for only one of BCS 511, REL 311, or STA 311. Prerequisite: REL 101 or 150.

***REL 320** **The Pentateuch** **3 (3-0-0)**

Critical study of the first section of the Hebrew Bible (Old Testament) - including literary, historical and archaeological considerations - as well as the basic content and theology of Genesis, Exodus, Leviticus, Numbers and Deuteronomy. Note: Credit may be obtained for only one of BCS 513, 520, REL 320, or 330. Prerequisite: REL 101 or 150.

***REL 321** **The Historical Literature of the Old Testament** **3 (3-0-0)**

Critical study of the Historical Literature of the Old Testament in terms of historiography, content, and correlations with archaeology and comparative literature in the Ancient Near East, as well as the content and theology of Joshua, Judges, Ruth, Samuel, Kings, Chronicles, Ezra, Nehemiah, and Esther. Note: Credit may be obtained for only one of BCS 521, REL 321 or 333. Prerequisite: REL 101 or 150.

***REL 322** **The Prophetic Literature of the Old Testament** **3 (3-0-0)**

A critical study of the Prophetic Literature of the Old Testament in terms of form, content and theology in historical-literary context and in relation to its contemporary relevance. Note: Credit may be obtained for only one of REL 322 or 333. Prerequisite: REL 101 or 150.

***REL 323** **The Poetic Literature of the Old Testament** **3 (3-0-0)**

A critical study of the Poetic Literature of the Old Testament in terms of genre, content and theology in the context of the Ancient Near East-including the lyrical poetry of The Psalter and the Wisdom Tradition of Proverbs, Job, Ecclesiastes and Song of Songs. Note: Credit may be obtained for only one of REL 323 or 334. Prerequisite: REL 101 or 150.

***REL 331** **Old Testament Theology** **3 (3-0-0)**

Critical study of the major theological concepts and themes of Old Testament Literature. Prerequisite: REL 101 or 150.

***REL 332** **Intertestamental Literature** **3 (3-0-0)**

History and literature of the period between the Old and New Testaments, including Apocrypha, Pseudepigrapha, and Dead Sea Scrolls. Prerequisite: REL 101 or 150.

***REL 337** **Ancient Near Eastern Religions** **3 (3-0-0)**

Survey of ancient Near Eastern religions, including Sumerian, Assyrian, Babylonian, Canaanite, Egyptian, and Hittite religions. Prerequisite: REL 101 or 150.

***REL 338** **The Dead Sea Scrolls** **3 (3-0-0)**

A survey of the documents found at Qumran and their value in reconstructing the faith and practice of a religious community within the context of Second Temple Judaism and early Christianity. Note: Credit may be obtained for only one of BCS 538 or REL 338. Prerequisite: REL 101 or 150. REL 252 strongly recommended.

***REL 339** **Archaeology, Historiography and the Bible** **3 (2-1-0)**

Interdisciplinary relationship between archaeology (material remains/artefacts), historiography (the processes of writing history) and biblical texts in both the Old and New Testaments - as

well as their interface with the documentary media and especially television. Prerequisite: REL 101 or 150.

***REL 340** **3 (3-0-0)**
The Rise of Western Christendom

Often referred to as the "Dark Ages", the period from c. 400 to c. 1000 was the period in which the Roman world was transformed into its three "heirs" that have defined the history of the West ever since: the Byzantine Empire (Eastern Europe), Western Christendom, and Islamic civilizations. This course will evaluate the transformation of late antiquity and the rise of Western Christendom in the early Middle Ages, focusing especially on the relationship between the Christian church and society. Note: Credit may be obtained for only one of BCS 540, HIS 340 or REL 340. Prerequisite: REL 101 or 150.

***REL 342** **3 (3-0-0)**
Christianity in the Second and Third Centuries

Historical analysis of the concepts and practices of mainstream Christianity prior to Constantine, in its context of alternative Christianities and the larger Roman society. Note: Credit may be obtained for only one of BCS 545 or REL 342. Prerequisite: REL 101 or 150. REL 248 or 253 is strongly recommended.

***REL 351** **3 (3-0-0)**
The History of Christianity in Canada

An in-depth study of the history of Christianity in Canada from its earliest beginnings to the present. The course will include an analysis of major trends and themes. Note: Credit may be obtained for only one of BCS 551 or REL 351. Prerequisite: REL 101 or 150

REL 359 **3 (3-0-0)**
Theology of Luther

A critical study of Luther, his theology, and impact on the Reformation. Note: Credit may be obtained for only one of HIS 309 or REL 359. Prerequisite: REL 101 or 150.

***REL 362** **3 (3-0-0)**
Synoptic Gospels

A comparative and historical analysis of the purpose, characteristics, and problems of the first three Gospels. Prerequisite: REL 101 or 150.

***REL 364** **3 (3-0-0)**
The Gospel of Matthew

A study of the major themes of Matthew, its relation to the other synoptic Gospels, and its place in modern New Testament criticism. Note: Credit may be obtained for only one of BCS 537, 564, or REL 364. Prerequisite: REL 101 or 150.

***REL 365** **3 (3-0-0)**
Johannine Literature

The course examines the Gospel of John, three Johannine letters, and the book of Revelation both against the background of first century Jewish-Hellenistic history and their theological relevance in our time. Note: Credit may be obtained for only one of BCS 535 or REL 365. Prerequisite: REL 101 or 150.

***REL 367** **3 (3-0-0)**
Studies in the Pauline Literature

A study of the Apostle Paul; his background, audience, and key features of his writing. Note: Credit may be obtained for only one of BCS 534, 567, or REL 367. Prerequisite: REL 101 or 150.

***REL 369** **3 (3-0-0)**
Women in the Bible and Early Christianity

A study of women in the Old Testament (Hebrew Bible), the New Testament, and Early Christianity, exploring the Biblical image of women through an examination of various well-known and "neglected" stories of the Bible and the role of women in the early church. Prerequisite: REL 101 or 150.

***REL 370** **3 (3-0-0)**
The Eastern Church

A basic introduction to the history, theology, and traditions of

Eastern Orthodox Christianity. Note: Credit may be obtained for only one of BCS 570 or REL 370. Prerequisite: REL 101 or 150. REL 248 or 342 is strongly recommended.

REL 373 **3 (3-0-0)**
Contemporary Issues in Religious Ethics

Contemporary problems in religious ethics and their impact on collective decision-making in the areas of politics, medicine, law, etc. Professional responsibility in today's world. Enrolment may be limited to third- and fourth-year students. Prerequisite: REL 101 or 150.

REL 374 **3 (3-0-0)**
Ethical Theory and Business

An introduction to basic ethical concepts and principles that are relevant to business. A survey of basic ethical perspectives (Religious, Christian and Philosophical) will establish the conceptual foundation that students will then apply in considering examples and cases from the business world. The course will also address the use of ethics in solving moral dilemmas that arise in business interactions. Note: Credit may be obtained for only one of MGT 374 or REL 374. Prerequisite: Third-year standing in the Bachelor of Management program.

***REL 375** **3 (3-0-0)**
Christian Theology (distance delivery and/or face-to-face delivery)

Theology is talking about God. This course explores how the Christian church talks about God and forms its teaching on the basis of the Bible, making clear its understanding through creeds and confessions in order to teach the Christian faith and to deal with theological disputes. Attention is given to significant turning points in the history of Christian theology. Note: Credit may be obtained for only one of PN 375 or REL 375. Prerequisite: REL 101 or 150.

