

# Canada - IP Bulletin 2013-14

## Introduction

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The IP Bulletin is the International Programs "catalog" and provides academic information about the program in Canada.

## General Information

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The CSU International Program (IP) is affiliated with Concordia University in Montreal in the province of Quebec.

Concordia University, an anglophone university, was established in 1974 by the merger of two older institutions, Loyola College of Montreal (1899) and Sir George Williams University (1929). Both campuses are located in the city of Montreal, Loyola in the west end and Sir George Williams in the center of the city. The university offers 180 programs of study at the undergraduate level and over 70 at the master's and doctoral levels. The university has over 30,800 students.

## Academic Calendar

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The academic calendar begins in early September. The fall semester ends just prior to Christmas and is followed by a short vacation. The winter semester begins right after the New Year and ends in early May.

## Academic Program

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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 the particular subject. Most degree programs take three years to complete. CSU students will enroll in courses within the approved field of study in which they are placed.

IP students are required to take a minimum of 15 units EACH semester even though Concordia University's minimum requirement is less than 15 units. Non-French language students are required to take at least one French language course each semester. A minimum of three courses must be within the approved area of study in which they were accepted. The remaining units may be electives.

Below is an example of the academic schedule for a student who is not majoring or minoring in French language.

<b>Semesters 1 and 2: Fall and Spring Semester</b>	<b>Units</b>
French Language	3-6
Concentration classes	9
Electives	<u>3-0</u>
Minimum number of units required <u>each semester</u> :	15

Any exceptions to the above schedule (e.g. taking more than one elective course in a given semester, taking more than 18 units) or any academic policy must be approved by the Office of International Programs. To request an exception, email the Office of International Programs at: <[IPacademics@calstate.edu](mailto:IPacademics@calstate.edu)>.

### 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 usually considered upper division with some exceptions. 400 level courses are usually third year, honours or graduate level courses. Some of the courses require the Professor's approval in order to take them, but in general, if the student has the prerequisites, they can register for them. Courses at the 400 level are considered upper division although some may be graduate level courses, depending on course content.

### Unit Conversion Guidelines

For every credit earned at the Concordia University, an 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.

## Assessment and Grading

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

Canadian 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-
E, F	F

## French Language Instruction

All students, regardless of institution that they are attending or the curriculum they are following, are required to take a French language course EACH semester.

Important note: Students must take these courses for a letter grade and therefore meet all requirements for the course, i.e. meet attendance requirements, complete all assignments and take all exams. Students who do not complete all assignments and/or take the exams will receive a mark of WU, which is equivalent to a grade of F for GPA calculations. Withdrawals have not been approved by the Office of International Programs (OIP) will also result in a grade of WU (Withdrawal Unauthorized). Refer to the Academic Arrangements section in the Participant Guide for additional information.

## Academic Reporting

In addition to units and grades, the OIP reports each course attempted to the student's campus by reporting the title of the course taken and the CSU home campus department in which the course is closely related. This method of reporting means that students will need to furnish course descriptions, syllabi, and other course materials to their advisors in order to apply for credit towards specific major, minor, or general education requirements. Students should expect to complete campus-based forms (petitions or course substitution requests) with the assistance of their advisor(s). If courses are not needed for specific degree requirements, then it is usually not necessary to complete any other forms.

Academic Reports for students attending this program can take a minimum of four months to finalize, and sometimes longer. Graduating seniors should take this into account when submitting their graduation forms at their home campus.

## University Offerings

A wide variety of academic subjects is available, and prospective students should consult the web pages of the University when choosing courses.

Admission to courses is subject to availability, approval of the host university and the particular department's prerequisites. Note that just as is the case with any CSU catalog, not all of the courses listed are offered every semester so students should be flexible with their selection of courses.

To find course descriptions for undergraduate courses, go to < <http://registrar.concordia.ca/calendar/> > and view the Undergraduate Calendar.

Note: Course information for 2013/14 was not yet available at the time of this publication. Check the website periodically for updates. In the interim, refer to course information from the previous year.