

USER's GUIDE: MDCM Self-Reporting Workbook



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Understanding how your academic record is evaluated

The Faculty of Medicine considers several criteria in evaluating each candidate's academic strength. The MDCM Self-Reporting Workbook is the tool used by the Faculty to assess a candidate's academic profile. 'Basis of admission degree' means the undergraduate-level degree upon which your candidacy is assessed, and the cumulative grade point average obtained within that degree is the primary measure of degree performance.

In order to determine who will be invited to interview, a candidate's academic performance is weighted at 70% and the non-academic context elements (the CV and the CASPer test score) are weighted at 10 and 20%, respectively. Within the 70% academic prescreening score, 63% is based on the undergraduate CGPA and 7% is based on academic context. The assessment of an applicant's academic context is based upon elements such as the progression of difficulty of coursework, graduate studies and recognition of professional programs (i.e.: programs that lead to the practice of a profession and for which one must be a member of a professional order).

For applicants invited to the multiple mini-interviews (MMIs), the **final rank order list** (which includes those who will receive an offer of admission and those who will be placed on a waiting list) is calculated as follows: 80% for interview performance and 20% for the performance in the basic science prerequisites (for candidates who have submitted an MCAT score, the MCAT will be worth 10% and the prerequisites will be worth another 10%). For applicants in the Non-Traditional Pathway, final decisions are based 100% on multiple mini-interview performance.

For more information about the selection process, please see: www.mcgill.ca/medadmissions/applying/selection-process

Purpose of the MDCM Self-Reporting Workbook

Assessment of academic strength is based upon the undergraduate (Bachelor's degree) record. This is the **BASIS OF ADMISSION DEGREE**, for which detailed information must be reported in <u>Section 3: Basis of Admission Degree</u> of the workbook. The basis of admission degree is expected to be a 120-credit university degree program, or, for residents of Quebec who hold a Diploma from a Quebec-based CEGEP, a 90-credit university degree program.

If you are applying on the basis of a **second bachelor's degree** you must report courses and grades for both bachelor's degrees.

NB: While you will be asked to list all post-secondary programs undertaken in **Section2: Summary of Post-Secondary Studies** you will not be required to report individual courses or grades for these programs.



Getting started

Before you get started:

- You will need a valid McGill ID number in order to complete the self-reporting workbook. Once
 you have successfully submitted the on-line application forms (including payment), you will
 receive a confirmation and a nine digit McGill identification number.
- Have on hand copies of all of your academic records (i.e. transcripts) for your basis of admission degree or degrees.
- If your basic science prerequisite courses were not taken in a university, (i.e., CEGEP, AP exams, A-Level, French Baccalaureate, or distance education) you will also need these academic records for self-reporting.
- To get started, you need to download the workbook from the following website: www.mcgill.ca/medadmissions/applying/elements/maaw

Technical notes on the Workbook:

The Self-Reporting Workbook can be completed in Microsoft Excel® **N.B.** > McGill University does not endorse or support any of the above-mentioned software.

How to enter data

BE CONSISTENT!

When entering data in a table, be consistent with terminology.

Ensure that your data entry accurately reflects what appears on your official records. The Self-Reported Workbook is verified against your transcripts by the Admissions Office. The information you provide in the Workbook must be accurate and true. McGill University reserves the right to require official academic records at any time during the admissions process, and rescind any offer of admission made if discrepancies between unofficial and official records(s) are found.

Blank fields (do not enter "N/A"): the workbook will display feedback if a field MUST be completed. Otherwise, it is preferable to leave field blank rather than entering values such as N/A.

How to submit your completed workbook

Once you have finalised your workbook and ensured that the data presented is accurate and clean, you can submit it as per the instructions found at: www.mcgill.ca/medadmissions/applying/elements/maaw

Please note that unlike other documents in support of your application to medicine or dentistry, <u>you do</u> not upload your workbook to Minerva. The workbook is transmitted to the admissions office by email,



once you click on the link provided in the final section of the workbook. Please allow a minimum of 10 business days for the workbook to appear as "received" on your Minerva checklist (item MAAW).

