McGill | Faculty of Law | Faculté de droit | Student Affairs Office | Secrétariat aux affaires étudiant.e.s

Transfer Credit Instructions

The following steps must be completed to ensure the courses you take on while on a term away (e.g. Exchange, Study Away, IUT) will count for transfer credits towards your BCL/JD:

A. Choose courses at Host Institution
B. Complete Transfer Credit Assessment Form (Minerva)
C. If courses not in Form, complete McGill Course Equivalency Process

How To: Complete your Transfer Credit Assessment Form

- Log into Minerva, select the Exchange/Study Away Menu, select the Transfer Credit Assessment form. Search for the courses from your Host Institution to see if any of the law courses you are taking on exchange have previously been approved. If you find the courses you are taking on exchange, you can add them to your form. Once added, email exchanges.law@mcgill.ca to let us know that you have completed the form. We will then assess your courses for your program.

If you are unable to find all of your courses on the Minerva Transfer Credit Assessment form, follow the next two steps:

- Log into the McGill Course Equivalency Database, select Home, then select Submit a new course request. Students must submit a new request for every course they wish to take on exchange and include the course outline with every request. All Law courses are to be submitted using the McGill Course Code LAWG. For non-law courses, select the appropriate McGill Course Code that best matches the course. Once approved, students will receive a confirmation email.
- Once the courses are approved in the database, log into Minerva, select the Exchange/Study Away Menu, select the Transfer Credit Assessment form. Search for then add the courses you are completing on exchange to your form, then email exchanges.law@mcgill.ca once you have completed the form. We will then assess your courses for your program.

Please see the next page for a step-by-step instructions for the McGill Course Equivalency Database.

McGill Course Equivalency Process

In order for your courses to be approved on Exchange at your host institution, please read the following information carefully using the McGill's Course Equivalency System.

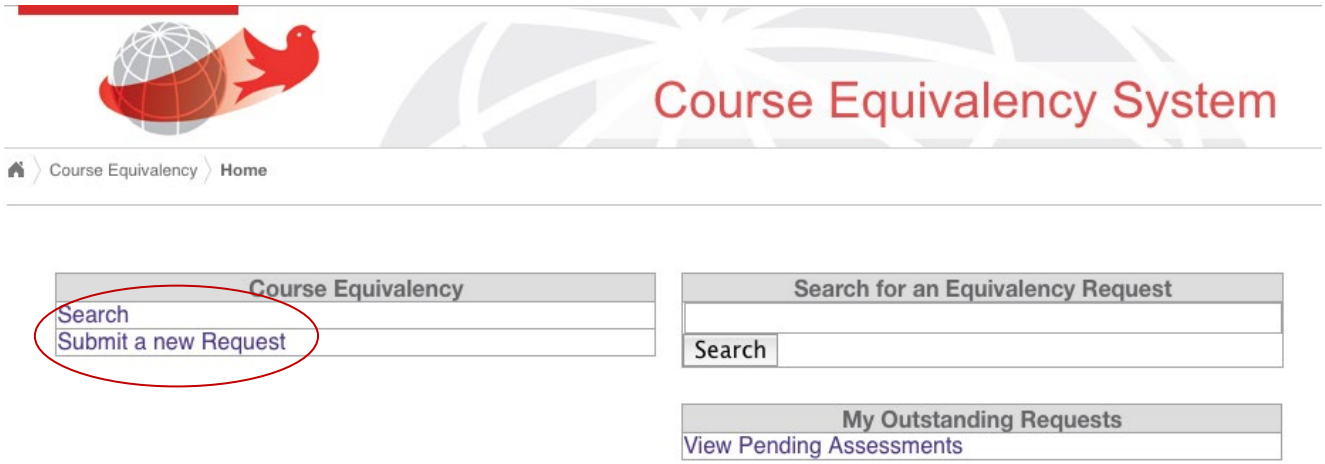
For further information, consult the McGill Course Equivalency FAQ section for students.

