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I. CLASSIFICATION OF GRADUATE STUDENTS

Students are classified as full-time or part-time at the time of initial registration in a graduate program, based on their application.

Definition of Status

For Master's and Ph.D. students, this original classification is normally retained until the degree is awarded. Changes from full-time to part-time, or vice versa, can be initiated by the student or the program under certain circumstances, using Student Request Form B. Please consult the Student Accounts Information Booklet to determine the effect on tuition of changing classification at:

http://tuitionandfees.concordia.ca/06_07/g_pg1.shtml

Students in a Graduate Certificate or Diploma Program are classified as full-time if they register for 8 or more credits in one term, 16 or more credits in two terms, or 24 or more credits in three terms within an academic year.

In determining student status, all credit-bearing components are taken into account, for example, prerequisite courses, comprehensive examinations, thesis and research courses, internships and extra courses.

Independent Graduate Students

Independent graduate students enroll in a particular graduate course, without enrolling in the graduate program of which that course forms a part. Normally, independent graduate students take no more than the equivalent of two graduate courses per term, and no more than the equivalent of four graduate courses from the courses of any graduate program. Only those who meet the prerequisite requirements for admission to the graduate course in question will be considered as independent graduate students, and in every case permission of the Graduate Program Director or Faculty designate must be obtained. Meeting the minimum requirements of an individual course does not guarantee entry to that course, as preference will be given to program students. Credits earned by independent graduate students may be considered for transfer credit in the event that the students are subsequently admitted to a graduate program and become candidates for a certificate, diploma or degree. Normally, an independent graduate student who receives an F is no longer allowed to take any more courses in the program associated with the failed course.

Students enrolled in a degree, diploma or certificate program who wish to take credits outside their normal requirements will register as independent

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graduate students for any such courses at the graduate level, with the permission of the Graduate Program Director of the program offering the course, and as independent undergraduate students for undergraduate courses. They will be subject to the fees and regulations applicable to such categories of students. Independent students are classified as part-time graduate independents. Graduate Independent students are eligible to audit courses. Graduate Independent students are expected to maintain the same academic standards as graduate program students.

Visiting Students

Graduate visiting students are graduate students from other universities who have been authorized by their home universities to take graduate courses at Concordia University. They are subject to the regulations of Concordia University. See section IV below for information on inter-university transfer agreements.

Visiting/Exchange Students

Concordia's Centre for International Academic Cooperation (CIAC) as a member of La Conférence des recteurs et des principaux des universités du Québec (CREPUQ), administers ISEPs with institutions of higher learning in Europe, Brazil, Mexico and the United States. These programs permit Concordia University students to study for a term or an academic year in select institutions while remaining as registered students at Concordia University. It also allows students from these institutions to study at Concordia.

The costs for tuition and related fees to the ISEP will vary according to the graduate program in which students are registered. Further information and application forms can be obtained by contacting: Office of Vice-Provost, International at (514) 848-2424 x. 5429.

The application deadline for the ISEPs is mid-February.

Note: International visiting/exchange students require a study permit if studying longer than 6 months.

Auditing Students

Auditing students are degree students who, with the permission of the GPD of the program in which the course is offered, may attend class but are not required to complete assignments or write examinations. There is no credit value assigned when courses are audited. Courses are designated as 'Audit' at the time of registration. Graduate Independent students are also eligible to audit through enrolment in the new Graduate

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Independent Auditor program. Auditing students are not eligible to register for INTU courses.

Note: Programs should be aware that ‘audit’ students do not count as registered students in course enrolment statistics.

II. GENERAL POLICY ON GRADUATE REGISTRATION

Student Portal

Students can access financial information on outstanding balance, payments, etc. through the Concordia student portal.

Graduate Registration

After a student’s first registration has been processed, the system will automatically register students in doctoral and master’s programs in “Continuing In Program” (CIP) or “Time Limit extension” (TLE) registrations when they are not otherwise registered in academic course credits. Unless the student officially withdraws by the withdrawal deadline from a program, they are financially responsible for all term registrations. Please note that CIP and TLE notations do not generate the billing.

On-Line Registration Procedure

With the exception of Visiting and Independent students, all graduate programs can now register their students directly on the Student Information System, within the dates scheduled for registration.

Web Registration

Programs are interested in pursuing web based registration should contact the Director of Graduate Admissions.

Registration Procedure for Students Not Registered On-line

All visiting and independent graduate students must complete a Graduate Studies Registration Form (GSRF). Students first determine the courses in which to enroll in consultation with their Graduate Program Director (GPD) or advisor. When the GSRF has been completed and signed, authorized students are given their copy and the Graduate Program Office will send the original and the Accounts Office copy to the Office of the Registrar. The Office of the Registrar will enter the registration data into the University's computer file. Students ascertain information on outstanding balance, payments, etc. from the Concordia student portal. Please see [Appendix 6](#) for procedures.

