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I. RESIDENCE

Minimum Residence for Doctoral Degrees

The minimum residence requirement for a doctoral degree is 6 terms (two years) of full-time graduate study beyond the master's degree, or the equivalent in part-time study, or 9 terms (3 years) of full-time graduate study beyond the bachelor's degree for those students who are permitted to enrol for doctoral studies without completing a master's degree. It should be understood that this is a minimum requirement, and that a longer period may be necessary in order to complete all the work that is required for the degree. In special circumstances, departments may permit or require candidates to spend a period of time in residence at another institution, subject to the approval of the School of Graduate Studies in each case. When such arrangements are made, it is understood that the candidate will be engaged in full-time study, and that the institution will be able to provide appropriate supervision and research facilities. In all cases, candidates for a doctoral degree from Concordia University must complete at least two years of graduate study at this university, including the final year of the required residence period.

Minimum Residence for Master's Degrees

The minimum residence requirement for the master's degree is 3 terms (one year) of full-time study, or the equivalent in part-time study. This requirement must be met regardless of the amount of graduate work previously completed in any other program or at any other university. Certain master's programs require longer periods of minimum residence.

Beyond Program Requirements

Courses which are completed, but not counted towards a degree or diploma, may be identified on the record as Beyond Program Requirements Extra Credits.

II. TIME LIMITS

Students who exceed the time limit as outlined below will be withdrawn from their program. Under exceptional circumstances a time limit may be extended upon the recommendation of the Graduate Program Committee and the approval of the Associate Dean of Graduate Studies, Student Affairs.

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Time Limits for Doctoral Degrees

All work for a doctoral degree must be completed within 18 terms (6 years) of full-time study or 24 terms (8 years) of part-time study from the time of original registration in the program.

Time Limits for Master's Degrees

All work for a master's degree for full-time students must be completed within 12 terms (4 years) from the time of initial registration in the program at Concordia University; for part-time students the time limit is 15 terms (5 years). In the case of the M.B.A. (Investment Management Option) and the Master in Investment Management programs, the time limit for full-time students is 15 terms (5 years). In the case of the M.B.A., the time limit for full-time students is 9 terms (3 years). In the case of the E.M.B.A. and the A.M.B.A., the time limit for full-time students is 6 terms (2 years).

Time Limits for Diploma Programs

All work for a diploma program must be completed within 6 terms (2 years) from the time of initial registration in the program for full-time students; for part-time students the time limit is 12 terms (4 years). In the case of the Diploma in Investment Management Program, the time limit for full-time students is 15 terms (5 years).

Time Limits for Graduate Certificate Programs

All work for a graduate certificate program must be completed within 6 terms (2 years) from the time of initial registration in the program for full-time students; for part-time students the time limit is 12 terms (4 years). The time limit for students in the Graduate Certificate in e-Business and the Graduate Certificate in Management Accounting is 9 terms (3 years) for full-time students.

III. LEAVES OF ABSENCE FROM PROGRAMS

Prior to determining the actual beginning and length of a leave, students should confirm with their Graduate Program Director and supervisor that all required components of their degree programs are available at a later date. Whenever possible, the beginning and end of a leave should coincide with the beginning and end of a term. Student requests for a Leave of Absence must be approved by the Graduate Program Director and the Associate Dean of Graduate Studies, Student Affairs, prior to the DNE deadline. Leaves are granted only to students in good academic standing (academic standing is based on a minimum of 12 credits. Students with fewer than 12 credits may apply for a leave of absence).

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Students apply in advance by completing a Student Request Form B available from their Graduate Program Director. (Student Request Form A is used for Leaves with Access). This form must be countersigned by the student, the Graduate Program Director and the supervisor, and submitted to the G.S.S.T., Office of the Registrar. The GPD can approve requests for leaves to a maximum of three terms. Once a student has been granted three terms of leave, any further requests must be approved by the Associate Dean of Graduate Studies, Student Affairs. (Student Request Form A) While on leave, the student's program time-limit will be extended by the period of the leave. All deadlines for work in progress (IP grades) will be extended by the period of the leave. No changes to the student's academic status will be made during a leave. A leave from a program of study may have implications for students receiving loans or bursaries; students should check the regulations associated with their loans or bursaries. Both Canadian and International students are permitted to apply for a leave of absence from their program of study. International Students on an approved leave of absence do not pay fees for the Concordia Health Insurance plan for International students and they are not covered by (insured under) any health insurance plan.

Note: Leaves are not approved for graduate students requesting a leave in order to take courses in another graduate program, with the exception of concurrent QP ESL courses.

Leave without access to university services

Graduate students may apply for a leave for personal reasons. The student will not have access to university and student services or health plan coverage. No fees are charged.

Leave with access to university services

Graduate students may apply for a leave for compelling medical reasons. The student will have access to university and student services. A flat service fee of \$150 per term will be charged. Leaves with access to university services must be supported by appropriate documentation before being considered for approval by the Associate Dean of Graduate Studies, Student Affairs.

Note: Leaves will not be processed retroactively (after the term's DNE deadline). In exceptional circumstances, a retroactive request must be approved by the Associate Dean of Graduate Studies, Student Affairs.

Parental Leave

All graduate students are entitled to parental leave of up to three consecutive terms during their program of study on the occasion of the

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birth or adoption of a child. The student will have access to university and student services. However, students on parental leave are not covered by (insured under) any health insurance plans. No fees will be charged. Students holding a Concordia Fellowship will receive a deferral of their fellowship for the period of leave. In the case of other fellowships, the regulations of the granting agencies will apply.

IV. ACADEMIC STANDING

The academic progress of graduate students is monitored on a periodic basis. To be permitted to continue in the program, students in doctoral and master's programs must maintain a cumulative Grade Point Average (GPA) of at least 3.00 based on a minimum of 12 credits. Students whose GPA falls below 3.00 are considered to be on academic probation during the following review period. Students whose GPA falls below 3.00 for two consecutive review periods are recommended for withdrawal by the program. Individual programs may have more stringent GPA regulations; students should check their program's calendar entry or with the Graduate Program Director.

Students in Graduate Diploma and Graduate Certificate programs must maintain a minimum GPA of 2.70 during their program of study in order to be considered a student in good standing. Students whose GPA falls below 2.70 are considered to be on academic probation during the following review period. Students whose GPA falls below 2.70 for two consecutive review periods are recommended for withdrawal by the program. Individual programs may have more stringent GPA regulations; students should check their program's calendar entry or with the Graduate Program Director.

V. C RULE

Graduate students who receive more than one C grade during the course of their studies will normally be withdrawn from the program. The M.B.A. and M.Sc. in Administration programs apply a term by term GPA requirement. Students should check the program's calendar entry of their admission year or with the Graduate Program Director. Students who have been withdrawn may appeal for re-admission. Students who receive another C after re-admission will be withdrawn from the program and will not be considered for re-admission. Individual programs may have more stringent regulations; students should check their program's calendar entry or with the Graduate Program Director.

VI. F RULE

Graduate students who receive a failing grade in the course of their studies will be withdrawn from the program unless continuation in the program is requested by the student's program or Faculty and approved by the Associate Dean of Graduate Studies, Student Affairs. If withdrawn from program, students may apply for re-admission. Students who receive another failing grade after re-admission will be withdrawn from the program.

VII. GPA GRADUATION REQUIREMENT

In order to graduate, students in doctoral and master's programs must have a cumulative GPA of at least 3.00. Students in diploma and graduate certificate programs must have a cumulative GPA of at least 2.70 in order to graduate. Individual programs may have more stringent regulations; students should check the program's calendar entry of their admission year or with the Graduate Program Director.