Are You Ready to Graduate with your B.A. Degree? Let’s Find Out!

Step 1: Apply for graduation on Minerva *(U3 students only!)*

To select your term of graduation, your Minerva record must indicate that you are in your U3 year of study. Select one of the following three terms of graduation:

<table>
<thead>
<tr>
<th>Final Semester</th>
<th>I expect my Courses to be Completed by...</th>
<th>Deadline to Apply on Minerva</th>
<th>“Bachelor of Arts Granted” Status on Your Record</th>
<th>Granting of Diploma &amp; Ceremony</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>April</td>
<td>End of February</td>
<td>End of May</td>
<td>June</td>
</tr>
<tr>
<td>Summer</td>
<td>August</td>
<td>End of March</td>
<td>End of October</td>
<td>October/November</td>
</tr>
<tr>
<td>Fall</td>
<td>December</td>
<td>End of November</td>
<td>End of February</td>
<td>June</td>
</tr>
</tbody>
</table>

- Go to Student Menu > Student Records Menu > Apply for Graduation for your Primary Curriculum
- Select your expected final semester of study
- If your Minerva record indicates that you are in your U3 year of study and you are blocked from selecting or changing your graduation term on Minerva, you must contact Service Point.
- **Note:** If you are taking courses at another University in your final semester, you will need to select the following semester for graduation *(Ex: If your final term is Winter 2016 and you are taking courses at another University, your expected term of graduation term is Summer 2016)* *(See U3 students and graduation)*
- Verify that the correct term of graduation appears by going to Student Menu > Student Records Menu > View Your Unofficial Transcript
Ex:

Step 2: Update your contact information on Minerva
  o Go to Student Menu > Personal Menu > Addresses and Phones

Step 3: Confirm that you have completed your program requirements with your departmental program advisors
  *(Faculty advisors cannot confirm your program requirements!)*
  o Ensure that you have declared the correct programs on Minerva to avoid having your record reviewed for the wrong program. If necessary, correct your program selection on Minerva. If you are blocked from making program changes on Minerva, contact Service Point immediately.
  o Contact the departmental advisor for your programs
  o Note that the minimum requirement is to pursue two programs (at least one Major and one Minor) in **two different academic units**
    o If you have an Honours program, you must also have a Minor concentration
    o Faculty programs do not require a second program
  o A course can only count towards one program of study
    o **Exception:** With the approval of your departmental advisor, a freshman course can count towards both your U0 requirements and your program requirements.
  o All **required and complementary** courses used to fulfill program requirements must be completed with a grade of C or better. Students completing the requirements of an Honours or Joint Honours program may need to achieve a higher minimum grade.
  o Courses in which you have received a final grade of D can count for elective credit only. If you repeat a course you have previously completed with a final grade of D, you will not earn an additional three credits when repeating the course.
  o **DO NOT** use the Degree Evaluation Tool on Minerva to confirm your programs requirements. You must confirm that you have completed your program requirements with your departmental program advisors.

Step 4: Respecting McGill’s **Residency Requirement**
Ensure that 60 out of your 120 credits are completed at McGill University.
Ensure that at least 2/3 of each of your program requirements is completed at McGill University.

**Step 5: Be aware of codes in the “Remarks” column of your unofficial McGill transcript**

- **I-flags** (courses included in credits and GPA)
- **E-flags** (courses excluded from credits and GPA)
- **A-flags** (courses excluded from credits but included in GPA)

This can occur if you have:
1) taken a course that is not approved for your degree
2) repeated a course that is considered equivalent to one you have already completed
3) two courses on your transcript that have the same course number.

For example, if you complete HIST 315 (Topics course) in Fall 2014 and complete HIST 315 (Topics course) in Fall 2014, you will not receive credit for both courses. If the topic of the courses is different, you must advise the department offering the course to enter an “I” flag on both courses so that credit will be granted for both.

**Step 6: Verify your CGPA and overall credits**

- The minimum CGPA required to graduate is 2.0
- Those pursuing an Honours or Joint Honours program must have a minimum CGPA of 3.00 and must fulfill the specific program GPA requirements for their programs
- Ensure that you have a minimum of 120 credits
- Ensure that your grades appear for **all** of the courses you have completed

**Note:** Any unresolved grades of L (deferred exam), K, or KE (an extension to submit work) will postpone your graduation

**Step 7: Verify that all Transfer Credits and Advanced Standing appear on your record**

- Advanced Standing or Transfer Credits that do not appear on your Minerva record cannot be used to complete program or graduation requirements
- For questions about outstanding Transfer Credits completed during your Degree, please contact **Arts OASIS**
- For questions about outstanding Transfer Credits completed prior to your admission to McGill, please contact **Service Point**
- Your graduation will be postponed if you have unresolved Transfer Credit issues
Step 8: Verify that you have not exceeded the maximum amount of out-of-Faculty credits permitted for your B.A as explained here.

- You may take up to a maximum of 12 elective credits outside of the Faculties of Arts and Science during your entire B.A. Degree.
- If you are pursuing an out-of-Faculty program, you may take up to a total of 30 credits (consisting of both required and electives credits combined) outside of the Faculties of Arts and Science during your entire B.A. Degree.
- If you are pursuing two out-of-Faculty programs, you may take up to a total of 40 credits (consisting of both required and electives credits combined) outside of the Faculties of Arts and Science during your entire B.A. Degree.

Step 9: Verify that you have not exceeded the amount of elective credits under the Satisfactory / Unsatisfactory (S/U) option as explained here.

- You may take up to a maximum of 10% of the amount of credits taken at McGill University under the S/U.
- The S/U grading option applies to elective courses only.

Step 10: Ensure that you do not have a student hold on your unofficial McGill transcript.

Ex:

Where can I see the status of my graduation record?

You can view the status of your graduation record and ceremony details by going to Student Menu > Student Records Menu > Graduation Approval Query according to the timeline below.
Review Period Timeline:
Winter semester – Early to end of May
Summer semester – End of September to end of October
Fall semester – End of January to mid-February

IMPORTANT: If you check your Minerva graduation record before the dates listed above, you may receive a message stating your record is not active!

You will be contacted via your McGill email account during the review period, should any problems arise. Please check your McGill email regularly during this period to avoid a delay in the review of your graduation record.

Your Departmental Program Advisors will first review your record followed by a Faculty Advisor. Once departmental and faculty graduation requirements have been met, the graduation module on Minerva will indicate "Approved".

Information on the Convocation Ceremony can be found here.

If you have any questions or concerns please visit us at Dawson Hall Rm. 110