

## The Concordia Commitment Policy and Procedures

### Program Overview

The Concordia Commitment Program is designed to enhance students' CUE experience by empowering them to accomplish their educational, personal, and career goals.

Concordia Commitment activities focus on engaging and supporting students to be successful in their courses, on campus, and in the broader community.

Students will be introduced to opportunities that will expand their minds and provide valuable skills and experiences that they can include in a resume, speak about in an interview, and use as part of their own personal growth. The Concordia Commitment will prepare students to start their careers upon graduation; students will be provided with the tools necessary for academic success and encouraged to fully engage in the life of CUE as well as participate in career building opportunities that will help them to achieve their employment goals.

### A) Program Details

1. The Concordia Commitment program is administered by the Student Life and Learning team. Concordia Commitment Advisors will represent a wide range of CUE faculty members from a variety of disciplines and staff members from various administrative units. Regardless of the program advisor's background they are committed to your success and will help you complete all program requirements.
2. The Concordia Commitment program reserves the right to make discretionary decisions with regards to program administration and student eligibility, and to change, revise, edit and/or update the program policy and procedures without notice.
3. Concordia University of Edmonton has the right to discontinue the Concordia Commitment program at its discretion. If the program is discontinued, any student already enrolled will be permitted to finish the program requirements and remain eligible for the tuition waiver.

### B) Program Eligibility

1. The Concordia Commitment is open to all eligible undergraduate students who are pursuing a 3-year or 4-year degree. Students enrolled in graduate and/or after-degree programs are not eligible. The degree granting institution of program participants must be Concordia University of Edmonton.

In particular, eligible students include newly admitted or current CUE students and transfer students with 33 or less Concordia or transfer credits enrolled in a 4-year degree program; and newly admitted or current CUE students and transfer students with 9 or less Concordia or transfer credits enrolled in a 3-year degree. Note that this includes students starting 3 and 4-year degree programs with no post-secondary courses or credit.

2. Students who have already received an undergraduate or graduate degree from any institution are eligible to participate in the Concordia Commitment program but ineligible to receive the tuition waiver.
3. There is no formal application process; rather students are expected to register and pay online within the CUE Students Online Services portal.
4. The Student Life and Learning office will double check student eligibility criteria once a student has registered online and activate next steps (for example, setting up initial advising appointments).
5. Currently enrolment in the Concordia Commitment program is **not** continuous, there will be one intake opportunity each fall term. Registration for Year 1 of any respective Concordia Commitment program will close on Census Day at CUE (for example, the last day to add or drop courses without penalty). Please see the Academic Calendar/Schedule for the precise date of census day.
6. Students that have been admitted to the Concordia Commitment program and choose to participate in study opportunities (up to 1 year) at other institutions through an approved Letter of Permission, will retain their eligibility in the Program. Students will meet and maintain contact with a Concordia Commitment Advisor to assess credit of activities done towards the Concordia Commitment program requirements while they are away.
7. Students with less than 33 earned credit hours who start the Concordia Commitment Program in their second academic year must meet with the Director of Student Life and Learning or the Careers Services to assess prior credit toward program requirements.
8. If a student has been admitted to the Concordia Commitment program and then is placed on Academic Probation, they can continue in the program as long as they have not been required to withdraw (RWD) from the University. Students who have been placed on Academic Probation may register for the Concordia Commitment program, provided they meet the eligibility requirements. Any student that has been required to withdraw (RWD) from the University is no longer eligible to participate in the Concordia Commitment program.
9. Students who have been Required to Withdraw (RWD) from a faculty/academic program are no longer eligible to participate in the Concordia Commitment program.
10. A student that has voluntarily dropped from the Concordia Commitment program will have any completed requirements re-assessed in the year that they dropped from, if they decide that they want to return at a later date. The student may be allowed back as long as they continue to meet all additional eligibility requirements.
11. CUE recognizes the benefits of the Concordia Commitment program for all students pursuing an undergraduate degree. Students who do not meet the eligibility requirements are encouraged to still participate in Concordia Commitment program activities.



- However, students who take part in program activities but are not formally eligible for the Concordia Commitment, relinquish all claims to the Concordia Commitment Tuition Waiver.
- CUE and Student Life and Learning will provide the same level of service to all students whether they qualify for the waiver or not.

