

# TRANSCRIPT INFORMATION

## Registrar's Office

Concordia University College of Alberta

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**CONCORDIA**  
University College of Alberta

## ACCREDITATION

Concordia University College of Alberta is a degree-granting post-secondary institution and a recognized member of the Association of Universities and Colleges of Canada.

## PROGRAM HISTORY

Concordia is owned and governed by Lutheran Church–Canada and offers students a liberal arts education in a Christian setting.

Under the authority of the Universities Act, Concordia became a degree-granting institution in 1987, offering 3-year baccalaureate degrees in Arts and Science. The Government of Alberta has since approved 4-year Bachelor of Arts degrees in 1994, the Bachelor of Education (After Degree) in 1995, 4-year Bachelor of Science degrees in 1997, the Bachelor of Environmental Health (After Degree) in 2001, the Bachelor of Management degree in 2003, and a Master of Information Systems Security Management degree in 2005.

Concordia's diploma programs include the After-Degree Diploma in Environmental Health (prior to 2001), the After-Degree Diploma in Information Systems Security (prior to 2006), and the University and College Entrance Program (UCEP), which is a matriculation equivalency program.

## NAME

In December 1995, Concordia College changed its name to Concordia University College of Alberta.

## TRANSCRIPT FORMATS

Concordia issues transcripts in the following formats:

- 1) **Official Copies:** Transcripts prior to September 1985 and some from the period 1985 to 1995 are copies of original or archived documents that Concordia validates as official with an original signature and raised seal.
- 2) **Original Documents:** Transcripts from the academic year 1995-1996 and some from the period 1985 to 1995 may be printed on original security paper. Concordia introduced this format in May 1996.
- 3) **Combination of Official Copies and Original Documents:** Students from both time periods may present official transcripts in both formats. However, Concordia uses one format whenever possible.

## AWARDS

In May 2004, Concordia began including on transcripts major academic scholarships and awards conferred on

students beginning with the academic year 2000-2001. For a list of what constitutes a "major" award, please contact the Admissions and Financial Aid Office at (780) 479-9220 or [finaid@concordia.ab.ca](mailto:finaid@concordia.ab.ca).

## COURSE NUMBERING effective September 1990

- 000-099 UCEP courses (courses do not count toward degree programs)
- 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 (a minimum of 18 credits)
- 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
- 699-699 Senior-Level courses open only to students with an applicable degree and other required qualifications

## COURSE NUMBERING prior to September 1990

- 000-199 UCEP courses (courses do not count toward degree programs) and some junior-level courses
- 200-299 Junior-level courses normally taken by first-year students
- 300-499 Senior-level courses open to students with a minimum of 18 credits

## 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).

## 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.

GRADING SYSTEM INFORMATION ON REVERSE →

