



CONCORDIA

University College of Alberta

2009-2010 Calendar

www.concordia.ab.ca

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1.0 ABOUT CONCORDIA

MISSION

Concordia University College of Alberta was founded in 1921 as a Lutheran institution of higher learning. Concordia is committed to its Christian liberal arts heritage and offers undergraduate, graduate, and professional degree programs in a variety of disciplines. (Summary Statement)

VISION

Concordia is rooted in the tradition of liberal arts education in which students are led to pursue knowledge and wisdom that grow from faith and intellectual integrity. Concordia therefore seeks to prepare its students to be critical thinkers, ethical and reflective servants in their vocations, and faithful citizens for the common good. (Summary Statement)

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 the preaching and teaching ministries of The Lutheran Church–Missouri Synod. Co-education, general courses of study, and an accredited high school program were introduced in 1939.

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

Under 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; the Bachelor of Education (After Degree) in 1995; four-year Science degrees in 1997; the Bachelor of Environmental Health (After Degree) in 2001; the Bachelor of Management degree in 2003; the Master of Information Systems Security Management degree in 2005, and a Master of Arts in Biblical and Christian Studies degree in 2008.

Recognizing Concordia's degree-granting status, the Association of Universities and Colleges of Canada accepted Concordia into provisional membership in 1990 and full membership in 1995, the same year in which Concordia College changed its name to Concordia University College of Alberta.

In addition to degree programs, Concordia offers diploma and certificate programs in Career Development, a Continuing Education university program, university preparation, high school upgrading programs, and various non-credit extension courses.

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 non-profit degree-granting institutions in Canada.

Concordia welcomes all students who wish to further their university education in an inviting campus environment

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 2009

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July 2010

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August 2010

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September 2010

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2.0 ACADEMIC SCHEDULE 2009-2010

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 as well as Graduate Studies programs.
 - “Continuing Education university program” refers to university-level courses offered on the weekends and some evenings. (Continuing Education university courses are identified on the *Alpha-Listing Timetable* and normally carry a course section designation of S, T, U, W, X, Y, or Z.)
 - “Spring and Summer Sessions” refers to university-level courses offered from May to August.
 - “UCEP” refers to pre-university level courses in the Aboriginal and General streams of the University and College Entrance Program.
 - “Career Development program” refers to Career Development courses offered in Fall, Winter, and Summer Institutes.
 - In addition, the Environmental Health, Master of Arts in Biblical and Christian Studies and Master of Information Systems Security Management programs have a separate Spring Semester schedule.
- The dates for holidays, campus closures, fee payments, and refunds that apply to students registered in all programs at Concordia.

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

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

August 2009

- 3 Civic Holiday: Campus closed
- 10 Environmental Health program: Practicums can begin
- 19 Faculty of Graduate Studies: Deadline for submitting applications for course exemptions for fall semester courses
- 27 UCEP: Orientation
- 28 *Confirmation Schedules* for the fall semester become available for students to sign
- 28 Faculty of Education: Orientation for Extended Field Experience for Year 2 students
- 31 Faculty of Education: Extended Field Experience for Year 2 students begin

September 2009

- 1 Regular university program: Student Orientation
- 1 On-site processing of student loan certificates continues for all students
- 1 Regular university program: Last day to sign *Confirmation Schedules* for the fall semester
- 2 Regular university program: Fall semester and full-year classes begin
- 2 All Programs: Student fees are due
- 2 Opening Convocation
- 2 UCEP: Fall semester classes begin
- 2-9 Regular university program: Course Change Week for fall semester and full-year courses
- 4 Faculty of Education: Orientation for Regular Field Experience for Year 2 students
- 7 Labour Day: Campus closed
- 8 Faculty of Education: Regular Field Experience for Year 2 students begin
- 8-14 Continuing Education university program: Students registered only in Continuing Education university courses

must sign their fall semester *Confirmation Schedules* before their first class

- 8-14 Continuing Education university program: Fall semester and full-year classes begin
- 8-14 Continuing Education university program: Students must add or drop fall semester and full-year courses before the start of the second lecture of each course
- 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
- 9 UCEP: Census Day
- 9 Students in the UCEP program should consult Student Accounts regarding withdrawal dates, refunds, and reductions in fees
- 9 UCEP: Last day to add or drop UCEP courses
- 14 Faculty of Education: EDUC 502 begins
- 16 Regular university program: Last day to change from credit to audit for fall semester and full-year courses
- 21 Continuing Education university program: Census Day. Last day to add or drop fall semester and full-year courses
- 21 Continuing Education university program: Last day to change from credit to audit for fall semester and full-year courses
- 21-26 Career Development program: Fall Institute Week One
- 30 All programs: Last day to pay fall semester fees without penalty
- 30 Regular university and Continuing Education university programs: Last day to receive 50% reduction on fall semester Education Fees for total withdrawal from Concordia

- 30 Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions

October 2009

- 1 Regular university and Continuing Education university programs: Last day for graduation candidates to submit their *Application for a Concordia University College of Alberta Degree/Diploma*
- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documents for admission to the Faculty of Graduate Studies for the winter semester
- 2 Faculty of Education: last day of EDUC 502
- 5 Faculty of Education: the Field Experience for Year 2 students resumes
- 5 Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions
- 10 Continuing Education university program: No weekend classes
- 12 Thanksgiving Day: Campus closed
- 15 Regular university program: Last day to submit applications for the Concordia Bursary Program.
- 19-23 Regular university program: Midterm test week
- 19-23 UCEP: Midterm test week
- 19-23 Career Development program: Fall Institute Week Two
- 30 Regular university and Continuing Education university programs: 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 2009

- 6 Regular university program: Last day to withdraw from fall semester courses
- 6 Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions
- 10 Regular university program: Fall break, no classes (Please note, Environmental Health, Information Systems Security, UCEP and Continuing Education university program classes still run)
- 11 Remembrance Day: Campus closed
- 13 Continuing Education university program: Last day to withdraw from fall semester courses
- 16 Regular university program: Canada Graduate Scholarship-Master's applications are due for NSERC competition
- 16 Regular university program: Applications for Concordia general awards are available
- 23-27 Career Development program: Fall Institute Week Three
- 27 Faculty of Education: Last day of the Field Experience for Year 2 students

December 2009

- 2 Regular university program: Last day of fall semester lectures
- 4 UCEP: Last day of fall semester classes

- 5 *Confirmation Schedules* for the winter semester become available for students to sign
- 5-15 Regular university program: Semester examinations
- 7-11 UCEP: Semester examinations
- 8-14 Continuing Education university program: Semester examinations. Normally scheduled during the last lecture of each course
- 9 Faculty of Graduate Studies: Deadline for submitting applications for course exemptions for winter semester courses
- 18 Christmas break: Campus closes at 4:00 p.m.

January 2010

- 4 Campus reopens at 8:00 a.m.
- 4 UCEP: Winter semester begins and classes resume
- 5 Regular university program: Student Orientation
- 5 Regular university program: Last day to sign *Confirmation Schedules* for the winter semester
- 6 Regular university program: Winter semester begins and classes resume
- 6 Faculty of Education: EDUC 511 begins
- 6 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
- 6-12 Regular university program: Course Change Week for winter semester courses
- 11-16 Continuing Education university program: Students registered only in Continuing Education university courses must sign their winter semester *Confirmation Schedules* before their first class
- 11-16 Continuing Education university program: Winter semester begins and classes resume
- 11-16 Continuing Education university program: Students must add or drop winter semester courses before the start of the second lecture of each course
- 12 Regular university program: Last day to add or drop winter semester courses
- 12 Regular university program: Last day to change from audit to credit for winter semester courses
- 12 Regular university program: Last day to withdraw from full-year courses
- 12 Regular university program: Census Day
See *Fee Assessment*, section 5.3
- 12 UCEP: Census Day
- 12 Students in the UCEP program should consult Student Accounts regarding withdrawal dates, refunds, and reductions in fees
- 15 Regular university program: Last day to submit applications for Concordia general awards
- 15 Regular university program: Canada Graduate Scholarships-Master's applications are due for CIHR and SSHRC competitions
- 16 Continuing Education university program: Last day to withdraw from full-year courses
- 19 Regular university program: Last day to change from credit to audit for winter semester courses
- 23 Continuing Education university program: Census Day
- 23 Continuing Education university program: Last day to add or drop winter semester courses

- 29 Continuing Education university program: Last day to change from credit to audit for winter semester courses
- 29 All programs: Last day to pay winter semester fees without penalty
- 29 Regular university and Continuing Education university programs: 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 2010

- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting documents for admission to the Faculty of Graduate Studies for the spring semester
- 1 Spring and Summer Sessions: Registration begins
- 2-6 Career Development program: Winter Institute Week One
- 8-12 Regular university program: Midterm test week
- 8-12 UCEP: Midterm test week
- 13-19 Continuing Education university program: No classes
- 15 Family Day: Campus closed
- 15-19 Reading Week: No classes
- 26 Regular university and Continuing Education university programs: 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 2010

- 1 UCEP: Last day to withdraw from program
- 1 Faculty of Graduate Studies: Last day to submit applications for the Queen Elizabeth II Graduate Scholarship program
- 8-12 Career Development program: Winter Institute Week Two
- 12 Regular university program: Last day to withdraw from winter semester courses
- 12 Faculty of Education: Last day of EDUC 511 and EDUC 541
- 12 Continuing Education university program: Last day to withdraw from winter semester courses
- 15 Faculty of Education: Field Experience for Year I students begin
Students in the Education (After Degree) program should consult with the Education Program Manager regarding withdrawal dates and fee reductions
- 22 Regular university program: Early registration begins

April 2010

- 2-5 Easter Holiday: Campus closed (See Library website for Library hours)
- 9 UCEP: Last day of winter semester lectures
- 12 Regular university program: Last day of winter semester lectures
- 12-16 UCEP: Final examinations

- 12-17 Career Development program: Winter Institute Week Three
- 15-24 Regular university program: Final examinations
- 16 Faculty of Education: Last day of the Field Experience for Year 1 students
- 18 Faculty of Graduate Studies: Last day for submission of 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.
- 19 Faculty of Education: Last day of classes for Year 1 students (morning only)
- 19-24 Continuing Education university program: Final examinations. Normally scheduled during the last lecture of each course
- 23 UCEP Graduation

May 2010

- 3 Spring Session: Term 1 courses begin
- 3 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
- 3 Environmental Health program: Spring Semester begins
- 3 Master of Information Systems Security Management program: Spring Semester begins
- 4 Spring Session: Census Day (Term 1 and full session)
- 10 Environmental Health program: Spring Semester Census Day
- 10 Master of Information Systems Security Management program: Spring Semester Census Day
- 14 Spring Session: Last day to withdraw from Term 1 courses
- 15 University program: Convocation
- 21 Spring Session: Term 1 courses end
- 24 Victoria Day: Campus closed
- 25 Spring Session: Term 2 courses begin
- 25 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 Environmental Health program: Last day to receive 50% reduction on Spring Semester Education Fees for total withdrawal from Concordia
- 26 Master of Information Systems Security Management program: Last day to receive 50% reduction on Spring Semester Education Fees for total withdrawal from Concordia
- 26 Spring Session: Census Day (Term 2)
- 31 Environmental Health program: Last day to pay spring semester fees without penalty
- 31 Master of Information Systems Security Management program: Last day to pay Spring Semester fees without penalty
- 31 Spring Session: Last day to withdraw from full session courses

June 2010

- 1 Faculty of Graduate Studies: Last day for international students to submit applications and supporting docu-

- ments for admission to the Faculty of Graduate Studies for the Fall Semester
- 4 Spring Session: Last day to withdraw from Term 2 courses
- 7-19 Career Development Program: Spring Institute
- 11 Spring Session: Term 2 courses end
- 18 Environmental Health program: Last day to receive 25% reduction on Spring Semester Education Fees for total withdrawal from Concordia
- 18 Master of Information Systems Security Management program: Last day to receive 25% reduction on Spring Semester Education Fees for total withdrawal from Concordia

July 2010

- 1 Canada Day holiday: Campus closed
- 5 Summer Session: Term 1 courses begin
- 5 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
- 6 Summer Session: Census Day (Term 1 and full session)

- 16 Summer Session: Last day to withdraw from Term 1 courses
- 23 Summer Session: Term 1 courses end
- 26 Summer Session: Term 2 courses begin
- 26 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
- 27 Census Day (Term 2)
- 30 Master of Information Systems Security Management program: Spring Semester ends
- 30 Environmental Health program: Spring Semester ends
- 30 Summer Session: Last day to withdraw from full session courses

August 2010

- 2 Civic Holiday: Campus closed
- 3 Summer Session: Last day to withdraw from Term 2 courses
- 3-6 Environmental Health program: Semester examinations
- 9 Environmental Health program: Practicums can begin
- 13 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 Admission 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 to be reconsidered for admission.

Admission requirements and application procedures for the Master of Arts in Biblical and Christian Studies and Master of Information Systems Security Management program are indicated in sections 13.1 and 13.3.1.B.

3.1 General Admission Requirements

- 3.1.1 Application for Admission
 - A. Undergraduate Admission 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. Arts and Science Programs
 - B. Management Program
 - C. After-Degree Programs
- 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
 - A. Course Deficiency
 - B. Average Deficiency
 - 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 Transfer Student Admission
 - A. Arts and Science Programs
 - B. 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 Guide and Application* is available online at www.concordia.ab.ca/apply or from Student and Enrolment Services.

An application for admission is complete when Admissions and Financial Aid has received all of the following:

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. In the case of international students, payment of the *International Assessment Fee* (section 5.1, *Fee Schedule*).
6. Other documentation that may be requested by the Admissions and Financial Aid Office.

Incomplete applications are not considered.

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 to Concordia and to send final 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 Application 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 Admissions and Financial Aid 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 Admissions and Financial Aid for further information. International applicants

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 Psychology (Applied Emphasis)	June 30 April 15	— April 15 ³	Aug 1 Aug 1	Nov 1 —	— —	Nov 15 —	— —	— —	— —
Bachelor of Science New & Returning Students	June 30	—	Aug 1	Nov 1	—	Nov 15	—	—	—
Bachelor of Management High School Applicants Transfer Student Applicants	May 15 May 15	May 15 May 15	Aug 1 June 15	Nov 1 Nov 1	— —	Nov 15 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.

are reminded that they must pay the *International Assessment Fee* (section 5.1, *Fee Schedule*) before their applications may be considered.

After all documents have been received and evaluated, Concordia notifies international applicants in writing of their admissibility and requests eligible applicants to submit the *International Student Fee* (section 5.1, *Fee Schedule*). When the full amount of this fee has been received, Concordia issues a letter of acceptance to the applicant and a letter for Citizenship and Immigration Canada (normally submitted to the Canadian Consulate in the applicant's home country for processing of the study permit).

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 Admissions and Financial Aid in order to maintain their registration.

For complete information regarding application to Concordia, please refer to *Application for Admission* in section 3.1.1, *International Assessment Fee* and *International Student Fee* in section 5.1, and *Medical Insurance Requirement for International Students* in section 8.5.3.B.

C. OFFICIAL TRANSCRIPTS AND DOCUMENTS

Applicants 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, Admissions and Financial Aid 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, Admissions and Financial Aid may accept hand-delivered *Confidential Assessment Forms* in envelopes that have been sealed and signed by the reference; seals must be unbroken.

Applicants who have completed Grade 12 in Alberta may obtain official high school transcripts from:

Transcripts, Alberta Education
2nd Floor, 44 Capital Boulevard
10044 108 Street
Edmonton, Alberta T5J 5E6
Telephone: 780-427-5732
Toll free within Alberta, first dial 310-0000
Online: education.alberta.ca/students/transcripts.aspx

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

Admissions and Financial Aid become the property of Concordia University College of Alberta. Concordia does not release, photocopy, or forward documents that are submitted for admission 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.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 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 aca-

demically, all applicants to any program 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 minimum Test of English as a Foreign Language (TOEFL) CBT score of 213 (or an iBT score of 80).
2. Applicants who have studied for three (3) full years in Canada must present 50% in English 30, 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 present 50% in English 30, English Language Arts 30-1, or equivalent and a minimum TOEFL CBT score of 213 (or an iBT score of 80). Applicants who achieve 60% or greater in English 30, English Language Arts 30-1, or approved equivalent may be exempt from the TOEFL requirement.
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 the TOEFL requirement.
5. Applicants who have a 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.

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 6154
 Princeton, NJ 08541-6154 USA
 Online: www.toefl.org

Concordia may consider other English language proficiency tests (i.e., IELTS and MELAB). Applicants are encouraged to contact Admissions and Financial Aid for further details.

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 completion of their admission requirements. All applicants are considered for early admission.

Concordia reserves the right to rescind admission at any time if applicants do not:

1. Fulfil the minimum admission requirements for their program;
2. Submit required documents by the stated deadline;
3. Remain competitive within the pool of applicants to competitive entry programs, e.g., Bachelor of Management, four-year Bachelor of Arts in Psychology (Applied Emphasis), and after-degree programs. (When making final admission decisions for competitive-entry programs, Concordia considers all applicants to a specific program as a whole. Applicants who have been granted early admission must remain competitive within the entire group of admission applicants.)

When Concordia offers early admission, applicants pay the

appropriate **non-refundable** pre-registration deposit (section 5.2, *Registration Deposits*) and receive a registration appointment. The advantage of being awarded early admission is that applicants may register in courses earlier than those who wait. In the case that Concordia rescinds an offer of admission, the pre-registration deposit is normally refunded less the Processing Fee.

If applicants are not granted early admission, their applications for admission remain active. When all final documents have been received, applications are reassessed for admissibility.

A. ARTS AND SCIENCE PROGRAMS

To be considered, high school applicants must present an admission average of 65% or higher in the required Grade 12 subjects for their chosen faculty. Applicants must provide at least two midterm or final marks, but Concordia uses all appropriate course marks for assessment.

B. MANAGEMENT PROGRAM

To be considered:

1. high school applicants must present a competitive admission average (normally 72%) in the required Grade 12 subjects. Applicants must provide at least two midterm or final marks, but Concordia uses all appropriate course marks for assessment.
2. transfer applicants must present a competitive Admission Grade Point Average (AGPA), normally 3.0 on Concordia's 4-point scale, and submit all interim or final post-secondary transcripts.

C. AFTER-DEGREE PROGRAMS

To be considered, applicants must present a competitive Admission Grade Point Average (AGPA), normally 3.0, demonstrate fulfilment of the required courses for their chosen program, and submit all interim or final post-secondary transcripts and required documents.

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 present a

minimum admission average of 60% with a passing grade in each subject.

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

- a) English 30 or English Language Arts 30-1
- b) One subject from Group A or Pure Mathematics 30 in lieu of a 30-level Language Other than English (see table 3.2.1, *Classification of Alberta Grade 12 Subjects*)
- c) One subject from Group A or B
- d) One subject from Group A or C
- e) One subject from Group C

Note:

1. It is recommended that courses include Social Studies 30 and a 30-level Language Other than English.
2. Applicants intending to complete an area of concentration in Political Economy are required to present Pure Mathematics 30.
3. Applicants intending to complete a minor in Business, Computing Science, Economics, Mathematics, Political Economy or Physics are required to present Pure Mathematics 30.
4. 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 Pure Mathematics 30.

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 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 present the following course requirements:

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

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 present a minimum admission average of 60% with a passing grade in each subject.

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

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

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 three groups: Group A (Humanities), Group B (Fine Arts) and Group C (Sciences). Subjects presented for admission must be 5 credits in weight.

Group A (Humanities)	
Social Studies 30	
30-level Language Other than English (LOE)	
Additional 30-level Language Other than English	
<p>Each of French 20S, 20N, 21, 30S, 30N, 31A, 31B or 31C, French Language Arts 20 or 30, Français 20 or 30, and Langue et Littérature 20 or 30 are equivalent to French 30 for admission purposes.</p> <p>Applicants who have French Language Arts 30, Français 30, or Langue et Littérature 30 may be granted advanced placement.</p> <p>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.</p>	
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
Drama 30	(Course Code: 9009)
Instrumental Music 30	
<p>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.</p>	
Group C (Sciences)	
Pure Mathematics 30*	Chemistry 30
Applied Mathematics 30*	Physics 30
Mathematics 31	Science 30
Biology 30	
<p>* Only one of Pure Mathematics 30 or Applied Mathematics 30 may be used for admission.</p> <p>Transitional Mathematics 101 from Athabasca University may be presented with Applied Mathematics 30 in lieu of Pure Mathematics 30.</p>	

ADMISSION

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 110	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	90%
4	72%
3	57%

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 (Language & Composition)	ENG 1xx(ntt ENG 100/110)	3
English (Literature & Composition)	ENG 1xx(ntt ENG 100/110)*	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.

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 present the equivalent Grade 12 subjects required for their chosen program.

G. INTERNATIONAL ADMISSION

1. American High School Equivalents

Applicants educated in the United States of America must 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 present a combination of five courses from the General Certificate of Secondary Education (GCSE) and the General Certificate of Education - Advanced Level (GCE-Advanced) subjects. Those applicants using the GCSE for admission must present a minimum grade of C in each subject.

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

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 the Admissions and Financial Aid Office.

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 ^{2, 3}
Alberta, NWT and Nunavut	English Language Arts 30-1	30-level language	Social Studies 30	—	Art 30, Art 31, Dance 35, Drama 30, Music 30, or Music 31	Pure Math 30	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 Sociales 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	History 40S	Modern Civilization 40S, Western Civilization 40S, World Geography 40S, or World Issues 40S	Art 40C/S, Drama 40G/S, Music 40G, 40-level Dance, or Musical Theatre 41G	Precalculus Math 40S	Calculus 40S, Calculus 45A, or Advanced Math 45A	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 and Data Management 12U
Quebec (two semester courses at a CEGEP)	English Literature 603 series	Francais 601 series, French as a 2nd language 602 series, or other language 607 to 616 series	History 330 series	Cultural Geography 320 series	Art 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 or Math 121	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, Geometry 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 3207 and one of Performance 3104	Math 3200; Advanced Math 3201; or Math 3207 and one of Math 3204 or 3205	—	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 and Financial Aid

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 fulfill prerequisite requirements for university-level mathematics courses

3.2.2 HOME-SCHOOLED STUDENT ADMISSION

Concordia considers applications from home-schooled, including home-educated, applicants. All applicants are assessed on an individual basis and are treated on their own merits.

Home-schooled applicants are offered the following admission routes:

1. Admission to an Arts, Management or Science degree program by presenting the appropriate Grade 12 requirements for admission to the program of their choice (section 3.2.1, *High School Student Admission*).
2. Admission to the Open Studies program (section 3.6, *Open Studies Student Admission*). Open Studies students are eligible to register in a maximum of nine credits each semester to a life-time maximum 30 credits (section 4.1.3, *Open Studies Students*). However, after they have completed 24 university-level credits with the appropriate admission grade point average (AGPA), Open Studies students may apply for admission to an undergraduate degree program (section 3.2.5, *Transfer Student Admission*).
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.
4. Admission to an Arts, Management, or Science degree program by presenting a Home-School Portfolio with the application for admission. The Home-School Portfolio must contain the following elements:
 - a) A detailed description of the high school curriculum used in the home-schooling program and the methodology used in the applicant's acquisition of knowledge, including a complete list of all texts studied, course syllabi, and measures used to evaluate academic performance.
 - b) Samples of academic work performed such as book reports or essays in English literature, science laboratory reports, and examinations.
 - c) A complete transcript of all grades achieved in Grade 10, 11, and 12 courses.
 - d) A statement outlining their educational goals and relevant extracurricular activities, including visual and performing arts activities (e.g., grade levels completed through the Royal Conservatory of Music), athletics, and community service, as they pertain to university preparation.
 - e) A confidential letter of recommendation from an impartial source, such as a home education coordinator, indicating the applicant's academic readiness for a university-level program of studies. The reference would normally hold a professional designation (certified educator or academic counsellor) and be personally familiar with the applicant's high school curriculum.