### C) Program Requirements

1. Students must download the **CUE Involved** app on their smart phone or tablet and use the app regularly to fulfill program requirements. Students who do not have the technology to support the CUE Involved app can use the tablet in the Student Life and Learning office.
2. The Concordia Commitment program is set up as a series of activities, events, presentations, supports and services, so completion of the program will not appear on the official CUE academic transcript. However, many activities that you participated in can be officially recognized on our university's Co-Curricular Record, which is signed by the CUE President and the Vice President of Student Life and Learning.
3. Students entering in Year 2, Year 3, and (if applicable) Year 4 of the Concordia Commitment program will do so in September - after successfully completing all requirements from the previous Program Year **by July 31<sup>st</sup>**.
4. Each year students are required to participate in mandatory and elective opportunities identified in the Concordia Commitment program. Students will utilize the approved method (the CUE Involved app, among others) to capture and report upon the opportunities they engage in and must do so in a manner deemed satisfactory by a Concordia Commitment Advisor.
5. Students are not required to complete all academic/degree requirements within the same time period as the Concordia Commitment program. For example, students who successfully complete the 4 Year Concordia Commitment program are not required to complete their degree specifically within 4 years to remain eligible for the tuition waiver.
6. General exceptions to completing the Concordia Commitment program requirements in the required timeframe may include:
7. Students on a medical leave
8. Any other exceptions will be considered on a case-by-case basis and must be made in writing to the Director of Student Life and Learning.
9. Students are responsible for securing their own employment upon completion of their academic program. Employment is defined as being employed (either in a permanent, part-time, term, contract, or casual position) in a career-related opportunity, including self-employment.
10. Students will be expected to keep a job log for the six months after they have completed their undergraduate degree, and report any offers to their Concordia Commitment Advisor.



The number of applications (per month) that the student needs to submit will be determined with your Concordia Commitment Advisor prior to graduation.

11. Students will be expected to search for employment in all markets where there is a demand for their skills. Students who unreasonably limit the scope of their employment search may become ineligible for the Concordia Commitment Tuition Waiver as determined by the Career Services Manager and the Director of Student Life and Learning.
12. International students must legally be able to work within Canada. International students are responsible for obtaining their own visas, which will allow them to work and/or study within Canada.
13. Any student attending CUE on a fully funded scholarship provided by their government or another sponsoring agency, having completed all Concordia Commitment program requirements, can qualify for the Concordia Commitment Tuition Waiver, provided they have the support of their sponsoring agency or government to return to CUE to receive the said waiver.

#### **D) Concordia Commitment Tuition Waiver**

1. Students who are not "employed" as defined above within six months after graduation, that is the date after having completed all academic program requirements (not convocation date), and who have met all Concordia Commitment program requirements will qualify to receive the Concordia Commitment Tuition Waiver as determined by the Career Services Manager and the Director of Student Life and Learning.
2. If extenuating circumstances arise during the six-month job search time frame, students must request an extension in writing to the Director, Student Life and Learning. Requests will be dealt with on a case-by-case basis.
3. Students who qualify for the Concordia Commitment Tuition Waiver are eligible to receive up to 30 credit hours (within Concordia University of Edmonton's Open Studies program) of tuition and course fees for free. Course work must be completed within one calendar year from the start of the first term in which the waiver is initially awarded and cannot be transferred or deferred. Students are responsible for all remaining charges and fees that may be assessed for each academic term they are eligible for the waiver.
4. Students who are eligible for the Concordia Commitment Tuition Waiver will be responsible for ensuring their own admission/re-admission/transfer to Concordia University of Edmonton's Open Studies program and must adhere to all CUE registration policies and procedures.
5. To renew the Concordia Commitment Tuition Waiver for subsequent terms, students must have earned a 2.3 term GPA including all courses taken. Students can attend any of the three semesters in the 12-month period that the waiver applies.



### E) Discontinuance from the Program

1. Students who do not satisfactorily complete all mandatory Concordia Commitment Program requirements within the specified timeframe will be removed from the waiver program.
2. Students who are found to misrepresent their involvement in Concordia Commitment program requirements will be removed from the program and will no longer be eligible to qualify for the tuition waiver.
3. Students who are found to have violated the academic or non-academic misconduct policies as outlined in the Concordia University of Edmonton Academic Calendar may be subject to removal from the program and may no longer be eligible to participate in the Concordia Commitment program.
4. The office of Student Life and Learning will notify students in writing of their removal from the program. Students wishing to appeal may do so in writing to Director of Student Life and Learning within 30 days of the removal letter being issued.



## Appendix

### Possible Concordia Commitment Tuition Waiver Schedules

#### *Schedule 1:*

- April 30, 2021 - Academic program requirements completed.
- October 31st, 2021 – Six-month period ends.
- January 1, 2022 - Concordia Commitment Tuition Waiver eligibility begins. Student eligible to start classes.
- December 31, 2022 - Concordia Commitment Tuition Waiver eligibility **ends** (12 months after the start of classes).

#### *Schedule 2:*

- August 31st, 2021 - Academic program requirements completed.
- February 28th, 2022 – Six-month period ends.
- May 1st, 2022 - Concordia Commitment Tuition Waiver eligibility begins. Student eligible to start classes.
- April 30th, 2023 - Concordia Commitment Tuition Waiver eligibility ends (12 months after the start of classes).

#### *Schedule 3:*

- December 31st, 2021 - Academic program requirements completed.
- June 30th, 2022 – Six-month period ends.
- September 1st, 2022 - Concordia Commitment Tuition Waiver eligibility begins. Student eligible to start classes.
- August 31st, 2023 - Concordia Commitment Tuition Waiver eligibility ends (12 months after the start of classes).

