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## 1 The Faculty

### 1.1 Location

Dawson Hall  
853 Sherbrooke Street West  
Montreal, QC H3A 2T6  
Canada

Telephone: (514) 398-4210

Faculty Website: <http://www.arts.mcgill.ca>

Student Affairs Office Website:

[http://www.mcgill.ca/arts\\_science](http://www.mcgill.ca/arts_science)

The Student Affairs Office and the Office of the Associate Dean of the Faculty of Arts are located in Dawson Hall, Room 115. The Student Affairs Office serves students in both the Faculty of Arts and the Faculty of Science.

### 1.2 Administrative Officers

CARMAN MILLER, B.A., B.Ed.(Acad.), M.A.(Dal.),  
Ph.D.(Lond.) **Dean**

ELISABETH GIDENGIL, B.A.(London School of Econ.),  
M.A.(N.Y.), Ph.D.(McG.) **Associate Dean (Academic)**

ENRICA QUARONI, B.A., Ph.D.(McG.)  
**Associate Dean (Student Affairs)**

CECILE FAY-BAULU, B.Ed., M.A.(Montr.)  
**Arts Freshman Program Coordinator**

SUSAN SHARPE **Assistant to the Dean**

SHARON BEZEAU, B.A.(Tor.), M.A.(C'dia) **Recorder**

DONALD SEDGWICK, B.Sc., M.Sc.(McG.) **Senior Adviser**

### 1.3 Programs and Teaching in Arts

Established in 1843, the Faculty of Arts is one of the oldest in Canada and remains the largest at McGill. With over 5,000 full-time students and over 250 full-time professors, the Faculty offers several hundred courses in many disciplines.

The Faculty of Arts permits students great program flexibility. Students may concentrate on one Arts discipline while obtaining Minor Concentrations in different Arts disciplines as well as in other faculties, such as, for example, Science. McGill's historic Arts building is the centrepiece of the University's downtown campus. It houses classrooms, offices and the newly renovated Moyse Hall – an elegant and well-equipped performance theatre. The Faculty maintains bilateral exchange programs with many universities around the

world and encourages students to spend a term or two studying abroad.

McGill Arts graduates are valued for their ability to think critically and communicate effectively, often in more than one language. Their skills in research and analysis are applicable in a wide spectrum of professional fields, such as law, education, business, government, and public service.

The Faculty of Arts offers programs leading to the degrees of B.A. and B.S.W. Admission is selective; fulfilment of the minimum requirements does not guarantee acceptance. Admission criteria are described in "Admission Requirements" on page 13.

## 2 Faculty Degree Requirements

**Each student in the Faculty of Arts must be aware of the Faculty regulations as stated in this Calendar.** While departmental and Faculty advisers and staff are always available to give advice and guidance, the ultimate responsibility for completeness and correctness of course selection and registration, for compliance with, and completion of, program and degree requirements, and for the observance of regulations and deadlines *rests with the student*. It is the student's responsibility to seek guidance from the Student Affairs Office if in any doubt; misunderstanding or misapprehension will not be accepted as cause for dispensation from any regulation, deadline, program or degree requirement.

To be eligible for a B.A. degree, students must fulfil all Faculty and program requirements as indicated below:

- Minimum Credit Requirement (section 2.1)
- Residency (section 2.2)
- CGPA (section 2.3)
- Time Limit for the Completion of the Degree (section 2.4)
- Program Requirements (section 2.5)
- Course Requirements (section 2.6)

### 2.1 Minimum Credit Requirement

Students must complete the minimum credit requirement for the degree as specified in the letter of admission. Normally, Quebec students who have completed the 'Diplôme d'études collégiales' or equivalent diploma are admitted to a three-year program requiring the completion of 90 credits. Students from outside Quebec are normally admitted to a four-year program requiring the completion of 120 credits, but advanced standing of up to 30 credits may be granted to students who obtain satisfactory results in International Baccalaureate, French Baccalaureate, and Advanced Placement tests.

Students who are readmitted after interrupting their studies for a period of five consecutive years or more may be required to complete a minimum of 60 credits and satisfy the requirements of a program. In this case, a new GPA will be calculated. The Associate Dean, in consultation with the appropriate department, may approve a lower minimum for students who had completed 60 credits or more before interrupting their studies.

Students who are readmitted after a period of absence are normally subject to the program and degree requirements in effect at the time of re-admission. During the academic year 2000-2001, however, readmitted students who wish to complete their old program requirements must submit a written request to the Associate Dean.

### 2.2 Residency

To obtain a B.A. degree, students must complete satisfactorily a minimum of 60 credits at McGill University. At least two-thirds of all program requirements (Multi-track, Honours, Faculty) must be completed at McGill. In addition, some departments may require that their students complete specific components of their program at McGill. The residency requirement for Diplomas is 30 credits completed at McGill.

### 2.3 CGPA

Each candidate for a degree must achieve a minimum cumulative grade point average (CGPA) of 2.00.