Home-schooled applicants who are admitted to a Concordia undergraduate degree program under routes 1 and 2 are eligible for entrance award consideration; those admitted under routes 3 and 4 are ineligible unless they present the appropriate SAT or ACT score. However, after the completion of their first year of study at Concordia, home-schooled applicants are eligible to be considered for in-course awards (section 7.0, *Awards*).

3.2.3 SPECIAL ADMISSION

Applicants to Arts and Science degree programs who do not meet standard admission requirements may be admitted to a first-

year deficiency program.

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

Students admitted under special admission requirements are 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.

There are two types of deficiencies:

A. COURSE DEFICIENCY

To qualify for the Combined University Matriculation Upgrading Program (CUMUP), applicants must present an average of at least 70% in four appropriate Grade 12 subjects including English, and must have successfully completed the appropriate Grade 11 prerequisite for the deficient Grade 12 course.

Students must clear any course deficiency during the first semester after admission by achieving a passing grade in the deficient course so that their admission average is at least 60%. Students must maintain satisfactory academic standing (section 9.3.4); the Registrar reviews their academic status at the end of the first semester and at the end of the academic year.

Space in Grade 12 courses for CUMUP students is limited. Applicants who wish to be considered for the course deficiency program should apply early.

B. AVERAGE DEFICIENCY

In very special circumstances, applicants who have five Grade 12 subjects with an admission average of slightly less than 60% may be permitted to enrol in university programs. Students remove an average deficiency by achieving satisfactory academic standing (section 9.3.4); the Registrar reviews their academic status at the end of the first semester and at the end of the academic year.

3.2.4 NON-MATRICULATED STUDENT ADMISSION

Applicants who will be 21 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 present a minimum admission average of 60% with a passing grade in each subject.

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

1. English 30, English Language Arts 30-1, or a minimum grade of C in Concordia's English 110 or equivalent.

B. BACHELOR OF MANAGEMENT PROGRAM

Non-matriculated applicants who seek admission to the four-year Bachelor of Management degree program must 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 present the following course requirements:

1. English 30, English Language Arts 30-1, or Concordia's English 110 or equivalent.
2. Pure Mathematics 30 or Applied Mathematics 30

C. BACHELOR OF SCIENCE PROGRAMS

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

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

1. English 30, English Language Arts 30-1, or Concordia's English 110 or equivalent
2. Pure Mathematics 30
3. Two of Biology 30, Chemistry 30, Mathematics 31 or Physics 30

3.2.5 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 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 present a minimum AGPA of 2.0.

B. BACHELOR OF MANAGEMENT PROGRAM

Transfer students seeking admission to the Bachelor of Management program must present a minimum AGPA of 2.3. In ad-

dition, transfer students are required to present Pure Mathematics 30, Applied Mathematics 30 or equivalent.

Graduates of recognized two-year diploma, or three- or four-year applied degree programs in business, management, or related area must 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 and Financial Aid 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; applications are available from Admissions and Financial Aid.

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 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 *4-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 which 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 to 70; therefore, admission is competitive. Meeting the minimum admission requirements does not guarantee admission.

A. ADMISSION REQUIREMENTS

To be considered for admission, applicants must 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: archeology, 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. 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) This form is included in the *Bachelor of Education (After Degree) Admission Application Supplement*.
- c) 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.
- d) 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:

1. AGPA;
2. prerequisite course requirements;
3. Philosophy of Teaching Statement;
4. *Volunteer/Work Experience Record*;
5. two *Confidential Assessment Forms*;
6. computer proficiency; and
7. 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 of their applicant profile. Based on this ranking, qualified applicants are then invited for 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 present the following requirements:

1. A three- or four-year baccalaureate degree in science 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 senior-level credits as listed below. Please note that while candidates with senior-level credit in these subjects are given preference, those with junior-level credits may also be considered.
 - a) 3 credits in chemistry (analytical chemistry preferred);
 - b) 3 credits in microbiology (with laboratory hours preferred);
 - c) 3 credits in human or mammalian physiology;
 - d) 3 credits in statistics.
4. Successful completion of 3 credits of 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:

1. an undergraduate degree.
2. a related post-secondary diploma or certificate.
3. 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 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 Registrar's Office 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

Readmission is not automatic. Normally the Registrar approves readmission 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.

The Registrar 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 comple-

tion 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 Faculty of Continuing Education programs, including the Learning Foundations Program, University and College Entrance Program, and Continuing Education High School, refer to *Continuing Education*, section 15.0.

4.0 REGISTRATION

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

After students are admitted, the Registrar's Office provides them with the materials necessary to assist them with course selection, schedules their registration appointments, and registers them in courses.

Registration Advisors assist students at their registration times 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 Student and 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
 - B. After Early Registration
 - 4.1.3 Open Studies Students
 - 4.1.4 Continuing Education University Students
 - A. Spring and Summer Sessions
 - B. Weekend and Evening Courses
- 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 Confirmation Schedules
 - 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

4.1 REGISTRATION PROCEDURES

4.1.1 NEW STUDENTS

Admissions and Financial Aid informs 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 the Student Accounts Office. 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.

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, students complete their *Course Selection Forms*, plan their academic timetables, and make arrangements with the Student Accounts Office for the registration deposit. The *Registration Deposit*, section 5.2, can be postdated to June 1.

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

B. AFTER EARLY REGISTRATION

Continuing students who do not participate in Early Registration must complete a *Request for Registration Appointment Form*. Returning students who do not participate in Early Registration must complete an *Application Form*. Both of these forms are available online or from Student and Enrolment Services.

Continuing and returning students are notified by the Registrar's Office of their readmission status and, if accepted, their scheduled registration times.

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

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

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 CONTINUING EDUCATION UNIVERSITY STUDENTS

The Continuing Education university program offers university-level credit courses during the academic year in the evenings and on Saturdays, and during the spring and summer months. Important dates for students registered in Continuing Education university courses are published in the *Academic Schedule*, section 2.0.

For information on course offerings or to obtain a brochure, visit www.specialsessions.concordia.ab.ca or contact the Continuing Education university program at 780-413-7800.

A. SPRING AND SUMMER SESSIONS

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* (available online or from Student and Enrolment Services) to the Registrar's Office. Continuing students may add Spring and Summer Sessions courses to their schedule through the Registrar's Office; 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.

B. WEEKEND AND EVENING COURSES

Weekend and evening course offerings during the academic year are ideal for students who want university-credit courses that fit their schedules. New students may either be admitted to a faculty or to the Open Studies program (*Undergraduate Admission*, section 3.0). Continuing and returning students may add weekend and evening session courses to their *Registration Schedules* at the time of registration (section 4.1.2). Students must pay the non-refundable *Registration Deposit*, section 5.2, before they may register in courses.

4.2 REGISTRATION REGULATIONS

4.2.1 COURSE LOAD

The normal full-time course load for undergraduate programs is 30 credits for the academic year. 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.

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 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 CONFIRMATION SCHEDULES

To retain their registration, all students must sign their *Confirmation Schedules* before the deadlines published in the *Academic Schedule*, section 2.0. However, students registered only in Continuing Education university courses may sign their schedules on the day of their first class. Normally, the Registrar's Office makes the schedules available at least one week before classes begin for the fall and winter semesters; *Confirmation Schedules* for Spring and Summer Sessions are available the first day of class for each term.

Students who do not sign their *Confirmation Schedules* 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 should retain their copies of the Confirmation Sched-

ule. The information printed on the document includes their:

- course schedule, including classroom numbers;
- Concordia email address, necessary for accessing online Services for Students;
- login codes, necessary for accessing email and computing networks.

Students must present their copy of the *Confirmation Schedule* to add or drop 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 must complete required documentation with a Registration Advisor in Student and Enrolment 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 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 sign their *Confirmation Schedules* before classes begin will have their registration cancelled. Those who sign their *Confirmation Schedules* and later decide to discontinue their studies at Concordia must complete required documentation with a Registration Advisor in Student and 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 Services*, section 9.6. Students granted permission for late withdrawal are given a W (Withdrew 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 Student and 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.

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 or at Student and 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:

- The University of Hamburg, Hamburg, Germany (Universität Hamburg, www.uni-hamburg.de/index_e.html)
- The University of Oldenburg, Oldenburg, Germany (Carl von Ossietzky Universität Oldenburg, www.uni-oldenburg.de/uni/international)
- Jerusalem University College, Jerusalem, Israel (www.juc.edu)
- École Centrale d'Électronique, Paris, France (www.ece.fr)

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.

5.0 FEES

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

5.1 Fee Schedule	Per independent study credit	250.00
5.1.1 Undergraduate Programs (Arts, Management, Science, and Open Studies Students)	To a maximum of (per semester)	3,140.00
A. Education Fees		
B. Mandatory Fees		
C. Other Fees		
5.1.2 Continuing Education university Program		
A. Education Fees	Per credit	6.50
B. Mandatory Fees	To a maximum of (per semester)	60.00
C. Other Fees		
5.1.3 Education (After Degree) Program		
A. Education Fees	Per credit	.75
B. Mandatory Fees	To a maximum of (per semester)	6.50
C. Other Fees		
5.1.4 Environmental Health (After Degree) Program		
A. Education Fees	Per credit	3.50
B. Mandatory Fees	To a maximum of (per semester)	29.00
C. Other Fees		
5.1.5 Master of Information Systems Security Management Program		
A. Education Fees	Per credit	2.00
B. Mandatory Fees	To a maximum of (per semester)	18.00
C. Other Fees		
5.1.6 Career Development Diploma or Certificate Programs		
A. Education Fees	Per credit	5.00
B. International Student Education Fees	To a maximum of (per semester)	45.00
C. Other Fees		
5.1.7 Learning Foundations Program and UCEP		
5.1.8 Director of Parish Services Internship		
A. Internship Fees		
B. Mandatory Fees		
C. Other 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		
A. International Students		
5.5 Student Residence		
5.6 Parking		
5.6.1 Tegler Parking Lot		
5.6.2 West Tegler Reserved Parking Lot		
5.6.3 Ralph King Athletic Centre Parking Lot		
5.6.4 Bellevue Parking Lot		
5.1 FEE SCHEDULE		
Refer to the <i>Academic Schedule</i> , 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 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.		
(See the <i>Semester Fee Calculation Worksheet</i> , Appendix A)		
A. EDUCATION FEES (2008-2009)		
Per credit		250.00
Per audited credit		125.00
B. MANDATORY FEES (2008-2009)		
Student Association Fee:		
Per credit		6.50
To a maximum of (per semester)		60.00
Student Accident Insurance:		
Per credit		.75
To a maximum of (per semester)		6.50
Athletic Fee:		
Per credit		3.50
To a maximum of (per semester)		29.00
Building Development Fee:		
Per credit		7.00
To a maximum of (per semester)		63.00
Processing Fee:		
Per credit		2.00
To a maximum of (per semester)		18.00
Technology Fee:		
Per credit		5.00
To a maximum of (per semester)		45.00
C. OTHER FEES (2008-2009)		
Challenge Examination Education Fee:		
Per credit		125.00
Course Fees:		
The following course fees are paid in addition to the Education Fee.		
DAN 340		53.00
ED 199		145.00
ENSC 318		624.00
ENSC 319		1,070.00
Lab Fee (per lab hour per semester)		31.00
MGT 499		500.00
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)		56.25
MUP 164, 165, 264, 265, 364, 365, 464, 465 (per semester)		37.50
Deferred Final Examination Fee		27.00
Education Student Association Membership (per semester)		3.75
Graduation Fee		
Per degree		107.00
International Assessment Fee		80.00
International Student Fee		
Per credit		170.00
To a maximum of (per semester)		1,530.00
International Student Medical Insurance		
Contact Student Affairs (780-479-9242) for amount due		
Parchment Replacement Fee		55.00
Student Identification Card Replacement Fee		15.00
T2202A Replacement Fee		12.00
Distance-delivery fees:		
Contact Student Accounts (780-479-9206)		

5.1.2 CONTINUING EDUCATION UNIVERSITY PROGRAM

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

The following fees apply to students who are registered only in Continuing Education university program offerings that are published in the Weekend and Evening and Spring and Summer Sessions brochures.

A. EDUCATION FEES (2008-2009)

Per credit	205.00
Per audited credit	102.50
Per independent study credit	205.00

B. MANDATORY FEES (2008-2009)

Student Accident Insurance Fee:	
Per credit	0.75
Athletic Fee:	
Per credit	3.50
Building Development Fee:	
Per credit	7.00
Processing Fee:	
Per credit	2.00
Technology Fee:	
Per credit	5.00

C. OTHER FEES (2008-2009)

Course Fees:

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

DAN 340	53.00
ED 199	145.00
ENSC 318	624.00
ENSC 319	1,070.00
Lab Fee (per lab hour per semester)	31.00
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)	56.25
MUP 164, 165, 264, 265, 364, 365, 464, 465 (per semester)	37.50

Deferred Final Examination Fee	27.00
International Student Fee	
Per 3-credit course	288.00
Per 6-credit course	576.00

International Student Medical Insurance	
Contact Student Affairs (780-479-9242) for amount due	
Student Identification Card Replacement Fee	15.00
T2202A Replacement Fee	12.00
Distance-delivery fees:	
Contact Student Accounts (780-479-9206)	

5.1.3 EDUCATION (AFTER DEGREE) PROGRAM

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

(See the *Semester Fee Calculation Worksheet*, Appendix B)

A. EDUCATION FEES (2008-2009)

Per credit	278.00
Per audited credit	139.00
Per independent study credit	278.00
To a maximum of (per semester)	3,495.00

B. MANDATORY FEES (2008-2009)

Student Association Fee:	
Per credit	6.50
To a maximum of (per semester)	60.00
Education (After-Degree) Student Association:	
Per semester	3.75
Student Accident Insurance:	
Per credit	.75
To a maximum of (per semester)	6.50
Athletic Fee:	
Per credit	3.50
To a maximum of (per semester)	29.00
Building Development Fee:	
Per credit	7.00
To a maximum of (per semester)	63.00
Processing Fee:	
Per credit	2.00
To a maximum of (per semester)	18.00
Technology Fee:	
Per credit	5.00
To a maximum of (per semester)	45.00

C. OTHER FEES (2008-2009)

Challenge Examination Education Fee:	
Per credit	139.00
Practicums:	
EDUC 531	405.00
EDUC 532	435.00
Deferred Final Examination Fee	27.00
Graduation Fee	
Per degree	107.00
International Assessment Fee	80.00
International Student Fee	
Per credit	170.00
To a maximum of (per semester)	1,530.00
International Student Medical Insurance	
Contact Student Affairs (780-479-9242) for amount due	
Parchment Replacement Fee	55.00
Student Identification Card Replacement Fee	15.00
T2202A Replacement Fee	12.00

5.1.4 ENVIRONMENTAL HEALTH (AFTER DEGREE) PROGRAM

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

(See the *Semester Fee Calculation Worksheet*, Appendix C)

A. EDUCATION FEES (2008-2009)

Per credit	250.00
Per audited credit	125.00
Per independent study credit	250.00
To a maximum of (per semester)	3,140.00

B. MANDATORY FEES (2008-2009)

Student Association Fee:	
Per credit	6.50
To a maximum of (per semester)	60.00
Student Accident Insurance:	
Per credit	.75
To a maximum of (per semester)	6.50
Athletic Fee:	
Per credit	3.50
To a maximum of (per semester)	29.00
Building Development Fee:	
Per credit	7.00
To a maximum of (per semester)	63.00
Processing Fee:	
Per credit	2.00
To a maximum of (per semester)	18.00
Technology Fee:	
Per credit	5.00
To a maximum of (per semester)	45.00

C. OTHER FEES (2008-2009)

Challenge Examination Education Fee:	
Per credit	125.00
Environmental Health Practicums:	840.00
Deferred Final Examination Fee	27.00
Graduation Fee	
Per degree	107.00
International Assessment Fee	80.00
International Student Fee	
Per credit	170.00
To a maximum of (per semester)	1,530.00
International Student Medical Insurance	
Contact Student Affairs (780-479-9242) for amount due	
Parchment Replacement Fee	55.00
Student Identification Card Replacement Fee	15.00
T2202A Replacement Fee	12.00

5.1.5 MASTER OF INFORMATION SYSTEMS SECURITY MANAGEMENT PROGRAM

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

(See the *Semester Fee Calculation Worksheet*, Appendix D)

A. EDUCATION FEES (2008-2009)

Per credit	282.00
Per audited credit	141.00
Per independent study credit	282.00

B. MANDATORY FEES (2008-2009)

Student Association Fee:	
Per credit	6.50
To a maximum of (per semester)	60.00
Student Accident Insurance:	
Per credit	.75
To a maximum of (per semester)	6.50
Athletic Fee:	
Per credit	3.50
To a maximum of (per semester)	29.00

Building Development Fee:	
Per credit	7.00
To a maximum of (per semester)	63.00
Processing Fee:	
Per credit	2.00
To a maximum of (per semester)	18.00
Technology Fee:	
Per credit	5.00
To a maximum of (per semester)	45.00

C. OTHER FEES (2008-2009)

Challenge Examination Education Fee:	
Per credit	141.00
Information Systems Security Research Project:	1,850.00
Deferred Final Examination Fee	27.00
Graduation Fee	
Per degree	107.00
International Assessment Fee	80.00
International Student Fee	
Per credit	170.00
To a maximum of (per semester)	1,530.00
International Student Medical Insurance	
Contact Student Affairs (780-479-9242) for amount due	
Parchment Replacement Fee	55.00
Student Identification Card Replacement Fee	15.00
T2202A Replacement Fee	12.00

5.1.6 CAREER DEVELOPMENT DIPLOMA OR CERTIFICATE PROGRAMS

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

A. EDUCATION FEES (2008-2009)

C540 and C545 (per course)	550.00
C510 and C535 (per course)	500.00
Per 2-credit course	350.00
Per 1-credit course	225.00

B. INTERNATIONAL STUDENT EDUCATION FEES (2008-2009)

C540 and C545 (per course)	800.00
C510 and C535 (per course)	750.00
Per 2-credit course	500.00
Per 1-credit course	325.00

C. OTHER FEES (2008-2009)

B810 Career Development Practicum	300.00
Course Extension Fee	50.00
Materials Fee	
Varies by course. Contact Career Development Program.	
Registration Fee	35.00
Transfer Credit Fee	50.00
Deferred Final Examination Fee	27.00
Student Identification Card Replacement Fee	15.00
T2202A Replacement Fee	12.00

5.1.7 LEARNING FOUNDATIONS PROGRAM AND UCEP

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

UCEP and Learning Foundations Program Application Fee
(non-refundable) 25.00

5.1.8 DIRECTOR OF PARISH SERVICES INTERNSHIP

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

A. INTERNSHIP FEES (2008-2009)

PS 501	350.00
PS 502	350.00

B. MANDATORY FEES (2008-2009)

Contact Student Accounts (780-479-9206) for Mandatory Fee information.

5.2 REGISTRATION DEPOSITS

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

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

New university students:

Registration deposit*	
Per 3-credit course	100.00
To a maximum of (for the academic year)	400.00

* A \$100.00 pre-registration deposit is due upon acceptance into a program by the Admissions and Financial Aid Office. The balance of the registration deposit is due at the time of registration.

Continuing or returning university students:

Per 3-credit course	100.00
To a maximum of (for the academic year)	400.00

International students:

Full-time (university and UCEP)	3,060.00
Part-time university studies	
Contact Student Accounts (780-479-9206)	

Continuing Education university program:

Weekend & Evening Sessions	
Per 3-credit course	100.00
Spring & Summer Sessions	
Per 3-credit course	100.00
International Student	
Per 3-credit course	288.00
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. After Census Day, Student Accounts sends amended invoices only to those students whose fees are affected by their course changes. 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 to 780-474-1933 when paying by MasterCard, VISA or American Express. Students should use the Credit Card Authorization form available at the Student Accounts Office or it can be downloaded from our website at www.concordia.ab.ca/pdf/printableforms/CreditCardAuthorization.pdf

C. 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.

D. 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 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 are sent to a collection agency for recovery and are 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 sign their Confirmation Schedules 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.

Cheques for a refund or reduction in fees are normally issued within four to six weeks.

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

A. INTERNATIONAL STUDENTS

International student fees are indicated in the *Fee Schedule*, section 5.1.

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.

5.5 STUDENT RESIDENCE

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

Residence contracts are for a full academic year (September to April). Annual Residence Fees are as follows:

First-time Residents (2008-2009)

Double Accommodation	2,810.00
Single Accommodation	3,750.00

Returning Residents (2008-2009)

Returning residence students may apply for a reduction of \$280.00 per semester in their residence fees.

Residence students must also purchase a declining-balance card for their meals:

Per semester (2008-2009)	1,080.00
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Students applying for residence accommodation may submit an *Application for Campus Residence* form (available online at <http://residence.concordia.ab.ca>). Upon review and conditional acceptance of their residence applications, students must submit a \$400 security deposit to reserve their space in residence. The deposit is refundable only if students remain in residence for the entire academic year, are not responsible for any damages to Concordia property, and have no outstanding residence fees.

Fifty percent (50%) of the balance of full-year residence fees must be paid by the deadline to pay fall semester fees, and the remaining fifty percent (50%) by the deadline to pay winter semester fees. See the *Academic Schedule*, section 2.0, for fee payment deadlines.

If a student withdraws from residence during the course of a semester, the balance of that semester's residence fees and the \$400 security deposit are retained.

Please refer to *Residence Life*, section 8.6, or email residence@concordia.ab.ca, for further information about living in campus residence.

5.6 PARKING

Students pay for parking by daily passes obtained from coin-operated meters (Visa, MasterCard and American Express are also accepted) or by parking lot passes. Vehicles that do not display valid parking passes may be ticketed and towed.

Please note that parking lot passes are limited in number and usage, and are valid only during the academic year (August to April). Parking passes go on sale in mid-August and are usually sold out by the first week in September. Students are advised to contact the parking administrator as soon as possible to request parking space (a waiting list is maintained after all the passes have been sold). Several parking spaces are reserved for students with disabilities, who may arrange monthly parking permits through the office of the Dean of Student Affairs.

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

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

5.6.1 TEGLER PARKING LOT

This lot is located just outside the entrances to the Tegler Student Centre and the Hole Academic Centre.

1. First come, first served parking;
2. Requires valid pass from 7:00 a.m. to 10:00 p.m. every day of the week;
3. In high demand between 8:00 a.m. and 2:00 p.m. from Monday to Friday. Students should plan their arrival accordingly, or choose to park in the Bellevue parking lot during these times;
4. No plug-ins.

A. Daily Parking Pass (cash or credit card accepted)

1. \$5.00 per day - 7:00 a.m. to 6:00 p.m. (valid all evening)
2. \$3.00 evenings (valid from 6:00 p.m. weekdays)
3. \$3.00 per day weekends

B. Hourly Parking (Meters)

1. A limited number of meters are available for short-term parking (maximum one hour).
2. Coin-operated meter parking is \$1.00/per half-hour seven days a week. Parking passes are not valid in metered parking areas.

5.6.2 WEST TEGLER RESERVED PARKING LOT

Reserved parking is adjacent to the Tegler Student Centre (located on the west side of the Lab Annex, south of Faculty House).

A. Reserved Parking Pass

1. \$525 per year (includes GST);
2. Assigned parking area, 24 hours per day;
3. No plug-ins.