Log into the McGill Course Equivalency Database,

- ➔ Select Home.
- ➔ Submit a new course request.
- ➔ Students must submit a new request for every course they wish to take on exchange and include the course outline with every request.
- ➔ All Law courses are to be submitted using the McGill Course Code LAWG.
- ➔ For non-law courses, select the appropriate McGill Course Code that best matches the course. Once approved, students will receive a confirmation email.

SUBMITTING NEW REQUEST

Under 'Course Equivalency' (left side)"Submit a new Request"



Complete the necessary information below + upload PDF course outline

New Course Equivalency request

External Course details

Before you submit your request, you need:

- The external course details (e.g. institution name including campus if applicable) course number and title
- Course syllabus (PDF version in English/French) – check the syllabus requirements list here to make sure it includes all the necessary details
- AUs (Engineering only)

Tip: repeat the external course title in the course number field *without any spaces* when that information is not available.

Important Notes:

- **Course Equivalency decisions made in this system are not student-specific.** To determine what transfer credits you may be eligible for, you must use the Minerva *Transfer Credit Assessment Form.*
- **Your application for study away/exchange must first have been approved before you submit a course equivalency request.**
- You **cannot** submit a new equivalency request if an *unexpired* decision already exists for an external course and a McGill subject/course. For example, if PSYC218 at UBC is equivalent to PSYC204 at McGill, you cannot submit a new request for PSYC218 to be reviewed against another PSYC course at McGill.
- For **Special Topics** courses - if the external course is one where the topic changes **each term**, add 'Special Topics' in the course title, and enter the actual topic in the comments field. If the topic is valid for a few years, then add it as a regular title for the course. For example, 2092FG at University of Western Ontario should have **Special Topics** in the course title, and in the comments: **The Many Faces of Harry Potter.**
- The list of institutions is pre-approved.

1 External Course 2 McGill Course 3 Comments

Institution Name *

Course Number *

Course Title *

Syllabus * Upload ?

AUs (Mandatory for Engineering courses only)

McGill Course details

- If you are **not a Law student**, and you are submitting a Law course equivalency, make sure you select **LAWG** from the **Subject** list.
- **NEVER select the subject code TRNS.** This is not a valid subject code for a course equivalency request.
- If you cannot find a matching McGill **Subject**, place a checkmark next to **No Matching Subject**. For example, Swedish is not offered at McGill, you can select *LANG Foreign Language Transfer Course* from the Area of Study list.
- If you cannot find a matching McGill **Course Number**, place a checkmark next to **No Matching Course Number** and click **Next**. The Reviewer will determine the course number.

1 External Course 2 McGill Course 3 Comments

Subject *

No Matching Subject

Course Number *

No Matching Course Number

In order to submit a new course equivalency request, you must ensure that the course does not exist in the database and that you have the course syllabus ready in PDF format.

1. Go to www.mcgill.ca/course-equivalency
2. Click on Login and sign in with your McGill Username and Password
3. Once signed in, click on Menu
4. Click on Submit a New Request
5. Follow the onscreen instructions (screenshots above)

Once your request is submitted, you will be issued a request number, sent an email with your request details, and your request is automatically sent to the appropriate reviewer.