### 2.4 Time Limit for Completion of the Degree

Students registered in 90-credit programs are expected to complete their program in no more than eight terms after their initial registration for the degree. For students who change programs, the period of eight terms may be extended by two terms with the approval of the students' department and the Associate Dean. Students in the Freshman Program become subject to these regulations one year after their initial registration. Students who exceed these limits must apply to the Faculty for permission to continue.

Students routinely taking 18 credits or fewer per year are not subject to the above requirements.

### 2.5 Program Requirements

#### 2.5.1 Freshman Program

Students who need to complete 97-120 credits to complete their degree requirements must complete the Freshman program requirements in their first year of studies prior to selecting one of the program streams indicated below. Students may select one of the following program options:

- 6 credits in each of three of the following areas: social sciences, languages, humanities, or mathematics and science, with a maximum of 18 credits per area and 12 credits per department.
- 18 credits of courses conducted in French. Depending on degree of language proficiency attained, this could include a maximum of 12 credits of intensive French language courses.

For further details, refer to the Arts and Science Freshman information on the Internet: [http://www.mcgill.ca/arts\\_science](http://www.mcgill.ca/arts_science).

#### 2.5.2 Departmental Programs

Arts students, other than those registered in the Freshman Program, are required to have an approved program (Multi-track, Honours, Faculty), and to select their courses in each term with a view to timely completion of their degree and program requirements. Students must complete one of the following program streams:

#### MULTI-TRACK SYSTEM

To recognise the diversity of student backgrounds and interests and the multiple routes to understanding provided by a modern university, the Faculty of Arts offers a 90-credit multi-track system that includes a Major Concentration complemented by at least a Minor Concentration and that may be completed in one of the following ways:

#### Options

- A: Major Concentration (36) + Minor Concentration (18) + 36 credits of electives
- B: Major Concentration (36) + Major Concentration (36) + 18 credits of electives
- C: Major Concentration (36) + Minor Concentration (18) + Minor Concentration (18) + 18 credits of electives

#### Regulations:

- Within option A and option B, all Concentrations must be in different academic units.
- Within option C, one of the Minor Concentrations may be in the same unit as the Major Concentration. Students who pursue a same-unit Minor Concentration will substitute additional complementary (non-required) courses to a total of 18 credits for any courses completed as a part of their Major Concentration within that unit.

- Students will include within the 36 or 18 credits of their Major or Minor Concentration any university-level (200 or above) prerequisites to required courses within their Concentrations.
- No course may fulfil the requirements for more than one program or concentration requirement.
- Returning students enrolled in Major, Minor, or Faculty programs before the institution of the Multi-track System may choose to continue with their existing program or change to the Multi-track System. Returning students who choose to continue with their existing program should consult the 1997-98 Calendar for rules applying to their program. Information is also available on the Faculty website (<http://www.arts.mcgill.ca>).

#### Definitions:

*Units:* academic departments or administrative equivalents.

*Programs:* lists of required and complementary courses (including prerequisites for required courses) prepared and maintained by units.

*Major Concentration:* 36 credits taken from a unit's Major program.

*Minor Concentration:* 18 credits taken from a unit's Minor program. Expandable Minor Concentrations are those which can, on the completion of 18 additional approved credits, be expanded into a Major Concentration within the appropriate unit.

#### HONOURS PROGRAM:

Honours programs demand a high degree of specialisation, and require students to satisfy specific departmental and Faculty Honours requirements while maintaining a good academic standing. They are designed to prepare students for graduate study. Joint Honours programs are available in many related disciplines.

To be registered in an Honours program after the first year, students must have attained a GPA and CGPA of at least 3.00 in the previous year, unless they have special permission from the department and the Associate Dean. Departments may impose additional Honours requirements. These requirements will be found in the departmental descriptions of Honours programs.

#### FACULTY PROGRAM:

A Faculty program is an approved selection of courses constituting a concentration in an intellectually coherent and interfaculty field of studies. These courses must include approved selections from one of the following:

- The Faculties of Arts and of Science, and at least one other faculty.
- The Faculty of Arts, and at least one faculty other than the Faculty of Science.

The Faculty of Arts currently recognises the following Faculty Programs:

- Industrial Relations
- McGill School of Environment.

## 2.6 Course Requirements

All required and complementary courses used to fulfil program requirements must be completed with a grade of C or better. Students who fail to obtain a satisfactory grade in a required course must either pass the supplemental examination in the course or do additional work for a supplemental grade if these options are available, or repeat the course. Course substitution will be allowed only in special cases; students should consult their adviser.

Normally, students are permitted to repeat a failed course only once. (Failure is considered to be a grade of less than C or the administrative failures of J and KF.) If a required course is failed a second time, a student may appeal to the Associate Dean for permission to take the course a third time. If permission is denied by the Associate Dean and/or by the Committee on Student Standing, on appeal, the student must withdraw from the program. If the failed course is a complementary course required by the program, a student may choose to replace it with another appropriate complementary course. If a student chooses to substitute another complementary course for a complementary course in a which a D

was received, credit for the first course will still be given but as an elective.

Full details of the course requirements for all programs offered are given in each unit's section together with the locations of departmental advisory offices, program directors and telephone numbers should further information be required.