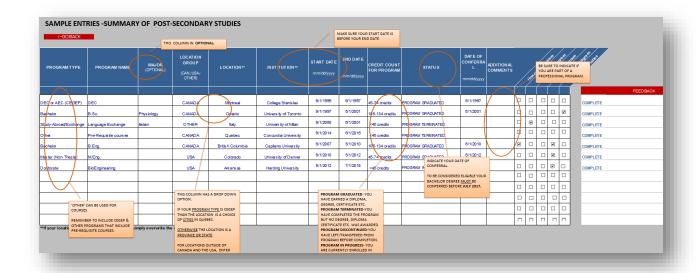
Be sure to name the file as indicated in **SECTION 6: FEEDBACK REPORT** before submitting it.

Legend (Workbook):

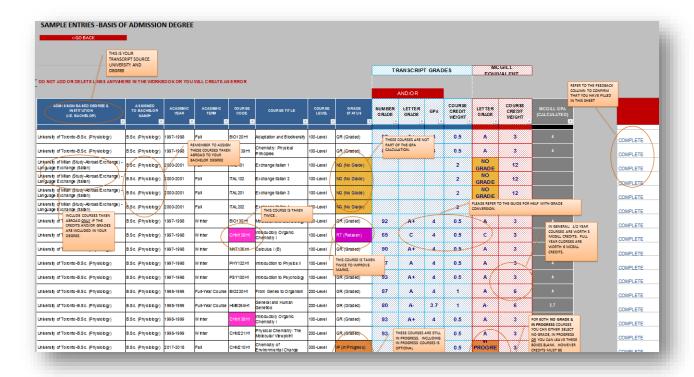
APPLICANT: DATA ENTRY REQUIRED	WHITE BLUE DOTS RED DOTS	ADMISSIONS STAFF: HIGHLIGHTS	RT (Retaken) IP (in Progress) NG (No Grade)
APPLICANT: FEEDBACK/NOTES/IMPORTANT	FEEDBACK: NOTES TEXT IN RED SELECT	CALCULATED AND/OR CANNOT BE ALTERED	SLATE BLUE DARK GREY GREY STRIPES

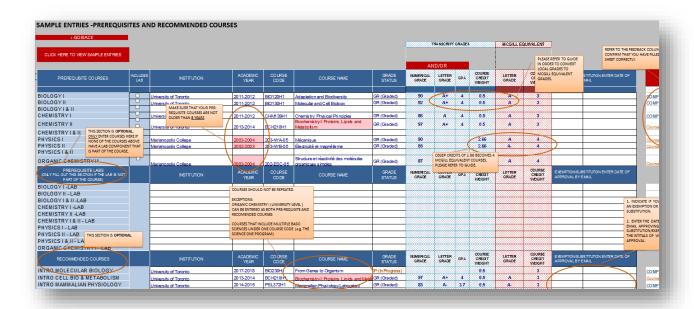
The following images are included as detailed example pages in the workbook; access them using the button available on the relevant pages:











Legend (This Guide)

Example data entries are presented in a red, mono-spaced font.

FIELD NAMES are presented in green.



SECTION 1: APPLICANT GENERAL INFORMATION

This section identifies the owner of the data (that's you!). You must have a valid 9-digit McGill ID number before submitting the completed version of the workbook.

LAST NAME

Enter your last name as per your application.

FIRST NAME

Enter your first name as per your application. Middle names are optional.

McGill ID

Enter your 9-digit McGill identification number. You receive this number once Step 1 of your application has been completed and your payment has been processed.

PROGRAM

Select (from a dropdown list) the short name of the program to which you are applying. For Dentistry applicants this field is already populated and cannot be altered.