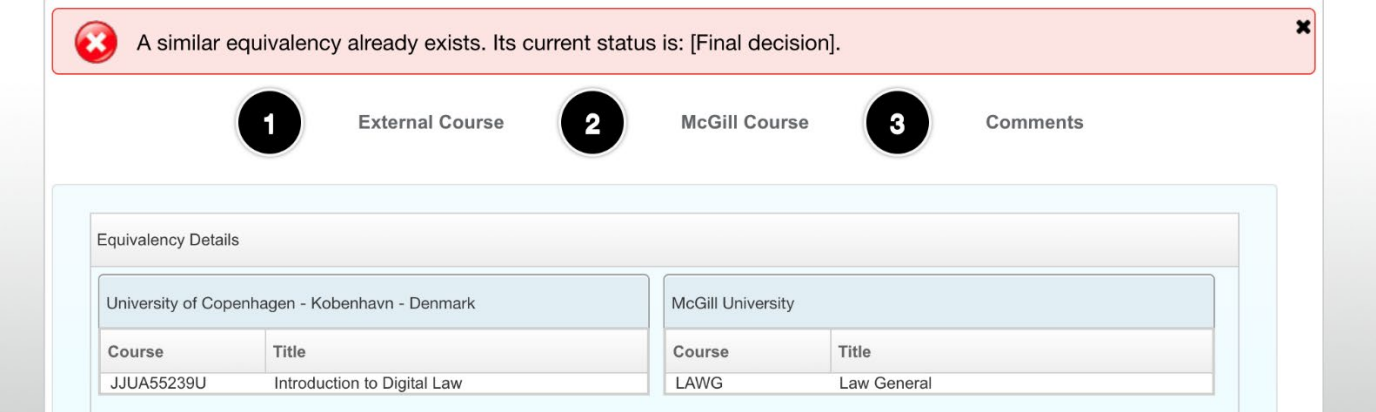
Next, once the new course equivalence you have submitted has been assessed and approved, you will receive another email notification that the course has been added to the Course Equivalency System. Keep this email for future reference.

Is the course you took or want to take on the Course Equivalency System?

1. Access the direct link to the Course Equivalency System and check to see if the course is listed.

McGill University		External Institution				
Course	Title	Course	Title	Institution	Country	Status
ANTH202	Socio-Cultural Anthropology.	ANTH202	Introduction to Culture	Concordia University	Canada	✔

2. If you are able to find a course on the Course Equivalency System but the equivalence has expired, you will have the option of requesting a reassessment by clicking on the course title and following the instructions for a reassessment.



NOTE: You cannot submit a new equivalency request for a course if the course equivalency has expired.

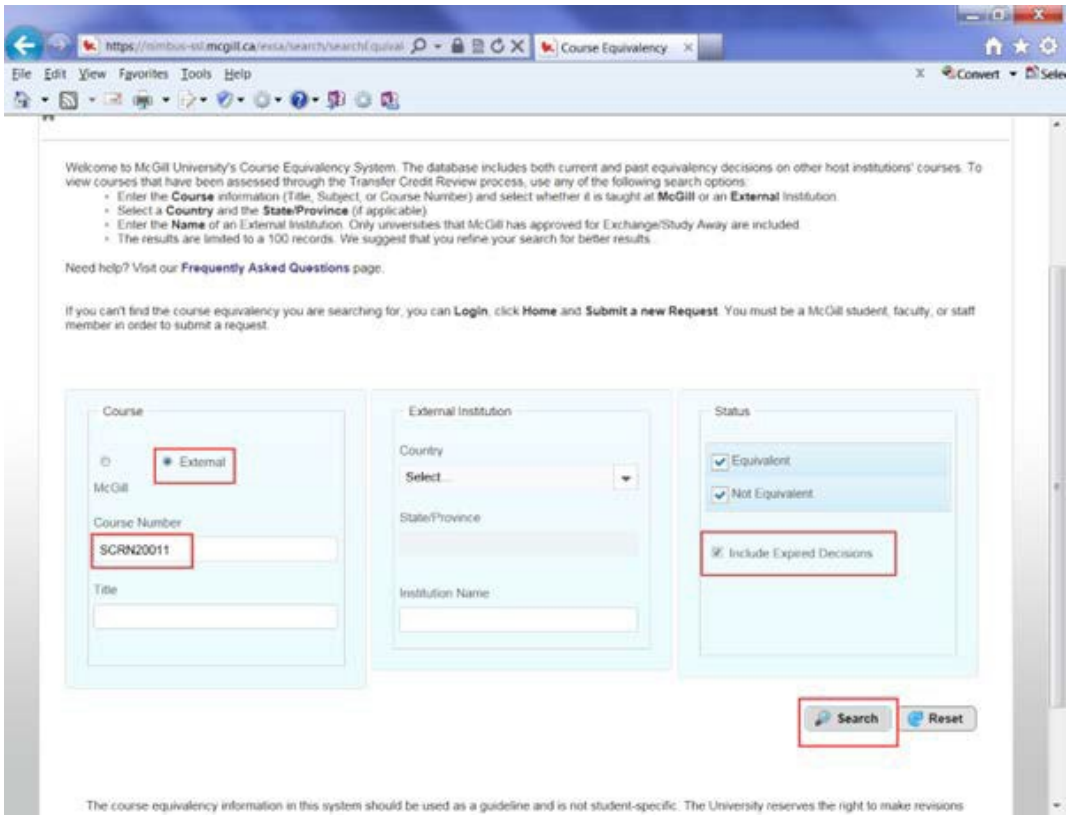
How can I request a reassessment of an expired equivalency?