#### 2.6.1 Course Overlap

Students will not receive credit towards their degree for any course where the content overlaps substantially with any other course for which the student receives credit or which the student has already passed at CEGEP or another university or elsewhere. It is the students' responsibility to consult the Student Affairs Office or the department offering the course as to whether or not credit can be obtained and be aware of exclusion clauses specified in the course descriptions in this Calendar.

Credit for statistics courses will be subject to the following restrictions:

- 1) credit will be given for only one of the following introductory statistics courses: 154-227D, 154-257D, 166-350A, 186-215B, 189-203A, 198-219A, 204-204A/B, 280-271A/B;
- 2) credit will be given for only one of the following intermediate statistics courses: 154-227D, 154-257D, 166-461B, 183-351B, 189-204B, 204-435B, 280-272B;
- 3) students who have already received credit for one of the courses listed in 2) above will not subsequently receive credit for 177-373;
- 4) credit will be given for only one of the following: 154-227D, 154-257D, 189-204B, 204-305A/B, 280-272B;
- 5) students in mathematics or computer science programs and students who have already received credit for 189-324B will not receive credit for any of the following: 154-227D, 154-257D, 166-350A, 186-215B, 189-203A, 189-204B, 198-219A, 204-204A/B, 204-305A/B, 280-271A/B, 280-272B;
- 6) credit for statistics courses offered by faculties other than Arts and Science requires the permission of the Associate Dean of Arts.

Credit for computer courses will be subject to the following restrictions:

- 1) credit for Elementary Computing 100-150, which is offered by the Faculty of Arts Computer Laboratory, will not be given if taken concurrently with or after 308-100, 308-102, 308-202, 308-203, 308-208, 308-250, 432-200 or 280-331. For more information, please refer to General Faculty Courses on [page 51](#).
- 2) credit for courses offered by the School of Computer Science is governed by rules specified as "Notes" in the School's entry in the Faculty of Science section of the Calendar;
- 3) credit for computer courses offered by faculties other than Arts or Science requires the permission of the Associate Dean of Arts.

#### 2.6.2 Courses outside the Faculties of Arts and of Science

The following regulations apply to students in the Faculty of Arts who wish to take courses outside the Faculties of Arts and of Science:

- Regardless of their minimum credit requirement towards their B.A. degree, students are allowed a maximum of 12 credits in ELECTIVE and/or COMPLEMENTARY courses taken in faculties other than the Faculties of Arts and of Science.
- Students in certain designated programs that include a number of REQUIRED and COMPLEMENTARY courses in other faculties are permitted a maximum of 30 credits outside the Faculties of Arts and of Science. These programs are the Faculty Programs in Industrial Relations and in Environment, the Minor Concentration in Environment, the Joint Honours in Economics

and Finance, the Minor in Management for students in programs in Economics, the Major and Minor Concentrations in Music, and the Major Concentration in Geography (Urban Studies).

- Any courses taught at McGill University may be used towards the maximum allowed with the following exceptions:
  - Continuing Education: courses for which students will receive credit only in Continuing Education are NOT allowed. All courses with a 600 - 699 prefix are NOT allowed.
  - Distance Education: as per the current Faculty of Arts policy, any course taught through distance education is NOT allowed.
- For the purpose of this policy, courses taught in other faculties and specifically listed in the Arts or Science section of the Calendar are considered as courses taught in the Faculties of Arts and of Science.
- The maximum number of credits allowed will be strictly enforced.

### 2.6.3 Transfer Credit Policy for courses taken outside the Faculties of Arts and of Science

Students who transfer from faculties outside the Faculties of Arts and of Science either at McGill or at another institution may transfer up to a maximum of 30 credits under the following conditions:

- Only courses passed with a grade of C or better will be transferred. Grades of C-, P, or S are not acceptable. The letter grades applied by the former home institution take precedence over the numerical grade if provided.
- Decisions on whether a course is outside the Faculties of Arts and of Science or not will be based on the original faculty in which the course was taken.
- As per current Faculty of Arts policy, Distance Education courses are not allowed for transfer credit.
- Transfer credits for Continuing Education courses will be granted only if the courses can be used towards a degree program in a faculty other than Continuing Education at the original university.
- Transfer students will be allowed to take courses outside the Faculties of Arts and of Science at McGill only if they have transferred fewer than 12 credits, and then only up to a maximum of 12 credits.
- Transfer students who register for a Faculty of Arts program that requires additional credits from a faculty outside the Faculties of Arts and of Science, other than the one from which they transferred, will be allowed to take only the number of credits outside the Faculties of Arts and of Science required to complete the program. These programs are the Faculty Programs in Industrial Relations and in Environment, the Minor Concentration in Environment, the Joint Honours in Economics and Finance, the Minor in Management for students in programs in Economics, the Major and Minor Concentrations in Music and the Major Concentration in Geography (Urban Systems).

### 2.6.4 Courses Taken Under the Satisfactory/Unsatisfactory Option

Students may take one elective course per term that is graded under the Satisfactory/Unsatisfactory Option, to a maximum of 10% of their credits taken at McGill to fulfil their degree requirements. The decision to have an elective course graded as Satisfactory/Unsatisfactory must be made by students before the end of the Drop/Add period. For more information and restrictions, please consult the General University Information [section 4.8](#).