APPLICANT CATEGORY

Select (from a dropdown list) the short name of the Applicant Category in which you are applying.

MD-ROQ-U (Québec resident, university-level)	
MD-ROQ-N (Québec resident, non-traditional pathway)	
MD-CDN (Canadian (non-QC) resident)	
MD-INTL (International resident)	
MD-FNIN (First Nations, Inuit)	



If applying to dentistry these are your categories:

DMD-QU (Québec resident, university-level)
DMD-CDN (Canadian (non-QC) resident)
DMD-INTL (International resident)



SECTION 2: SUMMARY OF POST-SECONDARY STUDIES

This table is a summary of your entire post-secondary history, including CÉGEP, graduate programs, study abroad or exchange sessions, independent or open studies, and applicable advanced secondary studies such as AP courses, A-Levels, IBO or French Baccalaureate.

PROGRAM TYPE

Select from the dropdown menu the option that best describes the program type.

Select this Program Type:	To designate :
A-Levels	Advanced Level examinations or programs such as those in UK-based education systems
AP Program/College Board	Advanced Placement examinations or programs from CollegeBoard, Inc.
Bachelor	Bachelor degree program Associate degree program Other Bachelor degree programs that do not fit elsewhere.
DEC or AEC (CEGEP) program	Diploma of Collegial Studies (DEC) program from CEGEP, or equivalent AEC programs
Doctorate	Professional or thesis-based program leading to a Doctorate degree. Some examples include: PhD, M.D., J.D., O.D., D.V.M., etc.
French Bacc.	Program offered by or based on the French Baccalaureate system
IBO program	Program offered by International Baccalaureate Organisation (IBO)
Masters (Thesis)	Thesis-based program leading to a Master's degree. Some examples include: M.Sc., M.A., etc.
Masters (Non-Thesis)	Non-Thesis-based, course-based, applied, or professional program leading to a Master's degree. Some examples include: M.Sc (A)., M.B.A., LL.M., etc.
Dipl or Cert prog	Undergraduate- or graduate-level diploma or certificate program including post-baccalaureate programs
Tech/Vocational	For a technical training or vocational college program, including technical certifications
Study-Abroad/Exchange	For a university-organised or university-sponsored study-abroad or exchange program
Other	For undergraduate studies that are not part of any specific program, sometimes referred to as open studies or independent studies. For a graduate- or post-graduate-level program that does not fit elsewhere in this list. For a program that is not university-based (i.e., neither graduate nor undergraduate) that does not fit elsewhere in this list.



PROGRAM NAME

Enter the name that best describes the program.

• Example: Bachelor of Arts

Example: Certificate in Accounting
 Example: Master of Applied Sciences

• Example: PHD

• Example: IB Health Sciences

MAJOR

Indicate the area of study in which you are majoring (optional).

LOCATION GROUP

Indicate the location of the relevant institution using the dropdown menu. Your choices are Canada, USA or Other.

LOCATION & INSTITUTION

Indicate the location of the relevant institution using the dropdown menu. If your institution does not appear in the menu, enter the name manually.

If you must manually enter the name of the institution you attended, use the official name of the institution as indicated on official records. If there is a specific campus involved, include the campus name.

Example: McGill University

Example: University of Western Ontario

Example with campus: University of British Columbia (Vancouver)

START DATE & END DATE

Use the drop-down menus to enter the month and year in which you <u>started</u> attending this institution and in which you <u>finished or will finish attending</u> the institution for the relevant program.

N.B. > the start and end dates should match the dates appearing on your transcript for the program.

If you are 'in progress' studying another bachelor's program that is expected to be completed after July 2018, section 2 will display feedback to that effect and the summary page will indicate that section 2 is incomplete. Ignore the comment if you have already completed a previous bachelor degree that



will be used as your basis of admission degree. Degrees that are not completed by July 2018 will not be included in our evaluation.