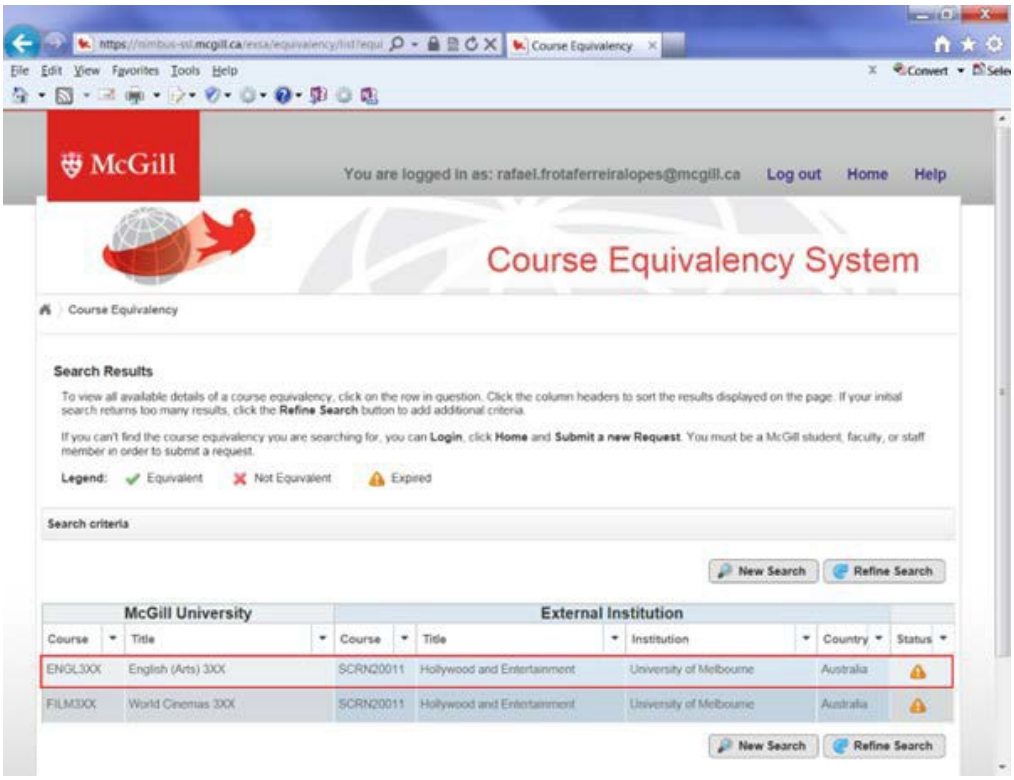
All course equivalencies expire after their designated time. Once the decision expires, the course must be re-evaluated again to determine whether it is equivalent or not.