### 2.6.5 Courses in English as a Second Language

ESL courses are only open to students whose primary language is not English and who have studied for fewer than five years in English-language secondary institutions. Students in the Faculty of Arts may take a maximum of 12 credits, including academic writing courses for non-anglophones.

### 2.6.6 Auditing of Courses

No auditing of courses is allowed at McGill University.

## 3 Advising

Fall term advising for newly admitted students takes place during the week prior to the beginning of classes. Students newly admitted to the winter term should consult the Calendar of Dates for exact advising dates.

Students who need 96 or fewer credits to complete their degree requirements must consult an academic adviser in their proposed department of study to obtain advice and approval of their course selection. To facilitate program planning, they must present their transcripts and letters of admission. For a detailed description of advising and registration procedures, students should refer to the *Welcome* book, which they receive from the Admissions, Recruitment and Registrar's Office upon their acceptance as well as to the three-year program information on the internet, [http://www.mcgill.ca/arts\\_science](http://www.mcgill.ca/arts_science).

Students who need 97-120 credits to complete their degree requirements will normally be registered in a Freshman Program until they complete their first year. They must consult an adviser in the Student Affairs Office to obtain advice and approval of their course selection. For a detailed description of advising and registration procedures, Freshman students should refer to the *Welcome* book, which they receive upon acceptance from the Admissions, Recruitment and Registrar's Office, and the Arts and Science Freshman information on the Internet: [http://www.mcgill.ca/arts\\_science](http://www.mcgill.ca/arts_science).

Advising for returning students takes place in March for the coming academic year. For more information, students should refer to the Arts and Science Registration information on the Internet ([http://www.mcgill.ca/arts\\_science](http://www.mcgill.ca/arts_science)).

## 4 Registration

All students register by MARS, McGill's automated registration system.

New students register in August prior to the first day of classes. For detailed information about registration, please refer to General University Information and Regulations [section 3](#) as well as to the *Welcome* book.

All returning students register in March for the coming academic year. For detailed information about registration, please refer to General University Information and Regulations [section 3](#) and to the Arts and Science Registration information on the Internet ([http://www.mcgill.ca/arts\\_science](http://www.mcgill.ca/arts_science)).

Students who fall into unsatisfactory standing at the end of the academic year will have their registration cancelled. They may not reregister in the Faculty. However, students who can provide proof of extenuating circumstances that affected their academic performance may appeal to the Associate Dean of Arts for readmission. For more information, students should consult the Student Affairs Office, Dawson Hall.

Students who have an outstanding fee balance from a previous term or outstanding fines will not be permitted to register. In addition, students who have registered for the upcoming academic year, but who subsequently take summer courses without paying the fees, will have their registration cancelled. Registration on MARS will be denied until these debts are paid in full. Students must pay all debts before the end of the Registration period to be permitted to register. Students with financial problems should consult the Student Aid Office, Powell Student Services Building.

Students who decide not to return to McGill after initiating registration must either complete a withdrawal form in person or write a letter addressed to the Student Affairs Office, Faculty of Arts, Dawson Hall, Room 115, 853 Sherbrooke Street West, Montreal, Quebec, H3A 2T6. Scholarship students should note that scholarship money is deposited directly into their University fee account;

the University requires a formal request for withdrawal in writing before the scholarship money can be released from the account.

#### 4.1 Program Registration

Students should refer to the *Welcome* book or to the Arts and Science Registration information on how to register for programs on MARS. See [section 10](#) for a list of programs which can be taken by Arts students. MARS program codes are included with the program outlines in the units' entries unless the program is one for which program registration cannot be done on MARS, e.g. Minor Concentration in Management for Economics students.

#### 4.2 Course Registration

Students in the Faculty of Arts may register for and take for credit any course, unless otherwise indicated, in the sections of the Calendar applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the MARS system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that are closed to Arts students. When students' records are manually verified, however, any "closed" courses will be flagged after the end of course change period as "not for credit towards the B.A.". As a result, the students' expected date of graduation may be delayed.

Some courses may require special permission. Students should consult this Calendar and/or the timetable to determine if permission is required of the instructor, the department, or the Faculty for any course they wish to take, or if password cards must be obtained.

Students who have valid reasons to take a course that is normally closed to Arts students must obtain the permission of the Associate Dean of Arts before registering for the course. Only the Associate Dean can make exceptions to the Faculty rules.

