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**I. USE OF LIBRARY FACILITIES**

Various policies relating to Concordia University Libraries can be found on the Libraries' website at

<http://www.library.concordia.ca/about/policies/G-13.pdf>.

**Library Loan Policy**

When borrowing library material, all students must present a valid university ID card (more information about Circulation Services is available on the Libraries' website at

<http://www.library.concordia.ca/about/policies/PR-10.pdf>).

**Use of Reference Services by Graduate Students**

Graduate students are encouraged to make full use of Library Reference Services and to contact the subject librarian responsible for their discipline when requiring in-depth assistance. A list of subject librarians is available at <http://library.concordia.ca/about/staff/>.

**Use of Other Libraries by Graduate Students**

Graduate students may borrow from other Canadian university libraries by obtaining a CREPUQ card from the Circulation Desk at either the Webster or Vanier Library.

**II. AFTER HOURS ACCESS TO UNIVERSITY PREMISES**

**Sir George William Campus**

Graduate students are not required to have an After Hours pass form. They must present their ID card upon entrance and sign a Visitor's Register whenever the University is closed.

The above applies to the Hall and McConnell Buildings, and to the Visual Arts and Building Engineering annexes. Graduate students who will be working in any other building after hours, particularly any of the smaller annexes, should advise Security of their arrival, and departure by phone (3717) and should be prepared to produce their ID card upon request. Some annexes, in particular some occupied by the Faculty of Fine Arts, are not open to anyone after hours as a matter of policy. For further information call 3712.

**Loyola Campus**

After 11:30 p.m. only the main door of the Administration Building is open and students must sign the Visitors' Register at the Security Desk.

## ***I. Special Policies***

Students should carry their ID cards as they may have to identify themselves and sign and register. When in other annexes students should inform security at 3707 of their location, arrival and departure.

### **Both Campuses**

Normal hours of operation during which the University is open are 8:00 a.m. to 11:30 p.m. Monday to Friday; 8:00 a.m. to 5:00 p.m. on Saturday. Graduate students generally do not require an after hours pass form to have access to their place of study or research. However, after hours use of University premises for other than scholarly activity requires written authorization and is subject to security and safety regulations.

## **III. CONFIDENTIALITY OF GRADUATE STUDENT RECORDS WITHIN CONCORDIA**

### **Releasing Information Without Student's Permission**

An individual graduate student's record may be released without the student's permission to: the President, Vice-Presidents, Academic Deans, Dean of Students, Department Chairs, Graduate Program Directors (GPD), Director of Guidance, and Director of Admissions, for specific needs related to status of the student's account, Ombudsperson, Code Administrator.

### **Releasing Information to the Student**

An individual graduate student's record can also be released to the student upon verification of the student's identity, or to any third party if the student has provided written permission. In this case, care should be taken to ensure that the signature is the student's own signature.

### **Access to Other Information in a File**

Documents and letters in a student file (e.g., admission file, program file) may occasionally be duplicated for specific purposes as outlined in the examples:

- a) to provide copies of documents for a fellowship or program file;
- b) to provide a copy of a transcript to the student when, for a good reason, the student has been unable to have the transcript sent directly by the originating institution (e.g., during a mail strike).

**Academic Assessment Letters**

Recent amendments to Québec's Access to Information Act (Law 65) permit students to have access to letters of reference about themselves once the admission decision has been made. Such letters are therefore **not confidential**.

**IV. CONFIDENTIALITY OF GRADUATE STUDENT RECORDS WITHIN CONCORDIA**

**Information in the Public Domain**

Inquiries about individual students from persons outside Concordia or persons within Concordia who have no authorization are handled on a confirm-or-deny basis. This means that no information is actually given in response to the inquiry, but information 'in the public domain' offered by the inquirer may be confirmed or denied. For example, the full or part-time registration status of a student may be confirmed or denied, or confirmation that a person has been granted a degree by Concordia, and the name of the degree (e.g., Master of Computer Science, MBA) can be confirmed or denied.

**Other Information**

Birth date, citizenship, and any other information including information about grades or courses taken, is not confirmed or denied, regardless of any special relationship between the inquirer and the student.

**Letters**

Letters may be sent by anyone to a registered graduate student, care of Enrollment Services, and will be re-addressed to the student. (This is not to be encouraged, but you may suggest it to persistent or very frustrated enquirers, including creditors, government departments, etc.)

**Requests from Research Organizations**

Requests from research organizations making statistical studies should be referred to Concordia's Institutional Research Office.

**V. FACULTY AND STAFF ENROLING IN GRADUATE PROGRAMS**

**Eligibility of Faculty**

A full-time member of faculty, above the rank of sessional lecturer, is not permitted to undertake graduate work in the university.

**Eligibility of Staff**

Each Faculty Council is permitted to make its own internal arrangements regarding admissions of Concordia staff and administrative personnel into its graduate program.