III. REGISTRATION PROCEDURES

General

In late May or early June, students are asked to contact their program director to arrange for a counselling interview, if required. For procedures regarding on-line registration, confer with the GSST, Office of the Registrar. Wherever possible, it is best to register students when they are with you. Detailed information is provided to students by the program.

Registrations for Students in Master's or Doctoral Programs ("Continuing In Program")

After a student's first registration has been processed, the system will automatically register master and doctoral students when they are not otherwise registered in academic courses. The notation on the student record will show Continuing in Program (CIP) if they are still within their program time limit. Time limit extensions must be approved by the Assoc. Dean of Graduate Studies through a Student Request Form A. If approved, the CIP notation will be replaced by TLE. This automatic process will commence approximately one month prior to the start of each term. Should a student subsequently register for courses, the automatic CIP will be removed. Automatic registrations will occur for returning students only if there are no restrictions on record (i.e., academic, financial, expired time limits, etc.). GSRFs are required only in the case of course registration, and not for non-course components.

Note: If all courses in first term of admission are DNE'd, the CIP will automatically appear and the student will continue to be billed. In order to cancel the admission into a master's or doctoral program, the program must notify Enrolment Services of the student's withdrawal by the DNE deadline.

Independent Graduate Students

Definition

An independent graduate student enrolls in a graduate course or courses without having been formally admitted to a graduate degree or diploma program. Some concurrent undergraduate courses may be registered under the graduate independent program. Please note that billing for these courses will be in addition to the graduate program billing.

Eligibility

The decision to allow a student to take a graduate course as an independent student is made by the department concerned. Such persons

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should have a relevant bachelor's degree or equivalent qualifications. Photocopies of these documents are retained by the program and attached to the Authorization Form. In courses with limited enrolment, priority is always given to students enrolled in degree programs. Refer to the Handbook on the "Placement of Foreign Graduate Students" to determine education requirement eligibility. Contact the Faculty designate if you need assistance in determining eligibility.

Circumstances

An exhaustive list of the reasons for being an independent rather than a regular student is not possible. These are only the more frequent reasons:

- the person does not have the required GPA to be admitted into the graduate program;
- the person is not interested in completing the graduate program, but only in taking one or more specific courses;
- the person has not had time to complete the application procedure for the program, but intends to do so;
- the program has not had time to process the person's application for admission.

In case an independent student is subsequently admitted to a graduate program, any course passed as an independent student may be considered for transfer credit, subject to the restrictions governing transfer credit. See Section A-II, Admissions Decisions for a discussion of transfer credit.

Registration Policy

Independent students are not required to maintain registration every year, nor are they required to register for every term.

Classification

Independent students are classified simply as "graduate independent".

Authorization to Register Form

See procedures under [Appendix 6](#).

Visiting Graduate Students

Registering at Concordia using the Graduate Transfer Agreement between Canadian Universities (excluding Quebec) Form

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Under this arrangement, students in good standing from other Canadian Universities who are members of the Council of Graduate Studies (excluding Quebec) may register at Concordia. It is the student's responsibility to ensure that an official Concordia transcript is forwarded to his/her home Department. The student will pay tuition fees directly to Concordia University. For new procedures see [Appendix 6](#).

Procedure (Visiting - Incoming)

The process for Incoming Visiting Students is identical to the process described for Graduate Independent Students (see [Appendix 6](#)).

In the case of an International student the "Letter of Authorization for Independent Students" is not required since the student should already have a Study Permit for their other institution.

Registering at Another Canadian University using the Graduate Transfer Agreement between Canadian Universities (excluding Quebec) Form

Under this arrangement, a Concordia student registers for a course elsewhere in Canada (excluding Quebec). A student must be in good academic standing to apply to take courses at another Canadian university, and prior permission must be obtained from the GPD and the School of Graduate Studies.

Procedure (Visiting - Outgoing)

See procedures under [Appendix 6](#).

Inter-University Transfer Agreements

Registering at Concordia using the Quebec Inter-University Electronic Form (INTU)

Under this arrangement, students from other Quebec Universities may register at Concordia. The grade received is automatically reported to the student's home university. The student will pay tuition fees directly to the home university.

Procedure (Visiting - Incoming)

See procedures under [Appendix 6](#).

Note: If students drop a course, they are subject to the academic withdrawal deadlines at Concordia. These are listed at the front of the

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graduate calendar. Refunds are subject to the policies at the home university. The above procedures apply to all "Visiting-Transfer" students whether or not they have a Concordia ID number.