##### 4.2.1 Registration for First-Year Seminars

Registration for First-Year Seminars is limited to students in their first year of study at McGill. These courses are designed to provide closer interaction with professors and better working relations with peers than is available in large introductory courses. These seminars endeavour to teach the latest scholarly developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis through MARS. The maximum number of students in any seminar is 25, although some are limited to even fewer than that. Students may take only one seminar. Please consult the departmental listings for course descriptions.

|          |   |
|----------|---|
| 101-197A | FYS: Race in Latin America, see History                 |
| 101-198A | FYS: Nation Building and Nationalism, see History       |
| 110-199B | FYS: Literature and Democracy, see English              |
| 129-198B | FYS: Images as Communication, see German Studies        |
| 132-199A | FYS: Italy's Literature in Context, see Italian Studies |
| 154-199A | FYS: The Role of Government, see Economics              |
| 166-199A | FYS: Transition from School to Work, see Sociology      |
| 407-199A | FYS: Community and Social Welfare, see Social Work      |
| 527-199B | FYS: Mind-Body Medicine, see Social Studies of Medicine |

The First-Year Seminars offered by the Faculty of Science are also open to Arts students. For a complete listing, please consult the Science [section 4.2.1](#).

#### 4.3 Registration for Graduation

Students in their final year must indicate the expected date of graduation on MARS and verify this date on MARS and on verification forms. When final-year students change their expected date of graduation, they must notify the Student Affairs Office immediately.

Students who complete their degree requirements at any time after their last registered term at McGill must apply to the Associate Dean to graduate. Application to graduate must be made sufficiently in advance of the expected graduation date to allow the

Faculty to verify the student's record. For further information, students should contact the Student Affairs Office.

## 5 Grading and Credit

Before the end of the course change (drop/add) period, each instructor will inform students of the following:

- whether there will be a final examination in the course;
- how term work will affect the final mark in the course;
- how term work will be distributed through the year;
- whether letter grades or percentages will be given in the course;
- whether there will be a supplemental examination in the course, and if so, whether term work will be included in the supplemental grade (courses normally have supplemental examinations, and courses with formal final examinations *must* have supplementals);
- whether students with marks of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental mark will be calculated with the extra work.

### 5.1 Incomplete Grades

An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of "K" (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades to the Student Affairs Office are as follows:

|                                |                  |          |
|--------------------------------|------------------|----------|
| • students graduating in June: | A, B, D courses: | April 30 |
| • non-graduating students:     | A courses:       | April 30 |
|                                | B, D courses:    | July 30  |

Students' deadlines for submitting their work must be sufficiently in advance of these dates to ensure that the work can be graded and the mark submitted on time.

Please consult General University Information and Regulations [section 4.9](#) for more information.

## 6 Examinations

Students should refer to General University Information and Regulations [section 5](#) for information about final examinations and deferred examinations.

## 7 Supplemental Assessments

### 7.1 Supplemental Examinations

Students may apply for permission to write supplemental examinations for certain courses. The following conditions apply:

- students must be in satisfactory or probationary standing;
- students must have received a final grade of D, J, F, or U in the course;
- students must avail themselves of this privilege at the time of the next supplemental examination period;
- special permission is required if students wish to write supplemental exams totalling more than 8 credits in any supplemental exam period;
- only one supplemental examination is allowed in a course;
- the supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the change of course period;

- the format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the format for the final examination, so students should consult the instructor about the format of the supplemental;
- the supplemental result will not erase the grade originally obtained; both the original mark and the supplemental result will be calculated in the CGPA;
- in courses in which both a supplemental examination and additional work are available, students may choose the additional work or the examination or both; where both are written, only one supplemental mark will be submitted, reflecting marks for both the supplemental examination and the additional work;
- additional credit will not be given for a supplemental exam where the original grade for the course was a D and the student already received credit for the course.
- supplemental examinations in courses outside the Faculties of Arts or of Science are subject to the deadlines, rules, and regulations of the relevant faculty.

For courses in the Faculties of Arts and of Science, the supplemental examination period for A courses is during the months of April and May, and for B and D courses during the last week of August. Supplemental applications are available at the Student Affairs Office. The deadline for submission of applications is March 1 for A courses and July 15 for B and D courses. A non-refundable fee for each supplemental paper is payable at the time of application. Students who register for a supplemental examination and subsequently find themselves unprepared for it should not write it; except for the loss of the registration fee, there is no penalty for not writing a supplemental examination. Students should consult the Student Affairs Office for further information.

## 7.2 Additional Work

Instructors of courses that include graded written term work may choose to provide the option of additional work to eligible students. The following conditions apply:

- if there is an option for additional work, it must be announced in the course outline at the beginning of the course;
- additional work involves revising one or more previously submitted papers or submitting new written work to replace the original work;
- students must be in satisfactory or probationary standing;
- students must have received a final grade of D, J, F, or U in the course;
- the mark resulting from the revised or additional work will be recorded as a supplemental mark;
- the supplemental result will not erase the grade originally obtained; both the original mark and the supplemental mark will count in calculating the CGPA;
- the weight of the additional work, in calculating the supplemental mark, will be equal to the weight given the work revised or replaced when the original mark was submitted;
- in courses in which both a supplemental examination and additional work are available, students may choose the additional work or the examination or both; where both are written, only one supplemental mark will be submitted, reflecting marks for both the supplemental examination and the additional work;
- additional work in courses outside the Faculties of Arts and of Science is subject to the deadlines, rules, and regulations of the relevant faculty.

Additional work application forms are available in the Student Affairs Office. The deadline for submission of applications is March 1 for A courses, and July 15 for B and D courses. A non-refundable fee is payable for each course at the time of application. Students should consult the Student Affairs Office for further information.

