



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



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

- Go to Student Menu > Student Records Menu > Apply for Graduation for your Primary Curriculum
- Select your expected final semester of study
- **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)
- *\*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!)***

| Final Semester | 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                            |

## Step 2: Verify that the correct term of graduation appears

- Go to Student Menu > Student Records Menu > View Your Unofficial Transcript
- Double check to see that the correct graduation term appears on the upper-right hand corner

**Ex:**

The screenshot shows the McGill Minerva Unofficial Transcript page. At the top right, there is a box labeled "Expected Graduation Term and Degree" containing the text "Summer 2015 Bachelor of Arts". This box is circled in red. The page also includes a search bar, navigation links, and a table with columns for Subject, Number, Title, CL, A.S., Grade, Remarks, Earned, and Check Arg.

### Step 3: Contact your departmental advisors

*(Faculty advisors cannot confirm your program requirements!)*

- Ensure that you have declared the correct programs on Minerva
- Consult the [departmental advisor](#) for your programs
- Note that the minimum requirement is to pursue two programs (at least one Major and one Minor) in [two different academic units](#)
- If you have an Honours program, you must also have 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.
- You must obtain a minimum grade of C for courses for your programs
- You must obtain a minimum grade of D for elective courses
- **Do not** use the Degree Evaluation Tool on Minerva to verify your programs requirements- you must consult the departmental advisor directly

### 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)

### 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 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.

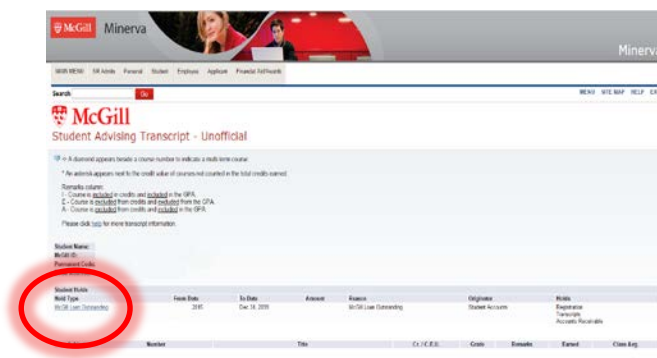
- You may take up to a maximum of **12 elective credits** outside of the Faculties of Arts **and** Science during your entire B.A. Degree
- If you are pursuing an out-of-Faculty program, you may take up to a total of **30 credits** (*consisting of both required and electives credits combined*) outside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

- 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:



Examples of Holds:

- Document Deficient
- Missing Course Approval
- Missing Transcript
- Freshman Courses Incomplete
- Other: Tuition Fees, Library Fees, Permanent Code, etc.

### **Final Notes:**

You can view the status of your graduation request by clicking on Student Menu > Student Records Menu > Graduation Approval Query. Please check this module on Minerva regularly during the *review period*. The Departmental Advisors will first review your record followed by a Faculty Advisor.

### **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**

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.**



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