***REL 376** **3 (3-0-0)**
The Lutheran Confessions

A survey of the history of the formation of the Lutheran Confessions and a study of the central themes found therein. Note: Credit may be obtained for only one of BCS 576 or REL 376. Prerequisite: REL 101 or 150.

***REL 382** **3 (3-0-0)**
Christology of the New Testament

A study of the names and titles of Jesus, their theological content, and their significance in the various writings of the New Testament. Prerequisite: REL 101 or 150.

REL 474 **3 (3-0-0)**
Business Ethics: Concepts and Cases

A continuation of the discussion of ethical examples in business and management and draws upon situations and cases emphasizing senior-level ethical concepts and principles. Students will be required to complete a project. Those students who have elected a minor will be encouraged to focus their project in that area. Note: Credit may be obtained for only one of MGT 474 or REL 474. Prerequisite: MGT 374 or REL 374.

REL 490 **3 (0-3-0)**
Independent Study

In consultation with members of the Religious Studies Division, students undertake an independent study on an approved topic. Only open to students with a Religious Studies concentration or major. Prerequisites: Consent of the Department.

REL 499 **3 (0-3s-0)**
Topics in Religious Studies

A seminar on selected topics in religion. Open only to students with a Religious Studies concentration or major. Prerequisite: Third- or fourth-year standing.

14.58 RELIGIOUS STUDIES (APPLIED EMPHASIS)

Faculty of Arts
Religious Studies Division—Applied Emphasis

RELA 288 3 (3-0-0) Family Life Ministry (distance delivery and/or face-to-face delivery)

A broad understanding of life-span family ministry, its practical implications, and applications through the study of the changing nature of families will be addressed. Theological foundations of family, faith and family, family relations, families in society, family law and public policies, ageing and the family will also be addressed. Note: Credit may be obtained for only one of PS 288 or RELA 288

RELA 301 3 (3-0-0) Teaching the Christian Faith (distance delivery and/or face-to-face delivery)

The principles of Biblical interpretation and the purpose and goals of Christian development. The communication of Law and Gospel and the work of the Holy Spirit; spiritual and moral development; practical implications and applications are also addressed. Note: Credit may be obtained for only one of PS 301 or RELA 301. Pre or Corequisite: REL 375 or 376.

RELA 302 3 (3-0-0) Parish Administration and Team Ministry (distance delivery and/or face-to-face delivery)

Principles for effective leadership; styles of leadership, parish organizational structures, and models of team ministry; skills to work with volunteers. Decision-making, problem-solving, and dealing with conflict and conflict resolution. Note: Credit may be obtained for only one of PN 302, PS 302 or RELA 302.

RELA 303 3 (3-0-0) History and Practice of Christian Education (distance delivery and/or face-to-face delivery)

The history of diaconal ministry in Lutheran Church—Canada, the doctrine of the call, the mission of the congregation, and the office of the ministry; Christian denominations; relationships with staff and congregational officers; roles of professional church workers; contemporary issues; professional ethics. Note: Credit may be obtained for only one of PS 103, PS 303 or RELA 303.

RELA 304 3 (3-0-0) Principles of Youth and Young Adult Ministry (distance delivery and/or face-to-face delivery)

A broad understanding of young people, youth culture, related developmental issues, ministry models, the theology which underlies this ministry as well as practical implications and applications of these principles. Note: Credit may be obtained for only one of PS 101, PS 304 or RELA 304.

RELA 444 3 (3-0-0) Counselling Theory in a Christian Context (distance delivery and/or face-to-face delivery)

An examination of the ways in which the various theories of counselling can be applied to areas of human concern. Although this is a survey course, students are expected to integrate the various psychological theories through the lens of Scripture. Aspects of counselling ethics and assessment are covered in this course. Note: Open only to students with third- and fourth-year standing or Youth Ministry Certificate students earning a 3.0 GPA in their first five courses of study. Also note: Credit may be obtained for only one of PS 444 or RELA 444.

RELA 445 3 (3-0-0) Adult Education (distance delivery and/or face-to-face delivery)

Addresses the unique characteristics of adults as learners from both cognitive and faith formation perspectives and the planning, implementation, and evaluation of adult education programs. Note:

Open only to students with third- or fourth-year standing. Also note: Credit may be obtained for only one of PS 445 or RELA 445.

RELA 450 3 (0-1.5s-5) Director of Parish Services Practicum

The course requires an off-campus placement in a local congregation where students work under the supervision of a pastor or Director of Parish Services to gain experience in the field. Weekly seminars are held to enhance the practicum by processing experiences, discussing such items as skills/attitudes, current research and writing, and monitoring the development and implementation of a major project. This is a 3-credit course delivered over the full academic year. Note: Open only to students in the four-year Bachelor of Arts in Religious Studies (Applied Emphasis) program or the Director of Parish Services Colloquy program. Also note: Credit may be obtained for only one of PS 450 or RELA 450. Prerequisites: Third- or fourth-year standing, a security clearance, and consent of the Department.

RELA 490 3 (0-3s-0) Independent Studies

In consultation with the Coordinator of Religious Studies (Applied Emphasis) program, the student will undertake an independent study of an approved topic. With departmental approval students may take this course which will augment a student's church work preparation degree program or help to meet the certification requirements. Note: Credit may be obtained for only one of PS 490 or RELA 490. Prerequisites: 6 credits of senior-level Religious Studies (Applied Emphasis) course work or open to students in the teacher or DRELA colloquy program or Youth Ministry Certificate students earning a 3.0 GPA in their first five courses of study.

14.59 RELIGIOUS STUDIES (APPLIED EMPHASIS) PARISH SERVICES-CERTIFICATION

Religious Studies Division—Church Work Programs

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

The courses listed in this section are extra to the Bachelor of Arts degree in Religious Studies (Applied Emphasis) with a Religious Studies (Applied Emphasis) minor.

RELA 501 18 (12 months) Director of Parish Services Internship

A full-time supervised professional involvement in a congregational setting. Opportunities to transfer theory to life experience, to enhance the skills learned in field work courses, and to apply leadership and team ministry skills in the parish setting. A one-year internship. Note: Open only to students who have completed the four-year Bachelor of Arts in Religious Studies (Applied Emphasis) program or the Director of Parish Services Colloquy program. For internships in Lutheran Church—Canada congregations, students must be members in good standing of Lutheran Church—Canada congregations. Also note: Credit may be obtained for only one of PS 501 or RELA 501. Prerequisites: RELA 450, a current security clearance, and consent of the Department.

RELA 502 3 (9 months) Mission Internship

A 9-month experience in a Lutheran Church—Canada mission field. Students are assigned to mission fields only if opportunities are available where they can contribute and learn. Possible mission internships may be served in Ukraine, Nicaragua, Thailand, Macau, or in a cross-cultural site in Canada. Students must be members in good standing of Lutheran Church—Canada congregations, complete the required inoculations, possess valid passports, and successfully complete cross-cultural orientation as provided

by Lutheran Church–Canada. Students who take RELA 502 are also required to complete RELA 501 for a 9-month period either before or after RELA 502. Note: Credit may be obtained for only one of PS 502 or RELA 502. Prerequisites: RELA 450, a current security clearance, and consent of the Department.