## 7.3 Reassessments and Rereads

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner.

The Faculty of Arts recognises two types of reassessments or rereads:

- reassessment of course work (term papers, mid-terms, assignments, quizzes, etc.);
- reread of a final exam.

### Reassessment of Course Work

These reassessments are administered and conducted solely by the units involved according to procedures specified by the units and made available to staff and students. Requests for such reassessments must be made within 10 working days of the date of return of the graded materials. The reviewer will assess the fairness of the original grade rather than re-mark the assignment as he or she would have graded it. Reassessments should normally be completed within 20 working days of the request. Grades may be lowered or raised, or they may remain the same, as a result of the reassessment. The grade obtained on the reassessment takes precedence over the original grade.

### Rereads of Final Exams

These rereads are administered by the Student Affairs Office, but conducted by the units involved. Students must apply in writing to the Student Affairs Office by March 31 for courses in the fall term and by September 30 for courses in the winter or summer terms (these deadlines are strictly enforced and no requests will be accepted past them). Students are assessed a fee of \$35.00 for such rereads. It is strongly recommended, but not required, that students consult with the instructor of the course before requesting a reread of a final exam. The reviewer will assess the fairness of the original grade rather than re-mark the assignment as he or she would have graded it. Grades may be lowered or raised, or they may remain the same, as a result of the reread. The grade obtained on the reread takes precedence over the original grade.

Reassessments and rereads in courses not in the Faculty of Arts or of Science are subject to the deadlines, rules, and regulations of the particular faculty.

## 8 Academic Standing

Academic standing is based on students' grade point averages (GPA), for the fall and/or winter-term grades. Academic standing is assessed immediately following the winter-term examination period and determines if students will be allowed to continue their studies in the next academic year, or if any conditions will be attached to their studies. There are four types of standing:

### Satisfactory Standing

Students in satisfactory standing may continue in their program.

- New students are admitted to satisfactory standing;
- students whose GPA and CGPA are both 2.00 or greater are in satisfactory standing;
- students who were previously in probationary standing will return to satisfactory standing if their GPA is 2.50 or greater;
- students who were previously in unsatisfactory standing and who were readmitted on probation by the Associate Dean or the Committee on Student Standing will return to satisfactory standing if they satisfy the conditions specified in their letter of re-admission.

### Probationary Standing

Students in probationary standing may continue in their program but must carry a reduced load (maximum 12 credits per term) and raise their sessional and cumulative GPA. Probationary students

should see their departmental adviser to change their course selection accordingly.

- Students who were previously in satisfactory standing will be placed in probationary standing if their GPA falls between 1.50 and 1.99;
- students who were previously in probationary standing will remain in probationary standing if their GPA falls between 1.50 and 1.99 and their CGPA is 2.00 or higher ;
- students who were previously in unsatisfactory standing and who are readmitted by the Associate Dean or the Committee on Student Standing are placed in probationary standing.

### Unsatisfactory Standing

Students in unsatisfactory standing have failed to meet the minimum standards set by the Faculty. They may not continue in their program, and their registration will be cancelled.

Appeals for readmission should be addressed to the Associate Dean no later than July 15 for readmission to the fall term and November 15 for the winter term. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation).

Normally supplemental examinations are not permitted; however, students in unsatisfactory standing may appeal to the Associate Dean for permission to write a supplemental examination, clearly stating the reasons for special consideration and providing proof as appropriate.

- Students will be placed in unsatisfactory standing if their GPA falls below 1.50;
- students who were previously in probationary standing will be placed in unsatisfactory standing if their GPA falls below 2.50 and their CGPA is below 2.00;
- students who were previously in unsatisfactory standing and who were readmitted to probationary standing by the Associate Dean or the Committee on Student Standing and who have not satisfied the conditions specified in the letter of readmission will be placed in unsatisfactory standing;
- students in unsatisfactory standing for the second time must withdraw permanently.

### Incomplete Standings

Standing awaits deferred exam

Must clear K's, L's or SUPPS

Standing Incomplete

Students with incomplete standings may register for the following term, but their standing must be resolved by the end of course change period for that term; otherwise, their registration will be cancelled. Students whose incomplete standing changes to satisfactory or probationary standing may continue in the program. Students whose standing changes to unsatisfactory standing may not continue in their program, and their registration will be cancelled.

Students whose standing changes to unsatisfactory and who wish to ask for permission to continue in their program must make a request to the Associate Dean as soon as they are placed in unsatisfactory standing. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation).

Students whose standing is still incomplete by the end of course change period should immediately consult with the Student Affairs Office.

- Students whose records in any year show a mark of K, L or && will have no GPA or CGPA calculated for that year. If the outstanding mark will not affect the result, a standing decision of satisfactory, probationary, or unsatisfactory will be made in June. Otherwise, the standing decision will only be made once final marks for K or L have been submitted.
- If marks to clear K grades have not been submitted to the Student Affairs Office by the end of April for fall-term courses or by

the end of July for winter-term courses, the K is automatically changed to a KF and counts as an F in the GPA.