Registering at Another Quebec University using the Quebec Inter-University Electronic Agreement Form (INTU)

Under this arrangement, a Concordia student registers for a course elsewhere in Quebec, and the grade received is automatically reported to Concordia. Due to delays in receiving grades from external institutions, students should not register for INTU courses in their last term of study. Their graduation may be jeopardized. Students will pay Concordia for the course according to the Concordia fee scale. See procedures under [Appendix 6](#).

Procedure (Visiting - Outgoing)

Student must complete a form online from CREPUQ website (see [Appendix 1](#)). The form is automatically sent to the appropriate GPD for authorization and to Concordia University for processing. See procedures under [Appendix 6](#).

Note: Students who drop a course are subject to the academic withdrawal deadline at the host university. Refunds are only granted for DNE courses for students in Graduate Diploma and Certificate programs.

Limit on Number of Courses for Visiting Students

Transfer credits cannot normally exceed one-third of the total credit requirements of a given program and must be approved by the Dean of Graduate Studies.

Grading

See **Section E. VI Grades**, Interuniversity Courses.

Registration Payment

On-line registration automatically assesses the student's tuition. Students who do not register on-line should refer to the Student Accounts Booklet at:

http://tuitionandfees.concordia.ca/06_07/g_pg1.shtml

All fees must be paid when they become due; interest will be charged when due, and not upon receipt of a Statement of Account. Student account information, amounts, and dates when payment is due can be obtained through their student portal.

I.D. Cards

I.D. cards for registered students are made at the Birks Student Service Centre in Enrolment Services (after payment has been made).

Payment Deadline

If a student is going to be away at the time payment becomes due, arrangements should be made beforehand to ensure that requirements have been satisfied by the Student Accounts Office. Students should consult the Accounts Information Booklet at:

http://tuitionandfees.concordia.ca/06_07/g_pg1.shtml

Students must ensure that payment is **received**, or satisfactory arrangements are made at the Student Accounts Office by the specified deadline, otherwise the Student Accounts Office **will cancel** the student's registration. The deadline for completing the registration process is listed in the Academic Calendar of the Graduate Calendar.

Qualifying Program Students

See Section B, Qualifying Program, for details.

Late Registration

For the balance of the month in which classes begin, approval to register late must first be obtained from the Graduate Program Director. A GSRF must be submitted to the Office of the Registrar once the on-line registration deadline date has past. After the first month of classes, late registration is allowed only in special circumstances, with the approval of the Graduate Program Director and the Dean of Graduate Studies. Student Request Forms for late registrations must be supported by appropriate documentation.

IV. UNDERGRADUATE STUDENTS TAKING GRADUATE COURSES

Concordia undergraduate students are not normally permitted to enroll in graduate courses unless they have Bachelor's degree or equivalent qualifications in which case they are processed as Graduate Independents. (See Section D-IX). If the student does not have a Bachelor's degree or equivalent qualifications, the GPD can make a recommendation through a Student Request Form A. The final approval resides with the Associate Dean of Graduate Studies, Student Affairs.

V. GRADUATE STUDENTS TAKING UNDERGRADUATE COURSES

Graduate students enrolling in undergraduate courses are normally Qualifying Program students. (Refer to Section B for information on QP registration). In exceptional cases where a cross-listed course does not exist and a student wishes to apply undergraduate credits as transfer credit to a graduate program, the professor must grade the student as a graduate student. Once the grade is received, the request for transfer credit is made on a Student Request Form A. Written verification from professor is required for approval of transfer credit. Departments must contact the SGS **before** permitting a student to do this.

Please note billing for these courses will be in addition to the graduate program billing.

VI. GRADUATE VISTING AND INDEPENDENT STUDENTS TAKING UNDERGRADUATE COURSES

The process for Graduate Students wishing to register for an undergraduate course as an undergraduate student is as follows:

- Student Service Center (SSC) will process these students as regular undergraduate independents;
- students must pay the \$15 authorization fee;
- students must submit immigration and Quebec residency documentation (even if previously submitted to their graduate program).

The process for Graduate Visiting Students (through INTU) wanting to register for an undergraduate course is as follows:

- student must go to undergraduate department that is offering the course for approval;
- student brings approved form to School of Graduate Studies.
- Student Service Center (SSC) creates the ID number, verifies the documents and forwards them to GSST.

VII. SUMMER REGISTRATION FOR RETURNING M.A. AND Ph.D STUDENTS

General

All those registered as regular graduate students in September or January are automatically registered for the following Summer term as "Continuing in Program" OR TLE, if no summer term courses are added on WK100 (on-line registration).

Adding Summer Courses

Before the course change deadline, graduate students who are already registered can add summer courses using on-line registration. After the course add deadline, a Student Request Form A is required.