5.6.3 RALPH KING ATHLETIC CENTRE PARKING LOT

This lot is located just outside the entrance to the Ralph King Athletic Centre/Concordia High School.

1. First come, first served parking;
2. Requires valid passes from 7:00 a.m. to 10:00 p.m. seven days a week;
3. In high demand between 8:00 a.m. to 4:00 p.m. from Monday to Friday. Students should plan their arrival accordingly, or choose to park in the Bellevue parking lot during these times;
4. No plug-ins.

A. Daily Parking Pass (coin operated parking pass dispenser)

1. \$4.00 per day - 7:00 a.m. to 10:00 p.m., seven days a week (ONLY \$1 and \$2 coins accepted).

5.6.4 BELLEVUE PARKING LOT

Located on 112 Avenue, the Bellevue Community Centre parking lot is a five-minute walk to Tegler Student Centre.

1. First come, first served parking;
2. Available for student use from 7:00 a.m. to 5:00 p.m.; Monday to Friday;
3. No plug-ins.

A. Daily Parking Pass (coin operated parking pass dispenser)

1. \$3.00 per day - 7:00 a.m. to 5:00 p.m., Monday to Friday (ONLY \$1 and \$2 coins accepted).

B. Bellevue Parking Pass

1. \$300 per year (includes GST);
2. Valid in Tegler parking lot after 5:00 p.m. on weekdays and all day on weekends.

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 Student and 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 Admissions and Financial Aid 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 May of each year from Student and 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 Assess-*

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

Students who are residents of Alberta may apply for financial assistance through Alberta Students Finance. For more complete information on financial assistance for Alberta students, visit the Alberta Learning Information Service (ALIS) website at www.alis.alberta.ca.

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 Alberta Students Finance. 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 "Authorized Signature" and "Date Signed" fields in the *Confirmation of Registration* section are blank) should follow the procedures described in section 6.1.2.B, *Student Loans Issued by Other Provinces or Territories*.

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

Students should submit all copies of their *Certificate of Eligibility* (Canada Student Loan and provincial or territorial student loan certificates) to Student and 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 the Student Accounts Office. Generally, two business days are required for processing student loan certificates after submission.

Once Concordia has confirmed their registration, students must deliver the *Certificate of Eligibility* to the appropriate service provider or financial institution. In the case of Canada Student Loans, students may drop off their *Certificate of Eligibility* at participating Canada Post Outlets (a list is available at www.canlearn.ca) to be forwarded to the National Student Loan Service Centre-Public Division (NSLSC). Alternatively, students may deliver their loan certificates to Concordia during loan processing day in September (*Academic Schedule*, section 2.0).

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. In most cases, students must repay over-awards before future financial assistance is available.

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.

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 Student and 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 AWARDS

In addition to information on Concordia University College of Alberta awards, Student and Enrolment Services, located in Hole Academic Centre (HA120), 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
 - B. Entrance Bursaries
- 7.2 Academic Awards**
 - 7.2.1 No Application Required
- 7.3 Concordia Awards**
 - 7.3.1 General Awards
 - A. Application Required
 - 7.3.2 Lutheran Church–Canada Student Awards
 - A. Application Required
 - 7.3.3 Concordia Bursary Program
 - A. Application Required
 - 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).

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, as listed in the *Academic Schedule*, section 2.0.

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 admission 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 are admitted to a Concordia undergraduate degree program under section 3.2.2, *Home-Schooled Admission*, routes 1 and 2, are eligible for entrance award consideration; those admitted under routes 3 and 4 are ineligible unless they present the appropriate SAT or ACT score. However, after the completion of their first year of study at Concordia, home-schooled applicants are eligible to be considered for in-course awards.

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 admission average of 75%; awards vary in value according to the applicant's admission average. The final admission average that determines the scholarship amount is calculated on the five subjects required for admission to the applicant's program of choice.

Admission 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.

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 enroll 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

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 admission average of at least 90.0%, calculated using the five subjects required for admission to the applicant's program of choice.
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 www.concordia.ab.ca/entranceawards. Applications and supporting documents must be submitted to the Admissions and Financial Aid Office 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.

B. ENTRANCE BURSARIES

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, register 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

7.2 ACADEMIC AWARDS

7.2.1 NO APPLICATION REQUIRED

Concordia Academic Awards

Variable annual awards in each of the Humanities, Religious Studies, Science, and Social Science/Education divisions. Awards are based on academic excellence, according to criteria established in each 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

Concordia Student of the Year Award

A plaque awarded annually to a student with outstanding participation in non-academic school activities.

Donor: Concordia Students' Association

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.

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.

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: 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

Application forms for Concordia awards are usually available from the Admissions and Financial Aid Office during the first week of December, and must be completed and returned directly to that office before the deadline listed in the *Academic Schedule*, section 2.0.

A. APPLICATION REQUIRED

75th Anniversary Concordia Guild Scholarship

An annual \$500 award to a student enrolled in the first year of the Bachelor of Education (After Degree) program. The recipient must intend to enter the second year of the program and present a minimum combined GPA of 3.5, based on the entering Admission Grade Point Average (AGPA) and first-semester GPA. In addition, the recipient must be a Canadian citizen and have performed notable community service. May not be the recipient of another major award. Awarded against second-year tuition.

Donor: Concordia Guild

Alumni Scholarship

A variable annual award to a student enrolled in their third- or fourth-year 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

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

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

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 Business Association Award

An annual \$250 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

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 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 \$750 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 single-parent mother who is seeking entry or re-entry into the labour market. The recipient must be enrolled in an Arts, Management, or Science degree program, 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 students who are not in the final year of their degree program.

Donor: Edmonton Glenora Rotary Club

Edmonton Realtors' Charitable 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: Edmonton Realtors' Charitable Foundation

Edmonton Rotary Club Bursary

Two annual \$1,000 awards to students who reside in the area of Edmonton defined as west to 109 Street, east to Wayne Gretzky Drive, north to 118 Avenue and south to the North Saskatchewan River. The recipient must present a minimum GPA of 2.3 and demonstrate financial need. Preference will be given to students with a disability.

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

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

Carl J. Hennig Memorial Scholarship

An annual \$500 award to a second-year student with a declared interest in a full-time church vocation in Lutheran Church–Canada. The recipient must present a minimum GPA of 2.7, be registered in 30 credits, and be active in his or her local congregation.

Donor: The family of Carl J. Hennig

Arthur and Margaret Leeman Hooper Memorial Scholarship

Two annual \$500 awards, one each to an Arts degree and a Science degree student. Recipients must be first-year students registered in a minimum of 24 credits; present a minimum GPA of 3.0; display leadership qualities; have made a significant contribution in the area of athletics, campus life, and/or the community; and demonstrate financial need. Recipients must also intend to register in a minimum of 9 credits each semester in the second year of study. Awarded as a tuition credit in the second year.

Donor: The family of the late Arthur Hooper

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 4-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:**Parkland Zone Bursary**

A variable annual 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, Wetaskiwin)

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

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

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. Preference will be given to dependent children of Lutheran Church–Canada missionaries. Awarded as a tuition credit in the subsequent year.
Donor: A. Stirling McNeil and family

Carolyn B. McNeil Science Bursary

A variable annual award to a first-year student enrolled in the Faculty of Science who demonstrates leadership abilities and a commitment to 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. Preference will be given to dependent children of Lutheran Church–Canada missionaries. Awarded as a tuition credit in the second year.
Donor: Cam McNeil and family

Elaine Susan Margaret Miller Memorial Scholarship

An annual \$500 award to a student enrolled in a Bachelor of Science degree program with a declared minor in Computing Science or Information Technology. The recipient must present a minimum GPA of 3.7, demonstrate leadership abilities, and have made a significant contribution to campus life and/or the community.
Donor: Mrs. Esther M. C. Miller in memory of her daughter, Elaine

Irene Elizabeth Ruth Miller Memorial Scholarship

An annual \$500 award to a student enrolled in the Bachelor of Education (After Degree) program. The recipient must be an active Lutheran church member who demonstrates leadership abilities and has made a significant contribution to campus life, the church and/or the community. The recipient must also present a minimum GPA of 3.7.
Donor: Mrs. Esther M. C. Miller in memory of her daughter, Irene

James Miller Memorial Scholarship

A variable annual award to a male pre-seminary student who demonstrates financial need and is a member of Lutheran Church–Canada.
Donor: Mr. and Mrs. Walter P. Miller, in memory of their son, James

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: The Estate of Ms. Lottie Mohr

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

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

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

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.

The recipient must display academic promise and demonstrate financial need.

Donor: The family of Samuel and Amalia Rosnau

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

Rotary Club of Edmonton Northeast Scholarship

A minimum \$500 award to a graduate of M.E. Lazerte Composite High School, Archbishop O'Leary Catholic High School, Eastglen Composite High School, or Concordia High School who is enrolled in their first or second year of 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

Donor: Rotary Club of Edmonton Northeast

RBC Royal Bank Scholarship

An annual \$500 award to a student who is registered in a minimum of 24 credits, has maintained a minimum GPA of 2.7, and demonstrates financial need. The recipient must display leadership potential and have made a significant contribution to their community and/or school.
Donor: RBC, Edmonton Capital Region

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

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

Donor: The Schienbein Family

Walter Schienbein Memorial Scholarship

An annual \$250 award to a second-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 or be registered in at least 15 English credits at Concordia. Awarded to the applicant with the highest GPA in English courses.
Donor: Concordia faculty and staff

Donor: Concordia faculty and staff

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

Donor: Family and friends of Paul Scott

Walter Wangerin Scholarship

An annual \$500 award to a first-year student with a declared Education minor. The recipient must have a minimum GPA of 3.5, be registered in 30 credits, be returning to Concordia the following year in the same program, and be serving the teaching profession through volunteer or paid work. The determining factor will be financial need. Awarded against second-year tuition.
Donor: Education Students' Association in honour of Dr. Walter M. Wangerin, the second president of Concordia

Donor: Education Students' Association 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

Donor: Elmer and Emilie Senkbeil

Westbury Family Scholarship in Management

An annual \$2,500 award to a student 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 3.0,

and be a Canadian citizen or Permanent Resident of Canada. Recipients cannot simultaneously hold another award(s) of equal or greater value. No application is required, all eligible second-year BMgt students will be considered.

Donor: Drs. Marilyn and Robert Westbury

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 (Otko) and Herb Wildeman

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

The Concordia Bursary program provides non-repayable forms of assistance to students on the basis of financial need and is intended to assist students who, in spite of their own best efforts, are experiencing difficulties in meeting tuition and other reasonable educational expenses while attending Concordia. Students are expected to make plans for funding their education through primary sources such as personal and family savings, scholarships and awards, part-time earnings and government-sponsored student assistance. The bursary program is designed to supplement students' existing funds and is not intended to fully fund students' educational costs.

The bursary amounts can vary, depending on financial need, up to a maximum of \$1,500 per academic year.

To be eligible for a Concordia Bursary, applicants must:

1. demonstrate financial need based on a modest standard of living
2. have applied and qualified for a government student loan (e.g., Alberta Student Finance) in the year for which they are applying for a Concordia bursary.
3. be enrolled in an undergraduate degree program.
4. be registered full-time (minimum of 60% of a full-course load) in both the fall and winter semesters.
5. Have achieved satisfactory academic standing on their previous fall/winter coursework as defined by their program of study (*Academic Standing*, section 9.3.4)
6. Have not previously declared bankruptcy or defaulted on a student loan, including the Concordia Emergency Loan.

You can only apply once in an academic year. The deadline for application is October 15th. Students must complete the application form and submit supporting documents by the stated deadline. After the deadline, applicants are scheduled for an in-person interview. Bursary decisions will be communicated to applicants in December via email (through their Concordia student email account).

7.3.4 ATHLETIC AWARDS

A. APPLICATION REQUIRED

Edmonton Oil Kings Junior Hockey Club Award

Three 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

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

Note: This scholarship is currently under review and the eligibility requirements are subject to change. Annual \$1,800 awards to students who are members of a designated Concordia Thunder team (Badminton, Basketball, 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 26 scholarships each year by Alberta Scholarship Programs.

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 13.4.

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**
- 8.3 Activities**
 - 8.3.1 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 Students with Disabilities
 - 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 Non-Academic Discipline
 - A. Offences
 - B. Penalties
 - C. Appeals

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

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 Regents. 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.

8.3 ACTIVITIES

8.3.1 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, and Church Vocation Alliance. Contact the VP Internal Affairs of the CSA for a complete list of student clubs and associations.

Concordia students who share common interests related to their educational, recreational, or spiritual experience may contact the Student Affairs Office 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 sports include men's hockey, men's and women's soccer, badminton, cross-country running, golf, curling, and basketball.

Intramural activities are organized throughout the year by the CSA.

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 opportuni-

ties 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 STUDENTS WITH DISABILITIES

Students with disabilities are encouraged to contact the Student Affairs Office for information regarding services and assistive resources; students are advised to meet with the Coordinator of Student Events and Services a minimum of six weeks before classes begin to 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.). Services for students with documented disabilities include liaison with professors, administration, and outside agencies concerning learning accommodation such as note-taking, tutors, academic aides, escort assistance, examination accommodations, and other support services. 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 Coordinators provide a wide range of career-related services to assist students in identifying their career goals and assessing resources available to enable them to achieve these goals.

Services include personal advising, seminars related to career, educational and work search strategies planning and preparation. Career Services provides information and support for volunteer, internship, and international opportunities. Career Services holds three career fair events each year; volunteer, graduate studies and employment.

Career Services is located on the main floor of the Library. Students may make appointments with a career advisor. Services are available to potential, current, and alumni students of Concordia by telephone at 780-378-8461 or 780-479-9244 or e-mail careerservices@concordia.ab.ca.

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 Affairs 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 may contact the Student Affairs Office for assistance.

Students who are unable to attend classes and unable to contact their instructors may ask the Student Affairs Office for assistance in contacting or communicating with their instructors concerning their absences (*Excused Absences*, section 9.2.2).

8.4.7 ORIENTATION

The Student Affairs Office, together with the Concordia Students' Association, hosts an Orientation for new students prior to the start of each 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 teaching and 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. Staff members possess a master's degree in English. Inquiries regarding the Writing Centre may be directed to Concordia's Counselling Psychologist.

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; these labs are located in rooms L110, L264, and HA107. 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 hours of operation of the 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 Affairs 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 Affairs Office after students are accepted for admission to Concordia.

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

International students who present the Student Affairs 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, including *Confirmation Schedules* and academic advising, at the Registrar’s Office in Student and 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 Java Station. 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 the Student Affairs Office during specified times.

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 include movie nights, ski trips, intramurals, camping trips, and cultural events like the symphony, ballet, and the theatre. Life skills workshops, information sessions, and bible studies 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 www.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 www.residence.concordia.ab.ca; interested applicants may also contact the Residence Office at 780-479-9349. Information regarding residence fees can be found in *Fees, Student Residence*, section 5.5.

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 lifestyle that is consistent with Christian values. 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*, which came into effect January 1, 2008, all buildings on Concordia's campus will continue to be smoke-free. Regulations associated within the Act also prohibit smoking within five metres of a doorway, window or an air intake of all public buildings.

Research has demonstrated the harmful effects of smoking and second-hand smoke on health. The counselling staff at Concordia will be pleased to refer students to the appropriate programs should they decide to quit smoking.

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 NON-ACADEMIC DISCIPLINE

Concordia 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 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.

When students are unable to discipline themselves appropriately, other disciplinary measures may be taken by the Dean of Student Affairs. The Dean may form a Disciplinary Committee to consider a specific incident and recommend disciplinary action. The Disciplinary Committee will normally comprise the President of the CSA and three students appointed by the CSA President. The objective of such disciplinary action is always to help the students involved to understand the seriousness of irresponsible behaviour and to assume responsibility for rectifying its consequences.

Concordia considers incidents that occur off campus subject to the disciplinary process if these incidents affect the relationships of students or staff on campus.

A. OFFENCES

Actions that are considered offences and subject to the disciplinary process include but are not limited to:

1. Conduct or communications which discriminate against an individual or group and prevent their full participation in campus life.

2. Conduct or communications which threaten or intimidate another member of the campus community; disregard for the physical safety of members of the campus community; physical abuse of members of the campus community.
3. Harassment. Actions which constitute harassment are defined in Concordia's Harassment Policy, available through the office of the Dean of Student Affairs.
4. Disruptive behaviour which impedes the educational, co-curricular or extracurricular activities of Concordia.
5. Conduct on or off campus which discredits Concordia. Students participating in or attending official Concordia functions off-campus, such as choir concerts or athletic events, are considered representatives of Concordia and are expected to conduct themselves according to the regulations for life on campus.
6. The use of abusive or offensive language.
7. Offensive sexual conduct.
8. The misuse, damage or theft of the property of others, or the property or facilities of Concordia.
9. Dishonest or fraudulent acts.
10. The illegal or excessive use of drugs; the possession of illegal drugs on campus; contributing to the illegal use of drugs.
11. The illegal or excessive use of alcohol; the possession and drinking of alcohol on campus; contributing to the illegal use of alcohol.
12. All forms of gambling.
13. Repeated violation of campus regulations.
14. The violation of laws governing the City of Edmonton, the Province of Alberta, and Canada.

Anyone who feels that a student has committed an offence may submit a complaint to the Dean of Student Affairs. The complaint should include the time, place, and name of the student or students involved; the Dean may request that the complaint be submitted in written form. The Dean decides on the validity of the complaint and any disciplinary action to be taken, and informs the complainant of his decision and any action being taken.

B. PENALTIES

The Dean of Student Affairs may impose one or more of the following penalties when an offence has been committed:

1. Verbal and/or written reprimand.
2. Restricted freedom of movement on campus.
3. Reparation, or other activity suitable to the offence.
4. Disciplinary probation: Students placed on disciplinary probation may continue in their academic programs but will be suspended or required to withdraw if they commit another offence during the probation period.
5. Temporary suspension: Students placed on temporary suspension are banned from a course or the campus and all Concordia activities for a limited period of time determined by the Dean of Student Affairs. They are given an excused absence from classes with the following conditions:
 - a) They are responsible for completing any work that is missed.
 - b) They are responsible for the delivery of major papers or written assignments on the due date and are subject to any late penalties incurred if their courier fails to deliver their assignment on time.
 - c) They are responsible for contacting their instructors immediately to make arrangements for any major examinations that would be missed. Instructors may give make-up examinations after students return or drop the examinations as a factor in determining final grades.
 - d) They will be given a grade of 0 (zero) for all minor examinations, quizzes or labs, and will have no option to make

up the work that is missed. However, the resulting grade may not be used as the determining factor in barring them from final examinations.

For the purposes of this policy, major work accounts for 10% or more of the final grade, and minor work accounts for 9% or less of the final grade.

Residence students who are temporarily suspended are required to find accommodation elsewhere during the period of suspension. Refunds are not granted for rent or meals missed during a temporary suspension.

6. Dismissal from residence.
7. Dismissal: Dismissal means the compulsory and complete withdrawal of the student from Concordia; it is not automati-

cally preceded by a suspension. A permanent entry is made in the student's academic record indicating the reason for dismissal; dismissal is indicated on official transcripts as a Required to Withdraw. The student may apply for readmission after a time determined by the Dean; the student's application for readmission must be approved by the Dean and the Registrar. The Dean must place a readmitted student on disciplinary probation.

C. APPEALS

Students may appeal non-academic disciplinary rulings by the Dean of Student Affairs through the *Appeal of Decisions by the Offices of Student Services*, section 9.6.

9.0 ACADEMIC REGULATIONS

Students with questions about their academic program may seek academic advice during the year from a Registration Advisor in Student and Enrolment Services or from faculty members. *Program Planning Guides* are available for all Concordia degree programs and can be found online or obtained from Student and 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
- 9.2.2 Excused Absences
- 9.2.3 Incomplete Work
- 9.2.4 Deferred Final Examinations
- 9.2.5 Aegrotat Standing
- 9.2.6 Debarment from Final Examinations
- 9.2.7 Educational Decorum
- 9.2.8 Academic Honesty

- A. Introduction
- B. Terminology
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- D. Principles of Application
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9.3 Evaluation

- 9.3.1 Grading System
- 9.3.2 Extended Description of Grade Levels
- 9.3.3 Grade Point Average
- 9.3.4 Academic Standing
- 9.3.5 Academic Probation
- 9.3.6 Statement of Grades

9.4 Student Records

- 9.4.1 Protection of Student Information
- 9.4.2 Transcripts

- A. Transcript Formats

9.5 Academic Appeals

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

- 9.6.1 Grounds for Appeal
- 9.6.2 Path of Appeal
- 9.6.3 Method of Appeal
- 9.6.4 Time Limits of Appeal
- 9.6.5 Notification of Appeal Decision

9.7 Graduation

- 9.7.1 Graduation Requirements
- 9.7.2 Application for Degree or Diploma
 - A. Application Deadline
 - B. Outstanding Document Deadline
 - C. Fees
- 9.7.3 Parchments
 - A. Names on Parchments
 - B. Parchment Replacement
- 9.7.4 Conferring of Degrees and Diplomas
 - A. Convocation
 - B. Transcripts
 - C. Conferral of Degrees in Absentia

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

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

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 Student Affairs 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 9.5.1.

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 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 Student and 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 Student and 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.

9.2.4 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 Student and 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 Student and 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.

9.2.5 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 Student and 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.

9.2.6 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.

9.2.7 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.

9.2.8 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 Dean of Students.

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:

- a) 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.
- b) 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:

- a) 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.
- b) 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.
- c) 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.
- d) Such other penalty or order as appropriate in the circumstances.

4. Provisions Regarding Suspension and Expulsion

- a) 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.
- b) A student shall receive credit for any course passed before the effective date of a Suspension or Expulsion.
- c) Withdrawals resulting from a decision of Suspension or Expulsion will show as a grade of W on the student's transcript.
- d) In a case of Suspension or Expulsion, the fee refund dates outlined in this *Calendar* shall apply.

F. PROCEDURES

1. Notification

- a) 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.
- b) 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.
- c) An instructor, Discipline Officer, or Dean may ask the Registrar to contact a student by telephone or to mail a written notice.
- d) When sent by mail, the material, decision, or notice shall be sent to the last address provided by the student to Concordia.
- e) 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.

- f) 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

- a) An individual who believes that a student is guilty of academic dishonesty shall first speak to the instructor of the course.
- b) 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.
- c) 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.
- d) 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:

- a) 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.
- b) 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.
- c) 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.

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.
- 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.

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 considers 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.

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)	

9.3.2 EXTENDED DESCRIPTION OF GRADE LEVELS

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 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.

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

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.

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.

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> .			

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 Student and 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 provides final grades for completed courses and midterm grades for courses in progress through *Services for Students* online at www.concordia.ab.ca. Performance and 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 Student and 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* online at www.concordia.ab.ca. Former students who are unable to access *Services for Students* may print and submit the *Transcript Request Form* found on the *Alumni, Donors, and Community* 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 Student and 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 1995-96 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 at 780-479-9220 or registrar@concordia.ab.ca for more information about Concordia transcripts.

9.5 ACADEMIC APPEALS

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 having sent the grades. 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 SERVICES

Students have the right to appeal decisions made by the Admissions Office, the Registrar's Office, the Student Affairs Office, or the Chaplain's Office.

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, that is, the Dean of Admissions, the Registrar, the Dean of Student Affairs, or the Campus Chaplain.

Level 2: The Vice-President Academic and Provost

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 for appeal,
3. the remedies being sought by the appellant.

The appeal will not be considered if the letter does not include all three required sections.

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 Academic and Provost 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 Academic and Provost, 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 Application for Degree forms and submitted them to the Registrar's Office before October 1. Applications received after the deadline may be held for the next Convocation ceremony. Registration in any program does not constitute an application for a degree.
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 February 1.
5. They have paid all monies owed to Concordia. Parchments and transcripts are withheld if students owe money to Concordia.