CREDIT COUNT FOR PROGRAM

Admissions Office

Select from the dropdown menu the option that best describes the number of credits required for graduation.

STATUS

Select from the dropdown menu the appropriate STATUS for each of your listed programs.

Enter this text:	To designate that:
PROGRAM IN PROGRESS	the program is in progress at the time of your application.
PROGRAM DISCONTINUED	you have abandoned the program .
PROGRAM GRADUATED	all degree requirements have been successfully completed at the time of application (enter the date of conferral of the degree/diploma/certificate in the DATE OF CONFERRAL column).
PROGRAM TERMINATED	you are reporting course work or the program did not lead to a degree/diploma/certificate etc. (i.e.: could be used to enter an elective course taken outside of your home institution.) you transferred to another institution before completing the program

DATE OF CONFERRAL

Enter the date of conferral of the degree/diploma/certificate for programs that have been successfully completed. (Leave this field blank for programs that are IN PROGRESS or DISCONTINUED).

ADDITIONAL COMMENTS

Use this space to enter any comments.

- Summary of transfers (e.g. "30 credits transferred from Concordia Univ.")
- Special or exceptional conditions
- N.B. > If there were extenuating circumstances that had an impact on your academic performance and wish for special consideration of your application due to these circumstances, please review our policy at www.mcgill.ca/medadmissions/applying/elements/extenuating-circumstances.
 - Circumstances described in this document may not be considered if the criteria set out in above policy are not respected.



HONOURS PROGRAM

Select the check box if your program is an honours program

STUDY ABROAD/EXCHANGE PROGRAM

Select the check box if your program was part of a study abroad or an exchange program

SUMMER PROGRAM

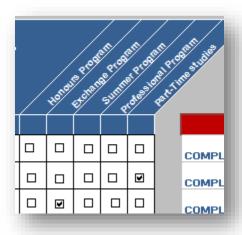
Select the check box if your program is part of a summer program or were independent summer courses.

PROFESSIONAL PROGRAM

Select the check box if your program is a professional program. (i.e.: programs that lead to the practice of a profession and for which one must be a member of a professional order).

PART-TIME STUDIES

Select the check box if you completed this program on a part-time basis (i.e. usually 9 or fewer credits /3 or fewer courses per term).





SECTION 3: BASIS OF ADMISSION DEGREE

This is the degree upon which your academic assessment for admission is based. In most cases, the BASIS OF ADMISSION DEGREE is your most recent undergraduate degree (exceptions include professional degrees such as Doctor of Medical Dentistry). This should be a 120-credit university degree program, or, for residents of Quebec who hold a Diploma from a Quebec-based CEGEP, a 90-credit university degree program.

If you are applying on the basis of your **second bachelor's degree** you must report courses and grades for both bachelor's degrees.

NB: While you were asked to list all post-secondary programs undertaken in Section 2, you are not required to report individual courses or grades for these programs in Section 3.

ADMISSION BASED DEGREE & INSTITUTION

Select from the drop- down menu the *institution-program type-major* combination that corresponds to your transcript. This is to identify the source of the course.

ASSIGNED TO BACHELOR NAME

Select from the dropdown menu the Bachelor's degree that these course credits are contributing to.

This is useful in the case of transfer credits, multiple institutions, exchange programs and switched programs.

• Example: You attended institution A and studied X then after a year you transferred to institution B and studied Y. After three years you were able to graduate from institution B with a degree in Y because you also used the credits earned when you were studying X at institution A. Make sure that you assign all the courses taken at institution A to your degree in Y.

ACADEMIC YEAR

Enter the academic year in which the course took place. It should always be in the YYYY-YYYY format.