14.60 SOCIOLOGY

Faculty of Arts
Department of Sociology

SOC 100 3 (3-0-0)

Sociological Concepts and Perspectives

An examination of the theory, methods, and substance of sociology. The study of how societies are shaped, including economy, culture, socialization, deviance, stratification, and groups. The process of social change through social movements, industrialization, etc.

SOC 101 3 (3-0-0)

Canadian Society

A historical-sociological examination of the major institutions of Canadian society. Consideration is given to the diversity of Canadian regionalism and the dynamics of contemporary patterns of social change. Prerequisite: SOC 100.

SOC 102 3 (3-0-0)

Social Problems

An examination of social problems with particular emphasis upon their social construction; selected structural and behavioural problems (e.g., social inequality, intergroup relations, drug use, mental and physical disabilities); and social responses to social problems. Prerequisite: SOC 100.

SOC 204 3 (3-0-0)

Aboriginal Societies in the Canadian Context

A brief historical-sociological analysis of Aboriginal Societies in general and the context of the Nation State of Canada. Includes a sociological understanding of the impact of contemporary political, economic, and social structural changes in the developed nations on Aboriginal social values and norms, family structure and process, religion and spirituality, majority-minority sociopolitical relations, and social identity. Prerequisite: SOC 100.

SOC 210 3 (3-0-2)

Introduction to Social Statistics

Statistical reasoning and techniques used by sociologists to summarize data and test hypotheses. Topics include describing distributions, cross-tabulations, scaling, probability, correlation and regression, and non-parametric tests. Note: Credit may be obtained for only one of BUS 112, MAT 151, PSY 211, or SOC 210. Prerequisite: SOC 100.

SOC 224 3 (3-0-0)

Sociology of Deviance and Conformity

Processes involved in defining behaviour patterns as deviant; factors that influence conformity and change; examination of such behaviour patterns as sexuality, alcoholism, drug use, and selected mental and physical disabilities; public reaction to such behaviour. Prerequisite: SOC 100.

SOC 225 3 (3-0-0)

Criminology

Examination and attempted explanation of crime and juvenile delinquency, with an analysis of the social processes leading to criminal behaviour. Prerequisite: SOC 100.

SOC 230 3 (3-0-0)

Leisure, Sport and Society

Leisure and sport in Canadian society are considered from a sociological perspective. Attention is directed to the interaction between sport and other institutions, as well as the social inequalities that impact collective leisure opportunities. Socialization, deviance, and the construction of social identity are considered in relation to leisure and sport participation. Prerequisite: SOC 100.

SOC 241 3 (3-0-0)

Social Psychology

Introduction to the study of individual and group behaviour observed in social processes. Note: Credit may be obtained for only one of PSY 241 or SOC 241. Prerequisite: One of EDPS 200, PSY 105, or SOC 100.

SOC 260 3 (3-0-0)

Sociology of Inequality and Social Stratification

This course investigates the origins, nature, extent, determinants, persistence, and consequences of social inequality from cross-national and cross-temporal perspectives with an emphasis on Canadian society. Prerequisite: SOC 100.

SOC 261 3 (3-0-0)

Social Organization

Social systems, their components, interrelations, and the bases of social differentiation and integration. Overview of the dynamics of social organization in a variety of cultural settings; investigates the social building blocks of society. This course is intended as a base for more specialized courses in organizational behaviour, complex organizations, industrial sociology, etc. Prerequisite: SOC 100.

SOC 271 3 (3-0-0)

The Family

An introduction to the study of family relationships and their variant forms with focus on mate selection, couple, kin, age, and gender dynamics, family dissolution or reconstitution and change. A comparative approach with emphasis on families in Canada. Prerequisite: SOC 100.

SOC 301 3 (3-0-0)

Gender Studies

Gender roles and positions in society. The major sociological, socioeconomic, and political theories which provide an analysis of gender roles. Prerequisite: SOC 100.

SOC 315 3 (3-0-2)

Introduction to Social Methodology

Research design, data collection, and data processing strategies used by sociologists. Topics include research values and ethics, reliability and validity, experimentation, survey research techniques, participant observation, historical methodology, field research, and content analysis. Prerequisite: SOC 210.

SOC 321 3 (3-0-0)

Youth, Crime and Society

A survey of the legal and social responses to youth in the Canadian criminal justice system. Included is a review of contemporary and historical explanations of youth crime, as well as emerging trends in the area of restorative justice. Prerequisite: SOC 100 and 225.

SOC 327 3 (3-0-0)

Criminal Justice Administration in Canada

The evolution and evaluation of the theories of punishment; the law; the police and the courts; penal and reformatory institutions; probation and parole; experiments in reform and rehabilitation. Prerequisite: SOC 225.

SOC 332 3 (3-0-0)

The Development of Sociology I

A survey of the origin and development of classical sociological theory prior to the 1930s, with particular emphasis on Comte, Martineau, Durkheim, Marx, the Webers, and Simmel. Prerequisite: SOC 100.

SOC 333 3 (3-0-0)

Development of Sociology II

A survey of the contributions of modern and contemporary sociological theorists, particularly Weber, Pareto, Parsons, Mead, and others. Prerequisite: SOC 332.

SOC 344 3 (3-0-0)**Mass Communication**

An analysis of the varieties of mass media such as radio, television, film, books, and computers and their effect on popular culture and public opinion. Specific emphasis is given to Canadian society. Prerequisite: SOC 100.

SOC 352 3 (3-0-0)**Population, Social and Economic Development**

Principles of growth and development in their historical context with regard to developed countries, such as Canada, and in their contemporary context with regard to underdeveloped countries. The interrelationships of economic, social and demographic variables in the process of development. Problems of urbanization and industrialization; factors influencing social change in the modern West or Asia or Latin America or Africa. Prerequisite: SOC 100.

SOC 353 3 (3-0-0)**Urban Sociology**

Social implications of urban life with respect to such topics as patterns of city growth; urban social organization (family, neighbourhood, community); urban social issues (housing, crime); and urban policy and urban planning (sociology of planning, citizen participation). Prerequisite: SOC 100.

SOC 368 3 (3-0-0)**Canadian Ethnic and Minority Relations**

Analysis of social processes leading to the development and understanding of minority status; case studies of ethnic and minority-group relations, with reference to cross-national studies. Prerequisite: SOC 100.

SOC 369 3 (0-3s-0)**Sociology of Globalization**

Critically examines the dynamics of globalization, variable impacts on global populations as well as alternative forms of international development theory and practice that consider global justice, environmental integrity and sustainability. Includes field visits. Prerequisite: SOC 100.

SOC 375 3 (3-0-0)**Sociology of Aging**

Aging as a sociocultural phenomenon. Includes aging in relation to the self-concept, family, religion, politics, health, retirement and leisure, housing, and attitudes toward death, with particular emphasis on Canadian society. Prerequisite: SOC 100.

SOC 376 3 (3-0-0)**Sociology of Religion**

Religious socialization, organization, and the interaction of religion and society are considered from the sociological perspective. Particular emphasis is placed on the sociological analysis of religion in Canadian society. Prerequisite: SOC 100.

SOC 377 3 (3-0-0)**Sociology of Youth**

A study of adolescence in contemporary society with special emphasis on Canadian youth. The impact on young people of changing family structures, gender roles, and social relations. Various forms of juvenile delinquency and their theoretical explanations are discussed. Prerequisite: SOC 100.

