



**FACULTY OF SCIENCE**  
**Enrolment of undergraduate students in 600-level courses**

**POLICY:**

A Science undergraduate student will be permitted to take 600-level courses subject to the following conditions:

1. The student has a minimum **CGPA of 3.3**.
2. The student is in **U3**.
3. The professor of the course and the program adviser or the director of the undergraduate program provide written approval supporting the request.
4. A maximum of **six credits of 600-level courses** are allowed towards the B.Sc. degree
5. The actual course number appears on the transcript.
6. The course evaluation methods and grading standards are the same for all students, whether graduate or undergraduate.
7. The regulations and practices of the Science Faculty are also applied to such a course.

**It is the student's responsibility to start the procedures well in advance of the term and to undertake the various steps along the way to final approval so that they can be completed before the end of the Drop/Add period. Do not leave requests to the last day.**

**PROCEDURES TO BE FOLLOWED BY THE STUDENT:**

1. Open the fillable form using Adobe Acrobat or Adobe Reader.
2. Complete the required fields AND save as: Your name, ID #, course number: request to take 600-xxx course.
3. Send an email to the Professor of the course with the following information in the subject line: **Your name, ID #, course number: request to take 600-xxx course. Attach your completed form.**
4. Send an email to the Adviser or Undergraduate Program Director of the course with the following information in the subject line: **Your name, ID #, course number: request to take 600-xxx course. Attach your completed form.**
5. Once you have received approval from BOTH the Professor of the course and Adviser or Undergraduate Program Director, send an email with your completed form as an attachment to [joan.kaylor@mcgill.ca](mailto:joan.kaylor@mcgill.ca). The subject line **MUST** include your name, ID #, course number.
6. If the conditions and procedures are met and the request is approved, you will be emailed and informed that a permit-override has been issued. It is your responsibility to register for the course on MINERVA before the end of the course Drop/Add period.

**PROCEDURES TO BE FOLLOWED BY THE PROFESSOR OF THE COURSE AND THE ADVISER OR UNDERGRADUATE PROGRAM DIRECTOR:**

If you approve the student's request, please respond to the student's email request with a cc to [joan.kaylor@mcgill.ca](mailto:joan.kaylor@mcgill.ca) with "Approved" in the body of the email.

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**EXCEPTIONAL CASES (CGPA below 3.3, late requests, \*Visiting/Exchange Students):**

Students in this category must also submit a letter detailing the reasons why approval should be granted even though the conditions have not been met. Such requests may be refused. The procedures for such requests are the same as those stated above. **\*Visiting and Exchange students must attach a student copy of their transcript from their home university**

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