• Example: 2008-2009

ACADEMIC TERM

Use the list below to enter a valid option:

|--|



Fall	First session of the academic year. "Fall" session for semester, trimester or quarter-based institutions.
Winter	Second session of the academic year. "Winter" session for semester, trimester or quarter-based institutions.
Spring	Spring session for QUARTER-based institutions
Summer	Third session of the academic year.
	"Summer" session for semester, trimester or quarter-based institutions.
E II V	Courses spanning of the first and second sessions of the academic year
Full-Year course	"Fall-Winter" in most institutions.
Term n/a	If the course is not a full term or if you feel that none of the above options
	correctly captures the nature of your term.

COURSE CODE

Enter the individual course code as it appears on the transcript.

Example: for PHYS 101Example: for CHM138Y1Example: for 101-NYA-05

COURSE NAME

Enter the title of the course as it appears on the transcript.

COURSE LEVEL

Select from dropdown menu the entry that most accurately represents the course level.

When completing the Course Level field, be sure to indicate the level as indicated by the institution (your university). If you are relying on 'first-year' or 'second-year' terminology, do not refer to the year in which you took the course, but the Level-Year in which this course is normally taken by a student in your institution. For example, you took COURSEXXX in your second year of a 4 year, 120-credit program. The course is an <u>introductory level</u> course in Latin, with no prerequisites. You should indicate this course as a 100-level course.

Select this value:	To designate this:
000-Level	a pre-freshman level course. Typically, these courses start with a "0" in their numbering (e.g. PHYS 099).
100-Level	a Freshman / "First Year" / U0 –level course, including all CEGEP courses
200-Level	a Sophomore / "Second Year" / U1 –level course.



300-Level	a Junior / "Third Year" / U2 –level course.
400-Level	a Senior / "Fourth Year" / U3 –level course.
500-Level	an advanced undergraduate course (e.g. Master's-level course available to undergraduates)
GR-Level	a graduate-level course (i.e. part of an graduate program)

GRADE STATUS

Use the list below to enter a valid option:

Select this value:	To designate:
GR(GRADED)	the course grade (letter or numerical) is calculated in the GPA
NG(NO GRADE)	the course result <u>cannot be calculated in the GPA</u> (does not have a point value). This includes Pass/Fail, Satisfactory/Unsatisfactory notations (e.g. PASS, CR, S, W, CNT, IPR, etc.)
	Note: Please report <u>all</u> transfer credits and grades. Please report all credits earned on an exchange and grades, <u>if</u> the study period lasted <u>more</u> <u>than one semester</u> , regardless of whether these credits are included in your local transcript GPA or not. Otherwise credits earned on exchange can be marked as NG (No Grade) Transfer credits do not include studies done in CEGEP or high school.
IP(IN PROGRESS)	the course is in progress and its final grade or notation is not available at this time.
RT(RETAKEN)	This course was subsequently retaken.
	[EXAMPLE: You took BIO 101 in 2009 and got a D; enter this information in one row and indicate a GRADE STATUS of RT. You took BIO 101 again in 2010 and got a B; enter this information on a separate row and indicate a GRADE STATUS of GR (Graded). This allows us to calculate your GPA in the manner most advantageous to the applicant, counting only the better of the two grades.]

TRANSCRIPT NUMERICAL GRADE AND/OR LETTER GRADE AND/OR GPA

Where applicable, enter the grade, mark or notation of the course as per the transcript. Either a numerical grade and/or a letter grade and/or a GPA must be entered.

TRANSCRIPT COURSE CREDIT WEIGHT



Enter the credit value or weight of the course, as per the transcript. This field is used in calculations and, therefore, should only contain a number.

• Example: 3.0, 6.0, 2.66 etc.

NB: To assist you in converting your institutional grades and credits to their McGill equivalents please consult the appendix. If the tables provided in the appendix do not capture the grading scheme of your institution, you may refer to the following links:

USA https://aamc-orange.global.ssl.fastly.net/production/media/filer-public/10/ab/10ab9407-7134-4477-9fc9-140d8acb35af/amcas-grade-conversion-guide.pdf

Canadian https://www.ouac.on.ca/quide/omsas-conversion-table/

International Please contact the admissions office and request grading scheme for your country.

