



Enrolling in Graduate Courses at Another Quebec University

Graduate Students, with permission of their faculty, can register at any university in the province of Quebec for three (3), or exceptionally six (6), **credits** per term in addition to their registration at McGill. These courses, subject to faculty regulations, will be recognized by McGill for the purpose of the degree for which the student is registered up to the limit imposed by the residency requirements of the program. (A minimum residency requirement of 60 credits must be completed at McGill in order to qualify for a McGill Degree.)

This privilege will be granted if there are valid academic reasons and with approval of the Graduate Committee. This process can take several weeks to months to complete and students are advised to begin the process at least one semester in advance of expected enrollment.

This agreement is subject to the following conditions:

- The other universities concerned may refuse the registration of a student for any courses.
- Students must complete their faculty and program requirement.
- The student is responsible for ensuring that the McGill Class Schedule permits these courses to be taken without conflict.
- The universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Marks earned at the host university will not appear on McGill transcripts or be included in McGill grade point averages.
- **Students should be aware that late results received from host universities in the last term of the student's program may delay their graduation.**

To take a graduate course at another university, Graduate Rehabilitation Science Students must:

1. Discuss the course with their supervisor and obtain permission to take the proposed course.
2. Contact the Course Instructor or Program Director at the university and ask for a complete course outline. The outline is generally several pages in length and will contain at a minimum a list of the topics to be covered, the textbooks that will be used, and the method of grading the course.
3. Submit the course outline to the Graduate Student Affairs Coordinator along with a written request to take the course along with reasons for taking it and a plan for how it will fit into your study plan.
4. Initiate an on-line Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/transferecredit/current/iut. **You are advised to initiate the electronic application allowing enough time to meet the host university's registration deadlines. Furthermore, you are responsible for adhering to all registration deadlines of the host institution.**
5. The Graduate Committee will review your request and related materials at the next scheduled meeting. After the meeting, you will receive an email with the Committee's decision.
6. If your request has been approved, the Graduate Program Director will authorize your registration directly through the IUT website.

Students, who later wish to drop or withdraw from the course(s) for which approval had been granted, will need to drop or withdraw from the course as per the method of registration at the host university AND submit this change on the online IUT application.

For courses that are completed, the grade will be automatically submitted to the home university by the host institution. More information is available on-line at www.mcgill.ca/students/transferecredit/current/iut.