SOC 382 3 (3-0-0)**Sociology of Health and Health Care**

The social psychology of health and illness, health promotion strategies, and the social organization of health care. Social, political, and economic forces influencing the development of health and health care policy in Canada are analysed. Prerequisite: SOC 100.

SOC 405 3 (3-0-0)**Special Topics in Sociology**

Review and discussion of special theoretical and methodological topics in contemporary sociology. Prerequisites: SOC 315 and 332

SOC 480 3 (0-3-0)**Independent Study**

In consultation with members of the Sociology Department, the student will undertake an independent study of an approved topic in Sociology. A student must first secure approval for their topic both from a supervising professor and the department coordinator before being permitted to register in this course. Prerequisites: 12 credits of senior-level Sociology courses, third-year standing, and consent of the Department.

14.61 SPANISH

Faculty of Arts
Department of Modern Languages

SPA 101 3 (5-0-0)**Beginners' Spanish I**

Students learn basic Spanish grammatical structures and a variety of practical vocabulary. They also learn about aspects of culture and society in the Modern Hispanic world. They acquire skills in oral comprehension, speaking, reading and writing. Not open to students with credit in Spanish 30. Students already fluent in Spanish will not be admitted, at the discretion of the instructor.

SPA 102 3 (5-0-0)**Beginners' Spanish II**

This course is designed to give students further intensive training in oral and written Spanish. It promotes a greater understanding of Hispanic culture and civilization. Not open to students with credit in Spanish 30. Students already fluent in Spanish will not be admitted, at the discretion of the instructor. Prerequisite: SPA 101.

SPA 203 6 (5-0-0)*Intermediate Spanish**

This course is designed to strengthen students' skills in oral comprehension, reading, speaking, and writing, through study and reinforcement of basic language structures, and through systematic grammar review and practice in the various language skills. Students review and increase their command of vocabulary and current idiom, read and discuss short texts, and view related audiovisual materials in order to gain insight into Hispanic culture. Note: Open to first-year students. Prerequisite: Spanish 30 or SPA 102.

14.62 SPECIAL TOPICS IN THE ARTS

Faculty of Arts

STA XXX 3 (0-3L-0)**Special Topic in the Arts**

This course allows students the opportunity to study a topic in the arts not covered by, or covered in greater depth than by other courses in the curriculum. Content and level of study to be determined by the appropriate Department. Prerequisite: Consent of the appropriate Department.

14.63 WRITING

Faculty of Arts
Department of English

Courses listed in this section may not be used toward the English concentration (3-year BA) or the English minor.

WRI 300 3 (0-3s-0)**Essay Writing (Non-fiction)**

A seminar on the principles and techniques of good expository writing, including the basic analysis essay, the comparative essay, and the research essay. Workshop format with regular discussion and analysis of students' and other writers' work. Note: Open to first-year students. Prerequisite: 6 credits of junior-level English.

WRI 310 3 (0-3s-0)*Introduction to Creative Non-Fiction**

An essay-writing seminar focusing on creative non-fiction, including memoirs, personal essays, and literary journalism. Students

study professional examples of these forms of creative prose and the ways in which their authors employ literary devices such as authorial voice, characterization, dialogue, and expressive language. With the help of a workshop process, students will produce original literary essays. Prerequisite: 6 credits of junior-level English.

***WRI 391 3 (0-3s-0)**

Introduction to Creative Writing: Fiction

Introductory seminar in fiction writing. Includes a study of models of excellent writing, especially from the twentieth century, and discussion of students' own work, focusing on the techniques of fiction writing: plot, characterization, point of view, style, tone, and the role of the literary artist. Not a composition or remedial course. Prerequisite: ENG 100 or ENG 111 and ENG 112. Students may be required to submit a portfolio of writing (about 10 pages) to the instructor at least one month before the course begins.

***WRI 392 3 (0-3s-0)**

Introduction to Creative Writing: Poetry

Introductory seminar in poetry writing. Through close study of a broad range of poetic forms - and through discussion of literary devices such as imagery, figurative language, rhyme, rhythm and metre - students will improve their understanding of the art and craft of poetry writing. By the end of the course, students will have written and revised a portfolio of poems. Prerequisites: 6 credits of junior-level English. Students may be required to submit a portfolio of writing (about 10 poems) to the instructor at least one month before the course begins.

14.64 COURSES NOT CURRENTLY OFFERED

CNST 490 3 (0-3s-0)

Issues in Canadian Studies

A capstone interdisciplinary seminar in Canadian studies. The course is designed around several themes which attempt to integrate the various facets of Canadian studies and analyse their impact on ideas, society, and identity. Prerequisites: 24 credits from approved Canadian-content courses to include at least 6 credits each from three of the four general areas of study and third-year standing or consent of the course coordinator.

DAN 275 3 (3-0-0)

Dance Forms

Introduction to one of the dance forms: ballet, jazz, tap, or selected ethnic dance forms.

DAN 375 3 (3-0-0)

Social Dance

Theory and practice of social (ballroom) dance forms.

ENG 401 3 (0-3s-0)

Special Topics in English Literature: The Romance from Sir Gawain to Harlequin

This senior seminar allows third- or fourth-year English students the opportunity to study in greater depth specific authors, genres, historical periods, or literary issues. Prerequisites: 12 credits senior-level English courses and third-year standing.

FR 300 3 (3-0-0)

Introduction to French Canadian Literature

An introduction to the francophone literature of Canada from its origins to the present day, with an emphasis on the role of literature in the formation and expression of a cultural identity. Some of the

works under study are presented in literary format such as a novel, a novella and various short stories; others are shown audiovisually as films. This course offers students the opportunity to participate actively in group discussions in French as well as to develop a good writing style with regards to short essays. Note: Credit may be obtained for only one of FR 300 or 491. Prerequisite: FR 250.

FR 311 3 (3-0-0)

French Literature from the Middle Ages to the Seventeenth Century

French Literature from its beginnings in medieval times to the end of the seventeenth century, through the study of specific key texts. Prerequisite: FR 250.

FR 491 3 (3-0-0)

Advanced French Literary Studies

Students complete FR 300 with additional assignments including a research project arranged with the instructor. A capstone course for French concentrations in the final year of their program. Note: Credit may be obtained for only one of FR 300 or 491. Prerequisite: FR 250.

GRK 300 6 (3-0-2)

Greek Authors and Prose Composition

Sight translation. Review of Greek forms. More difficult sentences for translation into Greek. Prerequisites: GRK 101 and 102.

MAT 241 3 (3-0-0)

Geometry I

Euclidean plane geometry and affine geometry. Isometries, similarities, and inversions. Concurrency and collinearity. Prerequisite: MAT 200.

MUS 601 2 (2-0-0)

Advanced Musicianship, Philosophy and Pedagogy

Tonal theories and their application to sight singing and ear training skills as well as pedagogical philosophies and their implementation in performance study at all levels. Analysis of representative literature, educational methods, rhythmic and melodic reading and improvisation. Prerequisite: Consent of the Department.

PHIL 265 3 (3-0-0)

Philosophy of Science

Introduction to the philosophical analysis of science. What distinguishes science from non-science? What is the basic methodology or logic of science? Are the conclusions drawn by scientists warranted, particularly those regarding things that are not directly observable? If so, how? Note: Credit may be obtained for only one of PHIL 265 or 465. Prerequisite: 3 credits of Philosophy or 3 credits of science.