Deadlines for the GSRF and Course Change

Deadlines for the summer registration and course changes are set by the department in conjunction with the Graduate Registration Committee. Documentation on summer course scheduling will be sent to programs by GSST prior to April each year. See sample at end of Registration section.

Newly-Admitted Students

To register a newly-admitted student for the summer term, use the on-line registration and follow the procedures outlined in Section III, Registration Procedures.

VIII. COURSE CHANGES AFTER REGISTRATION

During the course change period, course change is done on-line, except for students in the AMBA program, Visiting and Independent students which are handled by the student's Faculty. Refer to the Graduate Calendar for specific dates.

Approval to Add Courses

The GPD or Faculty representative must approve any course additions. No approval is necessary for withdrawals (see Section XII, Withdrawals). DNEs are done on-line within the DNE deadline.

Deadlines for Adding Courses

With the approval of the GPD, course additions to the initial registration may be done on-line at the Department until the add deadline, after which the GSRF may be sent to the GSST for manual coding until the end of the month in which the classes began. After that, course additions are processed on Student Request Form A and need to be approved by the Assoc. Dean of Graduate Studies (Student Affairs).

Adding Courses for the Winter Term

Courses which start in January may be added using the same procedures as above, up to the end of the second week in January.

Deadline for Changing from Audit to Credit or from Credit to Audit

Students who wish to change from auditing a course or taking the course for credit, or vice versa, may do so **until the DNE deadline**. This deadline is published in the academic section in the graduate calendar.

IX. TUITION AND FEES

All graduate students are charged three types of fees:

- 1) program tuition fees payable over a fixed number of terms;
- 2) a "continuation" per-term fee of \$400. payable if the student exceeds the number of terms covered by the program tuition fees, but is within the program time-limit; and
- 3) a time-limit extension fee of \$600.00 per term, payable only under the exceptional circumstance that a student requests and receives approval to extend his/her program time-limit date.

Tuition fees for graduate diploma and certificate programs are billed per credit at the beginning of the term in which courses are taken by the student. Diploma and certificate students are subject to the time-limit extension fee when applicable.

Details regarding the above changes as well as payment policy regarding miscellaneous and other fees are available in Student Accounts Information Booklet at:

http://tuitionandfees.concordia.ca/06_07/g_pg1.shtml

X. WITHDRAWALS

Withdrawal from Courses

Students who wish to withdraw from a course(s) should contact their Graduate Program Director. Withdrawal from a course(s) can be a "Did Not Enter" (DNE) or a "Discontinue" (DISC). When a student DNEs a

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course(s), it will be removed from the student's official transcript. A withdrawal from a course(s) (DISC) appears on the official transcript next to the courses(s) in question. See the *Academic Calendar* in the Graduate Calendar for DNE and DISC deadlines.

These deadlines shall apply for all courses taken by graduate students in their graduate program or as independent graduate students. See the Undergraduate Calendar for the dates applicable to courses taken as Qualifying Program or independent undergraduate students.

Failure to comply with the DISC withdrawal requirement results in the courses in question being graded *Fail* or *Fail/Absent*.

Students should refer to the section on Withdrawals and Refunds in the Student Accounts Information Booklet at

http://tuitionandfees.concordia.ca/06_07/g_pg1.shtml

Withdrawal from Program

Students are required to notify the Office of the Registrar and provide reasons for withdrawing from their program or from the University. Forms are available for this purpose from the student's Graduate Program Director. This should be done by the DNE deadline. If requested after the DNE deadline, the withdrawal will be processed at the beginning of the next term and courses on record will be discontinued if submitted prior to the academic withdrawal deadline.

Master and doctoral students will be withdrawn from their program if the automatic course registration cannot be processed each term (See **Continuing In Program Registrations**). See the *Academic Calendar* in the Graduate Calendar for DNE and DISC deadlines.

Deadlines for Course Withdrawals

Deadlines for withdrawal are published annually in the *Academic Calendar* in the Graduate Calendar.

Note: For summer courses, the withdrawal deadlines are set by the programs in conjunction with the Graduate Registration Committee. These deadlines are set prior to April each year (see sample on [Appendix 5](#)).

Late Course Withdrawals

All withdrawals after the deadline must be approved by the Associate Dean of Graduate Studies, Student Affairs. The student should indicate

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clearly the reasons for requesting the late withdrawal on the Student Request Form "A" (see [Appendix 4](#), Admission).

Note: If the late withdrawal is not permitted the course will be graded FAIL or FAIL/ABSENT. Students need to be advised to continue in the course until final approval is granted by the School of Graduate Studies. **Failing marks in the course is not sufficient reason to grant a late withdrawal.**

Refunds

Regulations concerning refunds are contained in the Graduate Calendar in the section entitled "Withdrawals and Refunds". There is no refund for a DISC.