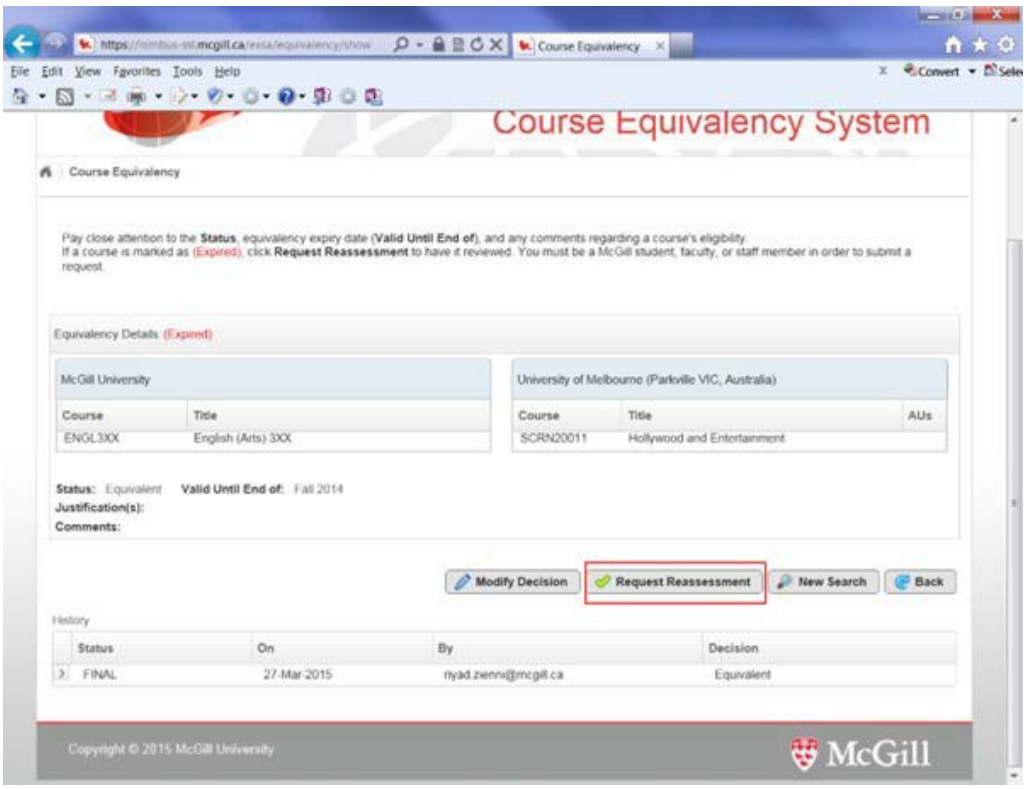
To reassess an expired decision:

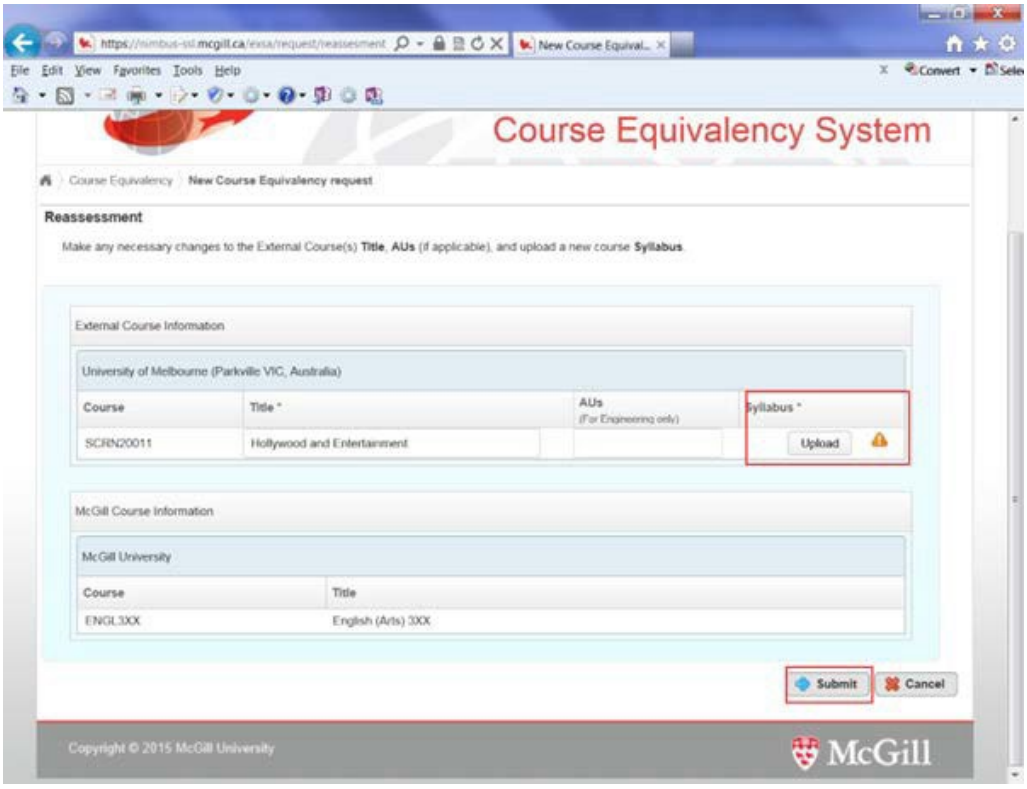
1. Go to www.mcgill.ca/course-equivalency
2. Click on Login and sign in with your McGill Username and Password
3. Search for the host course that you wish to be re-evaluated (make sure to check off 'Include expired decisions')
4. Click on the equivalency record to open the equivalency details page
5. Click on 'Request Reassessment'
6. Make any necessary changes and upload the new course syllabus
7. Once ready, click on Submit