PAC 299 1.5 (0-1.5L-1.5)

Curling

Personal skill acquisition in delivery, sweeping, specific shots, and strategies.

PSY 208 3 (3-0-3)

General Experimental Psychology

The application of experimental methods to a wide variety of psychological problems. Prerequisites: PSY 104 and 105.

PSY 337 3 (3-0-0)

Individual Differences

A survey of the biological and social conditions contributing to variations among individuals. The course also deals with methods for describing individuality. Prerequisites: PSY 104, 105, and 211.

15.0 CONTINUING EDUCATION

The Department of Continuing Education offers a variety of courses at the university preparatory, diploma, and university levels. For more information about each program, please contact the Continuing Education office indicated.

Further information on Concordia policies and procedures is listed in the appropriate sections of the *Calendar*. Application and registration information for Open Studies students can be found in *Open Studies Student Admission*, section 3.6 and *Registration, Open Studies Students*, section 4.1.3. Academic policies are indicated in *Academic Regulations*, section 9.0. Students interested in Concordia degree programs should consult *Undergraduate Admission Information*, section 3.0, and refer to *Undergraduate Programs*, section 10.0, *After-Degree Programs*, section 11.0, and *Church Work Programs*, section 12.0 for degree program information.

- 15.0.1 Educational Objectives: Department of Continuing Education
- 15.1 Academic Upgrading**
- 15.1.1 Aboriginal and General University and College Entrance Program
 - A. Admission Requirements
 - B. English Language Requirements
 - C. Course Descriptions
- 15.1.2 Learning Foundations Program
 - A. Admission Requirements
 - B. English Language Requirements
 - C. Course Descriptions
- 15.2 Career Development Diploma or Certificate**
- 15.2.1 Diploma or Certificate in Career Development
 - A. Program Requirements
 - B. Course Descriptions

- 4. To provide instruction in a non-traditional time frame.
- 5. To equip students with the appropriate research skills that will enable them to locate, evaluate, and use the knowledge relevant to their academic studies in an efficient, effective, and ethical manner.

15.1 ACADEMIC UPGRADING

Concordia's academic upgrading programs enable students to prepare for admission to and success in undergraduate programs at Concordia University College of Alberta and other Alberta post-secondary institutions.

15.1.1 ABORIGINAL AND GENERAL UNIVERSITY AND COLLEGE ENTRANCE PROGRAM

Concordia University College of Alberta is the innovator of university and college entrance programming and is recognized province-wide. The University and College Entrance Program (UCEP) began in 1985 as a unique approach to meeting a need demonstrated by the Aboriginal population in acquiring the skills necessary to be eligible for post-secondary programs. We are part of a proud history in an institution that has been able to provide students the opportunity to pursue education in a welcoming, spiritual environment. The UCEP experience is enhanced by the close-knit community of students and the support of skilled teaching staff.

The University and College Entrance Program, designed for students who are 20 years of age or older, is an eight-month, full-time program that covers the concepts from Grades 10, 11 and 12. The program enables students to achieve the necessary matriculation course equivalents for admission to Alberta post-secondary institutions under the non-matriculated applicant requirements.

UCEP is an intensive, accelerated program. Students are expected to commit to the requirements of the program to ensure success, enabling them to proceed toward their post-secondary and career goals. While the passing grade for all UCEP courses is 50%, students should consult with an admission advisor regarding minimum admission averages.

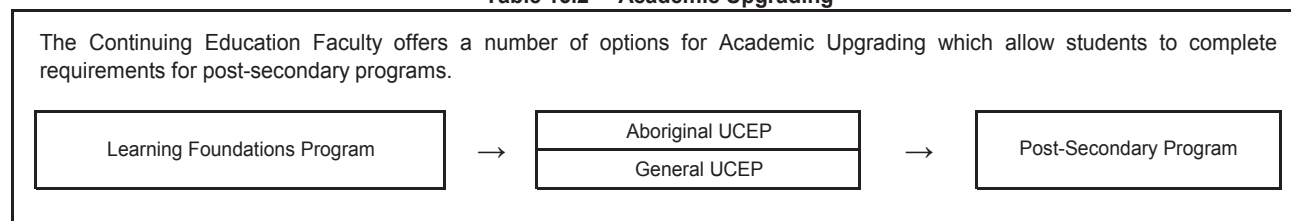
15.0.1 EDUCATIONAL OBJECTIVES: DEPARTMENT OF CONTINUING EDUCATION

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a quality education in a Christian context while sharing the gospel of Jesus Christ, and in this way to develop in students a sense of vocation that is enriched by a high standard of morality and of ethical awareness.

This first objective is the foundation for the Department's more specific objectives. Concordia has designed its Continuing Education programs:

1. To provide adults with a selection of credit, non-credit and special-interest courses.
2. To provide new university students with instruction that enables them to gain and improve the skills they need to succeed in their university programs.
3. To provide individuals who are twenty years of age and older with the opportunity to obtain the skills necessary to be eligible for post-secondary programs.

Table 15.2 Academic Upgrading



A. ADMISSION REQUIREMENTS

Applicants are expected to show that they can work at a minimum skill level of grade 10 in English and Mathematics in order to be considered for the program. In addition to the academic requirements, all UCEP applicants are required to:

- be 20 years of age or older at the time of completion,
- complete an English and Mathematics placement test,
- complete a thorough career-investigation report,
- complete an individual assessment interview.

For more information, please call 780-413-7800 or visit www.ucep.concordia.ab.ca

B. ENGLISH LANGUAGE REQUIREMENTS

English is the principal language of instruction at Concordia. To ensure that UCEP students have the best opportunity to achieve academic success, all international students applying to the UCEP program are required to present a (TOEFL) BCT score of 197 or an iBT score of 70.

When requesting that official TOEFL test scores be sent to Concordia University College of Alberta, students should indicate Concordia's institution code, 0916.

C. COURSE DESCRIPTIONS

ABST 90 Aboriginal Studies

Credits
0

Aboriginal Studies 90 is a course based on the perspectives and world views of the indigenous people of First Nations, Metis, and Inuit ancestry from a Canadian viewpoint. The course provides a base knowledge regarding both historical and current issues facing Aboriginal peoples from an Aboriginal perspective.

BIO 90 Pre-University Biology

15

A basic course in the biological sciences dealing with topics that give an overall background in biology, preparing students for entry into post-secondary courses. Includes physiology, genetics, botany, zoology, ecology, and an introduction to writing biology research papers. This course is equivalent to Biology 30.

CH 90 Pre-University Chemistry

10

Chemistry 90 includes the basic knowledge and process skills that are a prerequisite for post-secondary courses. It is a comprehensive course in chemistry for students who have had no previous courses in high school chemistry or no high school chemistry for a significant period of time. This course is equivalent to Chemistry 30.

CMPT 90 Computers

5

Through lectures and labs, students review basic word processing and Internet research skills and continue with intermediate and advanced word processing. The course also includes an introduction to spreadsheets and presentation graphics.

ENG 90 Pre-University English

15

An intensive and comprehensive review and skill development course in the language arts. Assesses areas where students need improvement and provides the English skills needed to begin a post-secondary program. This course is equivalent to English 30-1.