MCGILL EQUIVALENT LETTER GRADE

Select from the dropdown menu the McGill grade equivalent that corresponds with the grade that appears on the transcript. A letter grade must be entered. These grades will be converted to a McGill scale. Refer to the Appendix for more information.

MCGILL EQUIVALENT COURSE CREDIT WEIGHT

Enter the credit value or weight of the course accordingly. Refer to the example below as a rough guideline. This field is used in calculations and, therefore, should only contain a number. Refer to the Appendix for more information.

- Example: For University of Toronto students a 0.5 credit semester course is equivalent to a 3.0 credit semester course at McGill.
- Example: For some international students if your local institution has courses weighing 10, 15, 80 credits then keep them as 10, 15 and 80 credits when entering the McGill equivalent.

Note: It is important that the conversion should hold the **same proportion** of weight as your overall GPA and should reflect the local grade in your transcript. Often your local credit has a 1 to 1 relationship with a McGill credit.

MCGILL GPA CONVERSION

This is a calculated field. The figure that appears in this box is a calculated field, generated by the Workbook on the basis of the data you entered. This field is locked for viewing only.



SECTION 4: PRE-REQUISITES AND RECOMMENDED COURSES

Details about the Basic Science Pre-requisite courses and policies are found here: www.mcgill.ca/medadmissions/applying/requirements-edu/basic-science-prerequisites

PREREQUISITE COURSES

These fields are populated automatically and cannot be altered.

INCLUDES LAB

Check the box if your pre-requisite course includes a lab. If the lab is a separate course then enter the course below in the area designated for lab-only courses.

INSTITUTION

Select from the dropdown menu the appropriate institution. This menu is populated on the basis of information you reported in section 2. If the institution appears more than once (for example, you listed the institution for more than one program in Table 2), select any of the values as they are treated equally.

ACADEMIC YEAR

(refer to previous section)

COURSE CODE

(refer to previous section)

COURSE NAME

(refer to previous section)

GRADE STATUS

(refer to previous section)



Select from the dropdown menu the grading scale that best describes the source of your grade.

TRANSCRIPT NUMERICAL GRADE AND/OR LETTER GRADE AND/OR GPA

(refer to previous section)

TRANSCRIPT COURSE CREDIT WEIGHT

(refer to previous section)

MCGILL EQUIVALENT LETTER GRADE

(refer to previous section)

MCGILL EQUIVALENT COURSE CREDIT WEIGHT

(refer to previous section)

EXEMPTION/SUBSTITUTION

Use this section if you have obtained from the Office of Admissions approval of a request for exemption or substitution for a basic science prerequisite course.

- 1. Select from the dropdown box whether you are reporting an exemption or a substitution.
- 2. Indicate the date on which you obtained the written approval and indicate the initials of the staff from the Office of Admissions who granted the approval.

SECTION 5: EXTENUATING CIRCUMSTANCES (OPTIONAL)

This section will be considered ONLY if you have:

- indicated 'Extenuating Circumstances (EXTC)' on your web-based application
- UPLOADED via Minerva a written letter of explanation and supporting documents [Note: You cannot upload Extenuating Circumstance documentation via Minerva UNLESS and UNTIL you have indicated Extenuating Circumstances on your web-application.}.

SELECT COURSE(S) AFFECTED BY EXTC



Select from the dropdown menu the courses that have been affected by the extenuating circumstances (EXTC) set out in your uploaded documentation.

COURSE NAME

These fields are populated automatically and cannot be altered.

For a description: <u>(refer to previous section)</u>

ACADEMIC YEAR

These fields are populated automatically and cannot be altered.

For a description: (refer to previous section)

ACADEMIC TERM

These fields are populated automatically and cannot be altered.

For a description: (refer to previous section)

MCGILL GPA

These fields are populated automatically and cannot be altered.