- Marks to clear L grades are normally submitted to the Student Affairs Office three days after the end of the deferred and supplemental exam periods in May and August.

## 9 Awards and Honourary Designations

### 9.1 Honours and First-Class Honours

Departments may recommend to the Faculty that graduating students registered in an Honours program be awarded *Honours* or *First-Class Honours* under the following conditions:

- students must complete all requirements imposed by the department;
- for *Honours*, the CGPA at graduation must be at least 3.00;
- for *First-Class Honours*, the CGPA at graduation must be 3.50 or better;
- some departments have additional requirements which must be met before students are recommended for *Honours* or *First-Class Honours* (see the departmental entries).

### 9.2 Distinction and Great Distinction

Students in the Faculty or the Multi-track programs whose academic performance is appropriate may be awarded their degrees with *Distinction* or *Great Distinction* under the following conditions:

- students must have completed a minimum of 60 McGill credits to be considered;
- for *Distinction*, the CGPA at graduation must be 3.30 to 3.49;
- for *Great Distinction*, the CGPA at graduation must be at least 3.50;
- these designations may be withdrawn, in the case of transfer students, if their CGPA in another faculty or at another university is not comparable to the CGPA earned in the Faculty of Arts.

### 9.3 Dean's Honour List

The designation *Dean's Honour List* may be awarded to a graduating student under the following conditions:

- students must have completed a minimum of 60 McGill credits to be considered;
- students must be among the top 10% of the Faculty's graduating students;
- this designation may be withdrawn, in the case of transfer students, if their CGPA in another faculty or at another university is not comparable to the CGPA earned in the Faculty of Arts.

### 9.4 Medals and Prizes

Various medals, scholarships, and prizes are open to continuing and graduating students. Full details of these are set out in the *Undergraduate Scholarships and Awards Calendar*, available from the Admissions, Recruitment and Registrar's Office or on the website (<http://www.aro.mcgill.ca>). No application is required except in the case of the Moyse Travelling Scholarships.

## 10 Programs in the Faculty

Please consult departmental listings for more details and MARS Program Codes.

### 10.1 Major Concentrations

African Studies  
 Anthropology  
 Art History  
 Canadian Studies  
 Classics  
 Computing, Foundations of  
 Contemporary German Studies – see German Studies  
 East Asian Studies  
 Economics  
 English – Literature  
 English – Drama and Theatre  
 English – Cultural Studies  
 Langue et littérature françaises – Lettres  
 Langue et littérature françaises – Lettres et traduction  
 Langue et littérature françaises – Linguistique du français  
 Geography  
 Geography (Urban Systems)  
 German Language and Literature  
 German Literature and Culture  
 Hispanic Literature and Culture  
 Hispanic Languages  
 History  
 Humanistic Studies  
 International Development Studies  
 Italian Studies  
 Italian Studies (Medieval and Renaissance)  
 Jewish Studies  
 Latin-American Studies  
 Linguistics  
 Mathematics  
 Middle East Studies  
 Music  
 North American Studies  
 Philosophy  
 Political Science  
 Psychology  
 Québec Studies  
 Religious Studies – Scriptures and Interpretations  
 Religious Studies – World Religions  
 Russian  
 Sociology  
 Women's Studies

### 10.2 Faculty Programs

Industrial Relations  
 Environment – see McGill School of Environment

### 10.3 Honours Programs

Anthropology  
 Art History  
 Classics  
 East Asian Studies  
 Economics  
 English (Literature)  
 English (Drama and Theatre)  
 English (Cultural Studies)  
 Langue et littérature françaises - Lettres  
 Langue et littérature françaises - Lettres et traduction  
 Geography  
 German Studies

Hispanic Studies  
 History  
 Italian Studies (Literature)  
 Italian Studies (Translation)  
 Jewish Studies  
 Latin American and Caribbean Studies – Area  
 Latin American and Caribbean Studies – Thematic  
 Linguistics  
 Mathematics  
 Middle East Studies  
 Philosophy  
 Political Science  
 Psychology  
 Religious Studies (Western Religions)  
 Religious Studies (Asian Religions)  
 Russian  
 Sociology

### 10.4 Joint Honours Programs

There are two types of Joint Honours Programs available in the Faculty of Arts:

1. fully integrated programs such as Mathematics and Computer Science, and Economics and Finance, for which there is a specific MARS Program Code, as listed with the program, and
2. programs that are created by combining the Joint Honours Program components from two Arts disciplines. Registration for such programs is done on MARS by entering the MARS Program Code for both Joint Honour Program components, as listed with the program.