MATH 90 Pre-University Mathematics

15

Provides the mathematical background required for university courses in mathematics and the natural and social sciences. Reviews basic mathematics and covers all areas of algebra and trigonometry. This course is equivalent to Pure Mathematics 30.

SCI 80 Introductory High School Science

5

Provides a foundation for future science courses (Chemistry, Biology, and Physics). An introduction to the language of science, scientific method, laboratory protocols, and the basics of scientific study. Students are encouraged to develop curiosity, open-mindedness, and critical thinking skills when exploring

the complexity of the natural world. This course is equivalent to Science 10.

SS 90 Pre-University Social Studies

15

In the first half of the year, this course examines the main themes in European history from the scientific revolution to the Cold War. The second part of the course traces the development of Canada from the earliest period of First Nations' occupation, through the development of the Canadian body politic in 1867 and finishes with an in-depth examination of modern Canadian history. This course is equivalent to Social Studies 30 and provides an excellent framework for first and second-year university history courses.

PHY 90 Pre-University Physics*

10

A non-calculus course in introductory general physics progressing from the basic laws of motion through classical to modern physics. Mathematics will be simple but necessary. No prior knowledge of chemistry or physics is assumed. The minimum objective of this course is to provide knowledge and skill with physics basics and scientific thinking so that entry into first-year university physics is a smooth transition. This course is equivalent to Physics 30. Prerequisite: Pure Mathematics 30 or MAT 90. This course is offered during the Spring Session only (May and June).

NS 152 Introductory Cree

6 (4-0-1)

An overview of the Plains Cree language beginning with the Cree sound system, basic conversation, the basics of the structure of the Cree language, and writing of the Cree language using Roman orthography. Note: Native Studies 152 is a university-level course. Not open to students with matriculation standing in Cree.

15.1.2 LEARNING FOUNDATIONS PROGRAM

The Learning Foundations program, designed specifically for individuals 20 years of age or older, is an intensive eight month, full-time program that enables students to acquire the foundational, academic skills to gain entrance into high school credit courses, including Concordia's University and College Entrance Program. The courses cover concepts from grades 7, 8 and 9 in mathematics, English, science and computers.

For more information, contact the Continuing Education Office at 780-413-7800 or visit www.ucep.concordia.ab.ca.

A. ADMISSION REQUIREMENTS

For entry into the Learning Foundations Program, students are required to:

- be 20 years of age or older,
- complete an English and mathematics placement test,
- complete a thorough career investigation report,
- complete an individual assessment interview

B. ENGLISH LANGUAGE REQUIREMENTS

English is the principal language of instruction at Concordia. To ensure that UCEP students have the best opportunity to achieve academic success, all international students applying to the UCEP program are required to present a (TOEFL) BCT score of 197 or an iBT score of 70.

When requesting that official TOEFL test scores be sent to Concordia University College of Alberta, students should indicate Concordia's institution code, 0916.

C. COURSE DESCRIPTIONS

Credits

ENG 70 English Skills Development

0

English 70 is an English skills development program that draws together basic aspects of the secondary English curriculum. Fundamental skills in literature, grammar/usage/mechanics, compo-

sition/writing, viewing and reading/language development are coordinated in a program of eight months.

MAT 70 Math Skills Development 0

In Math Skills Development, students develop proficiency in the mathematics operations necessary for success in Mathematics 90 or high school level (grades 10-12) mathematics courses. Students review operations with whole numbers, fractions, decimals, ratios, and percent. Students develop measurement and graphing skills. Students become familiar with the fundamentals of algebra, geometry, and trigonometry.

SCI 70 Science Skills Development 0

Science 70 is designed to provide a foundation for future science courses (Physics, Chemistry, and Biology). Students are introduced to the language of science, scientific method, laboratory protocols, and the basics of scientific study. Students are encouraged to develop curiosity, open-mindedness, and critical thinking skills when exploring the complexity of the natural world.

Note: The following courses are intended for students applying directly to post-secondary programs.

ESL 100 English for Advanced Education I 3 (3-0-2)

This course enables students whose first language is other than English to develop the language and communication skills required to succeed in post-secondary education and employment settings. The focus of this introductory course is the development and improvement of listening, speaking, reading, and writing skills. Prerequisite: Minimum TOEFL score of 530 or consent of the Faculty.

ESL 101 English for Advanced Education II 3 (3-0-2)

In this intermediate course students whose first language is other than English continue to develop the language and communication skills that they began to learn in ESL 100. The focus is to further facilitate the development and improvement of listening, speaking, reading, and writing skills for post-secondary or employment use. Prerequisite: ESL 100 or consent of the Faculty.

ESL 200 English for Advanced Education III 3 (3-0-2)

This advanced course provides students whose first language is other than English to develop the language and communication skills necessary to excel in graduate programs or professional work environments. The focus of the course is to prepare students for graduate-level tasks, research, and a variety of employment situations. Prerequisite: ESL 101 or consent of the Faculty.

15.2 CAREER DEVELOPMENT DIPLOMA OR CERTIFICATE

A. EDUCATIONAL OBJECTIVES

The central educational objective of Concordia University College of Alberta is consistent with its mission: to provide students with a quality education in a Christian context while sharing the gospel of Jesus Christ, and in this way to develop in students a sense of vocation that is enriched by a high standard of morality and of ethical awareness.

The first objective is the foundation for the Faculty's more specific objectives:

1. To graduate professionals who show leadership in their field.
2. To integrate and involve the community in our programs as mentors, teachers, advisors, and employers.
3. To develop and deliver targeted programs that are widely recognized for the quality of the learning experience.
4. To freely share knowledge, skills, research, and values.

5. To serve all internal and external stakeholders in timely, effective, and efficient ways.
6. To stay abreast of recent developments and research, and to maintain professional contacts in the communities in which our graduates seek career opportunities.

15.2.1 DIPLOMA OR CERTIFICATE IN CAREER DEVELOPMENT

A. PROGRAM REQUIREMENTS

1. Diploma in Career Development

33 credits required, to include:

- a) 13 credits in core courses
- b) 16 credits of option courses
- c) 4 credits in the practicum

2. Certificate in Career Development

19 credits required, to include:

- a) 13 credits in core courses
- b) 6 credits of option courses

B. COURSE DESCRIPTIONS

Note: Courses marked with an asterisk (*) are not available through distance delivery.

1. Core Courses

	Credits
C510	3

Theories of Career Development

This course surveys the dominant theories of career choice and development with an emphasis on structural, process and eclectic approaches. Students are expected to describe and compare theories, and to demonstrate how theories of career development could be implemented in practice.

C535	3
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Career Development Resources

This course ensures that practitioners are aware of the most current resources available. It provides training on how to assess the quality of a resource and how to utilize the correct resources for individual client needs.

C540*	3
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Introductory Counselling Techniques

Participants learn the fundamental skills that will assist them in structuring a counselling interview, how to gain information from and how to respond to clients. These basic skills are then applied to a general problem-solving process. Students who have taken other introductory counselling courses or have more than five years of counselling experience may apply for transfer and/or prior learning credit.

C545	3
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Career Counselling Techniques

The focus of this course is to connect theory to practice and to develop a resource of strategies and activities to use with clients. It presents a five-step career counselling process that can be adapted to individual client needs.