9.7.2 APPLICATION FOR DEGREE OR DIPLOMA

Each candidate for a degree or diploma must apply for graduation by submitting an *Application for Degree/Diploma* for the year in which they wish to convocate. Students applying for an Arts, Management, or Science degree also submit a *Degree Checklist*.

Students are responsible for ensuring that they submit their degree applications by the published deadline.

Students who have applied and, for any reason, do not graduate must submit another application by the deadline for the next year's Convocation. Concordia confers degrees once a year in May.

A. APPLICATION DEADLINE

Semester of Completion	Deadline
Fall Semester	Oct 1
Winter Semester	Oct 1
Spring and Summer Sessions	Oct 1

B. OUTSTANDING DOCUMENT DEADLINE

Semester of Completion	Deadline
Fall Semester	Feb 1
Winter Semester	Feb 1
Spring and Summer Sessions	Feb 1

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 by the last day of classes in order for students to receive their parchments at Convocation. While students who owe Concordia fees, fines or other charges will not receive their degrees, they may participate in the Convocation ceremony. Degrees 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 AND DIPLOMAS

All degrees and diplomas are granted once a year 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 convocation dates (i.e., during Spring and Summer Sessions or the fall semester) 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 Services: 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 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 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 Convocation, graduates' transcripts record the date of graduation, the degree awarded, and if the degree was granted "With Distinction" or "With High Distinction".

C. IN ABSENTIA

Graduands who do not attend the May convocation have their degree(s) conferred upon them "in absentia". They may collect their degree or diploma parchments and hoods at the Registrar's Office for two weeks following Convocation. 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
Chemistry
Environmental Science
Mathematics

10.3.2 Three-Year Degree Programs

Biology
Chemistry
Environmental Science
Mathematics

10.4 Minors

Biology
Business
Canadian Studies
Career Development
Chemistry
Computing Science
Drama
Economics
Education
English
Environmental Science
Forensic Studies
French
History
Information Technology

Mathematics
Music
Parish Services
Philosophy
Physical Education and Sport Studies
Physics
Political Science
Pre-Seminary
Psychology
Religious Studies
Sociology

11.0 AFTER-DEGREE PROGRAMS

11.1 Bachelor of Education (After Degree)

11.2 Bachelor of Environmental Health (After Degree)

11.3 Career Development Diploma or Certificate

12.0 CHURCH WORK PROGRAMS

12.1 Director of Parish Services

12.1.1 Religious Studies (Applied Emphasis) Degree

12.1.2 Director of Parish Services Colloquy Program

12.2 Lutheran Teacher Education

12.2.1 Lutheran Church–Canada Teacher Education

12.2.2 Lutheran Teacher Colloquy Program

12.3 Pre-Seminary

12.4 Parish Nurse Program

12.5 Other Church Work Careers

13.0 GRADUATE PROGRAMS

13.3.1 Master of Arts in Biblical and Christian Studies

13.3.2 Master of Information Systems Security Management

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 Education
 - 10.2.1 Four-Year Bachelor of Management Degree Program
 - A. General Academic Requirements
 - B. Residency Requirement
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 - 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**

- 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) program must present a minimum GPA of 2.3 in the Parish Services 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

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.

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 110; 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). 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 4-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 110 (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 110 (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 259, 260, 311 or 313 and 314

History and Literature: 6 credits

- g) 3 credits chosen from MUS 281 or 282
h) 3 additional credits chosen from MUS 261, 262, 281, 282, (if not used in [g] above)

Conducting and Pedagogy: 3 credits

- i) 3 credits chosen from MUS 230, 232, 295, or MUED 212, 213 or 214 or from the MUS 300-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 330, 331, 333, or 334
d) One of REL 362, 364, 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) Director of Parish Services Program

The four-year Bachelor of Arts degree in Religious Studies with an Applied Emphasis prepares students to serve full-time within a church setting as a Director of Parish Services. Those interested in admission to this program should seek academic advice early in their studies to discuss course sequencing.

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 Parish Services minor, and receive consent of the Director of Parish Services Selection committee.

For more information about the program and admission requirements and to request application forms, please contact the Director of Church Work Programs.

Applied Emphasis: 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 330, 331, 333, or 334
e) One of REL 362, 364, 367, or 382
f) REL 490 and 499
g) 0-15 credits of unspecified 300-level Religious Studies courses

Parish Services Minor: 24 credits required to include:

- h) EDPS 200
i) PS 288
j) PS 301
k) PS 302
l) PS 303
m) PS 304
n) PS 444
o) PS 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) PS 450

Note: To become certified as a Director of Parish Services by Lutheran Church–Canada, students must also complete PS 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 110; 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 110
- 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 491, 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 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
- b) PHIL 125
- c) PHIL 240
- d) PHIL 241
- e) One of PHIL 400, 415, 420, 450, 460, 465, 475, or 490
- 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 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 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.

10.2.1 FOUR-YEAR BACHELOR OF MANAGEMENT DEGREE PROGRAM

The Bachelor of Management degree was designed in response to the growing need for university graduates with leadership training and focuses on establishing a solid foundation of technical competence as well as developing leadership skills that are essential in a range of industries. The curriculum incorporates the gold standard technical courses such as accounting, finance and information technology with leadership courses that facilitate the development of effective management skills. The degree is enhanced by innovative curricular threading in management ethics and international business. Distinguishing features include use of industry experts in the classroom, use of an independent employer advisory committee to ensure quality, and a relevant 450 hour job placement.

The program allows students to choose from areas of emphasis in accounting, finance, human resources, marketing, or leadership (section D); from minors offered through the Faculties of Arts and Science (section 10.4); or from a range of elective courses. The degree prepares students to enter the workforce directly and also 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 110
- 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: 39 credits

- h) FIN 325
- i) HRM 220 and 400
- j) MARK 400
- k) MGT 300, 323, 324, and 327
- l) MGT 374 or REL 374
- m) MGT 402, 410, and 417
- n) MGT 474 or REL 474

4. Minor/Emphasis/Elective: 39 credits

- o) 39 credits of electives

(Students are required to fulfil the *Religious Studies Residency Requirement*, section 4.2.3)

5. Practicum Requirement: 12 credits

- p) MGT 499, or MGT 496 and 497

D. BACHELOR OF MANAGEMENT EMPHASIS

Emphasis Requirements

Accounting	Finance	Human Resources	Leadership	Marketing
ACCT 301	FIN 315	HRM 321	LDR 310	MARK 300
ACCT 303	FIN 320	HRM 323	LDR 320	MARK 320
ACCT 401	FIN 400	HRM 420	LDR 410	MARK 420
ACCT 402	FIN 420	HRM 424	LDR 420	MARK 423

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 degree 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 110; 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. Computing Science: 6 credits
Computing Science or Information Technology
6. Mathematics: 6 credits
Mathematics

D. MAJOR REQUIREMENTS

1. Biology

Cell and Molecular Biology: 51-60 credits required to include:

- a) BES 107 and 108
- b) BES 228
- c) BIO 201, 207, and 265

- d) 9 credits chosen from BIO 302, 355, 365, or 377
- e) BIO 420, 470, 480, 488, and 489
- f) BIOCH 200 and two of BIO/BIOCH 310, 320, or 340
- g) 0-9 credits of unspecified senior-level Biology or Biology/Environmental Science courses

In addition to the above courses students must complete:

- h) WRI 300
- i) 6 credits of unspecified Mathematics courses
- j) CH 101
- k) CH 102
- l) CH 261
- m) CH 263

Integrative Biology: 60 credits required to include:

- a) BES 107 and 108
- b) BIO 201 or 265
- c) BES 206, 208, and 228
- d) BIO 207, 243, and 245
- e) BIO 339
- f) BIO 420 or ENSC 328
- g) BIO 470, 480, 488, and 489
- h) BIOCH 200
- i) BES 308, ENSC 204 and ENSC 333
- j) ENSC 318 or 319

In addition to the above courses students must complete:

- k) 6 credits of unspecified Mathematics courses.

2. Chemistry

36-60 credits required to include:

- a) CH 101 and 102
- b) CH 261 and 263
- c) CH 211
- d) CH 271
- e) CH 331
- f) 15-39 credits senior-level Chemistry (may include BIOCH 200) courses with a minimum of 6 credits at the 400 level

In addition to the above courses students must complete:

- g) MAT 113 or 114, and MAT 115

MAT 120, MAT 214, and 6 credits of Physics are strongly recommended.

3. Environmental Science

51-60 credits required, to include:

- a) BES 107 and 108
- b) ENSC 204, BES 208, and BES 228
- c) BIO 265 and 339
- d) BES 308, ENSC 328 and ENSC 333
- e) ENSC 318 or 319
- f) ENSC 475, 485, 493, and 495
- g) 6 credits of unspecified 300- or 400-level Environmental Science courses
- h) 0-9 credits of unspecified Environmental Science or Biology/Environmental Science courses

In addition to the above, students must complete:

- i) CH 101, 102, 211 and 261

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 toward their degree 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 110; 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 228
- c) BIO 480
- d) 15-18 credits of unspecified Biology or Biology/Environmental Science courses, with at least 6 credits at the 300- or 400-level

In addition to the above courses students must complete:

- e) 6 credits in Chemistry (normally taken in the first year)
- f) BIOCH 200

MAT 103 is recommended.

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, 492, 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 Computing Science or Information Technology

3. Environmental Science

24-30 credits required to include:

- a) BES 107 and 108
- b) ENSC 204
- c) BES 228
- d) ENSC 485
- e) 9-15 credits of unspecified Environmental Science or Biology/Environmental Science courses, with at least 6 credits at the 300- or 400-level

In addition to the above courses students must complete:

- f) 6 credits in Chemistry (normally taken in the first year)
- g) BIOCH 200 or CH 211
- h) ECO 101 and ECO 369

MAT 103 is recommended. PSCI 101 is strongly 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

Minor programs of study are indicated in section 10.4

10.4 MINORS

1. **Biology**

18-24 credits required to include:

- BES 107 and 108
- 12-18 credits of unspecified senior-level Biology or Biology/Environmental Science courses with at least 9 credits chosen from BIO 201, 207, 225, 243, 245, 265, 377, or BES 250

2. **Business**

21-24 credits required to include:

- ACCT 101
- BUS 110
- BUS 120 and 250
- ECO 101 or 102
- One of BUS 112, MAT 151, PSY 211, or SOC 210
- MARK 201
- 0-3 credits of unspecified Accounting, Business, Economics, Finance, Human Resource Management, Leadership, Management, or Marketing courses

3. **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:

- ENG 381, ENG 382, ENG 383, ENG 384, FR 250, FR 300, NS 152
- HIS 260, HIS 261, HIS 365, HIS 366, HIS 415, HIS 416
- BUS 110, ECO 101, ECO 102, ECO 218, ECO 219, ECO 341, ECO 369, PSCI 220, MARK 201
- SOC 101, SOC 204, SOC 271, SOC 327, SOC 368, SOC 369, SOC 376

4. **Career Development**

18-24 credits required to include:

- CDV 200
- CDV 201
- CDV 300
- CDV 302
- 3-9 credits chosen from CDV 303, 304, 305 and 306

5. **Chemistry**

18-24 credits required to include:

- CH 101 and 102
- 12-18 credits of unspecified Chemistry courses with at least 6 credits at the senior level (may include BIOCH 200)

6. **Computing Science**

18-24 credits required to include:

- CMPT 111 and 112
- CMPT 220
- CMPT 301 or 474
- 6-12 credits of unspecified senior-level Computing Science courses

In addition to the above courses students must complete:

- MAT 120 and one of MAT 113 or 114
- MAT 200

7. **Drama**

18-24 credits required, with at least 6 credits at the senior level, to include:

- DRA 101 or 102
- One of DRA 149, 325, or 353
- DRA 247 or 352
- 9-15 credits of unspecified Drama courses

8. **Economics**

18-24 credits required to include:

- ECO 101 and 102
- 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:

- ED 199
- EDPS 200
- One of CMPT 111, IT 101, or MAT 102
- 3-6 credits chosen from ENG 399, HIS 261, MUS 111, or MUED 212
- 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
- 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:

- ENG 100 or 110
- 12-18 credits of unspecified senior-level English courses

11. **Environmental Science**

18-24 credits required to include:

- BES 107 and 108
- ENSC 204
- 9-15 credits of unspecified senior-level Environmental Science or Biology/Environmental Science courses with at least 6 credits chosen from BES 206, 208 or 215

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:

- PSY 350, 433, and 452
- SOC 224, 321 or 377
- SOC 225 and 327
- 0-6 credits of courses listed above.

13. **French**

18-24 credits required to include:

- FR 203
- FR 250
- FR 303 and 312
- 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

18 credits required to include:

- a) IT 101 and 102
- b) 12 credits of unspecified senior-level Information Technology courses

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 281 or MUS 282
- c) 3 credits chosen from MUP 126, 127, 142, 143, 164, 165, 166, 167, 168 or 169
- 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 should be at the senior-level

18. Parish Services

18-24 credits required to include:

- a) EDPS 200
- b) PS 301, 302, and 303
- c) 6-12 credits chosen from PS 288, 304, 444, or 445

19. Philosophy

18-24 credits required to include:

- a) PHIL 102
- b) PHIL 125
- c) 12-18 credits of unspecified Philosophy courses with at least 9 credits at the senior level

20. 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

21. 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

22. 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

23. Pre-Seminary

18-24 credits required to include:

- a) GRK 101 and 102
- b) HEBR 101 and 102
- c) MUS 261 or 262
- d) PS 302 or 445
- e) 0-6 credits chosen from DRA 352, PS 288, PS 301, PS 304, PHIL 125, or 3 credits of unspecified Philosophy

24. Psychology

18-24 credits required to include:

- a) PSY 104 and 105
- b) 12-18 credits of unspecified senior-level Psychology courses

25. 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

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 Education (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. Initiation to Teaching Program
 - F. Graduation Requirements
- 11.2 Bachelor of Environmental Health (After Degree)**
 - 11.2.0 Educational Objectives: Faculty of Professional Education
 - 11.2.1 Bachelor of Environmental Health (After Degree)
 - A. General Academic Requirements
 - B. Residency Requirement
 - C. Program Requirements
 - D. Certification
 - E. Graduation Requirements
- 11.3 Career Development Diploma or Certificate**
 - 11.3.0 Educational Objectives: Faculty of Professional Education
 - 11.3.1 Diploma or Certificate in Career Development
 - A. Program Requirements
 - B. Course Descriptions

11.1 BACHELOR OF EDUCATION (AFTER DEGREE) IN ELEMENTARY EDUCATION

11.1.0 EDUCATIONAL OBJECTIVES: FACULTY OF 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 Faculty's more specific objectives. Concordia has designed its Education program to graduate students who:

1. have met all the requirements for certification as teachers in the Province of Alberta.
2. will demonstrate the highest possible level of commitment to the teaching profession.
3. can 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. can be 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.

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 which fulfils 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 Student and 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. 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 pupils, 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 which 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
 - Language Arts
 - Mathematics
 - Physical Education
 - Science
 - Social Studies
 - One optional subject
- 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. A student who has been assigned a grade of WF or F in a field experience course is entitled to register in this course for a second time with the consent of the Faculty of Education. If a student receives a WF or F in the second attempt of a field experience course, 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* (sections 9.2.7 and 9.2.8).
7. Field experience courses are not normally offered during Spring/Summer sessions.

E. INITIATION TO TEACHING PROGRAM

Through their experience in the Initiation to Teaching Program (ITP), graduates of Concordia's Education (After Degree) program will have opportunities to practice the skills learned in their teacher education program, enhance their knowledge of curriculum and instructional programs, and identify areas in their practice to target for further growth and improvement.

Upon graduation and receipt of an interim teaching certificate, graduates are qualified to assume the full responsibilities of a teacher. As participants in the ITP, they will be identified as **Teaching Associates** and, if not otherwise hired by the jurisdiction as teachers, they will be volunteers in the classrooms of "supervising teachers". To the extent possible and appropriate, they will participate as members of their school's staff and will be responsible for a normal share of the operation of the school and its programs, both curricular and co-curricular. They will have specific assignments that detail the roles and responsibilities for which they will be held accountable. **These half-time assignments are intended to begin May 1 and conclude at the end of June.** Participating graduates will receive a bursary from Concordia.

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 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 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 Environmental 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 558
- 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.

11.3 CAREER DEVELOPMENT DIPLOMA OR CERTIFICATE

11.3.0 EDUCATIONAL OBJECTIVES: FACULTY OF PROFESSIONAL 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 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.

11.3.1 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 short 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 short 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	
There are a variety of theoretical perspectives of career choice and development. Career development practitioners must be aware of these approaches and must also be able to describe their own theoretical approach. 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
Career Development Resources	
Career development professionals need a considerable amount of information to keep current. The field of career development has been characterized by the use of assessment instruments, labour market information products, and other counselling resources. This course helps career development practitioners by ensuring that they are aware of resources available for use, can assess the quality of resources, and can apply resources to the right clients at the right times.	
C540*	3
Introductory Counselling Techniques	
Participants learn the fundamental skills that will assist them in structuring a counselling interview and in gaining information from and responding to clients. These basic skills are then applied to a general problem-solving process.	
C545	3
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. Participants will collect, create, and share activities for each of the steps to use with a variety of clients. Prerequisite: C540 or previous experience.	
S540	1
Ethical Practice in Counselling	
Professional behaviour is essential in any counselling relationship. The purpose of this course is to educate career practitioners regarding ethical guidelines, ethical issues and violations of counselling ethics. The course is based on the text <i>Counselling Ethics Casebook</i> by William Schulz. The guidelines created by the Alberta Career Development Association are based on the works of this author. 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. <u>Short Courses</u>	
	Credits
D521	2
The Nature of Work	
The "labour market" is changing into a "work dynamic". Changes are so rapid that accurate and up-to-date information about work is difficult to find. 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 analyse work dynamic trends.

D620 **Career Development for Diverse Populations** **2**

Canada's population is becoming increasingly varied, comprised of diverse populations with specific challenges, opportunities and needs. Career development professionals are recognizing the need to both adapt their practices and create new practices for assisting specific populations. This course reviews career development issues related to diverse populations, including Employment Equity groups (women, Aboriginal peoples, visible minorities and persons with disabilities), youth, social assistance recipients, older workers, and others. In particular, participants 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** **2**

This course addresses how the career practitioner can facilitate the job search process with clients. 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, cover letters, and interviews.

D640 **Workshop Facilitation** **2**

The majority of career practitioners are doing classroom teaching. This course assists in the development 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. As well, participants will identify their personal teaching method and become familiar with different teaching styles that can be used to work with different learning styles. Finally, participants will become aware of a broad range of evaluation tools that can be used before, during and after classroom instruction to track that the learner's needs are met.

D680 **Consulting in Career Development** **2**

Participants explore the roles and attributes of an effective consultant, identify consulting opportunities, and learn techniques for providing effective consulting services. The course focuses on researching and conducting market feasibility studies, promoting and marketing one's services, writing proposals, negotiating, research techniques, and tips for avoiding common mistakes.

D700 **Project Management in Career Development** **2**

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** **2**

As career development practitioners, it is often our job to assist clients to find a preferred future where their needs, wants, desires and dreams will be realized. 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** **1**

It is vital for a professional 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, keep up with the newest developments, and be innovative.

S625 1
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 become familiar with these skills and learn how to manage development of these skills in career planning with clients.

S626 1
Educational Planning

This course provides the practitioner with the skills needed to assist clients to plan further education or training. The relationship between career and educational planning, sources of educational program information, and student funding sources and guidelines are covered.

S641* 1
Specific Career Assessment Tools

This course provides career practitioners with practical experience in administering and interpreting the Jackson Vocational Interest Survey and the Career Beliefs Inventory. These instruments are used to help clients become increasingly aware of how their interests and beliefs can influence their career development. The course focuses in-depth on these two tools, giving participants the knowledge to start using them in their work. Participants have the opportunity to complete each assessment, learn interpretation strategies, and have hands-on practice in interpretation.

S646* 1
Learning Styles and the Adult Learner

Learning ability is the general key skill for all the other skills. With the numerous changes and challenges individuals in the work force are experiencing, the person who has learned to learn is better prepared to cope. Participants have the opportunity to use Robert M. Smith's tool, *Learning to Learn*, for self-discovery of personal learning styles, right/left/whole brain preference, and individual feedback needs. Self-esteem and learning, memory, reading, study techniques and mind mapping are explored. Adult learners' needs are addressed and classroom strategies discussed.

S648* 1
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 apply these models to clients experiencing career transitions. Students will apply this knowledge through case discussions and learn specific activities they can use with clients.

S652 1
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, and create targeted resumes and covering letters.

S660 1
Career Development in Organizations

Private and public organizations are becoming increasingly aware of the importance of career development 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* 1
Job Development

Corporate downsizing and constant restructuring is a trend that will continue, and this has put a tremendous strain on the jobs available making it an "employers' market". Thus, businesses are requiring more qualifications than most people have which creates a need for more employment services and, more importantly, a need for more Job Developers. 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 the employers and clients. The workshop is designed for all practitioners who work, or plan to work, with both the business community and prospective clientele, with the express purpose of fulfilling both the needs of the clients and the employers.

3. Practicum

B810 4
Practicum

The goals of the practicum are to integrate theory into practice; provide opportunities to develop a network of people working in the field; promote self-directed activity; and provide 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.

12.0 CHURCH WORK PROGRAMS

A variety of programs at Concordia prepare students for service within Lutheran Church–Canada and other church bodies. Concordia offers the following programs in partnership with Lutheran Church–Canada.

- 12.1 Director of Parish Services**
 - 12.1.1 Religious Studies (Applied Emphasis) Degree
 - 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**
 - A. Admission
 - B. Program Requirements
 - C. Certification
- 12.5 Other Church Work Careers**

12.1 DIRECTOR OF PARISH SERVICES

A Director of Parish Services (DPS) is a lifespan educational leader 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.

12.1.1 RELIGIOUS STUDIES (APPLIED EMPHASIS) DEGREE

The four-year Bachelor of Arts in Religious Studies (Applied Emphasis) degree prepares undergraduate students to serve full-time within a church setting as a DPS. Graduates of the program seek DPS certification through Lutheran Church–Canada (LCC) or from the church body within which they wish to serve.

Students from synodical and denominational bodies other than LCC should contact their appropriate church office regarding the suitability of the program and placement opportunities.

A. ADMISSION

Undergraduate students interested in the Director of Parish Services program consult the Director of Church Work Programs 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 Parish Services 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 Parish Services 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 Director of Church Work Programs 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) PS 288, 301, 302, 303, 304, 444, and 445

Documented life-experience and educational experience of individual candidates may be credited toward requirements in lieu of course work.
2. complete PS 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 Director of Church Work Programs 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 Director of Church Work Programs 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 Director of Church Work Programs 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 Director of Church Work Programs 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) PS 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 Director of Church Work Programs 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) PS 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 Bachelor 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 10.4.23), 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 Director of Church Work Programs 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

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 Open Studies program (section 3.6) 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 PN 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 coursework.

12.5 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's graduate programs are developed to serve the institutional mission of providing a quality education in a Christian context while sharing the Gospel of Jesus Christ, enabling students to develop a sense of vocation and preparing them for leadership in the world. Graduate programs are designed to immerse students in further investigation and research, to build on and support the programs of research at Concordia, to prepare graduates for advanced professional careers, and to enliven the undergraduate learning environment.

