

# Academic Bulletin for Canada 2024-25

## Introduction

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The Academic Bulletin is the CSU International Programs (IP) “catalog” and provides academic information about the program in Canada.

CSU IP participants must read this publication in conjunction with the *Academic Guide for CSU IP Participants* (also known as the “*Academic Guide*”). The *Academic Guide* contains academic policies which will be applied to all IP participants while abroad. Topics include but are not limited to CSU Registration, Enrollment Requirements, Minimum/Maximum Unit Load in a Semester, Attendance, Examinations, Assignment of Grades, Grading Symbols, Credit/No Credit Option, Course Withdrawals, and other policies. The *Academic Guide* also contains information on academic planning, how courses get credited to your degree, and the academic reporting process including when to expect your academic report at the end of your studies abroad.

To access the *Academic Guide*, go to our [website](#) and click the year which pertains to your study abroad period. For general information about the Canada Program, refer to the CSU IP website under “[Programs](#)”.

## Academic Program Information

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CSU IP in Canada is affiliated with Concordia University in Montreal.

Many Canadian universities are similar to the British university model in that undergraduate students enroll in a program of study that is relatively fixed and highly focused within a particular area. Most degree programs take three years to complete. CSU IP students will enroll in courses within the approved field of study in which they are placed.

CSU IP students are required to take a minimum of 15 units each semester, even though Concordia University’s minimum full-time requirement is 12 units.

All students, regardless of institution that they are attending or the curriculum they are following, are required to take a French language course which is either three or six units depending on the French language level.

Academic Year Program: Fall and Spring	Single Semester (Fall or Spring)
<p>Enroll in French language in the fall only (3-6 units).</p> <p>Enroll in semester courses in combination with year-long courses (if available).</p> <ul style="list-style-type: none"> <li>• Fall term courses run from September to December (indicated as /2 courses) for 3 credits.</li> <li>• Year-long year courses run from September to April (indicated as /3 courses) for 6 credits total (3 credits per semester).</li> <li>• Winter term courses which run from January to May (indicated as /4 courses) for 3 credits.</li> </ul> <p>Enroll in a minimum of 15 units.</p>	<p>Enroll in French language (3-6 units).</p> <p>Enroll in semester courses.</p> <p>Enroll in semester courses (not year-long courses).</p> <ul style="list-style-type: none"> <li>• Fall students take Fall term courses which run from September to December (indicated as /2 courses) for 3 credits.</li> <li>• Winter term courses which run from January to May (indicated as /4 courses) for 3 credits.</li> </ul> <p>Take the majority of courses in approved area of study. Remaining units may be electives.</p> <p>Enroll in a minimum of 15 units.</p>

Any exceptions to the above schedule (e.g., taking more than 20 units) or any exception to academic policy must be approved by the CSU IP Office. To request an exception, email the CSU IP Office at: <[IPacademics@calstate.edu](mailto:IPacademics@calstate.edu)>.

### Registration

Registration for most courses is done in-person on a first-come, first-serve basis but this also depends on the individual departments through which the courses are being offered. For instance, students who wish to take business courses in the fall are registered by the business department during the summer. Students are advised to direct their questions about the registration process to Concordia representatives after they receive their admission notice to Concordia University.

### Course Levels

At Concordia University, 200 level courses are generally considered first year or introductory courses (although not limited to first year students). Typically, these courses are considered lower division, although some may be upper division, depending on course content. 300 level courses are second- and third-year courses and have prerequisites, which are usually 200 level courses. These courses are considered upper division with some exceptions. 400 level courses are usually third year, honours courses. Honours courses require the professor's approval to take them, but in general, if the student has the prerequisites, students can register for them. Courses at the 400 level are considered upper division level courses.

### Grading and Units

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The grading system at Concordia University is comparable to the grading scale used at the CSU as follows:

Concordia University Grade	CSU Grade
A+, A	A
A-	A-
B+	B+
B	B
B-	B-
C+	C+
C	C
C-	C-
D+	D+
D	D
D-	D-
F, FF, FNS, FFNS	F
DNW (Did not Write) INC (Incomplete) NR (Unofficial Withdrawal)	WU*

\*The CSU grade of WU (Withdrawal Unauthorized) may be given in some circumstances, e.g. for uncompleted courses. Refer to the *Academic Guide* for additional grade information.

### Unit Conversion Guidelines

For every credit earned at Concordia University, a CSU IP student earns one CSU semester unit. To convert the value of CSU semester units into CSU quarter units, multiply the CSU semester units by 1.5.

## University Offerings

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A wide variety of academic subjects is available, and prospective students should consult the web pages of the University when choosing courses. To find course descriptions for undergraduate courses, view the [Undergraduate Calendar](#) (equivalent to what CSU students refer to as a “catalog” or “bulletin”). If the calendar for your year of study is not available, refer to last year’s calendar and check the website periodically for updates. To find important dates, restricted (unavailable) courses and registration information, visit the [Concordia University website](#).

Admission to courses is subject to availability, approval of the host university and department prerequisites. Students will be required to meet prerequisites for courses (if applicable) and must be prepared to submit verification of completion of prerequisites when requested by the Concordia International Office. Not all courses are open to exchange students. The list of courses not available to exchange students is listed on their [website](#) under “Restricted Courses”.

As is the case with any CSU catalog, not all courses listed are offered every semester so students should be flexible with their selection of courses and course schedule. Students must cross-check the course calendar with the class schedule to see if the course that they wish to take will be offered in the semester they are attending.

### Contact Information

For questions about CSU IP academic policies or academic program requirements email [csuip@calstate.edu](mailto:csuip@calstate.edu) or [ipacademics@calstate.edu](mailto:ipacademics@calstate.edu).