



# 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:

Final Semester at McGill*	I expect my Courses to be Completed by...	Deadline to Apply on Minerva	"Bachelor of Arts Granted" Status on Your Record	Granting of Diploma & Ceremony*
Winter	April	End of February	End of May	June
Summer	August	End of March	End of October	October/November
Fall	December	End of November	End of February	June

**\*NOTE:** Students who are taking one or more courses at another university during their term of graduation WILL NOT be eligible to graduate at the end of that final term. These students MUST select the NEXT available term of graduation. (See [U3 students and graduation](#))

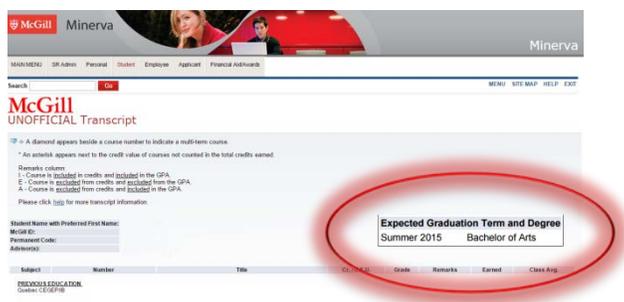
For example, if your final term of study at McGill is the Winter term and you take one or more courses at another university in the Winter term, your term of graduation will not be the Winter term. Your term of graduation will become the next semester, which is the Summer term.

A Summer term graduation means that your Minerva transcript will not indicate that you have completed your undergraduate degree until the end of October and your convocation ceremony will be held in November. If you intend to begin employment or pursue further studies in September, you are advised to inquire whether the official confirmation of the completion of your undergraduate will impede your plans.

- 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](#).
- Missed the deadline to apply for graduation? Complete the form [here](#).
- Double check to see that the correct graduation term appears on the upper-right hand corner of your record by going to Student Menu > Student Records Menu > View Your Unofficial Transcript

**Ex:**



**\*If you do not attend your convocation ceremony, your [diploma](#) can be picked up a month after the ceremony at Service Point. If not, it will then be sent to your permanent address as listed on Minerva (be sure to update your contact information!)**

## **Step 2: Update your contact information on Minerva**

- 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!)*

- 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.
- Contact each of your [departmental program advisor\(s\)](#) to confirm that you have completed your program requirements.
- Note that the minimum requirement is to pursue two programs (at least one Major and one Minor) in [two different academic units](#)
- If you are completing an [Honours](#) program, you must also have completed a Minor concentration
- Faculty programs do not require a second program
- A course can only count towards one program of study

- **exception:** With the approval of your departmental advisor, a freshman course can count towards both your U0 requirements and your program requirements.
- All [required and complementary](#) courses used to fulfill program requirements must be completed with a grade of C or better. You must obtain a minimum grade of C for courses for your programs. Students completing the requirements of an Honours or Joint Honours program may need to achieve a higher minimum grade.
- 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.
- **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 you completed a minimum of 60 out of your 120 credits at McGill University
- Ensure that you completed a minimum of 2/3 of each of your program requirements 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)

#### 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 – *study away/exchange & pre-McGill credits*

- 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 Credit](#) completed **during** your Degree, please contact Arts OASIS
- For questions about outstanding [Transfer Credit and Advanced Standing](#) 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.

- 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 outside-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 outside-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 [S/U option](#)

- Only **elective** courses can be taken under the S/U option; courses taken under S/U will not count towards your major, minor or freshman requirements.
- You may take only one S/U course per term, to a maximum of 10% of your total McGill **resident** credits. You can find the full Satisfactory/Unsatisfactory policy [here](#).

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

For further information on holds, consult this [website](#).

#### Examples of Holds:

Document Deficient

Missing Course Approval

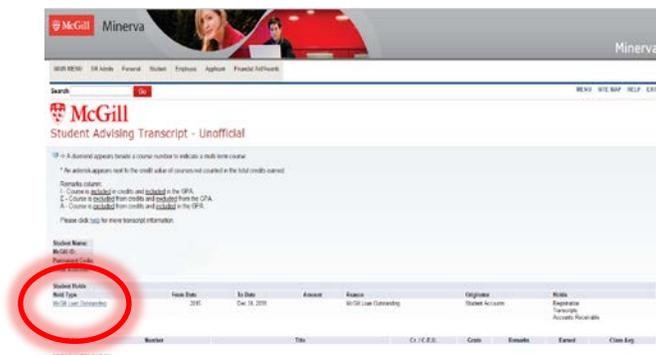
Missing Transcript

Freshman Courses Incomplete

Other: Tuition Fees, Library

Fees, Permanent Code, etc.

Ex:



## Where can I see the status of my graduation record?

Your graduation record will be reviewed according to the **graduation review period** listed below.

You can view the status of your graduation request by clicking on Student Menu > Student Records Menu > Graduation Approval Query once it opens. **NOTE:** If you try to enter your term of graduation again or if you check your Minerva Graduation Approval Query prior to **the date it opens**, you will receive a message stating that your record is not active – this is no reason for concern as long as your unofficial Minerva transcript displays the correct term of graduation.

Your Departmental Program Advisors will first review your record for the completion of your program requirements by the deadline listed for your term of graduation. Next, a Faculty Advisor in Arts OASIS will review your file for the completion of your degree requirements by the deadline listed for your term of graduation. You will be contacted via your McGill email account during the graduation review period, should any problems arise. **Please check your McGill email regularly during this period to avoid a delay in your graduation.**

Once your departmental and faculty graduation requirements have been met, the graduation module on Minerva will indicate "Approved" according to the dates listed for your term of graduation. Your Minerva transcript will be updated to indicate that your degree has been awarded **only after the university's Senate has approved the list of graduating students** per the schedule below. You will receive your diploma at the **convocation ceremony** that corresponds to your term of graduation.

**GRADUATION REVIEW PERIOD**

<b>Graduation Term</b>	<b>Student Access to Minerva Graduation Approval Query</b>	<b><u>Deadline for Departmental Program Adviser program approval on Minerva</u></b>	<b>Deadline for Arts OASIS degree requirement approval on Minerva</b>	<b>“Bachelor of Arts Granted” on Minerva record after Senate approval</b>	<b><u>Granting of Diploma &amp; Convocation Ceremony*</u></b>
<b>Winter</b>	Mid-April	First week of May	Mid May	End of May	June
<b>Summer</b>	Mid to last week of September	Last week of September	End of September to mid-October	Mid to end of October	October/November
<b>Fall</b>	Mid to last week of January	Last week of January	End of January to mid-February	Mid to end of February	June

August 31, 2019

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