Prior to registering for each Joint Honours component, students must see advisers in the respective departments for approval of their selection. Departmental advisers will only approve combinations that are feasible, given the nature of the research project that would be involved. **Students who neglect to obtain prior approval may jeopardize their graduation.**

Students can, with approval, choose Joint Honours Program components from **any two** of the following disciplines:

Anthropology  
 Art History  
 Classics  
 East Asian Studies  
 Economics  
 English – one of:  
   Cultural Studies,  
   Drama and Theatre, or  
   Literature  
 Langue et littérature françaises – one of:  
   Lettres (Awaiting University Approval), or  
   Lettres et traduction (Awaiting University Approval)  
 Geography  
 German Studies  
 Hispanic Studies  
 History  
 Italian Studies  
 Jewish Studies  
 Linguistics  
 Mathematics  
 Middle East Studies  
 Philosophy  
 Political Science  
 Religious Studies  
 Russian  
 Sociology



## 10.5 Minor Concentrations

African Studies  
 Socio-Cultural Anthropology – see Anthropology  
 Anthropological Archaeology – see Anthropology  
 Art History  
 Canadian Ethnic Studies  
 Canadian Studies  
 Classics  
 Computer Science  
 East Asian Language and Literature – see East Asian Studies  
 East Asian Cultural Studies – see East Asian Studies  
 Advanced East Asian Studies – see East Asian Studies  
 Economics  
 Educational Psychology (Awaiting Final Approval)  
 English – Literature  
 English – Drama and Theatre  
 English – Cultural Studies  
 Foundations of Computing – see Computer Science  
 Langue et littérature françaises – Langue française  
 Langue et littérature françaises – Lettres  
 Langue et littérature françaises – Lettres et traduction  
 Langue et littérature françaises – Langue et traduction  
 Langue et littérature françaises – Théorie et critique littéraires  
 Geography  
 Geography (Urban Systems)  
 German Language – see German Studies  
 German Literature – see German Studies  
 German Literature and Culture in Translation – see German Studies  
 Hispanic Languages – see Hispanic Studies  
 Spanish Literature and Culture – see Hispanic Studies  
 Spanish-American Literature and Culture – see Hispanic Studies  
 History  
 History and Philosophy of Science  
 Humanistic Studies  
 International Development Studies  
 Italian Studies  
 Italian Civilization – see Italian Studies  
 Jewish Studies  
 Theoretical Linguistics – see Linguistics  
 Applied Linguistics – see Linguistics  
 Mathematics – see Mathematics and Statistics  
 Statistics – see Mathematics and Statistics  
 Middle East Studies  
 Middle East Languages – see Middle East Studies  
 Music  
 Music Technology – see Music  
 North American Studies  
 Philosophy  
 Political Science  
 Political Science: Canada/Québec  
 Comparative Politics – see Political Science  
 International Relations – see Political Science  
 Political Economy – see Political Science  
 Politics, Law and Society – see Political Science  
 South Asia – see Political Science  
 Psychology  
 Behavioural Science – see Psychology  
 Québec Studies  
 Religious Studies – Scriptural Languages  
 Religious Studies – World Religions  
 Russian – see Russian and Slavic Studies  
 Russian Civilization – see Russian and Slavic Studies  
 Science for Arts Students  
 Social Studies of Medicine  
 Sociology  
 Women's Studies

## 11 Academic Programs and Courses

### 11.1 General Faculty Courses

#### 11.1.1 Elementary Computing (100)

**100-150A/B ELEMENTARY COMPUTING.** (3) (Prerequisites: none.) (Not open to Science or Engineering students, or Arts students registered in Computer Science programs, or in Mathematics and Computer Science programs.) (Credit will not be given for 100-150 if taken concurrently with or after 308-100, 308-102, 308-202, 308-203, 308-208, 308-250, or 280-331.) Introduction to Information Technology (IT) and the digital representation of numerical, verbal and sensory phenomena. The history and impact of IT and its implications. Basic concepts of computing systems. Hands-on experience with computer applications in laboratory sessions. (For syllabus and further details refer to <http://ulla.mcgill.ca/arts150>)

**Course Coordinator: Professor Masi, Director (FACS)**  
**Course Instructor: Michael Head, McGill Computing Centre**  
**Laboratory Instructor Susan Czarnocki (FACL)**

The Faculty of Arts Computer Laboratory (FACL) is operated by Faculty of Arts Computer Services (FACS), and offers a wide range of services to the Faculty. The labs provide access to the internet, the library catalogue and CD-ROM data bases stored in various locations on campus. The Teaching Lab provides a venue for training in specialized demographic and statistical software, and for other course-related computerized teaching tools. Standard word-processing, statistical and spread-sheet software is available, as well as specialized desk-top publishing software. Laser printing, scanning and colour-printing are available for nominal fees.

#### 11.1.2 Communications (109)

**109-200A/B COMMUNICATIONS – PRE-ELECTRONIC AGE.** (3) (Not open to students who have taken 110-277) The social and cultural implications of major developments in communications from pre-history to the start of the electronic age. Topics will include the origins of symbolic expression, nonalphabetic versus alphabet writing, the development of printing, and emergence of the telegraph. The orality/literacy developments during this period will also be explored. **Staff**

**109-210A/B COMMUNICATIONS – ELECTRONIC AGE.** (3) (Not open to students who have taken 110-278) The social and cultural implications of major developments in mass communications from the onset of the electronic era to the present. Topics will include the development of, and popular responses to, the telegraph, the telephone, photography and visual media, radio and television broadcasting, including the current debates on new media technologies. **Staff**