S540	1
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Ethical Practice in Counselling

Professional behaviour is essential in any counselling relationship. This course educates career practitioners regarding ethical guidelines, ethical issues and violations of counselling ethics. Course content includes ethics in relation to models for ethical decision-making, the counselling relationship, testing and research, consultation and private practice, and counsellor preparation standards.

2. Option Courses**D521****The Nature of Work**

Career development practitioners need, therefore, to be exceptionally skilled at keeping on top of the nature of work as well as assisting clients to find relevant information about work. This course enables participants to analyze work dynamic trends.

D620**Career Development for Diverse Populations**

Participants will learn key concepts and practices related to employment equity, multi-cultural counselling, and multi-group counselling. In particular, participants will learn a process for examining and challenging their own assumptions, worldviews and values so that they may better understand the orientation of others.

D628**Work Search Skills**

Students learn how to assist clients through various work search phases by using themselves as the client and then applying what they have learned to various case situations. Some of the topics include job readiness, self-assessment, resumes, and cover letters.

D640**Workshop Facilitation**

This course will assist in the development and/or enhancement of skills and knowledge necessary to prepare for and deliver quality learning experiences to groups. Participants develop an understanding of the needs of adult learners, and the techniques that incorporate these needs into workshop or course design and delivery.

D680**Consulting in Career Development**

Participants explore the roles and attributes of an effective consultant, identify consulting opportunities, and learn techniques for providing effective consulting services.

D700**Project Management in Career Development**

Many practitioners become involved in project work, either in the creation of programs or development of new concepts or products. This course provides the learner with an understanding of project management and assists in the development of the crucial skills and knowledge required for successful project management

D810***Coaching in Career Development**

Coaching is a vehicle that a counsellor can use to provide a continuous and supportive link with a client. Participants learn the language of coaching and the skills required to become a successful career development coach.

S610**Professional Development Strategies**

It is vital for a practitioner in career development to continue with self-directed development. This course provides a method for self-evaluation and a framework of activities to develop skills and interests, keeping up with the newest developments, and being innovative.

S625**Employability Skills in Career Counselling**

This course focuses on the personal and attitudinal skills necessary for individuals attempting to enter today's competitive entry-level labour market. Participants will become familiar with these skills and learn how to manage development of these skills and learn how to manage development of these skills in career planning with clients.

Credits**2****S626****Educational Planning**

The relationship between career and educational planning, sources of educational program information, and student funding sources and guidelines are covered.

S641***Specific Career Assessment Tools**

This course provides career practitioners with an introduction to the MBTI (Myers Briggs Type Indicator) to help clients become aware of how their preferences influence career choices. Participants will have the opportunity to examine their own preferences and be guided through the administration and interpretation of these results.

S646***Learning Styles and the Adult Learner**

Participants will have the opportunity to discover their personal learning styles, right/left/whole brain preference, and individual feedback needs. Self-esteem, learning, memory, reading and mind mapping are explored. Adult learners' needs are addressed and facilitation strategies are explored.

S648***Career Transitions**

The world is changing at a rapid pace, and career development practitioners must lead their clients through this process of change. This course provides an understanding of the models of change and how to use these models to clients experiencing career transitions.

S652**Creating Self-Portraits**

Creating Self-portraits provides an efficient means for structuring a client's career goals, needs, and abilities. This course enables practitioners to use this technique to help clients organize personal information, plan their careers, conduct job searches using their portraits.

S660**Career Development in Organizations**

Private and public organizations are becoming increasingly aware of the importance of career development in relation to organizational success. This course provides an overview of career development practices within organizations. It specifically examines the ways in which career development can be integrated into the day-to-day workings of organizations

S684***Job Development**

This course provides an overview of what job development is. It discusses the "how and why" of job development with a strong emphasis on establishing relationships with employers and clients.

3. Practicum**B810****Practicum**

The goals of the practicum include integrating theory into practice, providing opportunities to develop a network of people working in the field, promoting self-directed activities, and providing skill training and encouragement for the cultivation of professional development after graduation.

For further information about pursuing studies in Career Development, please contact the Career Development Department by telephone at 780-413-7806 or visit www.careerdevelopment.concordia.ab.ca.

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16.0 ADMINISTRATION

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Linda Nollski

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Learning Accommodation Services Advisor

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Coordinator, Career Services

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Counselling Psychologist

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Athletics Program Coordinator

Scott Bancarz, BA

Hockey Program Coordinator/Athletics Assistant

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Cristian Cordeiro, MITA

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Ryan Mills, BSc

Chintan Shah, BCA

Help Desk Coordinator

Craig Hallex, BA

Help Desk Analysts

Michal Andel

Bac Kieu

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Kristine Nelson, Computer System Technology (Dipl)

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* Sessional

18.0 GLOSSARY

Academic Schedule: The schedule of events and deadlines covering Concordia's academic year. These dates are set by the Faculty and are not negotiable.

Academic Year: The consecutive twelve-month period from 1 September through 31 August.

Admission: Acceptance of a candidate for enrolment in a specified program.

Admission Grade Point Average (AGPA): The grade point average calculated using the credits earned in post-secondary course work that is presented toward the requirements for admission.

Auditor: A person who has been permitted to register in a course for informational instruction only and without credit toward a degree or diploma.

Award: The general term used to describe any bursary, scholarship, or prize given to a recipient who fulfils specified conditions of eligibility. An award may be given at any time of year and may not require application.

Bursary: Given on the basis of financial need and satisfactory academic standing.

Concentration: The primary area of specialization in a three-year degree program.

Continuing Students: Students who continue in their degree programs in consecutive academic semesters.

Continuous Learning Format: Refers to programs that are delivered over a continuous 12-month period that is divided into three terms: (1) Fall Term, (2) Winter Term, and (3) Spring Term. For programs using this format, the "Spring Term" is equivalent to the entire "Spring/Summer Session" (12 weeks). See, for example, the programs for the Bachelor of Environmental Health (After Degree) and for the Master of Information Systems Security Management.

Corequisite: A course in which the student must register during the same term of study; a corequisite may have been successfully completed previous to registration in the course.

Credit Value: The credit value indicates the weight of the course used for calculating the Grade Point Average and for meeting degree requirements. Normally, 1.5- and 3-credit courses are completed at the end of one semester and 6-credit courses at the end of the academic year (two semesters).

Discipline: Subject areas of study (e.g., English, Religious Studies).

Distance Delivery: Indicates that a course is taught via the Internet using email for communication between instructors and students.

Extra to the Degree: Courses taken that are not used for credit toward the degree.

Fall/Winter Session: The period of the academic year that runs from September through April.

Full-time (Graduate Studies): Students are registered in 60% or more of the full (normal) semester course load of their graduate program.

Full-Time (Undergraduate): Students registered for credit in 9 or more credits per semester. This definition does not apply to fee assessments and scholarships and may not apply to other institutions; see *Course Load*, section 4.2.1, for more information.

Full (Normal) Course Load:

(a) For programs delivered mainly in the Fall/Winter Session, the normal course load is 15 credits per term (semester), for a total of 30 credits in the Fall/Winter Session. The normal course load for Spring and Summer Terms is 3 credits per term.

(b) For programs delivered in the Continuous Learning Format, the normal course load is 15 credits per term (semester), for a total of 30 credits in the Fall/Winter Session and 15 credits in the Spring/Summer Session (or "Spring Term": see Continuous Learning Format).