- 13.0.1 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. Appeals
 - E. Graduation and Convocation
- 13.3 Graduate 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 Security Management**
 - A. Educational Objectives
 - B. Admission Requirements
 - C. General Academic Requirements
 - D. Program Requirements
 - E. Graduation Requirements
- 13.4 Graduate Awards**
- 13.4.1 Alberta Scholarship Programs
- 13.4.2 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 Graduate Financial Aid**

13.0.1 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 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 coopera-

tively 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

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 valid only for the academic year in which it is granted. If applicants are accepted by Concordia and choose not to attend, they may request a deferral for up to one year. Otherwise, they must submit a new application.

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.

B. APPLICATION

Applicants are advised to consult the Department offering the program regarding the due date for application documents. Applicants are encouraged to contact the graduate program Chair or Director well in advance of admission deadlines to maximize consideration for admission.

Concordia's *Graduate Admission Application* is available from the Faculty of Graduate Studies Office. 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. In the case of international students, payment of the *International Assessment Fee*, section 5.1.

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 withholding 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 to any graduate program whose first language is not English are required to demonstrate 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 minimum Test of English as a Foreign Language (TOEFL) PBT score of 550, CBT score of 213, or iBT score of 80.
2. Applicants meet the English language requirement who have

a degree from a recognized institution where English is the primary language of instruction.

When requesting that official TOEFL test scores be sent to Concordia University College of Alberta, students should indicate Concordia's institution code, 0916.

Scores from other language tests may also be considered: e.g., the Michigan English Language Assessment Battery (MELAB), International English Language Testing System (IELTS), and Canadian Academic English Language (CAEL) Assessment.

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 (registered in nine or more credits) or part-time (registered in fewer than nine credits) and are classified as one of the following:

1. **Candidates for the Master's Degree** are students who meet all of the admission requirements for a graduate program. They are registered in a Faculty-approved program leading to a master's degree granted by 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.

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) candidate for the master's degree. 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 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:

- a) 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.
- b) The probationary graduate student must meet all probationary conditions and achieve the minimum grades established by the department.
- c) 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:

- a) **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 candidate for the master's degree. All graduate courses successfully completed during the probationary term may be credited toward the student's graduate degree.
- b) **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.
- c) 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:
 - i) 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.
 - ii) 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.
 - iii) 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.

4. **Special Graduate Students** are those who take graduate courses without proceeding to a graduate degree at Concordia. They must meet the general admission requirements of the Faculty of Graduate Studies.

A special graduate student is not a candidate for a degree at Concordia and will not receive any residence or fee credit toward a subsequent degree 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 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.

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

- a) **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
- b) **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

- a) **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 or program and were not used to satisfy admission requirements of the Faculty of Graduate Studies.
- b) **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 coursework 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 administrator of the program area at least two weeks before the term in which the course is offered. See *Academic Schedule* section 2.0
- 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 degree 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, graduate 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 neutral chair, chosen from a department other than the student's department; the chair functions solely to guide the process of the examination.
- The student's supervisor
- An external examiner, chosen from a department other than the student's department
- 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 degree 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: Students who are admitted to any thesis-based program and who initially register as full-time students in these programs must register full-time for the remainder of their program. In order to keep their program active, students registered in thesis-based master's programs must register each year either full-time (equivalent to 9 credits of course work and/or thesis - see #9 below) or part-time if eligible (minimum of 3 credits of course work and/or thesis, or in M REG 600 *Maintaining Registration*) for both terms of Fall/Winter (September to April). At the end of the program, the registration can be described as in #3 below.

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.

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 and have their program reassessed in terms of the regulations in force at the time of reapplication. There is no guarantee of readmission. If a student is recommended for readmission, an admission fee will be charged in addition to the fees assessed in the usual manner.

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 below).

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 candidates in the master's program.

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 Thesis 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. If the thesis is submitted to the Faculty of Graduate Studies during September-December, the student must be registered for Fall term and does not need to be registered in the Winter Term. If the thesis is submitted to the Faculty of Graduate Studies during January-April, the student must register for both Fall/Winter terms. If the thesis is submitted to the Faculty of Graduate Studies during May-August, the student must be registered for both Fall/Winter terms immediately preceding. 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 in Fall/Winter: These students are registered in a minimum of 9 credits in a term and working full-time on their academic program in that term.

Part-time registration in Fall/Winter: These students are registered in fewer than 9 credits in a term.

Full-time registration in Spring/Summer: These students are registered in a minimum of 6 credits in a term.

Part-time registration in Spring/Summer: These students are registered in fewer than 6 credits in a term.

Note: For students registered in a program that is delivered in a Continuous Learning Format, such as the Master of Information Systems Security Management program, the following definitions apply:

Full-time registration in Fall/Winter: These students are registered in a minimum of 9 credits in a term and are working full-time on their academic program in that term.

Part-time registration in Fall/Winter: These students are registered in fewer than 9 credits in a term.

Full-time registration in Spring Term (Spring/Summer Session): These students are registered in a minimum of 9 credits in the Spring Term and are working full-time on their academic program in that term.

Part-time registration in Spring Term (Spring/Summer Session): These students are registered in fewer than 9 credits in the Spring Term.

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.

5. Registration Procedure

All registrations for newly admitted and continuing graduate students, as well as for Special and Visiting student, will be processed by the Registrar's Office

Step 1. Registration Counselling: All graduate students in degree 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 Registrar's Office.

Step 3. Confirm Registration: To retain their registration, all students must sign their *Confirmation Schedule* before the deadlines published in the *Academic Schedule*, section 2.0. 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 24 credits, which may consist of a combination of courses and thesis research. 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. Students on student loan programs should clarify the consequences that such a leave might have on their repayment status. 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 fee payment 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 fee payment 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 9.2.3. 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 Registrar's 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 Registrar's Office 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 Registrar's 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 Options (Thesis-based programs)

Students in thesis-based programs maintain full-time status by registering in the equivalent of 9 credits of course work and/or thesis. In order to allow for different combinations of course work and thesis work to add up to a total of 9 credits, the following thesis registration designations have been developed.

Thesis 709: Full-time Thesis. Students who have completed all of their required courses for the program and who work full-time on thesis only register in *Thesis 709**.

Thesis 701-708: Part-time Thesis for full-time students. Students who are conducting course work and thesis work concurrently will be assigned a Thesis number designation that, in combination with the credits of course work being taken, will add up to a total of 9 credits. For example, a student enrolled in 3 credits of course work will be registered in *Thesis 706**.

Thesis 703: Part-time Thesis. Students who have completed all of their required courses for the program and who will work part-time on their thesis register in *Thesis 703**.

*Note: The final digit in each course-designation number indicates the number of credits assigned to *Thesis*: for example, *Thesis 709* is equivalent to 9 credits; *703* is equivalent to 3 credits; *706* is equivalent to 6 credits. These *Thesis* credit designations are for registration purposes only. 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.

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 Graduate Student Association (GSA) 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 individual graduate programs 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. 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*.

The student should first attempt to resolve the issue informally, at the lowest unit level, between the parties involved or the parties and an appropriate administrator.

Issues not resolved at the MPC level or by the Dean of Graduate Studies may be appealed to the Academic Appeals Committee established by the Graduate Policy Committee (GPC).

An Academic Appeals Committee established by the GPC 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 graduate studies. The other member should be a full-time graduate student in good academic standing. The non-voting chair is responsible to ensure appropriate process. No member of the committee may have been previously involved in the case.

E. GRADUATION AND CONVOCATION

There is one convocation each year, normally held in May. For further information, see *Graduation*, section 9.7.

In order to convocate, students in thesis programs must complete all coursework 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 *Academic Schedule*, section 2.0.

Students in course-based programs must complete all program requirements six weeks prior to the deadlines set out in the *Academic Schedule*. To ensure that students' names are included in the convocation list, it is the responsibility of the department to forward the names of the students who have completed a course-based master's program to the Faculty of Graduate Studies by the deadline dates specified in the *Academic Schedule*, section 2.0.

13.3 GRADUATE PROGRAMS

13.3.1 MASTER OF ARTS IN BIBLICAL AND CHRISTIAN STUDIES

The Master of Arts in Biblical and Christian Studies (MABCS) 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 a 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 expert resources for leadership 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, students applying to the MABCS 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 degree will be awarded for the successful completion of 30 credit hours with a GPA of 3.0 (B) or better.

For further information, please see *Academic Schedule*, section 2.0, *Admission*, section 13.1.1, *Student Life*, section 8.0, and *Academic Regulations*, section 9.0.

D. PROGRAM REQUIREMENTS

The requirements of the MABCS 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 convocate in the Spring Convocation following completion of their research. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.3.2 MASTER OF INFORMATION SYSTEM 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 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 (ISO 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 the 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. An interview in which the candidate is assessed for suitability for the program.
7. 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). Whether the student chooses a practicum-based research project or a research project only, the research must be presented to an audience comprising 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 "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 *Academic Schedule*, section 2.0, *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) ISSM 511
- 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 convocate in the Spring Convocation following completion of their research or field experience/research. For further information about graduation requirements, see *Graduation and Convocation*, section 13.2.2.E.

13.4 GRADUATE AWARDS

13.4.1 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 \$2,000 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.

B. QUEEN ELIZABETH II GRADUATE SCHOLARSHIP

Annual awards up to \$10,800 to graduate students who display outstanding academic achievement 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, and be citizens or permanent residents of Canada at the time of their application. Recipients cannot simultaneously hold a Canada Graduate Scholarship. Application deadline is March 1st.

13.4.2 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, and one nomination for the CIHR and nine nominations for the NSERC national competitions. Students may only submit one application per year for master's-level funding to either CIHR, NSERC, or SSHRC.

Application deadlines:

November 16th for NSERC

January 15th for CIHR and SSHRC

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, 2001.

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 perma-

nent 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.

13.5 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 Health (Professional Development)
- 14.25 Environmental Science
- 14.26 Finance
- 14.27 French
- 14.28 German
- 14.29 Graduate Studies
- 14.29.1 Maintaining Registration
- 14.29.2 Thesis
- 14.30 Greek
- 14.31 Hebrew
- 14.32 History
- 14.33 Human Resource Management
- 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 Parish Services
- 14.47 Parish Services-Certification
- 14.48 Philosophy
- 14.49 Physical Activity
- 14.50 Physical Activity Team
- 14.51 Physical Education and Sport Studies (Arts)
- 14.52 Physical Education and Sport Studies (Education)
- 14.53 Physics
- 14.54 Political Economy
- 14.55 Political Science
- 14.56 Psychology
- 14.57 Religious Studies
- 14.58 Sociology
- 14.59 Spanish
- 14.60 Special Topics in the Arts

14.61 Writing
 14.62 Courses not Currently Offered

Concordia reserves the right to make whatever changes circumstances may require, including the cancellation of a particular course.

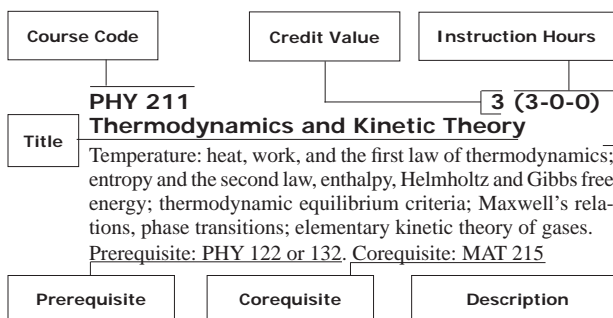
14.0.1 COURSE SELECTION NOTES

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 Education (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 Education
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 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) **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 balance sheets 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. Open only to students in the Bachelor of Management program. Prerequisite: ACCT 301 and BUS 250.

ACCT 404 3 (3-0-0) **Financial Accounting II**

This course builds upon the financial accounting framework developed in ACCT 301 and ACCT 101. The course examines 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. Open only to students in the Bachelor of Management program. Prerequisite: ACCT 301.

ACCT 405 3 (3-0-0) **Management Control Systems**

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). Open only to students in the Bachelor of Management program. Prerequisite: ACCT 102 and 303.

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 only to students in 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 HEBR 102 or equivalent proficiency.

***BCS 511** **3 (3-0-0)**
Religion 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. Note: Credit may only be obtained for one of BCS 511, REL 311, or STA 311. Prerequisite: As per statement of admission to graduate program.

***BCS 513** **3 (3-0-0)**
Special Topics in the Pentateuch

An in-depth study of specific theme or topic 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 or REL 330. Prerequisite: As per statement of admission to graduate program.

***BCS 516** **3 (0-3s-0)**
Special Topics in the Prophet 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 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 534** **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 or REL 367. 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 537** **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 or REL 364. Prerequisites: As per statement of admission to graduate program. GRK 101 and 102 or equivalent proficiency.

***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 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. Open to graduate students for graduate credit in the Master's program. Note: Credit may be obtained for only one of BCS 551 or REL 351. Prerequisite: As per statement of admission to graduate program.

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. HEBR 101 and 102, or GRK 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 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.

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 BIO 310 or BIOCH 310. Prerequisites: CH 101 or 205, CH 102 or 206, CH 161 or 261, and BIOCH 200.

***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 biosignalling. Note: Credit may be obtained for only one of BIO 320 or BIOCH 320. Prerequisites: CH 101 or 205, CH 102 or 206, CH 161 or 261, CH 163 or 263, and BIOCH 200.

***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 BIO 340 or BIOCH 340. Prerequisites: CH 101 or 205, CH 102 or 206, CH 163 or 263, 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. Prerequisite: Biology 20 or Science 20.

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. Prerequisites: BES 107 and 108.

***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. Prerequisites: BES 107 and 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, BES 108, 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, BES 108, 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: BIOCH 200 or BIO 207.

***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 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: CH 101 or 205, CH 102 or 206, CH 161 or 261, and BIOCH 200.

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: CH 101 or 205, CH 102 or 206, CH 161 or 261, CH 163 or 263, and BIOCH 200.

BIO 330 **3 (0-0-0)**
Work Experience

Senior Biology students may receive credit for practical experience obtained outside the classroom by applying knowledge and experience gained in their work environment to develop a deeper understanding of a specific field of research. Evaluation by a written report and oral presentation to Department faculty. Note: Credit may be obtained for only one of BIO 330 or ENSC 335. Prerequisite: Consent of the Department.

***BIO 339** **3 (3-1.5s-0)**
Conservation Biology

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. Prerequisite: BES 208.

***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: CH 101 or 205, CH 102 or 206, CH 163 or 263, and BIOCH 200.

***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. 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 250 recommended).

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 365 **3 (3-1s/2-0)**
Introduction to Molecular Biology and Biotechnology

Introduction to the theory behind common techniques of biotechnology and genetic engineering. Current applications of molecular biology are discussed. Prerequisites: BIOCH 200, BIO 207, and BIO 265.

***BIO 367** **3 (1-0-5)**
Molecular Biology Lab Techniques

An introduction to current molecular biology techniques in a

laboratory setting. Students are involved in a long term project that requires them to successfully use: cloning, PCR, Restriction DNA analysis, Western and Southern blotting. Prerequisite: BIO 365.

***BIO 377** **3 (3-1s-0)**
The Genetics of Higher Organisms

A comprehensive survey of the principles and genetics of eukaryotes; gene structure and function; Mendelian genetics; cytoplasmic inheritance; cytogenetics; biochemical genetics; somatic cell genetics. Examples from human genetics. Note: Credit may be obtained for only one of BES 277 or BIO 377. Prerequisites: BIO 207, BIOCH 200, and 6 additional credits in senior-level Biology.

BIO 420 **3 (3-1s-0)**
Genome Science

An introduction to genome science, bioinformatics and experimental methods in molecular biology. Topics include genome sequencing, structural features of genomes, gene expression profiling, proteomics, genetic variation and phylogenetics, and gene networks. Examples are drawn from biomedical, ecological, behavioural, and evolutionary models. Prerequisites: BIO 207, BES 228, and BIOCH 200.

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 are expected to apply the knowledge and experience gained to develop a deeper understanding of a specific field, demonstrated by written and oral presentation to the Department faculty. 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: 12 credits of senior-level Biology and 6 credits of Chemistry.

BIO 488 **3 (0-1s-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 (0-1s-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 BIO 100, and Chemistry 30.
- 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 BIO 100, and Chemistry 30.
- BES 206** **3 (3-0-3)**
Limnology
Physical, chemical, and biotic processes of freshwater lakes and streams. Laboratory, field, and computer projects provide practical experience in standard methods of data collection, analysis, and interpretation. Prerequisites: BES 107, BES 108, and 6 credits of Chemistry.
- BES 208** **3 (3-0-3)**
Principles of Ecology
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. Prerequisites: BES 107 and 108.
- *BES 210** **3 (3-0-3)**
Flora and Fauna of Alberta
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. Prerequisites: BES 107 and 108.
- BES 215** **3 (3-0-3)**
Behavioural Ecology
Animal behaviour from an ecological and physiological perspective. Prerequisites: BES 107 and 108.
- *BES 220** **3 (3-0-3)**
Soil Science
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. Prerequisites: BES 107 and 108.
- BES 228** **3 (3-2L-0)**
Experimental Design and Statistical Inference
This course focuses on the connection between experimental planning and objective analysis of data through statistical procedures such as analysis of variance, correlation and regression. Extensive use of examples from the biological literature emphasizes the applied aspects of scientific inquiry and develops practical skills needed in research in general. Prerequisites: 6 credits of Biology/Environmental Science, and 6 credits of Mathematics (MAT 103 is recommended).

- *BES 250** **3 (3-0-3)**
Survey of the Invertebrates
A lecture and laboratory course designed to acquaint the student with the major invertebrate taxa. Emphasizes functional anatomy and life cycles. Prerequisites: BES 107 and 108.

- *BES 308** **3 (3-0-3)**
Population and Community Ecology
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. Prerequisites: BES 208.

14.8 BUSINESS

Faculty of Professional Education
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

- BUS 110** **3 (3-0-0)**
Business Fundamentals
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** **3 (3-0-1)**
Business Statistics
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** **3 (3-0-0)**
Organizational Behaviour
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** **3 (3-0-0)**
Introduction to e-Business
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** **3 (3-0-0)**
Principles of Business Law
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** **3 (3-0-0)**
Principles of Management
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 **3 (1.5-0-1.5)**
Management Information Systems

This course covers information, business, technology, and the integrated set of activities used to run many organizations, including, 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 Education
 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)**
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. Prerequisite: Chemistry 20 or Science 20.

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 **3 (3-1s-3)**
Basic Organic Chemistry II

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 **3 (3-3s-0)**
Chemical Thermodynamics

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 115 and a minimum grade of C- in CH 102 or CH 206.

CH 273 **3 (3-0-3)**
Physical Chemistry

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 **3 (3-1s-0)**
Introductory Environmental Chemistry

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 **3 (3-0-1)**
Industrial Chemistry

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 **3 (3-0-3)**
Introductory Inorganic Chemistry

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 **3 (3-0-3)**
Basic Inorganic Chemistry II: Transition Metals

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** **3 (3-0-4)**
Organic Chemistry

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** **3 (3-0-4)**
Advanced Organic Chemistry: Synthesis and Reactions

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-metals, 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 **3 (3-1s-0)**
Quantum Chemistry

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 **3 (0-3L-0)**
Molecular Modelling

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 **3 (3-1s-0)**
Inorganic Chemistry III: Organometallic Chemistry

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 3 (3-0-4)*Organic Chemistry and the Biosphere**

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 (preferred).

CH 471 3 (3-1s-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 273 or 499.

CH 483 3 (3-0-0)*Computational Chemistry**

Molecular mechanics, semiempirical and *ab initio* methods, DFT. Optimization of molecular geometry; prediction of molecular properties; calculation of infrared and Raman spectra; solvent effects; thermochemistry of chemical reactions. Modern software is used. Prerequisite: A minimum grade of C- in CH 382, CH 492, or PHY 301. Corequisite: CH 395.

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 492 3 (3-1s-0)**Advanced Chemical Studies**

An enhanced version of CH 382, 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 382, CH 492, or PHY 301. Prerequisites: MAT 115, a minimum grade of C- in 3 credits of senior-level Chemistry, third-year standing, 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 (3-0-3)**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: CLAS 357 cannot be used toward the Religious Studies core requirement. 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 110.

***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 110.

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. Introduction to sorting and searching techniques and other basic algorithms. Students will be required to do extensive programming. Prerequisite: A minimum grade of C- in CMPT 111.

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. Note: Students are required to own or have the use of a laptop computer with wireless connectivity. 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 112, 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. 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. 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. 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. 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 land-forms.

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: 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 types of exceptionalities (such as learning disability, developmental delay, physical disabilities, sensory impairment, giftedness, behaviour disorders, etc.) and adaptations in curriculum and teaching strategies. 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 (4-2L-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)** **Planning and Integration of Technology in the Elementary School**

Effective teaching methodologies and 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. 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.

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 and EDUC 542.

EDUC 541 **3 (2-1s-0)** **Reflections on Field Experience I & II: Educational Assessment and Classroom Management**

Students increase their knowledge and skills relating to assessment of student growth and development and in the preparation of a plan for classroom management. Corequisite: EDUC 531.

EDUC 542 **3 (0-3s-0) 10 weeks** **Reflections on Field Experience III**

Students will meet once a week to examine issues and concerns encountered in their EDUC 532 experience. The class will include speakers, group discussions, growth plan, and keeping of a reflection journal. 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 Program 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 **3 (3-0-0)**
Assessment Practices in Alberta Classrooms

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 **3 (3-0-0)**
Instructional Leadership in Alberta Schools

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 **3 (3-0-0)**
Curriculum Studies and Classroom Practices in Alberta Schools

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 **3 (3-0-0)**
The Nature of Educational Research

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 **3 (3-0-0)**
Understanding Professional Practice and Professional Development

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. Critiqu-

ing professional development plans and designing a professional development portfolio will be included. Prerequisites: Bachelor of Education degree and Alberta Teaching Certificate.

EDUC 609 **3 (3-0-0)**
Governance and Educational Law

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 **3 (3-0-0)**
Critical Pedagogy and Social Justice

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 **3 (3-0-0)**
Issues in First Nations, Metis, and Inuit Education

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 **3 (3-0-0)**
Methods in Christian Religious Education

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 or permission from the Faculty of Education.

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 **6 (3-0-0)**
A Survey of English Literature from the Middle Ages to the Twentieth Century

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 or 110. Prerequisite: A minimum average of 65% in English 30 or English Language Arts 30-1.

ENG 110 **6 (3-0-0)**
English Literary Forms

Introductory survey of the various genres of English literature through close study of representative authors, both modern and traditional. One-third of the course is devoted to formal instruction in writing skills. Note: Credit may be obtained for only one of ENG 100 or 110.

***ENG 303** **3 (3-0-0)**
Poetry

Major modes, forms, and kinds of English poetry, with examples from the fourteenth to the twentieth century. Develops basic prin-

ciples of formal poetic analysis through close readings of poems. Prerequisite: ENG 100 or 110.

***ENG 304** **3 (3-0-0)**
The Short Story

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 110.

***ENG 323** **3 (3-0-0)**
Chaucer

Selections from Geoffrey Chaucer's dream visions and *The Canterbury Tales*. Prerequisite: ENG 100 or 110.

***ENG 324** **3 (3-0-0)**
The Later Middle Ages

The literature of fourteenth- and fifteenth-century England, excluding Chaucer. Prerequisite: ENG 100 or 110.

***ENG 330** **3 (3-0-0)**
The Early English Renaissance

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 110.

***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 110.

***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 110.

***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 110.

***ENG 341** **3 (3-0-0)**
The Augustan Age

Representative works by writers from the Restoration and early eighteenth century. Prerequisite: ENG 100 or 110.

***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 110.

***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 110.

***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 110.

***ENG 354** **3 (3-0-0)**
Victorian Poetry

Representative works by British poets writing between the 1830s and 1900. Prerequisite: ENG 100 or 110.