For a description: (refer to previous section)

CLASSIFICATION OF COURSE

This column displays whether the selected course will affect your BASIS OF ADMISSIONS DEGREE, PREREQUISITES COURSES and/or RECOMMENDED COURSES.

These fields are populated automatically and cannot be altered.

SUMMARY OF EXTENUATING CIRCUMSTANCES...

In order to facilitate review of your application materials, please provide a brief summary of the extenuating circumstances outlined in your official letter of extenuating circumstances and as evidenced by the documentation you provided the admissions office to support your case.

NOTE: This summary does not replace the Extenuating Circumstances letter and supporting documents.

SECTION 6: FEEDBACK REPORT

The feedback report provided in this workbook is used to confirm and summarize the results of the data entered by the applicant.

Note that the McGill CALCULATED GPA is a preliminary calculation and is subject to:

- Verification against your transcript
- Possible adjustments due to courses that are RETAKEN or due to EXTENUATING CIRCUMSTANCES. Any such adjustments will only be made if they are to the applicant's advantage.

IN PROGRESS SCIENCE PRE-REQUISITE COURSES (2 MAXIMUM)

Note that if you indicated in Section 4 that up to a maximum of 2 basic science courses are in progress as of the Nov. 1 application deadline, you will see a table appear. Use this table to indicate the anticipated date you will submit the official grades to the Admissions Office by email.

If you have any additional comments please enter them in the designated box.



Appendix -Tables of grade point values for basic science prerequisites completed in a pre-university setting

These tables are for you information only.

Quebec CEGEP

CEGEP Grades	McGill letter grade equivalent	McGill grade point value	CEGEP Credit Units to Semester Hours
87% or higher	А	4.0	
83—86%	A-	3.7	
79—82%	B+	3.3	
75—78%	В	3.0	multiply by 1.5
71—74%	B-	2.7	
67—70%	C+	2.3	(e.g. 2.66 cr = 4.0 sem hrs)
63—66%	С	2.0	
60—62%	D	1.0	
59% or lower	F	0.0	

International Baccalaureate (IBO) Exams Results

IBO Exam Result	McGill letter grade equivalent	McGill grade point value	
7	А	4.0	
6	AB	3.5	
5	В	3.0	
4	С	2.0	
3	D	1.0	
2	F	0	
1	F	0	



College Board, Inc. AP Exams

AP Exam Result	McGill letter grade equivalent	McGill grade point value	AP exam weights to Semester Hours
5	А	4.0	
4	AB	3.5	
3	В	3.0	Assign each exam result 6 semester hours
2	F	0	o semester nours
1	F	0	

A-Level (or equivalent) Exams Results

A-Level Exam Result	McGill letter grade equivalent	McGill grade point value	A-Level Exam weights to Semester Hours
Α	А	4.0	
В	AB	3.5	
С	В	3.0	Assign each exam
D	С	2.0	10 semester hours
E	D	1.0	
N	F	0	

European Credit Transfer and Accumulation System (ECTS) Grading Scale

ECTS Results	McGill letter grade equivalent	McGill grade point value
А	А	4.0
В	A-	3.7
С	B+	3.3
D	В	3.0
E	С	2.0
FX	D	1.0
F	F	0.0



French Baccalaureate

French Bacc. Results	McGill letter grade equivalent	McGill grade point value
16.0-20	А	4.0
14.0-15.9	A-	3.7
13.0-13.9	B+	3.3
12.0-12.9	В	3.0
10.0-11.9	С	2.0
0-9.9	F	0.0

McGill Equivalent grade point value

Letter Grade	Grade point value
A+	4
Α	4
A-	3.7
AB	3.5
B+	3.3
В	3
В-	2.7
ВС	2.5
C+	2.3
С	2
C-	1.7
CD	1.5
D+	1.3
D	1
D-	0.7
DE	0.5
E/F	0
F	0