Once your request is submitted, you will be issued a request number, sent an email with your request details, and your request is automatically sent to the appropriate reviewer.


Course Equivalency
File Edit View Favorites Tools Help
Welcome to McGill University's Course Equivalency System. The database includes both current and past equivalency decisions on other host institutions' courses. To view courses that have been assessed through the Transfer Credit Review process, use any of the following search options:
Enter the Course information (Title, Subject, or Course Number) and select whether it is taught at McGill or an External Institution
Select a Country and the State/Province (if applicable)
Enter the Name of an External Institution. Only universities that McGill has approved for Exchange/Study Away are included
The results are limited to a 100 records. We suggest that you refine your search for better results
Need help? Visit our Frequently Asked Questions page.
If you can't find the course equivalency you are searching for, you can Login, click Home and Submit a new Request. You must be a McGill student, faculty, or staff member in order to submit a request.
Course
External
McGill
Course Number
SCRN20011
Title
External Institution
Country
Select...
State/Province
Institution Name
Status
Equivalent
Not Equivalent
Include Expired Decisions
Search
Reset
The course equivalency information in this system should be used as a guideline and is not student-specific. The University reserves the right to make revisions


Course Equivalency
File Edit View Favorites Tools Help
McGill
You are logged in as: rafael.frotaferreiralopes@mcgill.ca
Log out
Home
Help
Course Equivalency System
Course Equivalency
Search Results
To view all available details of a course equivalency, click on the row in question. Click the column headers to sort the results displayed on the page. If your initial search returns too many results, click the Refine Search button to add additional criteria.
If you can't find the course equivalency you are searching for, you can Login, click Home and Submit a new Request. You must be a McGill student, faculty, or staff member in order to submit a request.
Legend: Equivalent Not Equivalent Expired
Search criteria
New Search
Refine Search
McGill University
External Institution
Course
Title
Course
Title
Institution
Country
Status
ENGL3XX
English (Arts) 3XX
SCRN20011
Hollywood and Entertainment
University of Melbourne
Australia
FILM3XX
World Cinemas 3XX
SCRN20011
Hollywood and Entertainment
University of Melbourne
Australia
New Search
Refine Search





4. If you are NOT able to find a course on the Course Equivalency System, you will have to request that a new equivalency assessment be done.

Few reminders:

1) Some host universities do not provide the list of courses that are available to students from other universities until shortly before their classes begin.
2) You won't be able to have new courses assessed on McGill's Course Equivalency System until you have access to the course syllabus at the host university that corresponds to the term in which the course is being taken.
3) You may not have access to the course syllabus until you have been successfully registered in the class.
4) Similar to course registration at McGill, you may want to register for a course but the course at the host university may be full or the course may not be open to students from other universities. Therefore, we suggest that you submit courses for approval only once your host university confirms what courses you are able to take.