***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 110.

***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 110.

***ENG 365** **3 (3-0-0)**
Early Twentieth-Century British Literature

Representative works from 1900 to 1940. Prerequisite: ENG 100 or 110.

***ENG 366** **3 (3-0-0)**
Mid-Twentieth Century British Literature

Representative works from 1940 to 1980. Prerequisite: ENG 100 or 110.

***ENG 367** **3 (3-0-0)**
Contemporary British Literature

Representative works from 1980 to the present. Prerequisite: ENG 100 or 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 110.

***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 majors 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 402 3 (0-3s-0)**
Special Topics in English Literature: The Novels of Edith Wharton

This senior seminar allows third- or fourth-year English majors 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 majors 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 majors the opportunity to study in greater depth specific authors, genres, historical periods, or literary issues. The author for 2009-2010 is Charles Dickens, one of the world's greatest novelists. 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 Education
 Department of Environmental 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. Educational 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 interactions 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. Prerequisite: 3 credits of senior-level chemistry (analytical preferred). Organic chemistry or introductory environmental chemistry are recommended.

ENVH 558 3 (3-0-0)

Information Systems and Research Applications in Health Sciences

An introduction to computer systems and network, data management structures, and application software relevant to environmental health and the workplace. Students will examine the collection, analysis, and interpretation of environmental health data for qualitative and quantitative research applications. Prerequisite: 3 credits of statistics.

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 HEALTH (PROFESSIONAL DEVELOPMENT)

ENVH 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 Environmental 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. Prerequisite: Approved application by the Department of Environmental Health.

ENVH 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. Prerequisite: Approved application by the Department of Environmental Health.

14.25 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, field trips, 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 ENSC 101, BES 203, BES 204, or ENSC 204. Prerequisite: Biology 20 or Science 20.

***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 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 107, BES 108 and 3 credits of Chemistry. Students are advised to complete 6 credits of Chemistry prior to enrolling in this course.

ENSC 318 **3 (0-3s-3)**
A Field Course on the Boreal, Cordilleran and Grassland Ecoprovinces of Alberta

This is a field course designed to be taken during the summer following either the second or third year of studies. Field exercises

provide an introduction to the ecology of the three ecoprovinces, the opportunity to investigate various human activities which affect the environment of the areas, and to identify the human and environmental health concerns prevalent in the areas. 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 and accommodation during the course. Prerequisites: ENSC 204, and any one of BES 206 or BES 208.

***ENSC 319** **3 (0-5-1)**
Field Course in Marine and Freshwater Ecosystems

This course is designed to be taken during the summer following either the second, third or fourth year of a degree program. Field exercises are carried out at a research site close to both freshwater and marine ecosystems. This course provides students with an opportunity to develop practical skills in environmental monitoring and management practices as they apply to both inland waters and ocean habitats. Group projects focus on water quality issues, impact assessment, habitat structure, biodiversity and sustainability. An individual report on data collected to contrast the two types of aquatic environments to be submitted four weeks after the field component ends. An additional fee is charged to cover the costs of field course related expenses, including transportation. Students also share the cost of food. Prerequisites: any two of ENSC 204, BES 206 or BES 208.

ENSC 328 **3 (3-3L-0)**
Applied Numerical Ecology

An introduction to field sampling methods and data, species associations and causal relationships between species and environment, distribution patterns, spatial and temporal scaling, analytical methods and ecosystem modelling and environmental simulation. Prerequisite: BES 228.

ENSC 333 **3 (3-0-3)**
Aquatic Plant Ecology

Ecology of freshwater and marine plants, communities, and ecosystems. Laboratory, field, and computer projects provide practical experience in standard methods of project design, data collection, analysis, and interpretation. Prerequisites: BES 107, BES 108, 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 by applying knowledge and experience gained in their work environment to develop a deeper understanding of a specific field of research. Evaluation by a written report and oral presentation to Department faculty. 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. Note: Credit may be obtained for only one of ENSC 345 or 346. 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, BES 228, 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)**
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, BES 228, 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: ENSC 204, BES 206, BES 208, 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 are expected to apply the knowledge and experience gained to develop a deeper understanding of a specific field, demonstrated by written and oral presentation to the Department faculty. 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. Development of written research proposals. Note: Credit may be obtained for only one of BIO 480 or ENSC 485. Prerequisites: ENSC 204, an additional 9 credits of Environmental Science, and 6 credits of Chemistry.

***ENSC 492** **3 (0-3-0)**
Environmental Management

Current concepts and principles in environmental management. Prerequisites: BES 204 and an additional 3 credits of senior-level Environmental Science.

ENSC 493 **3 (0-1s-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 (0-1s-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, laboratory, and library research techniques are emphasized. Prerequisite: ENSC 493.

14.26 FINANCE

Faculty of Professional Education
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 empha-

sis 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.

14.27 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 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 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. Prerequisite: 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 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.

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.

14.28 GERMAN

Faculty of Arts
Department of Modern Languages

GERM 100 **6 (3-0-2)**
Beginners' German

An entry-level course designed to give students a good command



of spoken and written German and an introduction to German culture and civilization. Note: Not open to students who have matriculation credit in German. Students already fluent in German will not be admitted, at the discretion of the instructor.

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. Credit may be obtained for only one of GERM 150 or 210. Prerequisite: German 30 or GERM 100.

14.29 GRADUATE STUDIES
 Faculty of Graduate Studies

Courses listed in this section are open only to students in the Master of Information Systems Security Management program

14.29.1 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.

14.29.2 THESIS

THES 701	1 (0-0-0)
THES 702	2 (0-0-0)
THES 703	3 (0-0-0)
THES 704	4 (0-0-0)
THES 705	5 (0-0-0)
THES 706	6 (0-0-0)
THES 707	7 (0-0-0)
THES 708	8 (0-0-0)

THES 701 (or 702, 703, 704, 705, 706, 707, 708)

Part-time Thesis/Full-time Registration

The registration designations for part-time work dedicated to the research and writing of the master's thesis in a thesis-based program. Students register in one of THES 701-THES 708 if they are full-time students who are conducting course work and thesis work concurrently. Such students will be registered in thesis with a number/credit designation that, in combination with the credits of course work being taken, will add up to a total of 9 credits.

THES 703 **3 (0-0-0)**
Part-time Thesis

The registration designation for part-time work dedicated to the research and writing of the master's thesis in a thesis-based program. Students register in THES 703 if they have completed all of the course work in a master's program and will work only part-time on their thesis. Students may register for part-time thesis only if they initially registered in their program as a part-time student. Note: Full-time students may register in THES 703 if they are registered in 6 credits of course work and require 3 credits of thesis work to make up a 9-credit (full-time) program.

THES 709 **9 (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 709 if they have completed all of the course work in a master's program.

14.30 GREEK
 Faculty of Arts

***GRK 101** **3 (3-2L-0)**
Introductory Classical Greek I
 Introductory classical Greek, including elements of Greek gram-

mar and reading simple texts. Note: Not open to students with matriculation credit in Greek.

***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. Prerequisite: GRK 101.

14.31 HEBREW
 Faculty of Arts
 Religious Studies Division

***HEBR 101** **3 (3-0-2)**
Introductory Classical 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)**
Introductory Classical 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. Prerequisites: 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.

14.32 HISTORY
 Faculty of Arts
 Department of History

HIS 111 **3 (3-0-0)**
The Early Modern World

A survey of world history from the fifteenth through the eighteenth century.

HIS 112 **3 (3-0-0)**
The Modern World

A survey of world history since the beginning of the nineteenth century.

***HIS 207** **3 (3-0-0)**
Europe in the Central Middle Ages

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** **3 (3-0-0)**
Europe in the Later Middle Ages

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** **3 (3-0-0)**
The Renaissance

A survey of the Renaissance with emphasis on Italy from about 1350 to 1550.

- *HIS 213** 3 (3-0-0)
The Sixteenth Century
 A survey of the major historical movements and leading figures in Europe at the time of the Reformation and the religious wars.
- *HIS 218** 3 (3-0-0)
Late Imperial Russia and the Soviet Union (1762-1991)
 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 225** 3 (3-0-0)
The Western Family in Historical Perspective
 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 and HIS 225.
- *HIS 246** 3 (3-0-0)
Pre-Colonial Tropical Africa
 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** 3 (3-0-0)
Tropical Africa—Colonization to Independence
 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** 3 (3-0-0)
American History to 1865
 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** 3 (3-0-0)
American History Since 1865
 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** 3 (3-0-0)
Canadian History 1500-1867
 Introduces the major political, economic, social, and cultural themes of pre-Confederation Canadian historical development.
- HIS 261** 3 (3-0-0)
Canadian History 1867-Present
 Introduces the major political, economic, social, and cultural themes of post-Confederation Canadian historical development.
- *HIS 300 Series** 3 (0-3s-0)
Special Topics in History
 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 or consent of the History Department Coordinator.
- *HIS 315** 3 (3-0-0)
From Discord to Concord: Europe in the Late 20th Century
 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** 3 (3-0-0)
Europe in the Age of Totalitarianism
 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 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 **The Craft of History** **3 (0-3s-0)**
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 or 225; 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** **Public History** **3 (3-0-0)**
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** **Public History Field Placement** **3 (18 weeks)**
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.

14.33 HUMAN RESOURCE MANAGEMENT

Faculty of Professional Education
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

HRM 220 **Introduction to Human Resource Management** **3 (3-0-0)**
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 **Staffing and Recruitment** **3 (3-0-0)**
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 **Current Issues in Human Resource Management** **3 (3-0-0)**
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 400 **Negotiation and Conflict Resolution** **3 (3-0-0)**
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 **Compensation System Design and Implementation** **3 (3-0-0)**
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 **Comparative Industrial Relations** **3 (3-0-0)**
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.

14.34 INFORMATION SYSTEMS SECURITY

Faculty of Professional Education
Department of Information Systems Security

***ISS 403** **Operating Systems** **3 (0-3L-0)**
An in-depth review of the main operating systems used to secure computer information networks. Students study the architecture of Microsoft NT, Windows 9X, Linux, UNIX, and Novell, 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. Although the server software used in the course/program may change in any given year, it will always be ISO (15408) evaluated server software. This course may be taken only with the consent of the Department.

14.35 INFORMATION SYSTEMS SECURITY MANAGEMENT

Faculty of Professional Education
Department of Information Systems Security

Courses listed in this section are open only to students in the Master of Information Systems Security Management program.

GRADUATE COURSES

ISSM 507 **Organizational Behaviour** **3 (0-3L-0)**
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 511 **Introduction to Information Systems Security** **3 (0-3L-0)**
An introduction to information systems security issues, policies,

practices, and procedures applicable to implementing information systems security on servers. The course also covers the analysis of specific security methods of hardening Microsoft and UNIX operating systems making them highly resistant to penetration. Penetration tests of these hardened servers are undertaken to ensure the effectiveness of the hardening steps taken. The importance and role of physical security measures is also covered.

ISSM 521 **3 (O-3L-O)**
TCP/IP Architecture

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 (O-3L-O)**
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 (O-3L-O)**
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. Prerequisites: ISSM 511 and 521.

ISSM 533 **3 (O-3L-O)**
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. Prerequisites: ISSM 511 and 521.

ISSM 535 **3 (O-3L-O)**
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. Prerequisites: ISSM 511 and 521.

ISSM 536 **3 (O-3L-O)**
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 theoretic

cal 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

A lecture-based course that focuses on formulating a research question or research problem, determining a research design, assessing data collection methods, determining a sampling framework, determining types of data analyses, and interpreting data. Qualitative and quantitative research methods are included. Students will gain an understanding of the ethical issues involved in conducting research.

ISSM 539 **3 (O-3s-O)**
Research Methods II

Following ISSM 538, 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. Note: Prerequisite: ISSM 538.

ISSM 541 **3 (3L-0-0)**
Financial Management and Analysis

Financial management theory and financial statement analysis. Students use rate-of-return, break-even, scenario analysis, and other methods to evaluate projects and organizational performance. 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 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 network 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 network 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. Prerequisites: ISSM 511 and 521.

ISSM 553 **3 (3L-0-0)**
Risk Management and Analysis

The principles and techniques applied to security risk analysis and the role of risk management in the business enterprise. Topics covered include how to conduct vulnerability assessments, the use of risk assessment tools and how to establish a cost benefit analysis for specific safeguards to ensure that information is confidential, available and has integrity. Emerging trends in risk management are also explored. Students use standard tools to assess network weaknesses such as UNIX-based NMAP and Nessus. These tools are also used in other security courses in the third semester in the program.

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 570 12 (0-0-0)**Practicum Research Project**

A research project culminating in the production of a formal report and an oral presentation of the student’s research. 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 and an oral presentation of the student’s research. 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 (3-0-0)**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. Note: Credit may be obtained for only one of IT 101 or ISS 501.

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 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 IT 102.

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 IT 102.

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 IT 102.

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 IT 102.

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 Education
Department of Management Sciences

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

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**

The entire project life cycle from conceptualization to the termination phase are covered. 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 Education
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 **3 (3-0-0)** **Foundations of Leadership**

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 MGT 300, 311, 312, 314, 321, or LDR 300. Prerequisite: BUS 220.

MGT 310 **3 (3-0-0)** **Communicating Effectively**

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 323 **3 (3-0-0)** **Business and Society**

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 **3 (3-0-0)** **Supply Chain Management**

This course provides a framework for assessing the impact of e-business on supply chain management (SCM); examples of the impact to date in specific supply chain management functions; an understanding of the elements essential to a successful e-SCM strategy; and a process to develop and plan the implementation of an e-SCM strategy. Prerequisite: FIN 201.

MGT 327 **3 (3-0-0)** **Small Business Management**

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 **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.

MGT 402 **3 (3-0-0)** **Global Strategic Leadership**

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 **3 (3-0-0)** **International Business: Factors and Influences**

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 **3 (3-0-0)** **Principles of Strategic Management**

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. Prerequisite: MGT 300.

MGT 429 **3 (0-3s-0)** **Applied Research Project**

The problem solving, research methods and information analysis that are increasingly important to organizational decision-making. Students apply field research, leadership theory, change management and communication skills to solve and implement real life solutions to an organizational problem. Prerequisites: Third-year standing and consent of the Department.

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 Education. 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 Education. 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 Education
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 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**

The primary goal of this course is to stimulate a positive attitude toward and an interest in mathematics. The course attempts to show students that mathematics is practical, understandable, creative, and interesting by considering a variety of real-life applications of mathematics. This course is not accepted toward a Mathematics major, concentration, or minor. Prerequisite: One of Applied or Pure Mathematics 30, Mathematics 30, or Mathematics 31.

MAT 103 3 (3-0-1.5)**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 or Mathematics 30.

MAT 104 3 (3-0-1.5)**Advanced Mathematical Methods for the Life Sciences**

Discrete and continuous mathematical modelling. Probability models. Time series including survival curves. Chaos Theory. Note: Open only to students with a major, concentration, or minor in Biology or Environmental Science. Prerequisite: MAT 103.

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: Pure Mathematics 30, Mathematics 30, or Mathematics 31.

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 equivalent, 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.

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 (3-0-3)**
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.

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 Computing Science, or to students with permission of the Department. Note: Open to first-year students.

MAT 214 **3 (0-3L-0)**
Intermediate Calculus I

Infinite series. Taylor series. Parametric equations and polar coordinates. Vectors. Equations of lines and planes. Vector functions. 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

Cylindrical and spherical coordinates. Multiple integrals. Line and surface integrals Green's, Divergence, and Stoke's theorems. Fourier Series. Applications. 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 4-year BA. Credit may be obtained for only one of MAT 220, PHIL 220, or PHIL 420. Prerequisite: PHIL 125 or MAT 200.

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 112, MAT 120, and 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 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 111** **3 (3-0-0)**
Introduction to Music
 Introduces music history as well as basic music theory. Application of music theory is made through singing and playing the recorder and/or piano. Note: Credit may be obtained for only one of MUS 100 or 111.

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: MUS 100, MUS 111, Royal Con-

servatory 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: 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. Pre- or Corequisite: MUS 212.

***MUS 230** **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. Prerequisites: MUS 211 and 213, or consent of the Department. Choral or vocal MUP course is recommended.

MUS 232 **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. Pre- or Corequisites: MUS 211 and MUS 213, or consent of the Department.

***MUS 259** **3 (1-2s-0)**
Arranging
 Introduction to arranging music based on traditional models, including scoring, harmonization, instrumentation, and orchestration. Prerequisites: MUS 212 and MUS 214, or consent of the Department.

***MUS 260** **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. Prerequisites: MUS 212 and MUS 214 or consent of the Department.

***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. Prerequisite: 3 credits of Music or consent of the department. Note: Credit may be obtained for one of MUS 261 or MUS 331.

***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 281** **3 (3-0-0)**
History of Western Music I: 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 111, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.
- *MUS 282** **3 (3-0-0)**
History of Western Music II: 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 111, 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 111, 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 111, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.
- *MUS 300 Series** **3 (0-3s-0)**
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. Prerequisites: relevant junior-level MUP course or Royal Conservatory grade 8; Music literacy reflected in one of MUS 100, 111, 211 or 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. Prerequisites: MUS 212 and MUS 213. 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: 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: 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: MUS 214. Pre- or Corequisite: MUS 312.
- MUS 359** **1.5 (1-0-0)**
Advanced Composition I
 Private composition lessons. An additional fee is charged (section 5.1). Prerequisites: MUS 259 and consent of the Department.
- MUS 360** **1.5 (1-0-0)**
Advanced Composition II
 Private composition lessons. An additional fee is charged-to students enrolled in MUS 360. Prerequisites: MUS 359 and consent of the Department.
- *MUS 380 Series** **3 (3-0-0)**
Study 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: Only one of the 380 series may be taken for credit towards a degree without permission of Department. Prerequisite: relevant junior-level MUP course or 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 Music concentrations and majors. Prerequisites: Third-year standing and consent of the Department.
- *MUS 491** **3 (8-10 hrs/wk)**
Music Field Placement
 A part-time (8-10 hours per week), supervised professional involvement in the music field. Opportunities to transfer theory to practice, enhance skills, and explore the varied professional roles in music. Note: Must be approved in consultation with partner supervisor. Prerequisites: Third-year standing, completion of 39 credits of Music and consent of the Department.
- MUS 495** **1.5 (0-1s-0)**
Senior Project in Music I
 Senior project under a project supervisor. Prerequisite: Fourth-year standing in the 4-year BA (music major) degree program or consent of the Department.
- MUS 496** **1.5 (0-1s-0)**
Senior Project in Music II
 Senior project under a project supervisor. Prerequisites: MUS 495.
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- 14.42.1 APPLIED MUSIC**
- 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
Applied Music (Secondary Area) 1.5 (1-0-0)
 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, 127, 226, 227, 326, 327, 426, and 427
Applied Music (Primary Area) 1.5 (1-0-0)
 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 495 1.5 (0-1s-0)
Applied Music (Recital)
 Private music lessons in the student's primary area of study, including the preparation and research for substantial performance in recital. Prerequisites: MUP 327 and consent of the Department.

MUP 496 1.5 (0-1s-0)
Applied Music (Recital)
 Private music lessons in the student's primary area of study, including the preparation and research for substantial performance in recital. Prerequisites: MUP 495 and consent of the Department.

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. 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. Open to qualified strings 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 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.

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 230, MUS 232, 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 212 3 (3-0-0)**
Teaching Music in the Elementary Classroom
 For the prospective elementary classroom teacher; explores the skills which are part of the elementary curriculum through teaching exercises, classroom activities, and planning. Practical application through singing and playing classroom instruments. Credit may be obtained for only one of MUED 212, 213 or 214. Prerequisite: Music literacy reflected in one of MUS 100, MUS 111, MUS 211, Royal Conservatory Rudiments II, or consent of the Department.

***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, 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 Schulwerk 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, 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 Ro-

man orthography. Note: Not open to students with matriculation standing in Cree.

14.45 PARISH NURSING

Religious Studies Division—Church Work Programs

Outside the Faculties of Arts and Science. See section 14.0.1, Note 4.

Courses listed in this section are open only to licensed Registered Nurses.

***PN 302** **3 (0-0-0)**
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 (0-0-0)**
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 REL 375 or PN 375.

***PN 485** **3 (0-0-0)**
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 PARISH SERVICES

Faculty of Arts
Religious Studies Division—Church Work Programs

***PS 288** **3 (3-0-0)**
Family Life Ministry

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.

***PS 301** **3 (3-0-0)**
Teaching the Christian Faith

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. Prerequisite or corequisite: REL 375 or 376.

***PS 302** **3 (3-0-0)**
Parish Administration and Team Ministry

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.

***PS 303** **3 (3-0-0)**
History and Practice of Christian Education

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 or 303.

***PS 304** **3 (3-0-0)**
Principles of Youth and Young Adult Ministry

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 or 304.

***PS 444** **3 (3-0-0)**
Counselling Theory in a Christian Context

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.

***PS 445** **3 (3-0-0)**
Adult Education

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.

***PS 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 4-year Religious Studies (Applied Emphasis) degree or the Director of Parish Services Colloquy program. Prerequisites: Third- or fourth-year standing, a security clearance, and consent of the Department.

***PS 490** **3 (0-3s-0)**
Independent Studies

In consultation with the Director of Church Work Programs, 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 requirements for colloquy certification. Prerequisites: 6 credits of senior-level Parish Service coursework or open to students in the teacher or DPS colloquy program.

14.47 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 Parish Services minor.

PS 501 **18 (12 months)**
Director of Parish Services Internship

A full-time supervised professional involvement in a congrega-

tional 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 4-year Religious Studies (Applied Emphasis) degree 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. Prerequisites: PS 450, a current security clearance, and consent of the Department.

PS 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 PS 502 are also required to complete PS 501 for a 9-month period either before or after PS 502. Prerequisites: PS 450, a current security clearance, and consent of the Department.

14.48 PHILOSOPHY

Faculty of Arts
 Department of Philosophy

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.

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 160 **3 (3-0-0)**
Philosophical Analysis of Contemporary Issues

Philosophical analysis of ethical issues prominent in contemporary society. Topics may include truth telling, suicide, abortion, euthanasia, censorship, war and violence, and capital punishment.

***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 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: PHIL 220 cannot be used towards the Science core requirement for the 3- and 4-year BA program. Credit may be obtained for only one of MAT 220, PHIL 220, or PHIL 420. Prerequisite: PHIL 125 or MAT 200.

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 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.

***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. Note: PHIL 275 cannot be used towards the Religious Studies core requirement for a 4-year BA. Credit may be obtained for only one of PHIL 275, PHIL 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: PHIL 290

cannot be used towards the Religious Studies core requirement for a 4-year BA. Credit may be obtained for only one of PHIL 290, or REL 290. Prerequisite: 3 credits of Philosophy.

***PHIL 400** **3 (3-0-0)**
The Philosopher's Craft

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, 400, 415, 420, 450, 460, 465, 475, or 490. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 415** **3 (3-0-0)**
The Philosopher's Craft

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, 400, 415, 420, 450, 460, 465, 475, or 490. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 420** **3 (3-0-0)**
The Philosopher's Craft

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, 400, 415, 420, 450, 460, 465, 475, or 490. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 450** **3 (3-0-0)**
The Philosopher's Craft

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, 400, 415, 420, 450, 460, 465, 475, or 490. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 460** **3 (3-0-0)**
The Philosopher's Craft

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, 400, 415, 420, 450, 460, 465, 475, or 490. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 465** **3 (3-0-0)**
The Philosopher's Craft

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, 400, 415, 420, 450, 460, 465, 475, or 490. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 475** **3 (3-0-0)**
The Philosopher's Craft

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, 400, 415, 420, 450, 460, 465, 475, 490, or REL 275. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

***PHIL 490** **3 (3-0-0)**

The Philosopher's Craft

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 PHIL 290, 400, 415, 420, 450, 460, 465, 475, or 490. Prerequisites: PHIL 102, PHIL 125, and 6 credits of senior-level Philosophy.