(c) For thesis-based graduate programs, the normal course load is 9 credits per term (semester). For course-based graduate programs, the normal course load is 15 credits per term (semester).

Graduate Students: Students registered in the Faculty of Graduate Studies.

Grade Points: On official transcripts and statements of grades, a weighted value assigned by multiplying the Grade Point Value for each grade by the number of attempted credits for the course.

Grade Point Average (GPA): To calculate the Grade Point Average, divide the total grade points by the total attempted credits. On official transcripts and statements of grades, Concordia indicates the GPA only by semester or term.

Hybrid Format: Indicates that a course may be delivered through both in-class and online lectures.

Junior Courses: University-level courses numbered 199 or lower.

Major: The primary area of specialization in a four-year degree program.

Minor: The secondary area of specialization in a three- or four-year degree program.

Open Studies Students: Students registered in university-level credit courses who are not committed or admitted to a degree program.

Part-time (Graduate Studies): Students are registered in less than 60% of the full (normal) semester course load of their graduate program.

Part-Time (Undergraduate): Students registered for credit in fewer than 9 credits in a semester, or fewer than 18 credits for the academic year. This definition does not apply to fee assessments and may not apply to other institutions; see *Course Load*, section 4.2.1, for more information.

Prerequisite: A course, or courses, that the student must have successfully completed before registering in a course.

Prize: Given in the form of cash, books, or medals; awarded on the basis of academic achievement. Other conditions may apply.

Reading Week: A recess, usually in February, designed to allow students time to work on papers, catch up on outstanding reading or, in general, prepare for oncoming final examinations.

Readmission: Acceptance of candidates who were previously admitted to a degree program at Concordia, completed credits at Concordia toward their program, and are returning to re-enrol in the same program.

Registration: The process by which students, who have been admitted to Concordia, select and register in courses relevant to their degree requirements.

Residency Requirement: The minimum number of credits that must be completed at Concordia in order to earn a degree.

Returning Students: Students who return to study at Concordia after an absence of one or more semesters.

Scholarship: Awarded primarily on the basis of academic achievement. Financial need may be taken into consideration.

Senior Courses: University-level courses numbered 200 or higher. First-year university students may not register in senior-level courses except with the consent of the Registrar and the Department, or where noted in course descriptions.

Spring/Summer Session: The period of the academic year that runs from May through August.

Term (Semester): The academic year is divided into six terms (semesters)

1. Fall Term: September through December (13 weeks)
2. Winter Term: January through April (13 weeks)
3. Spring Term 1: May (3 weeks)
4. Spring Term 2: May - June (3 weeks)
5. Summer Term 1: July (3 weeks)
6. Summer Term 2: July - August (3 weeks)

Note: In the case of programs that are delivered in a Continuous Learning Format, “Spring Term” refers to the entire Spring/Summer Session (12 weeks).

Transcript: An official statement of the student’s entire academic record bearing the signature of the Registrar and the official seal of Concordia.

Transfer Credit: Course credit that an institution accepts toward a degree, and which the student has not earned at that particular institution. Transfer credit is limited by the residency requirement.

Undergraduate Students: Students registered in a Baccalaureate-level program.

University Certificate: University Certificate programs provide specific skill training at the undergraduate level. These programs recognize a basic level of education in the discipline, and may ladder to an undergraduate diploma or a baccalaureate degree. The admission requirement is normally high school completion (may include specific subjects). Students are required to complete a minimum of 30 credits.

Visiting Student: A student of a university or college who has written permission to take specific courses at another institution.

Withdrawal: Students who wish to withdraw from Concordia, that is, discontinue their studies, must complete official documentation through the Registrar’s Office. Failure to pay fees and/or attend class does not constitute withdrawal from Concordia.

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Produced by the Registrar's Office

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Our special thanks to all those who helped us in the production of this *Calendar*.
 February 2013

FACILITIES

Concordia University College of Alberta overlooks the beautiful North Saskatchewan River valley in the Highlands district of northeast Edmonton. Concordia's facilities are used throughout the year for conferences and workshops.

Alumni Hall [1] renovated in 1979, houses laboratories for biology, physics and chemistry, faculty offices, classrooms, facilities for music and a 260 seat chapel-auditorium with a 1962 Casavant Pipe Organ. The main core of this building, originally a gymnasium, was completed in 1956.

Alumni House [2] was completed in 2002 as a project of the Concordia University College of Alberta Alumni Association. This facility, overlooking the North Saskatchewan River valley, has been used as office space for the Development office, for special alumni events, and is currently home for University of Lethbridge administration offices.

The **Clareview Arena**, located at 3804 139 Avenue, is home for the Concordia Thunder hockey team.

Eberhardt Hall [6] named after Dr. E. Eberhardt, the first pioneer Lutheran missionary in Alberta – has living quarters and student lounges for female students.

Faculty Annex [7] built in 1947, was purchased by Concordia University College of Alberta in 2004 and renovated to provide additional office space for faculty and staff.

Faculty House [8] has served a variety of purposes over the years. First used as the president's home, it has also been a women's dormitory and a seminary, and currently houses faculty offices.

Founders Hall [9] built in 1926, houses the cafeteria, living quarters for male students, and a lounge for residence students.

The Arnold Guebert Library [10] provides the Concordia community with user-friendly access to a diverse collection of current and program-relevant materials. Library staff members strive to provide exemplary service, empowering researchers to effectively navigate and utilize the collection. The library encourages innovation, embraces new technologies, forges effective partnerships and promotes student excellence. To learn more, visit <http://library.concordia.ab.ca> or call 780-479-9338.

Guild Hall [11] built in 1956, houses administrative and faculty offices, science laboratories and classrooms.

The **Hole Academic Centre** [12] is a 56,000 sq. ft. building on four levels that contains lecture theatres, classrooms equipped with state-of-the-art technology, a learning enhancement centre, administrative offices including Student Services, Academic Services, and the bookstore. The Hole Academic Centre, completed in 2007, is named in honour of Harry and Muriel Hole who have been generous supporters of Concordia for many years.

The Ralph King Athletic Centre [13] and **Continuing Education Centre** [4] In the Fall of 1997, Concordia dedicated this joint athletic centre and education facility. The Ralph King Athletic Centre is named after Ralph King Hole, a successful Edmonton businessman, sports fan, philanthropist, and devoted father of six children. The athletic centre is home to Concordia's university-level basketball, volleyball and badminton teams and includes a weight room, and change facilities, and is available for the use of all Concordia students. The Continuing Education centre also houses the faculty of Continuing Education and Academic Upgrading.

Schwermann Hall [17] completed in 1926 and named after Concordia's first President A. H. Schwermann, houses classrooms, administration offices a student lounge and a private prayer chapel.

The **Robert Tegler Student Centre** [18] provides a gathering place for students and a venue for both student activities and institutional functions, including convocations, concerts, forums, open houses, guest speakers, and public events. The lower floor has a lecture theatre, classrooms and specially equipped mathematics and language labs. The Drama Department's offices and Green Room are above the mezzanine level. Completed in 1992, this student centre is named after Robert Tegler, a pioneer of Alberta, who had a deep and abiding interest in education.

Wangerin House [19] serves as a residence. Built in 1956, it is named after the second president of Concordia, Walter Wangerin.