14.49 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.

***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.

14.50 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. 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. 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. 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 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 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.

14.51 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.

14.52 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.

14.53 PHYSICS

Faculty of Science

Department of Physics and Earth Science

PHY 111 3 (3-1s-3)
Introduction to University Physics I

A non-calculus course in Physics. 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

A non-calculus course in Physics for students without Physics 30. 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: PHY 121 or 131, and MAT 113 or 114. 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)**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: One of PHY 112, 122, or 132, and MAT 113 or 114.

***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)**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: PHY 132 and MAT 115.

***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.

14.54 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: PSCI 101, 102 and 220; and ECO 101, 102, 281 and 282.

14.55 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 260** 6 (2-1s-0)**International Relations**

An introduction to contemporary postwar international relations. It analyses the interaction of states by focusing on the origins of conflict and war, conditions for peace and cooperation, the origins and impact of international economic inequality and the role of international organizations and multinational enterprises. Prerequisites: PSCI 101 and 102.

***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.

14.56 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 a 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 a 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 3 (3-0-0) Memory and Attention

An introduction to the study of mental processes in memory, attention, and cognition. Topics include visual information processing, attention, short-term and long-term memory phenomena, learning, and language comprehension. Prerequisite: One of PSY 211, MAT 151 or SOC 210.

*PSY 267 3 (3-0-0) Sensation and Perception

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 3 (3-0-0) Brain and Behaviour

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 3 (3-0-0) Principles of Behaviour Change

This course focuses on the basic principles of habituation, modelling, classical, and operant conditioning. The course may be offered in a hybrid format (i.e., in-class and online lectures). Prerequisite: PSY 104.

PSY 305 3 (0-3s-0) Ethical Issues in Professional Psychology

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 4-year BA in Psychology (Applied Emphasis) degree program. Prerequisite: PSY 339.

PSY 311 3 (3-1L-0) Intermediate Statistics

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 PSY 211, MAT 151, or SOC 210. **The Psychology Department strongly recommends students take PSY 211 as the prerequisite for this course.**

PSY 319 3 (3-1s-0) Research Designs and Intermediate Statistical Methods in Psychology

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 PSY 211, MAT 151, or SOC 210. **The Psychology Department strongly recommends students take PSY 211 as the prerequisite for this course.**

PSY 321 3 (3-0-0) Qualitative Research Methods

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 3 (3-0-0) Adult Development and Human Aging

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 **3 (0-3L-0)**
Communication and Counselling Skills

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 4-year BA in Psychology (Applied Emphasis) degree program. Prerequisite: PSY 339. Corequisite: PSY 486.

PSY 333 **3 (0-3L-0)**
Introduction to Group Counselling

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 4-year BA in Psychology (Applied Emphasis) degree program. Prerequisites: PSY 233, 332, and 339.

PSY 339 **3 (3-0-0)**
Abnormal Psychology

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 **3 (3-0-0)**
Corrections and Forensics: Criminal Behaviour

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 4-year BA in Psychology (Applied Emphasis) program. Prerequisites: PSY 104 and 105, or SOC 100.

PSY 359 **3 (3-0-0)**
Atypical Development

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 377 **3 (3-0-0)**
Human Neuropsychology

The relation between brain function and human behaviour and the application of neuropsychology in applied and clinical settings. Prerequisite: PSY 275.

PSY 385 **3 (3-0-0)**
Applications of Learning

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 a hybrid format (i.e., in-class and online lectures). Note: This course is intended to follow PSY 281. Prerequisite: PSY 281.

***PSY 399** **3 (3-0-0)**
Psychology of Women

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 **3 (0-3L-0)**
Individual Study in Psychology

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 4-year BA in Psychology (Applied Emphasis) degree 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 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 4-year BA in Psychology (Applied Emphasis) degree program. Prerequisite: A minimum grade of C- in one of PSY 211, MAT 151, 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 4-year BA in Psychology (Applied Emphasis) degree 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 4-year BA in Psychology (Applied Emphasis) degree 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 4-year Bachelor of Arts in Psychology (Applied Emphasis) program. Prerequisites: Fourth-year standing and PSY 350. Corequisite: PSY 433.

PSY 486**Field Placement I****6 (0-1s-6)**

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 4-year BA in Psychology (Applied Emphasis) degree 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. 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**Field Placement II****6 (0-1s-6)**

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 4-year BA in Psychology (Applied Emphasis: Enhanced Stream) degree 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.

14.57 RELIGIOUS STUDIES

Faculty of Arts

Graduate courses can be found in section 14.3, under the subject heading Biblical and Christian Studies (BCS).

UNDERGRADUATE COURSES**REL 101****Western Religious Traditions****3 (3-0-0)**

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**Eastern Religious Traditions****3 (3-0-0)**

An introduction to traditions originating in Asia such as Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Daoism, and Shinto. Prerequisite: REL 101 or 150.

REL 150**Introduction to the Christian Faith****3 (3-0-0)**

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*World Missions****3 (3-0-0)**

A Biblical perspective for world mission, an introduction to the

history of Christian missions, crosscultural understanding, political 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 PS 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 PS 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. 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: REL 275 cannot be used towards the Philosophy core requirement for a 4-year BA. Credit may be obtained for only one of PHIL 275, PHIL 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: REL 290 cannot be used towards the Philosophy core requirement for a 4-year BA. Credit may be obtained for only one of PHIL 290 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*Special Topics in World Religions****3(3-0-0)**

This senior-level class will compare how a specific issue, con-

cept, 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 3 (1-2s-0)**
Religion 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. Note: Credit may be obtained for only one of BCS 511, REL 311, or STA 311. Prerequisite: REL 101 or 150.

***REL 330 3 (3-0-0)**
The Pentateuch

A critical study of the first section of the Hebrew Bible, including historical, theological, literary, and archeological issues. Note: Credit may be obtained for only one of BCS 513 or REL 330. Prerequisite: REL 101 or 150.

***REL 331 3 (3-0-0)**
Theology of the Old Testament

A study of the development of theology in the history of ancient Israel and its major themes. Prerequisite: REL 101 or 150.

***REL 332 3 (3-0-0)**
Intertestamental Literature

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 333 3 (3-0-0)**
The Prophets

A critical study of the second section of the Hebrew Bible, including the historical books and the literary prophets, and its modern relevance. Prerequisite: REL 101 or 150.

***REL 334 3 (3-0-0)**
The Writings

A critical study of the third section of the Hebrew Bible, including the wisdom tradition and lyric poetry, including Psalms, Job, and Song of Songs. Prerequisite: REL 101 or 150.

***REL 337 3 (3-0-0)**
Ancient Near Eastern Religions

Survey of ancient Near Eastern religions, including Sumerian, Babylonian, Canaanite, Egyptian, and Hittite religions. Prerequisite: REL 101 or 150.

***REL 338 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. Prerequisite: REL 101 or 150. REL 252 strongly recommended.

***REL 339 3 (2-1-0)**
Archaeology, Historiography and the Bible

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 150, 252 or 253 (students with REL 101 will need to take REL 252 or 253 before REL 339)

***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. 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. Prerequisites: 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. 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. 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. 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. 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 Doctrine

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. 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. 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 **Independent Study** **3 (0-3-0)**

In consultation with members of the Religious Studies Division, students undertake an independent study on an approved topic. Prerequisites: REL 499 and consent of the Department.

REL 499 **Topics in Religious Studies** **3 (0-3s-0)**

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 SOCIOLOGY

Faculty of Arts
Department of Sociology

SOC 100 **Sociological Concepts and Perspectives** **3 (3-0-0)**

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 **Canadian Society** **3 (3-0-0)**

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 **Social Problems** **3 (3-0-0)**

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** **Aboriginal Societies in the Canadian Context** **3 (3-0-0)**

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 **Introduction to Social Statistics** **3 (3-0-2)**

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 **Sociology of Deviance and Conformity** **3 (3-0-0)**

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 **Criminology** **3 (3-0-0)**

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 **Leisure, Sport and Society** **3 (3-0-0)**

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 **Social Psychology** **3 (3-0-0)**

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 SOC 100, PSY 105, or EDPS 200.

SOC 260 **Sociology of Inequality and Social Stratification** **3 (3-0-0)**

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** **Social Organization** **3 (3-0-0)**

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 **The Family** **3 (3-0-0)**

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** **Gender Studies** **3 (3-0-0)**

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 **Introduction to Social Methodology** **3 (3-0-2)**

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 **Youth, Crime and Society** **3 (3-0-0)**

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** **Criminal Justice Administration in Canada** **3 (3-0-0)**

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.

14.59 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. Credit may be obtained for only one of SPA 150 or 203. Prerequisite: Spanish 30 or SPA 102.

14.60 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.

14.61 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, the technical report, and the research essay. Workshop format with regular discussion and analysis of students' and other writers' work. Enrolment may be limited to third- and fourth-year students. Prerequisite: ENG 100 or 110.

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 110. 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.

14.62 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.

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.

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.

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 Faculty of Continuing Education offers a variety of courses at the high school, 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, *Church Work Programs*, section 12.0, and *After-Degree Programs*, section 11.0, for degree program information.

- 15.0.1 Educational Objectives: Faculty of Continuing Education
- 15.1 Continuing Education University Program**
- 15.2 Academic Upgrading**
- 15.2.1 Aboriginal and General University and College Entrance Program
 - A. Admission Requirements
 - B. English Language Requirements
 - C. Course Descriptions
- 15.2.2 Learning Foundations Program
 - A. Admission Requirements
 - B. English Language Requirements
 - C. Course Descriptions
- 15.2.3 Continuing Education High School
- 15.2.4 English as a Second Language
 - A. Admission Requirements
 - B. Course Descriptions

15.0.1 EDUCATIONAL OBJECTIVES: FACULTY 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 Faculty'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.
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 CONTINUING EDUCATION UNIVERSITY PROGRAM

Through its Continuing Education university program, Concordia offers university-level credit courses during the spring and summer months (Spring and Summer Sessions) and during the academic year in the evenings and on Saturdays.

Registration Procedures, *Continuing Education University Students*, section 4.1.4, contains detailed information for applicants and students who wish to register in Continuing Education university program courses. For information about course offerings or to obtain a brochure, contact the Continuing Education Office at 780-413-7800, or www.specialsessions.concordia.ab.ca.

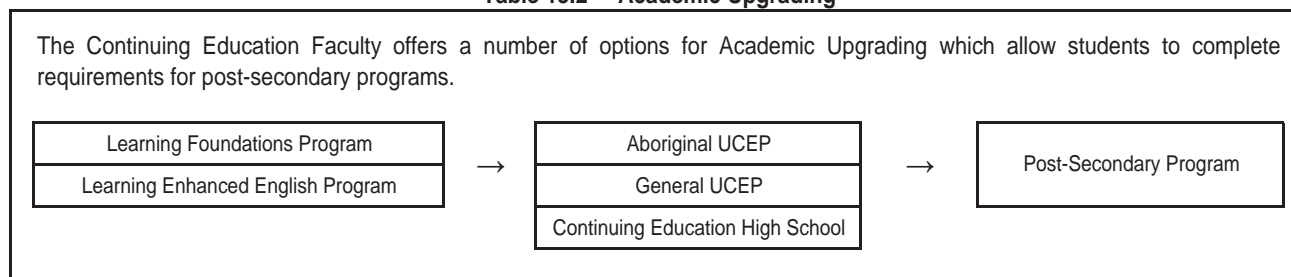
15.2 ACADEMIC UPGRADING

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.

15.2.1 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.

Table 15.2 Academic Upgrading



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.

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 a 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
ABST 90 Aboriginal Studies	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.

15.2.2 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 a 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

CMPT 70 Introductory Computer Skills Credits 0

This course is an introduction to computers, aimed at developing basic skills in using the computer. Content areas include introduction to hardware and software, file management, Internet, and basic word processing commands and functions, including document editing, formatting and printing.

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, composition/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.

15.2.3 CONTINUING EDUCATION HIGH SCHOOL

For information regarding the schedule of courses offered through the Continuing Education high school program, contact the Continuing Education Office at 780-413-7800 or www.hs.concordia.ab.ca.

15.2.4 ENGLISH AS A SECOND LANGUAGE

The Learning Enhanced English Program, designed specifically for individuals 20 years of age or older, is an intensive eight month, full-time program that enables students to acquire English Language skills, and the foundational, academic skills to gain entrance into high school credit courses, including Concordia's University and College Entrance Program. The English course covers concepts from English Language skills development

beyond a Canadian Language Benchmark Level 5. Academic upgrading may include material from grades 7, 8 and 9 in mathematics, 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 Enhanced English Program, students are required to:

- a) be 20 years of age or older,
- b) provide an assessment report indicating Canadian Language Benchmark (CLB) Level 5,
- c) complete an English and mathematics placement test,
- d) complete a thorough career investigation report,
- e) complete an individual assessment interview.

B. COURSE DESCRIPTION

Learning Enhanced English (LEE)

This course is intended to address grammar basics and composition writing. Students will be introduced to English literature based on the Alberta Curriculum for English Language Arts. This course is only available to students registered in the Learning Enhanced English Program. Prerequisite minimum: CLB Level 5.

Note: The following courses are intended for students applying directly to post-secondary programs.

ESL 100 3 (3-0-2)

English for Advanced Education I

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 3 (3-0-2)

English for Advanced Education II

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 3 (3-0-2)

English for Advanced Education III

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.

16.0 ADMINISTRATION

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Anderson, Bill BA BTh (Taylor), MDiv (Canadian Southern Baptist Seminary), PhD (Glasgow), Dip Theo (Concordia Lutheran Seminary) Assistant Professor of Religious Studies

Andrews, Michelle BSW (Alberta) MCrim (Ottawa), Instructor of Sociology*

Beach, Paul BA MA (Alberta), Instructor of Philosophy*

Berg, Joy BMus (Saskatchewan), MMus (Alberta), DMA (Iowa), Assistant Professor of Music

Berkes, Zoltan BSc PhD (L. Eotvos, Budapest), Associate Professor of Physics

Beukes, Anna BCom (Free State, South Africa), MCom (Free State, South Africa), Adjunct Professor of Management

Biliske, Jennifer BSc (Concordia, Edmonton), Laboratory Instructor of Biology and Environmental Science*

Bodo, Karina BSc (British Columbia), MSc PhD (Alberta), Adjunct Professor of Environmental Health*

Boesch, David BA BEd (Saskatchewan), MEd (Regina), Field Experience Coordinator

Bortnowschi, Ramona BCom [Hon] (Academy of Economics Studies, Romania), CGA, Instructor of Management*

Bostrand, Eva MMus (Alberta), Dip (Stockholm), Instructor of Music, Studio Music Teacher*

Bowering, Thea BA MA (Alberta), Instructor of Writing*

Boyle, Garth BA BEd MEd (Saskatchewan), Instructor of Academic Strategies*

Bradbury, Robert MBA (Queen's) Adjunct Professor of Environmental Health

Bratu, Rodica BEd (Alberta), Master in Linguistics (Bucharest), PhD (Alberta), Instructor of French*

Brennan, Lesley BSc (Concordia, Edmonton), Laboratory Instructor of Biology and Environmental Science*

Brodie, Norman BSc MEd PhD (Alberta), Instructor of Psychology and Management*

Brough, John BMus (Ottawa), MMus, PhD (Alberta), Instructor of Music*

Brown, Jocelyn BA MA (Alberta), Instructor of Creative Writing*

Brownfield, Edward MSc (Pepperdine), CHRP, Adjunct Professor of Management and Information Systems Security

Burghardt, Fred BA MA MEd (Alberta), Instructor of Education*

Callaghan, Patricia BA (Alberta), MA (Concordia, Montreal), MBA (UK), Instructor of Management*

Chauduri, Brahma PhD (Alberta), Instructor of English*

Chen, Xin BS (Henan Agricultural), MS (Nanjing Agricultural), DSci (Avignon), PhD (Washington State), Assistant Professor of Biology and Environmental Science

Cho, InHee BA, MDiv (Korea), MA (Concordia, St. Louis), MA (Washington), PhD (Concordia, St. Louis), Assistant Professor of Religious Studies

Collins, Arlene BSc MSc (Victoria), Instructor of Earth Science*

Colwell, Gary BA, MA (New Brunswick), PhD (Waterloo), Professor of Philosophy

Connelly, Liam BA [Hon] (Carlton), LLB (Dundee), LLM (Buckingham), Instructor of Management*

Coppock, Robert BSc DVM (Michigan), MS (Oklahoma), PhD (Illinois), Adjunct Professor of Environmental Health

Couet, Kerry BAdmin (Alberta), CAN, A+, MCSE Program, Grad Dip in Mgt (Athabasca), MBA (Athabasca), Adjunct Professor of Management

Dalton, Sheri BSc [Hon] (Western Ontario), MA (Mt. Holyoke), PhD (Florida), Professor of Biology, Environmental Science

Daniels, Jason BA [Hon] PhD (Alberta), Adjunct Professor of Management and Information Systems Security*

DeMoore, Michael BA (King's), M Phil. F (Institute for Christian Studies), MA (Toronto), Instructor of Philosophy

Dmytruk, Robert MA (England), Instructor of Education*

Dombrosky, Garry BA (Alberta), MDiv STM (LTS, Saskatoon), DMin (CLS, Fort Wayne/Edmonton), Associate Professor of Applied Religion

Dunnigan, Francis BEd (Alberta), MMus (Oregon), Instructor of Music, Conductor of the Concordia Symphony Orchestra*

Dyce, Jamie BA MA (Lakehead, Ontario), PhD R Psych (Alberta), Associate Professor of Psychology

Earle, Christopher BSc MSc (Brock), PhD (Waterloo), Professor of Biology, Environmental Science

Eddy, Catherine BA [Hon], BEd (Queen's), MA PhD (Western Ontario), Professor of English

Edwards, Mark BEd (Alberta), Instructor of Education*

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Erickson, Gregory BA MEd (Alberta), R Psych, Instructor of Psychology*

Etoroma, Efajemue BA MA (Manitoba), PhD (McMaster), Associate Professor of Sociology

Evans, Annabel BSc MSc PhD (Alberta), Professor of Psychology

Fok, Nelson BSc (British Columbia), MSc PhD (Alberta), CPHI(C), Adjunct Professor of Environmental Health

Ford, Richard MBA (City University Business School, UK), PhD (Cranfield University School of Management, UK), Assistant Professor of Management*

Franke, Oliver BA MA (Alberta), Assistant Professor of Economics

Freed, William BSc BA (Lehigh), MS (Michigan), Associate Professor of Mathematics, Physics

French, William BSc (Alberta), Instructor of Education*

Galloway, Susan BEd (Alberta), Instructor of Music

Gichohi, Francis BComm (King's University), MISSM (Concordia, Edmonton), Adjunct Professor of Information Systems Security

Glancy, Ruth BA MA (Alberta), PhD (London), Professor of English

Gow, Bonar BA [Hon] (Alberta), Post-Degree Professional Programme (Victoria), MEd (Mount St. Vincent), PhD (Dalhousie), Professor of History

Gower-Storey, Stephanie BEd (Alberta), Instructor of Education*

Grab, Friedrich BEd, BSc, MEd (Alberta), PhD (Washington), Instructor of Management*

- Grams, Grant** BA (Saskatchewan), MA (Albert Ludwigs, Germany), PhD (Phillips, Germany), Instructor of History*
- Grasdahl, Wendy** BMus (Alberta), MMus (Calgary), Instructor of Music, Director of Bands
- Grintsov, Marina** MSc PhD (Ukraine), Chemistry Laboratory Technologist
- Guelzow, Andreas J.** Dipl-Math (Kassel), PhD (Manitoba), Professor of Mathematics
- Hadley, Louisa** BA (Lancaster), MSc PhD (Edinburgh), Instructor of English*
- Hagedorn, Mavis** BEd (Alberta), Instructor of Education*
- Hakopdjanian, Gary** MA (Alberta), Instructor of Spanish*
- Harris, Harriet** BSc MSc PhD (Alberta), Professor of Biology, Environmental Science
- Harris, Peter** BSc, BEd (Alberta), MEd (Ottawa), Instructor of Environmental Sciences*
- Hemmerling, Deborah** BSc (Mount Allison) MSc (New Brunswick), PhD (Alberta), Associate Professor of Biology, Environmental Science
- Hertwig-Jaksch, Michael** BA MA (Alberta) Instructor of Classics, Greek and Latin*
- Hinton, Richard** BEng (Royal Military College), MA (Alberta), Adjunct Professor of Management
- Hohn, William** BGS (Athabasca), BSc (Concordia, Edmonton), MPH (Alberta), CPHI(C), Adjunct Professor of Environmental Health
- Hooper, John** BM (James Madison), MM DMA (Arizona State), Professor of Music, Director of Jubilo!
- Howarth, Caroline** BA MA (Alberta), Instructor of Drama*
- Howorko, Adam** BSc MEd (Alberta), MTS (Edmonton Baptist Seminary), R Psych (Alberta), Instructor of Psychology*
- Hughes, Robert** BComm MBA (Alberta), Adjunct Professor of Management
- Igonor, Andrew** BSc and GIS (Ibadan, Nigeria) MIS (Ibadan, Nigeria), PGCE (U of West, England), PhD (Bristol School of Business, UK), Adjunct Professor of Information System Security
- Iyekekpor, Joseph** BA MA (Nigeria), PhD (Alberta), Instructor of French*
- Jakobs, Hans-Dieter** BA MA PhD (Alberta), Associate Professor of German
- Janowicz, Mariola** BSc MSc (Szczecin), MSc (Alberta), Instructional Technologist, Biology, Environmental Science
- Jayachandran, John** BSc (Madurai), MSc (Poona), PhD (Alberta), Professor of Sociology
- Jerrard, Robert** BMath MMath PhD (Waterloo), Professor of Mathematics
- Johnston, Kathleen** BSc MA (Alberta), Adjunct Professor of Career Development
- Kamau, Patrick** BEd MSc (Kenyatta), PhD (Alberta), Instructional Technologist, Chemistry
- Kennedy, Lillian** MEd (Alberta), R Psych (Alberta), Field Placement Coordinator for Psychology
- Kennedy, Valerie** BPE (British Columbia), MA PhD (Alberta), Instructor of Education*
- Kerr, Linda** BA MA (Calgary), PhD (Alberta), Instructor of History*
- Khan, Candy** BA, MEd (Alberta), Instructor of Career Development*
- King, Maureen** BA MA (Regina) PhD (Alberta), Instructor of English*
- Kouzmanova-Marionova, Rossitza** BSc MSc (Sofia), PhD (Bulgarian Academy of Sciences), Assistant Professor of Mathematical and Computing Sciences
- Kratz, Martin P.J.** BSc LLB (Alberta), Adjunct Professor of Information Systems Security
- Krispin, Gerald** BA (Alberta), MDiv (LTS, Saskatoon), STM, ThD (Concordia, St. Louis), Professor of Religious Studies
- Kulak, Alison** BA (Alberta), MA (Saskatchewan), PhD (Carleton), Associate Professor of Psychology
- Laarhuis, Sylvia** BEd MEd (Alberta), Adjunct Professor of Environmental Health
- Labron, Tim** BA (Calgary), MA (Memorial), MDiv (CLS, Edmonton) PhD (Wales, Swansea), Assistant Professor of Religious Studies
- Leonhardt, Karen** BA (Concordia, Edmonton), MA (Alberta), Instructor of Religious Studies*
- Lindskog, Dale** BA (Winnipeg), MA PhD (York), Assistant Professor of Information Systems Security
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- LoVerso, Marco** BA (California, Davis), MA PhD (Alberta), Professor of English
- Macasaet, Dante** BSc (Adamson), MSc (DePaul), Instructional Technologist, Information Systems Security
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- Mak, Tony** BSc (Concordia, Edmonton), Dip. Technology (Environmental Health, BCIT), MSc (Alberta), CPHI(C), Adjunct Professor of Environmental Health
- Martin-DeMoor, Lisa** BA [Hons], MA (Alberta), Instructor of English*
- Masterson, Bernard** BEd MEd (Alberta), Instructor of Physical Activity*
- McDonald, Karen** BSc (British Columbia), PhD (Alberta), Associate Professor of Environmental Health
- McIntyre, Scott** BCom (Saskatchewan), CA, Adjunct Professor of Information Systems Security and Management
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- McKinnon, Kerri** BA (Concordia, Edmonton), BEd MEd (Alberta), Instructor of Career Development
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- McVea, Margaret** BA BEd MEd PhD (Alberta), Professor of Education
- Melnik, Juri** BSc MSc PhD (Ukraine), Laboratory Instructor of Chemistry
- Mensch, Fred** BA (Lethbridge), MA (Simon Fraser), MA PhD (Alberta), Instructor of English*
- Mhina, Christine** BSc (Tanzania), MSc PhD (Alberta), Instructor of Sociology*
- Micheelsen, Lisa** BA MA PhD (Alberta), Instructor of Classics*
- Midodzi, William** BSc MSc (Ghana), MSc PhD (Alberta), Adjunct Professor of Environmental Health

Miller, Katherine BA (Alberta), BEd MA (Lakehead), MA (New Brunswick), Instructor of English*

Misina, Dalibor BA (Concordia, Montreal), MA (Alberta), Instructor of Sociology*

Morita, Geraldine BA (Simon Fraser), Instructor of Education*

Morris, Mark BA MA (Oxford), PhD (Calgary), Instructor of English*

Muir, Steven BCom BA MA (Calgary), PhD (Ottawa), Associate Professor of Religious Studies

Murphy, Constance BEd MED (Alberta), Instructor of Education*

Nardella, Rosemary BA (McMaster), BEd (Windsor), MA (Alberta), Instructor of Career Development

Neal, Joanne BEd (Alberta), MSc (Oregon), PhD (Alberta), Associate Professor of Education

Nelson, Russell BA (Concordia, Ft. Wayne), MDiv (Christ Seminary, St. Louis), PhD (Harvard), Professor of Religious Studies

Neufeldt, Colin BRS (Mennonite Brethren), BA [Hon] (Winnipeg), MA LLB PhD (Alberta), Assistant Professor of History

Nuttall, Blyth BMus MMus PDAD (Alberta), DMA (Oregon), Instructor of Music*

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Phan, Phi BSc (Alberta) CPHI(C), Adjunct Professor of Environmental Health

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Richardson, Patricia BEd MED (Alberta), Instructor of Education*

Richter, Craig BSc (Alberta), BGS (Athabasca), PBiol AAg (Alberta), Instructional Technologist, Biology, Environmental Science

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Rooney, Bryan BSc MSc (Calgary), PhD (Carleton), Associate Professor of Psychology

Ruhl, Ron BSc MBA (Alberta), MCSE + Internet, CNA, ITP Certificate, A+, Assistant Professor of Information Systems Security

Ryan, Sharon BComm MA (Alberta), Adjunct Professor of Management

Sackey, Ebenezer MBA (Ottawa), MSc (Scotland), Adjunct Professor for Management and Information System Security

Saffa, Alfred BScEd (Sierra Leone), MSc, PhD (East Anglia), Instructional Technologist, Chemistry

Savella, Brenda BEd MED (Alberta), Instructor of Educational Psychology*

Schaeffer, Glenn BA (Ann Arbor), MDiv PhD (Ft. Wayne), Instructor of Religious Studies*

Schoepp, Paul BA (Concordia, St. Paul), MED (Calgary), PhD (Nebraska, Lincoln), Associate Professor of Applied Religion

Schuster, Patricia BEd [Hon] Grad Dip. MED R Psych (Alberta), Instructor of Psychology*

Schweyer, Donald Diplôme d'Études (Sorbonne), BA (Concordia, River Forest), MA PhD (Alberta), Associate Professor of French

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Sinclair, Glenn BA BEd MED (Alberta), MA (Minnesota), PhD (Alberta), Adjunct Professor of Environmental Health and Career Development

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Spink, Claire BSc (King's, Edmonton), Laboratory Technician, Biology, Environmental Science

Stark, Jody BEd (Alberta), Instructor of Education, Executive Director of Singspiration*

Steffler, Dorothy BA (Concordia, Edmonton), PhD (Alberta), Assistant Professor of Psychology

Strand, Jonathan BA (Minnesota), MDiv (Free Lutheran Theological Seminary, Minn), PhD (Notre Dame), Professor of Philosophy

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Street, Anna BA (Newcastle), MA PhD (Northwestern), Associate Professor of French

Stuhlmiller, Wayne BA (Concordia, Ft. Wayne), MDiv (Concordia, St. Louis), STM (LST, Chicago), Associate Professor of Religious Studies

Swanson, Mark BA, BEd, (Alberta), MA (Gonzaga), MED (Lethbridge), PhD (Alberta), Assistant Professor of Education

Swiatek, Krzysztof BEd (Alberta), MA (York), MA (Jagiellonian, Poland), MSc (Academy of Mining & Metallurgy, Poland), Instructor of Psychology*

Tavouktsoglou, Athanasios BSc (Sussex), MSc (Alberta), PhD (Aristotle, Greece), Professor of Mathematics, Chemistry

Tilley, Linda BSc (Toronto), MED R Psych (Alberta), Instructor of Psychology*

Tundak, Thomas MSc PhD (Gdansk), Laboratory Instructor of Physics*

Tymchyshyn, Edward BA (Alberta), Computing Science Lab Technician and Instructor

Unger, Matthew BA MA (Alberta), BA (Manitoba), Instructor of Sociology*

van Dyk, Conrad BA (British Columbia), MA PhD (Ontario), SSHRC-Post Doctoral Fellow (Cornell), Assistant Professor of English

van Ingen, Barbara BA BEd (Concordia, Edmonton), MA (City University, Renton), R Psych (Alberta), Instructor of Educational Psychology and Psychology*

Vandegriend, Michelle BA MA PhD (Alberta), Instructor of Psychology*

Vincent, Doug BSc MSc (Alberta), Adjunct Professor of Environmental Health

Walrond, Jean BSc MSc PhD (Alberta), Instructor of Sociology*

Wangler, David BS (Le Moyne College, New York), MA PhD (New Mexico), Instructor of Education*

Washington, John BSc PhD (Alberta), Assistant Professor of Chemistry

Watts, George BA (Concordia, Edmonton) MBA MIB (Alberta), Instructor of Management*

Westbury, Marilyn BEd MA PhD (Alberta), Professor of Sociology

Willie, Richard BEd BA MA PhD (Alberta), Professor of History

Wittmann, Anna BA (Saskatchewan), MA (Bonn), PhD (Alberta), Instructor of English*

Wong, Hendriatta BMgt (Alberta) CHRP MBA (Nova Scotia), Visiting Assistant Professor

Woollard, John MA DPhil (Oxford), Professor of Chemistry

Woudstra, Gerald BComm (Alberta), CA, Adjunct Professor of Management

Zavarsky, Pavol MS (Czechoslovakia), PhD (Tokyo Institute of Technology), Associate Professor of Information Systems Security

Ziprick, Marvin BA (Concordia, Indiana), MDIV (Concordia, St. Louis), DMIN (Chicago), Instructor of Religious Studies*

President Emeritus

Kraemer, Richard BA (Valparaiso), MA (Cambridge, England), MDiv (Concordia, St. Louis), STM (LST, Chicago), ThD (Concordia, St. Louis), Professor Emeritus of Religious Studies

Professors Emeriti

Bromley, A. Barry AMus (Alberta), ARCT (Toronto), BMus (Calgary), MMus DMA (Oregon), Professor Emeritus of Music

Cunningham, Stanya MA (Prague), MA (Alberta), Professor Emerita of Economics

Eckert, Lowell BA MDiv (Concordia, St. Louis), BEd (Alberta), MA (Washington, St. Louis), STM, PhD (LST, Chicago), Professor Emeritus of Classics and Religious Studies

Hafso, Gordon BM (St. Olaf), MM (California), Professor Emeritus of Music

Horton, Jean BA (Wheaton), MA (Arkansas), PhD (Alberta), Professor Emerita of English

Leske, Adrian Diploma (Concordia, S. Australia), MDiv, STM, ThD (Concordia, St. Louis), Professor Emeritus of Religious Studies

Lietzau, Jeannette BEd (Concordia, River Forest), MA (Eastern Michigan), Professor Emerita of Applied Religion

McConaghy, June BEd MEd PhD (Alberta), Professor Emerita of Education

Meier, Judith BS (Concordia, River Forest), MA (Northwestern), PhD (Iowa), Professor Emerita of History

Vukadinovic, Claire BA MA PhD (Alberta), ARCT (Toronto), Professor Emerita of French

University and College Entrance Program Instructors

Bentz, Dallas BEd (Alberta), BRE (Newman)

Campbell, Robert BEd MA (Alberta)

Kerr, Linda BA MA (Calgary), PhD (Alberta)

Klann, Harry BEd MEd (Alberta)

Lau, Mary BSc (Dalhousie), BEd (Hong Kong)

Winsor, Jeanette BA (Waterloo), MEd (Nova Scotia)

Studio Music Teachers

Bostrand, Eva MMus (Alberta) Dip (Stockholm), Instructor of Music*

Fearon, Mary BEd (Alberta) BMUS (Toronto)*

Grasdahl, Wendy BMus (Alberta) MMus (Calgary), Instructor of Music, Director of Bands*

Liao, Ping-Shan BFA (Taiwan), MMus DMA (Eastman School of Music, New York)*

Manweiler, Lorne BSc (Okanagan), MDiv (Concordia Lutheran Seminary)*

Read, Ken*

Rijavec, Mireille BMus (Carleton), MMus (British Columbia), Studio Music Teacher of Voice, School of Music Manager*

Turner, Theodore BA (Concordia, Edmonton)*

Van Lier, Josephine MMus (The Netherlands)*

Whiteside, Darcy Dip. (Alberta), Dip. Public Relations (Alberta)*

Zwicker, Keri BA BMus (Alberta)*

* 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: Students registered for credit in 9 or more credits per semester. 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.

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).

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: 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. Registration appointments are arranged through the Registrar's Office.

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.

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

Anna-Marie Yurkiw-Davies
Wendy Hallex
Judy Kruse

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February 2009

APPENDIX A: Semester Fees Calculation Worksheet (2008-2009)
UNDERGRADUATE PROGRAMS (Arts, Management, Science, and Open Studies Students)

Semester: <input type="text"/>		No. of Credits	Cost per credit	Total
Education Fee:				
Credit course(s)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Audited course(s)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Education Fee: <input type="text"/>				
(to a maximum of \$2,950.80)				
Mandatory Fees (maximum amounts are per semester):				
Student Association Fee (to a maximum of \$60.00)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Accident Insurance (to a maximum of \$6.50)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Athletic Fee (to a maximum of \$29.00)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building Development Fee (to a maximum of \$63.00)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Processing Fee (to a maximum of \$18.00)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technology Fee (to a maximum of \$45.00)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Fees:				
Course Fees:				
DAN 340			53.00	<input type="text"/>
ED 199			145.00	<input type="text"/>
ENSC 318			624.00	<input type="text"/>
ENSC 319			1070.00	<input type="text"/>
Lab Fee (per lab hour per semester)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
MGT 499			500.00	<input type="text"/>
MUP 122, 123, 222, 223, 322, 323, 422, 423 (per semester)			420.00	<input type="text"/>
MUP 126, 127, 226, 227, 326, 327, 426, 427 (per semester)			420.00	<input type="text"/>
MUP 142, 143, 242, 243, 342, 343, 442, 443 (per semester)			56.25	<input type="text"/>
MUP 164, 165, 264, 265, 364, 365, 464, 465 (per semester)			37.50	<input type="text"/>
Education Student Association Membership (per semester)			3.75	<input type="text"/>
International Student Fee	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$1,530.00 per semester)			170.00	<input type="text"/>
International Student Medical Insurance (contact Student Affairs for amount due)				<input type="text"/>
Other: _____				<input type="text"/>
TOTAL ESTIMATED SEMESTER FEES				<input type="text"/>

APPENDIX B: Semester Fees Calculation Worksheet (2008-2009)
BACHELOR OF EDUCATION (AFTER DEGREE) PROGRAM

Semester: <input type="text"/>		No. of Credits	Cost per credit	Total
Education Fee:				
Credit course(s)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Audited course(s)	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Education Fee: <input type="text"/>				
(to a maximum of \$3,495.00 per semester)				
Mandatory Fees:				
Student Association Fee	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$60.00 per semester)			6.50	<input type="text"/>
Education (After Degree) Student Association per semester			3.75	<input type="text"/>
Student Accident Insurance	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$6.50 per semester)			0.75	<input type="text"/>
Athletic Fee	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$29.00 per semester)			3.50	<input type="text"/>
Building Development Fee	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$63.00 per semester)			7.00	<input type="text"/>
Processing Fee	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$18.00 per semester)			2.00	<input type="text"/>
Technology Fee	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$45.00 per semester)			5.00	<input type="text"/>
Other Fees:				
Practicum Fees:				
Education 531			405.00	<input type="text"/>
Education 532			435.00	<input type="text"/>
International Student Fee	x	<input type="text"/>	<input type="text"/>	<input type="text"/>
(to a maximum of \$1,530.00 per semester)			170.00	<input type="text"/>
International Student Medical Insurance (contact Student Affairs for amount due)				<input type="text"/>
Other: _____				<input type="text"/>
TOTAL ESTIMATED SEMESTER FEES				<input type="text"/>

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

APPENDICES

APPENDIX C: Semester Fee Calculation Worksheet (2008-2009) BACHELOR OF ENVIRONMENTAL HEALTH (AFTER DEGREE) PROGRAM

Semester:

Education Fee:

	No. of Credits	Cost per credit	Total
Credit course(s)	<input type="text"/>	<input type="text"/> 250.00	<input type="text"/>
Audited course(s)	<input type="text"/>	<input type="text"/> 125.00	<input type="text"/>
Total Education Fee:			<input type="text"/>

(to a maximum of \$3,140.00 per semester)

Mandatory Fees:

Student Association Fee (to a maximum of \$60.00 per semester)	<input type="text"/>	<input type="text"/> 6.50	<input type="text"/>
Student Accident Insurance (to a maximum of \$6.50 per semester)	<input type="text"/>	<input type="text"/> 0.75	<input type="text"/>
Athletic Fee (to a maximum of \$29.00 per semester)	<input type="text"/>	<input type="text"/> 3.50	<input type="text"/>
Building Development Fee (to a maximum of \$63.00 per semester)	<input type="text"/>	<input type="text"/> 7.00	<input type="text"/>
Processing Fee (to a maximum of \$18.00 per semester)	<input type="text"/>	<input type="text"/> 2.00	<input type="text"/>
Technology Fee (to a maximum of \$45.00 per semester)	<input type="text"/>	<input type="text"/> 5.00	<input type="text"/>

Other Fees:

Practicum Fee	<input type="text"/>	<input type="text"/> 840.00	<input type="text"/>
International Student Fee (to a maximum of \$1,530.00 per semester)	<input type="text"/>	<input type="text"/> 170.00	<input type="text"/>
International Student Medical Insurance (contact Student Affairs for amount due)	<input type="text"/>		<input type="text"/>
Other: _____	<input type="text"/>		<input type="text"/>
TOTAL ESTIMATED SEMESTER FEES			<input type="text"/>

APPENDIX D: Semester Fee Calculation Worksheet (2008-2009) MASTER OF INFORMATION SYSTEMS SECURITY MANAGEMENT PROGRAM

Note: Fees are under review and may change.

Semester:

Education Fee:

	No. of Credits	Cost per credit	Total
Credit course(s)	<input type="text"/>	<input type="text"/> 282.00	<input type="text"/>
Audited course(s)	<input type="text"/>	<input type="text"/> 141.00	<input type="text"/>
Total Education Fee			<input type="text"/>

Mandatory Fees:

Student Association Fee (to a maximum of \$60.00 per semester)	<input type="text"/>	<input type="text"/> 6.50	<input type="text"/>
Student Accident Insurance (to a maximum of \$6.50 per semester)	<input type="text"/>	<input type="text"/> 0.75	<input type="text"/>
Athletic Fee (to a maximum of \$29.00 per semester)	<input type="text"/>	<input type="text"/> 3.50	<input type="text"/>
Building Development Fee (to a maximum of \$63.00 per semester)	<input type="text"/>	<input type="text"/> 7.00	<input type="text"/>
Processing Fee (to a maximum of \$18.00 per semester)	<input type="text"/>	<input type="text"/> 2.00	<input type="text"/>
Technology Fee (to a maximum of \$45.00 per semester)	<input type="text"/>	<input type="text"/> 5.00	<input type="text"/>

Other Fees:

Research Project	<input type="text"/>	<input type="text"/> 1850.00	<input type="text"/>
International Student Fee (to a maximum of \$1,530.00 per semester)	<input type="text"/>	<input type="text"/> 170.00	<input type="text"/>
International Student Medical Insurance (contact Student Affairs for amount due)	<input type="text"/>		<input type="text"/>
Other: _____	<input type="text"/>		<input type="text"/>
TOTAL ESTIMATED SEMESTER FEES			<input type="text"/>

Fees for Fall 2009/Winter 2010 were not available at time of printing. Refer to www.concordia.ab.ca/current/feeschedule.php or call 780-479-9220 for the most current fees information, including Spring and Summer 2010.

FACILITIES

Concordia University College of Alberta, **Highlands Campus**, 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 270-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 Inc. This facility, overlooking the North Saskatchewan River valley, houses the Advancement Office, hosts alumni events, and provides space for entertaining and business meetings.

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 and an apartment for the women's Residence Director.

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 Memorial 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 library users 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 the Faculty of Education, 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, and the bookstore. The building also houses the faculties of Professional Education and Continuing Education. 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 **Concordia High School** [4]: In the fall of 1997, Concordia dedicated this joint athletic centre and high school facility. The athletic centre is home to Concordia's university-level basketball, volleyball and badminton teams and includes a weight room, and change facilities, available for the use of all university students. The high school has an office complex plus twelve classrooms, including an art room, a drama room and a chemistry lab.

Schwermann Hall [17], completed in 1926 and named after Concordia's first President A.H. Schwermann, houses classrooms, administration offices, a reception area, a student lounge and a private prayer chapel.

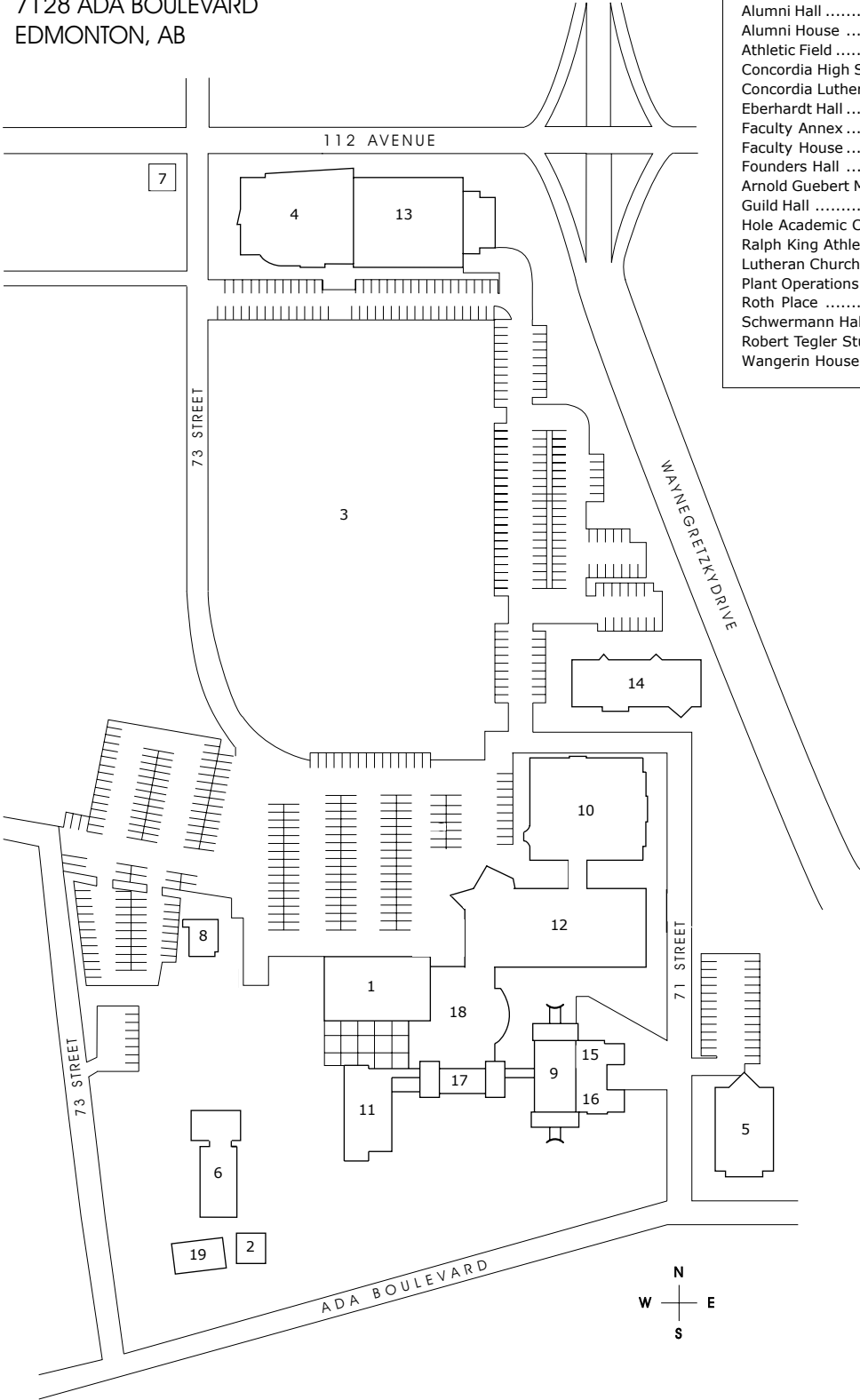
The **Robert Tegler Student Centre** [18] provides a gathering place for students and a venue for both student activities and institutional functions, including convocations, concerts, forums, open houses, guest speakers, and public events. The lower floor has a lecture theatre, classrooms and specially equipped mathematics and language labs. The Drama Department's offices, workshop, costume storage space 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 for women. Built in 1956, it is named after the second president of Concordia, Walter Wangerin.

CAMPUS MAP

CONCORDIA

7128 ADA BOULEVARD
EDMONTON, AB



LEGEND	
Alumni Hall	1
Alumni House	2
Athletic Field	3
Concordia High School	4
Concordia Lutheran Seminary	5
Eberhardt Hall	6
Faculty Annex	7
Faculty House	8
Founders Hall	9
Arnold Guebert Memorial Library	10
Guild Hall	11
Hole Academic Centre	12
Ralph King Athletic Centre	13
Lutheran Church-Canada A-BC District Office	14
Plant Operations	15
Roth Place	16
Schwermann Hall	17
Robert Tegler Student Centre	18
Wangerin House	19